



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 12th January 2022
at: Wickwar Town Hall, High Street, Wickwar

Signed Clerk to the Council:

Dated: 7th January 2022

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 7 days/ are awaiting the results of a test.

Please wear a mask and 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 1st December 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.

Planning

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

- 5.1 P21/03194/LB 4 High Street Wickwar South Gloucestershire GL12 8NE: Removal and replacement of 7 no. rear windows. **Approve with Conditions.**
- 5.2 P20/24180/F Newlands Farm West End Wickwar South Gloucestershire GL12 8LD
Installation of a 49.99mw solar farm and associated infrastructure including substation, transformer stations, internal access road, perimeter security fence and access gates and internal access tracks. **Approve with Conditions.**
- 5.3 P21/06664/F 84 Inglestone Road Wickwar South Gloucestershire GL12 8NH: Change of use from residential accommodation for looked after children (Class C2) to residential (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). **Approve with Conditions.**
- 5.4 P21/05031/F Little Shortwood Farm Wickwar Road Yate South Gloucestershire BS37 6PA: Conversion of existing stable building to form annexe ancillary to the main dwelling (Resubmission of P20/21808/F). **Approve with Conditions.**
- 5.5 P21/06815/F Building At The Old Dairy Westend Road Wickwar South Gloucestershire GL12 8LD: Change of use of ancillary annexe to 1 no. separate dwelling with associated works. **Approve with Conditions.**
- 5.6 P21/06836/F Vine Cottage North Street Wickwar South Gloucestershire GL12 8NQ: Erection of single storey front extension to form additional living accommodation. Erection of detached garage with storage over. **Approve with Conditions.**
6. Planning – For the Council to NOTE and APPROVE the following comments on planning applications submitted by the Clerk with delegated authority.
- 6.1 P21/07787/F Ywurri 45 High Street Wickwar South Gloucestershire GL12 8NP: Erection of a single storey rear and side extension to form additional living accommodation. **Neutral response.**
- 6.2 P21/07783/F The Hickory West End Wickwar South Gloucestershire GL12 8LB: Installation of 1 no. air source heat pump. **Neutral response.**
7. Planning – For the Council to REVIEW and COMMENT on planning applications received before the meeting.
- 7.1 [P21/07632/RM](#) Parcels PL6 North North Yate South Gloucestershire: Erection of 8no. dwellings and garaging/ parking, with appearance, landscaping, layout and scale to be determined (to be read in conjunction with outline permission PK12/1913/O amended by PK17/4826/RVC)
- 7.2 [P21/07979/F](#) 13 High Street Wickwar South Gloucestershire GL12 8NE: Installation of 1 no. flue to front roof slope.

Items for decision

8. Items for CONSIDERATION and DECISION
- 8.1 To APPROVE the Council's updated model publication scheme. (Circulated).
- 8.2 To APPROVE amended terms of reference for the CIL and S106 Working Group and APPOINT a volunteer member of the public to the group. (See Agenda Report).
- 8.3 To NOTE the completed Fire Risk Assessments for the King George's Field pavilion and Wickwar Town Hall (2021 and 2022) and to APPROVE fire safety policies for both buildings. (Circulated).

- 8.4 To APPROVE wording for a new commemorative platinum jubilee plaque for the Town Hall clock and AGREE to obtain estimates for the work. (See Agenda Report).
- 8.5 To CONSIDER and APPROVE the calculation of cash correctly belonging to the King George's Field Charity, which is currently held by the Council. To AGREE to remove the amount from the Council's end of year accounting statement (YE 31/03/22) and transfer the cash to a separate bank account for the King George's Field Charity (once set up). (See Agenda Report).
- 8.6 To APPROVE funding to employ a locum clerk to be appointed by the Staff Committee for up to two months. To be funded from the wages budget (and General Reserve if required) -amount to be agreed in the meeting. (See Agenda Report)

Items for information only

9. To NOTE the playground inspection for December 2021. (Circulated).
10. To RECEIVE the register of correspondence received (list available at the meeting).

Reports

11. To RECEIVE a report from the Ward Councillor.
12. To RECEIVE verbal reports from Councillors who are Trustees or Committee members of the organisations listed below, and to take decisions as necessary:
- 12.1 King George's Field
 - 12.2 Wickwar Youth Club
 - 12.3 Wickwar Community Centre
 - 12.4 Wickwar Town Hall
 - 12.5 Wickwar Cemetery

Requests for financial assistance

None.

Burial matters

13. To APPROVE the purchase of the Exclusive Right of Burial IRO plot 409 (burial plot to be used as family cremation plot for up to six sets of ashes). ERB to be signed.

Finance

14. To NOTE the monthly bank reconciliations for November and December 2021 and bank balances. Chairman to sign as a true record. (Circulated).
15. 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).
16. To NOTE the budget monitoring report to 31st December 2021, prepared by the Clerk. Chairman to sign as a true record. (Circulated).
17. To REVIEW and APPROVE the revised asset register for 2021/22 (v 1.2). (Circulated).
18. To CONSIDER and APPROVE the proposed budget for Wickwar Parish Council for the financial year 2022/23. (Circulated).

19. To CONSIDER and APPROVE the proposed precept demand for Wickwar Parish Council for the financial year 2022/23 - £54,960. S41 notification to South Gloucestershire Council to be signed. (Circulated).

Items for the next agenda.

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
191	BACS22011 2EDGE	£175.20	£29.20	£146.00	08/10/21	Edge IT Systems Limited - Y3 of 5Y contract - 06/12/21 - 05/12/22 OUTSTANDING PAYMENT)	£175.20
204		£816.91	£136.15	£680.76	11/11/21	South Gloucestershire Council -	
1		£319.40	£53.23	£266.17		PF Bin emptying Oct - Dec 2021	
2		£433.62	£72.27	£361.35		CNCL Grass cutting and emptying 4 bins Oct - Dec 21	
3		£63.89	£10.65	£53.24		CIL Emptying Poplar Lane bin Oct - Dec 21	
200	BACS22011 2DH	£2,256.00	£376.00	£1,880.00	02/12/21	D HOWSE -	£2,256.00
1		£1,020.00	£170.00	£850.00		PF King George's Field play area grass cutting 2021/22	
2		£216.00	£36.00	£180.00		CNCL Closed cemetery grass cutting 2020/21	
3		£1,020.00	£170.00	£850.00		CNCL Open cemetery grass cutting 2021/22	
211	BACS22011 2M	£190.00	£31.67	£158.33	03/12/21	MEREDITHS - 3 X Xmas trees + new lights TH Dec 21	£190.00
201	BACS22011 2ALCA1	£40.00	£0.00	£40.00	06/12/21	ALCA - Cllr Jones Essential Councillor training 08/03/22	£40.00
202	BACS22011 2ALCA2	£40.00	£0.00	£40.00	07/12/21	ALCA - Cllr Houghton Essential Councillor training 08/03/22	£40.00
*203	DD211222T M	£10.00	£0.00	£10.00	08/12/21	TESCO MOBILE - Nov 21 bill	£10.00
*218	DD211231U T1	£26.70	£0.00	£26.70	31/12/21	Unity Trust Bank PLC - Service charge Oct-Dec 21	£26.70
*219	DD211231U T2	£1.50	£0.00	£1.50	31/12/21	Unity Trust Bank PLC - Manual credit - handling charge	£1.50
*216	DD220101W BPav	£2.00	£0.00	£2.00	01/01/22	WATER BUSINESS - Water pav Dec 21	£2.00
*220	DD22011PN	£21.60	£3.60	£18.00	03/01/22	PLUS NET - Town Hall b/b Jan 2022	£21.60
210	BACS22011 2AE	£315.60	£52.60	£263.00	04/01/22	Active Electrical - External floodlights to Wickwar Community Centre	£315.60
209	DD220106O ETH	£19.58	£0.93	£18.65	06/01/22	Octopus Energy - TH Dec 21 electricity	£19.58
215	BACS22011 2RDHW	£39.00	£0.00	£39.00	06/01/22	R E DAVIS - Clerk tax free homeworking allowance 01/12/21 - 14/01/22	£39.00
217	DD220122C PRE	£3.00	£0.00	£3.00	21/01/22	CPRE - Monthly membership Jan 2022	£3.00
		£2,618.53	£0.00	£2,618.53		Confidential (salaries for Dec21 & Jan22	
Total		£6,575.62	£630.15	£5,945.47			

***Paid between meetings**

Signature Signature

Date

Other direct debits/ payments paid since 1st December 2021 (not listed above)

Cheque no.	Gross	VAT	Net	Invoice date	Details
DD211101ICO	£35.00	£0.00	£35.00	01/11/21	ICO - annual reg to 04 Nov 2022
DD211222TM	£10.00	£0.00	£10.00	08/12/21	Tesco Mobile Nov 21
DD211210PN	£21.60	£3.60	£18.00	02/12/21	Plusnet TH B/B Dec 21
DD211221CPRE	£3.00	£0.00	£3.00	21/12/21	CPRE membership Dec 21
DD211206OETH	£19.28	£0.92	£18.36	06/12/21	Octopus Energy (electricity)TH Nov 21
DD211202OEPav	£57.52	£2.74	£54.78	02/12/21	Octopus Energy (electricity)Pav Nov21
BACS211209PG	£192.00	£32.00	£160.00	06/12/21	Prestige Grounds 2 cuts of KGV Oct21
Total	£338.40	£39.26	£299.14		