

Wickwar Parish Council

Meeting of the Parish Council – Minutes

A meeting of the above Council was held on Wednesday 6th October 2021 at Wickwar Town Hall, High Street, Wickwar, commencing at 7pm.

Attended:

Councillor S Isaac (Chairman)
Councillor A Carroll
Councillor G Fielding
Councillor J Jones
Ward Councillor and Councillor P Trull

Apologies:

Councillor A Pennington

Clerk:

Mrs R Davis

Public time (Duration 20 minutes maximum)

Two members of the public attended.

One member of the public spoke about research he had undertaken into whether Wickwar railway station could be reopened to serve the growing population and what the process would be.

1.10.21 To RECEIVE apologies for absence.

Councillor Pennington sent his apologies.

2.10.21 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.

Councillor Isaac declared a (non-disclosable) pecuniary interest in item 7.1 (Bloor Homes development proposal minute 7.1.10.21). In accordance with Wickwar Parish Council's Code of Conduct he left the room for the duration of the item.

3.10.21 To AGREE whether the minutes from the ordinary meeting held on 1st September 2021 should be signed as an accurate record of the meeting.

It was proposed, seconded and RESOLVED to accept the minutes of the meeting held on 1st September 2021. They were duly signed.

4.10.21 To determine which items, if any, of the Agenda should be taken with the public excluded.

None.

Signed.....Chairman.....Date

5.10.21 Planning - For the Council to NOTE the following planning decisions

Noted.

5.1, 10.21 P21/05174/F Westend Grove West End Wickwar South Gloucestershire GL12 8L: Demolition of existing single storey swimming pool extension. Erection of single storey rear extension to form additional living accommodation. **Approve with Conditions.**

5.2.10.21 P21/04121/F 7 Isaac Close Wickwar South Gloucestershire GL12 8FA: Erection of single storey side/rear extension to provide additional living accommodation. **Approve with Conditions.**

5.3.10.21 P21/04847/F Land At Hunters Hall Bristol Road Cromhall South Gloucestershire GL12 8BA: Change of use of land from agricultural to equestrian (Sui Generis) and erection of 1 no. relocated stable block. **Approve with Conditions.**

5.4.10.21 P21/05247/F 5 Turnpike Gate Wickwar South Gloucestershire GL12 8ND DESCRIPTION: Erection of front porch and associated works. **Approve with Conditions.**

5.5.10.21 P21/01981/LB 4 High Street Wickwar South Gloucestershire GL12 8NE: Application to retain the works carried out to erect a single storey rear porch. Erection of out-building to form of lean-to WC/garden shed and reinstatement of garden wall. **Approve with Conditions.**

5.6.10.21 P21/01982/F 4 High Street Wickwar South Gloucestershire GL12 8NE: Erection of single storey rear porch. Erection of out-building to form lean-to WC/garden shed and reinstatement of garden wall (Retrospective). **Approve with Conditions.**

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

6.1.10.21 P21/06147/TCA Stable Cottage West End Wickwar South Gloucestershire GL12 8JZ: Works to 1 no. Horse Chestnut tree as per the attached schedule of works received by the council on 14th September 2021. Tree situated within the Wickwar conservation area.

It was proposed, seconded and RESOLVED to submit a neutral response.

6.2.10.21 P21/06042/TCA 3 High Street Wickwar South Gloucestershire GL12 8NE: Works to trees as per the attached proposed schedule of works (section 5 of application form) submitted to the council on 8th September 2021. All trees situated within the Wickwar conservation area.

It was proposed, seconded and RESOLVED to submit a neutral response.

6.3.10.21 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.

It was proposed, seconded and RESOLVED to object to the application on the grounds that the proposed extension, which falls within the Wickwar Conservation Area, is not in keeping with the Victorian building and the surrounding buildings. It will be visible from the Downs Road and the nearby public footpath, negatively impacting visual amenity.

Signed.....Chairman.....Date

6.4.10.21 P21/06225/TCA Ywurri 45 High Street Wickwar South Gloucestershire GL12 8NP: Works to fell 1 no. Thuja tree, crown reduce 1 no. Laburnum to leave a height of 4m and a radial spread of 3m and crown reduce 1 no. Poplar to leave a height of 9m and a radial spread of 5m all situated within the Wickwar Conservation Area

It was proposed, seconded and RESOLVED to submit a neutral response.

Items for decision

7.10.21 Items for CONSIDERATION and DECISION

7.1.10.21 To CONSIDER and AGREE a list of written questions to submit to Bloor Homes, who are proposing a development of 180 house on land to the west of Sodbury Road.

Councillor Isaac declared an interest in this item. He left the room for the duration of the item, in accordance with Wickwar Parish Council's Code of Conduct. In his absence Vice Chairman Councillor Fielding chaired the item.

It was proposed, seconded and RESOLVED to submit a list of questions (attached at appendix 1) to Bloor Homes, regarding the proposed development on land to the west of Sodbury Road.

Councillor Isaac returned to the meeting after the item and resumed chairing the meeting.

7.2.10.21 To NOTE that the Park Field (off Church Lane) grazing agreement ends on 31st October 2021 and to CONSIDER and take a DECISION on maintenance actions required.

Noted. The decision on the maintenance work required was deferred to the December meeting.

7.3.10.21 To APPROVE an estimate for hedge cutting at King George's Field (to include the allotments hedge) and Park Field, to be carried out after 31st October 2021.

It was proposed, seconded and RESOLVED to accept the estimate from R.O. Williams and Son for five hours across both sites, at £38 per hour (£166 in total).

7.4.10.21 To CONSIDER and take a DECISION on a proposal to install a dog bin close to the entrance of the multi user path on the Tyndale Reach Estate, Sodbury Road.

It was proposed, seconded and RESOLVED to instruct South Gloucestershire Council to install a dual use bin on the corner of Poplar Lane/ Sodbury Road at a cost of £473.25. It was further RESOLVED to use Community Infrastructure Levy funding to fund the installation and emptying costs for the next five years (in line with advice from South Gloucestershire Council.)

7.5.10.21 To NOTE the number of unreserved cremation plots in the cemetery and take a DECISION on whether to suspend pre-purchasing of cremation plots.

It was proposed, seconded and RESOLVED to suspend pre-purchasing of cremation and burial plots at Wickwar Cemetery, effective immediately. It was further RESOLVED to review the decision after 12 months once the suitability of the neighbouring field for a cemetery extension is understood.

7.6.10.21 To APPROVE a draft application to South Gloucestershire Council to install one bench on the Burleigh Way/ Amberley Way green and one bench on the Inglestone Road/ Sodbury Road junction verge.

Signed.....Chairman.....Date

It was proposed, seconded and RESOLVED to approve an application to South Gloucestershire Council to install two benches on the Burleigh Way/ Amberley Way green (although one bench will be installed initially) and one bench on the Inglestone Road/ Sodbury Road junction verge.

7.7.10.21 To CONSIDER and take a DECISION on an estimate to install the two benches described in item 7.6 and APPROVE use of CIL (Community Infrastructure Levy) funding.

It was proposed, seconded and RESOLVED to accept the estimate from Tony Gardner Property Maintenance to fit two benches plus slabs in front, at a cost of £150 per bench (£300 in total). Additional expenditure of £60 per bench for materials was also agreed and the use of Community Infrastructure Levy funding was approved.

7.8.10.21 To APPROVE a proposal to install a bench outside the Town Hall and to CONSIDER and take a DECISION on an estimate for the bench. APPROVE use of CIL (Community Infrastructure Levy) funding.

It was proposed, seconded and RESOLVED to purchase a bench, up to a maximum cost of £300, to be installed outside the Town Hall. It was further RESOLVED to purchase the bench using Community Infrastructure Levy funding.

7.9.10.21 To CONSIDER and take a DECISION on whether to install an additional power circuit in the pavilion for use during outdoor events and take a DECISION on the estimate provided.

It was proposed, seconded and RESOLVED to accept an estimate from Active Electrical for £283 (excl VAT) to install an additional power circuit in the pavilion for use during outdoor events. It was further RESOLVED to ask the contractor if a double socket could be fitted and to fund the work from Community Infrastructure Levy funding.

7.10.10.21 To CONSIDER and take a DECISION on consulting the community about whether a neighbourhood plan is wanted and to request volunteers.

Councillor Fielding volunteered to draft a vision for the future development of Wickwar for the Council to consider. A decision on consulting the community about whether a neighbourhood plan is wanted and to request volunteers, was deferred to allow the Council time to consider the vision document.

7.11.10.21 To CONSIDER and AGREE the distribution arrangements for the 150 copies of the 'Lest we Forget' heritage book of war diaries, which was part-funded with a £500 grant from the Council.

The Clerk reported that around 20 copies have been kept by Yate Heritage Centre to sell there. The Clerk will arrange and advertise a number of slots when residents can purchase the book from the Town Hall, manned by Councillors. The Clerk will contact the Rangeworthy Clerk to arrange a sale location there. Payment will be taken as cash or cheque made payable to Yate and District Heritage Centre Trust. All sale proceeds will be paid to the Heritage Centre to fund either a second print run depending upon demand for the book, or other projects.

Items for information only

8.10.21 To NOTE the playground inspection for August and September 2021.

Noted.

9.10.21 To NOTE the cemetery inspection for September 2021.

Signed.....Chairman.....Date

Deferred to a future meeting.

10.10.21 To NOTE the resignation of Councillor Colin Maidment and NOTE the outcome of the public notice of a Casual Vacancy published on 15th September 2021.

Noted. The outcome of the public notice was not known at the time of the meeting. The Chairman thanked the retiring councillor (who was in attendance) for his service on behalf of the Council and the residents of Wickwar.

11.10.21 To RECEIVE an update following the Cotswold Edge Community Engagement Forum meeting 01/07/21 (deferred from previous meeting) - verbal.

A brief update was received.

12.10.21 To RECEIVE an update on progress with obtaining quotations for a ground water risk assessment for a potential cemetery extension into Park Field.

The Clerk gave an update and will bring three quotations to the next meeting for consideration.

13.10.21 To RECEIVE an update on the cedar tree adjacent to the open cemetery which requires further inspection work. (As per Tree Condition Report conducted Nov 2020).

Councillor Carroll informed the Council that further specialist inspection work had been carried out by South Gloucestershire Council's contractor. Following the inspection South Gloucestershire Council will schedule some safety work to extend the life of the tree, but it will not need to be felled. The Council will be informed before the work is carried out so that residents can be notified.

14.10.21 To RECEIVE the register of correspondence received (list available at the meeting)

Received.

Reports

15.10.21 To RECEIVE a report from the Ward Councillor

The Ward Councillor gave a brief update and confirmed that she has passed the suggestion regarding reopening Wickwar railway station to a colleague to raise at the next appropriate WECA (West of England Combined Authority) meeting.

16.10.21 To RECEIVE verbal reports from Councillors who are Trustees or Committee members of the organisations listed below, and to take decisions as necessary:

16.1.10.21 King George's Field

Councillor Carroll has been developing a proposal to use Community Infrastructure Levy funding to purchase additional benches, picnic tables and a litter bin for the field. Councillors will discuss it at the next Section 106 & CIL working group meeting and a proposal will be brought to the Council after that.

16.2.10.21 Wickwar Youth Club

The outside area is being renovated by Wickwar Environmental Action Group.

16.3.10.21 Wickwar Community Centre

Signed.....Chairman.....Date

The treasurer has resigned from the management committee and the chair is searching for a replacement. Alexander Hosea Primary School mistakenly added VAT to utility invoices it issued to the management committee over a four year period. The school has received legal advice to refund this amount to the management committee. The Chairman will attend the AGM on 12th November.

16.4.10.21 Wickwar Town Hall

A small group of councillors are consulting with builders about how to renovate the ground floor using Community Infrastructure Levy funding, to create a useable meeting space. One response has been received and two more builders are being consulted. A proposal will be brought to the Council in due course.

16.5.10.21 Wickwar Cemetery

A memorial inspection is due this year, but before commencing this the Clerk will bring a Memorial Management Policy to the Council for approval. This will be completed before the end of the year.

Requests for financial assistance

None.

Burial matters

17.10.21 To APPROVE the purchase of Exclusive Right of Burial IRO plot 31A (cremation). ERB to be signed.

Approved and ERB certificate signed.

18.10.21 To NOTE interments IRO Laker (cremation plot 31A) and IRO Williamson (cremation plot 4A).

Noted.

Finance

19.10.21 To NOTE the monthly bank reconciliations for August 2021 and bank balances. Chairman to sign as a true record.

Noted and signed.

20.10.21 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).

It was proposed, seconded and RESOLVED to APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations.

21.10.21 To NOTE the budget monitoring report to 31st August 2021, prepared by the Clerk. Chairman to sign as a true record.

Noted.

22.10.21 To RECEIVE the external auditor report and certificate (Section 3 of the AGAR Part 3) for the financial year ended 31st March 2021 (circulated) and AGREE the period of time for which the notice of conclusion of audit should be available to the public.

Received. **It was proposed, seconded and RESOLVED that the notice of conclusion of audit should be available to the public for a minimum of 30 days.**

Signed.....Chairman.....Date

23.10.21 To APPROVE a replacement third signatory on the Council's current account with Unity Trust Bank.

It was proposed, seconded and RESOLVED to appoint Councillor Jones as a replacement third signatory on the Council's current account with Unity Trust Bank.

The meeting was closed at 10.40pm.

Signed.....Chairman.....Date

Wickwar Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque
141	BACS21100 6T	£245.00	£0.00	£245.00	31/08/21	TRANSFORMATIONS PAINTING & DECORATING - Repaint roundabout in play area	£245.00
*132	DD210901W BPav	£7.50	£0.00	£7.50	01/09/21	WATER BUSINESS - Water pav July 21	£7.50
143	BACS21100 6WWC	£500.00	£0.00	£500.00	01/09/21	WICKWAR WOMEN'S CIRCLE - Grant for publicity and event	£500.00
144	BACS21100 6PCC	£500.00	£0.00	£500.00	01/09/21	PCC of Wickwar - Grant for Fireworks display 2021	£500.00
146	BACS21100 6WOOSC	£3,000.00	£0.00	£3,000.00	01/09/21	WICKWAR OUT OF SCHOOL CLUB - Payment for shed and base	£3,000.00
*133	DD210910P N	£21.60	£3.60	£18.00	03/09/21	PLUS NET - Town Hall b/b Sept 2021	£21.60
*137	DD210906O EPav	£27.09	£1.29	£25.80	06/09/21	Octopus Energy - Pav Aug 21 electricity	£27.09
*138	DD210906O ETH	£12.42	£0.59	£11.83	06/09/21	Octopus Energy - TH Aug 21 electricity	£12.42
*136	DD210922T M	£12.50	£0.00	£12.50	08/09/21	TESCO MOBILE - Aug 21 bill	£12.50
139	BACS21100 6PKF	£480.00	£80.00	£400.00	18/09/21	PKF LITTLEJOHN LLP - External audit YE 31 March 2021	£480.00
140	BACS21100 6HP	£9.99	£1.67	£8.32	19/09/21	HP INK - Ink 18/08/21 - 17/09/21	£9.99
142	BACS21100 6PG	£1,968.00	£328.00	£1,640.00	20/09/21	PRESTIGE GROUNDS -	£1,968.00
1		£1,248.00	£208.00	£1,040.00		PF 13 cuts of KGV to 30/09/21	
2		£720.00	£120.00	£600.00		PF Weed and feed x 2 pitches	
135	BACS21100 6GF	£1,496.60	£249.43	£1,247.17	21/09/21	GREENFIELDS GARDEN SERVICES LTD -	£1,496.60
1		£1,050.20	£175.03	£875.17		CIL Replace climbing net	
2		£446.40	£74.40	£372.00		PF Weld slide and replace grass mat	
*147	DD210921C PRE	£3.00	£0.00	£3.00	21/09/21	CPRE - Monthly membership Sept 2021	£3.00
145	BACS21100 6RDExp	£28.98	£0.00	£28.98	23/09/21	R E DAVIS - Expense claim - markers for cemetery	£28.98
134	BACS21100 6RBL	£42.99	£0.00	£42.99	28/09/21	ROYAL BRITISH LEGION TRADING LTD - Poppy wreath and donation	£42.99

Signed.....Chairman.....Date

Total	£8,355.67	£664.58	£7,691.09
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Signature

Signature

Date

***Paid between meetings**

Appendix 1 - List of questions for Bloor Homes Project Team re Land West of Sodbury Road Wickwar, proposed site for 180 houses.

Wickwar Parish Council agreed the following list of questions at its meeting on 6th October 2021. Bloor Homes refused an invitation to attend the meeting to respond to questions in person, but agreed to respond to the following questions in writing.

1. What feedback submitted via the consultation would persuade you that an online public meeting would be productive?
2. Have you sought pre-application planning advice from South Gloucestershire Council? Will you make this advice public before you submit the planning application? If not, why not? Also with regard to the advice given, will you be implementing its recommendations?
3. What evidence has been collected about the level and type of local housing needed in the village?

Wickwar currently has a low level of support infrastructure. The following essential services are lacking in the village and the nearest services are not accessible by walking or cycling (according to the draft Data and Access Profile for Wickwar [Wickwar DAP 2020.pdf \(southglos.gov.uk\)](#))

- Health facilities (GP surgery, pharmacy, dentist)
- Convenience store or supermarket
- Post Office
- Library
- Cycle way

4. Which of the facilities from the list above, will be provided as part of the proposed development?
5. Can you explain how the proposal to include a shop as part of the development would work?
6. What infrastructure to provide safe pedestrian/ cycle access to the essential services listed, will be provided as part of this development?
7. The South Gloucestershire Local Transport Priority list includes a scheme FV50 to provide a Cycleway from Frith Lane to Peg Hill Yate for the benefit of the Wickwar Community. Will Bloor Homes provide funding for support of this scheme as part of their proposal of providing appropriate supporting infrastructure?

According to the draft Data and Access Profile for Wickwar [Wickwar DAP 2020.pdf \(southglos.gov.uk\)](#) at least 70% of working residents commute outside of the immediate area. There is no train station within 2km

Signed.....Chairman.....Date

of Wickwar, bus services are very poor and there is no safe route for cyclists. This means that the vast majority of residents who will occupy the proposed houses will commute to work by car. Additional car journeys are also anticipated to access the essential services listed above.

8. What is the anticipated impact of the new development on the volume of traffic passing through the village via the High Street at peak times, and in total?

a) Will a traffic survey be carried out?

b) Will you commit to conducting a traffic survey at a representative time (i.e. on a weekday, avoiding public holidays and not during a national lockdown)?

(The Tracsis High Street traffic survey carried out in 2017 recorded a weekday average traffic total of 9,028, with a weekly total of 58,405. This survey was conducted before significant developments were completed in Yate and Charfield, which will have increased these figures). There are also the two new Wickwar developments which, when fully occupied, will increase the traffic flow by approximately 340 vehicles.

9. Even with current traffic levels the High Street gets snarled up with traffic. What are you going to do about this problem, bearing in mind that you are putting additional cars onto the High Street?

Of particular concern is the already congested intersection of the High Street and Downs Road (B4060 and B4059), which forms part of the route to the M5. A traffic analysis carried out in 2017 by Stirling Maynard Transportation Consultants as part of application PK17/4552/O for the 90 dwellings on land South of Horwood Lane, concluded that this intersection would be at a maximum of 99% capacity (or RFC 0.99) by 2022. The report explains that if the RFC (ratio of flow to capacity) value exactly equals 1.0 then flow equals theoretical capacity. Arms exceeding a ratio of 1.00 (i.e. 100% capacity utilised) are considered to be over capacity and are characterised as having heavy volumes of queued traffic.

10. Has a traffic analysis of the intersection of the High Street and Downs Road (B4060 and B4059) been conducted?

11. How will the likely heavy volumes of queued traffic at the intersection of the High Street and Downs Road (B4060 and B4059), caused by this development, be mitigated against?

12. How many construction vehicles will be travelling along Sodbury Road per day during the construction phase?

13. How will the impact of the construction phase – additional construction traffic and noise – be mitigated for residents living along the access route and residents living adjacent to the construction site?

14. What is the proposed housing mix- 2/3/4/5 bedroom homes?

15. What proportion of the 180 homes will be affordable? What will the affordable options be, and how will affordability be assessed?

Signed.....Chairman.....Date

16. What contribution will the new development make towards the primary school to enable it to accommodate additional pupils?
17. Which secondary school catchment will the new development fall within?
18. There is the need for pupils to travel to secondary schools. What contribution will the development make to these ongoing costs?
19. Will electric vehicle charge points be installed at each property?
20. How will access be provided to the site at the proposed northern entrance, where there are a number of trees with TPOs (Tree Preservation Orders) currently situated?

Signed.....Chairman.....Date