



Wickwar

Parish Council

Wickwar Parish Council
c/o 22 Inglestone Road
Wickwar
Wotton-under-edge
Gloucestershire
GL12 8NH

Clerk: Rachel Davis
07895 527353

clerk@wickwarparishcouncil.gov.uk

AGENDA

All Councillors are hereby summoned to attend a meeting of Wickwar Parish Council to be held

at: 7.00pm
on: Wednesday 1st December 2021
at: Wickwar Town Hall, High Street, Wickwar

Signed Clerk to the Council:

Dated: 25th November 2021

Covid-19 Safety measures for members of the public

If you would like to attend, please contact the Clerk (by email or text) at least 24 hours before the start of the meeting. This will allow us to manage numbers safely. Alternatively, you may submit questions in relation to any agenda item to the Clerk (via email or text) at least 24 hours before the start of the meeting. Questions will be read out by the Clerk.

Please do not attend if:

- you have symptoms of Covid-19;
- you have tested positive for Covid-19 within the last 10 days/ are awaiting the results of a test;
- you have been told to self-isolate following contact with someone who has tested positive.

Masks are recommended until seated.

Please maintain social distance inside the meeting room.

Public time (Duration 20 minutes maximum)

1. To RECEIVE apologies for absence.
2. To NOTE and RECORD Declarations of Interests relevant to this meeting.

Members are reminded to declare any interest on any item on this Agenda at this point or at any point during the meeting in accordance with Wickwar Parish Council's Code of Conduct.

3. To AGREE whether the [minutes](#) from the ordinary meeting held on 6th October 2021 should be signed as an accurate record of the meeting (circulated)

4. To determine which items, if any, of the Agenda should be taken with the public excluded. (Item 24 onwards will consider matters related to the employment of staff, so a resolution to exclude the press

and public may be required under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.)

5. To CO-OPT to the vacancy of Councillor (Declaration of Acceptance of Office to be signed in the meeting or at the next meeting).

Planning

6. Planning - For the Council to NOTE the following planning decisions

6.1 P21/06231/F The Old School House 1 - 3 Station Road Wickwar South Gloucestershire GL12 8NB: Erection of a single storey rear extension to form additional living accommodation. **Approve with Conditions.**

6.2 P21/04672/F Land At Pincots Farm Pincots Lane Wickwar South Gloucestershire GL12 8NY: Erection of 1 no. rural workers dwelling with associated works. **Approve with Conditions.**

7. Planning – For the Council to NOTE and APPROVE the following comments on planning applications submitted by the Clerk with delegated authority.

7.1 P21/07040/PNA Land off Rag Lane Wickwar South Gloucestershire GL12 8LD: Prior notification of the intention to erect an agricultural building for the storage of machinery and fodder.

Neutral response.

7.2 P21/07062/F 62 Inglestone Road Wickwar South Gloucestershire GL12 8NH: Conversion and extension of existing garage to form annexe ancillary to main dwelling.

Neutral response.

8. Planning – For the Council to REVIEW and COMMENT on planning applications received before the meeting.

8.1 [P21/07162/CLP](#) 7 Amberley Way Wickwar South Gloucestershire GL12 8LW: Installation of 1no. rear dormer to facilitate loft conversion.

Items for decision

9. Items for CONSIDERATION and DECISION

9.1 To CONSIDER feedback from South Gloucestershire Council regarding queries raised about the recently installed speed tables and other highways issues, and AGREE any actions required. (See Agenda Report).

9.2 To CONSIDER and AGREE the Council's response to the [Community Governance Review](#) re Wickwar Parish Council (proposal to increase the number of councillors from seven to nine). (Circulated)

9.3 To CONSIDER progress with a review of governance and accounting arrangements for the King George's Field charity (Reg Charity No - 1084979) and AGREE to obtain quotations for legal advice. (See Agenda Report).

9.4 To CONSIDER the proposed MEMORANDUM OF UNDERSTANDING between (1) Rag Lane Solar Limited and (2) Cromhall Parish Council, Rangeworthy Parish Council, and Wickwar Parish Council re community benefit, and take a DECISION on whether to sign. (Circulated).

- 9.5 To APPOINT a third member to the Council's staff committee and AGREE next meeting date (suggested w/b 10th January 2022 or w/b 17th January).
- 9.6 To APPOINT a second representative to the Wickwar Community Centre Management Committee (Councillor Jason Jones was put forward at the AGM on 11th November 2021).
- 9.7 To AGREE a date for the budget/ action plan working group meeting to discuss the budget for 2022/23 (proposed date Weds 5th January 2022).
- 9.8 To APPROVE the localism contract with South Gloucestershire Council for 2022/23. (Circulated).
- 9.9 To APPROVE the installation of the Town Hall bench (previously agreed) by Tony Gardner Property Maintenance, to be funded from Community Infrastructure Levy - £75 + cost of additional fixings if required.
- 9.10 To CONSIDER progress with a village plan (Cllr Fielding) and take a DECISION on whether and when to conduct a village survey. (Verbal update).

Items for information only

10. To NOTE the playground inspection for November 2021. (Circulated).
11. To NOTE the dates of upcoming Police community beat surgeries at Wickwar Town Hall (13th December 2021@ 2.00 pm, 12th January 2022@ 11.00 am).
12. To NOTE the letter sent from the Parish Council to representatives of Bloor Homes (copied to South Gloucestershire Council) summarising concerns about the poor standard of the public consultation re proposals for 180 houses on land west of Sodbury Road Wickwar. (Circulated).
13. To RECEIVE the register of correspondence received (list available at the meeting).

Reports

14. To RECEIVE a report from the Ward Councillor.
15. To RECEIVE an update on progress with the Wickwar Parish Council Action Plan 2020-25. (Circulated).
16. To RECEIVE a report from the CIL/S106 Working Group meeting held on 27th October 2021. (Circulated).
17. RECEIVE an update following the Cotswold Edge Community Engagement Forum held 25th November 2021. (Verbal report).
18. To RECEIVE verbal reports from Councillors who are Trustees or Committee members of the organisations listed below, and to take decisions as necessary:
- 18.1 King George's Field
 - 18.2 Wickwar Youth Club
 - 18.3 Wickwar Community Centre
 - 18.4 Wickwar Town Hall
 - 18.5 Wickwar Cemetery

Requests for financial assistance

None.

Burial matters

19. To NOTE installation of memorial IRO Pagett (plot 399).

Finance

20. To NOTE the monthly bank reconciliations for October 2021 and bank balances. Chairman to sign as a true record. (Circulated).

21. To APPROVE accounts for payment and NOTE additional payments made between meetings in line with Financial Regulations (These are listed in the attached payment schedule).

22. To NOTE the budget monitoring report to 31st October 2021, prepared by the Clerk. Chairman to sign as a true record. (Circulated).

23. To APPROVE the outstanding 70% payment for Town Hall Clock strike hammer repair (listed under payment BACS211201CCC1 below) £871.50 excl VAT, from Earmarked reserve 'Clock Repairs' (£2,432.15 remaining).

(Item 24 onwards will consider matters related to the employment of staff, so a resolution to exclude the press and public may be required under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.)

24. To NOTE the resignation of the Parish Clerk and last working day.

25. To APPROVE the application pack for recruitment of the Parish Clerk (salary scale, working hours, job advert, job description, person specification and application form). (Circulated – confidential).

26. To AGREE the advertising arrangements, deadline, interview dates and interview panel for recruitment of the Parish Clerk. (Circulated – confidential).

Items for the next agenda.

Quotations for replacement matting and other surfacing repairs at the King George's Field Play Area.

Please note: Meetings take place in the first-floor meeting room which is only accessible via stairs. If you would like to attend the meeting, but are unable to use the stairs, please advise the Clerk as soon as possible so that the meeting can be moved downstairs.

Wickwar Parish Council

Expenditure transactions - payments approval list Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
184	BACS21120 1PT	£28.57	£0.00	£28.57 09/10/21	MRS P A TRULL - Nov 21 expense claim - bulb, bark, soil for closed cremation area	£28.57
180	BACS21120 1M	£226.80	£37.80	£189.00 26/10/21	MARMAX Recycled Products - Town Hall bench + delivery (CIL)	£226.80
183	BACS21120 1SGC	£567.90	£94.65	£473.25 28/10/21	South Gloucestershire Council - Install of Wybone bin Poplar Lane/ Sodbury Rd	£567.90
*179	DD211101W BPav	£2.00	£0.00	£2.00 01/11/21	WATER BUSINESS - Water pav Sept 21	£2.00
*175	DD211102O EPav	£21.07	£1.00	£20.07 02/11/21	Octopus Energy - Pav Oct 21 electricity	£21.07
*177	DD211110P N	£21.60	£3.60	£18.00 03/11/21	PLUS NET - Town Hall b/b Nov 2021	£21.60
*174	DD211108O ETH	£18.72	£0.89	£17.83 08/11/21	Octopus Energy - TH Oct 21 electricity	£18.72
*176	DD211122T M	£10.00	£0.00	£10.00 08/11/21	TESCO MOBILE - Oct 21 bill	£10.00
181	BACS21120 1CCC1	£4,279.80	£713.30	£3,566.50 09/11/21	Cumbria Clock Company -	£4,279.80
1		£1,045.80	£174.30	£871.50	CNCL strike hammer repair (less 30% deposit)	
2		£3,234.00	£539.00	£2,695.00	CIL clock face refurb (less 30% deposit)	
182	BACS21120 1CCC2	£156.00	£26.00	£130.00 09/11/21	Cumbria Clock Company - Annual clock service 05/11/21	£156.00
185	BACS21120 1HP	£9.99	£1.67	£8.32 19/11/21	HP INK - Ink 18/10/21 - 17/11/21	£9.99
*178	DD211121C PRE	£3.00	£0.00	£3.00 21/11/21	CPRE - Monthly membership Nov 2021	£3.00
190	BACS21120 1RDHW	£208.00	£0.00	£208.00 30/11/21	R E DAVIS - Clerk tax free homeworking allowance 01/04 - 30/11/21	£208.00
		£1,700.95	£0.00	£1,700.95	Confidential	
Total		£7,254.40	£878.91	£6,375.49		

*Paid between meetings

Signature Signature

Date