

## **Wickwar Parish Council**

### **Meeting of the Parish Council –Minutes**

A meeting of the above Council was held on Wednesday 1<sup>st</sup> December 2021 at Wickwar Town Hall, High Street, Wickwar, commencing at 7pm.

#### **Attended:**

Councillor S Isaac (Chairman)

Councillor A Carroll

Councillor G Fielding (Vice Chairman)

Councillor J Jones

#### **Apologies:**

Councillor A Pennington

Councillor P Trull

#### **Clerk:**

Mrs R Davis

Public time (Duration 20 minutes maximum)

Four members of the public attended the meeting.

Two members of the public asked questions about the six speed tables that have been installed along the Sodbury Road, and in particular the two most recently installed by contractors for Linden Homes. The Chairman explained that Ward Councillor Trull had raised similar questions with South Gloucestershire Council and a response was awaited.

One member of the public asked on behalf of a local business owner about the suitability of the ground floor of the Town Hall for a shop. The Chairman fed back that the Council's priority was to refurbish the ground floor to create an accessible meeting room.

1.12.21 To RECEIVE apologies for absence.

Councillor Pennington and Councillor Trull sent their apologies.

2.12.21 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.

3.12.21 To AGREE whether the minutes from the ordinary meeting held on 3<sup>rd</sup> November 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 3<sup>rd</sup> November 2021. They were duly signed.**

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

4.12.21 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.)

None.

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

There were two applicants for co-option. A vote was held for each candidate.

**It was proposed, seconded and RESOLVED to co-opt Robert Houghton to the office of Councillor following the votes.**

As he was not present at the meeting the Declaration of Acceptance of Office will be signed after the meeting.

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

Noted.

6.1.12.21 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. **Approve with Conditions.**

6.2.12.21 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.**

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

Noted and approved.

7.1.12.21 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.**

7.2.12.21 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.**

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

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

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

9.12.21 Items for CONSIDERATION and DECISION

9.1.12.21 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.

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

Feedback was noted. The Council will await further action by Linden Homes and a response from South Gloucestershire Council.

9.2.12.21 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).

**It was proposed, seconded and RESOLVED to submit a response in support of the proposal on the grounds of an increasing electorate and workload for the Council.**

9.3.12.21 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.

**It was proposed, seconded and RESOLVED not to obtain quotations for legal advice following the latest advice provided by ALCA (Avon Association of Local Councils) stating that it would not be necessary.**

The Clerk will bring proposals for revised governance and accounting arrangements for the King George's Field charity (Reg Charity No - 1084979) to the next meeting.

9.4.12.21 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.

**It was proposed, seconded and RESOLVED not to sign the proposed MEMORANDUM OF UNDERSTANDING re community benefit at this stage.**

The Council will consult with the other parish councils involved and seek further advice from ALCA (Avon Association of Local Councils) before deciding a course of action.

9.5.12.21 To APPOINT a third member to the Council's staff committee and AGREE next meeting date.

**It was proposed, seconded and RESOLVED to appoint Councillor Carroll to the Council's staff committee, which will next meet on Thursday 13<sup>th</sup> January 2022 at 7pm.**

9.6.12.21 To APPOINT a second representative to the Wickwar Community Centre Management Committee (Councillor Jason Jones was put forward at the AGM on 11<sup>th</sup> November 2021).

**It was proposed, seconded and RESOLVED to appoint Councillor Jones as the second Parish Council representative on the Wickwar Community Centre Management Committee.**

9.7.12.21 To AGREE a date for the budget/ action plan working group meeting to discuss the budget for 2022/23.

**It was proposed, seconded and RESOLVED to hold a budget/ action plan working group meeting to discuss the budget for 2022/23 on Wednesday 5<sup>th</sup> January 2022 at 7pm.**

9.8.12 21 To APPROVE the localism contract with South Gloucestershire Council for 2022/23.

**It was proposed, seconded and RESOLVED to approve the localism contract with South Gloucestershire Council for 2022/23.**

9.9.12.21 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.

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

**It was proposed, seconded and RESOLVED to approve the installation of the Town Hall bench by Tony Gardner Property Maintenance, to be funded from Community Infrastructure Levy - £75 + cost of additional fixings if required.**

9.10.12.21 To CONSIDER progress with a village plan (Cllr Fielding) and take a DECISION on whether and when to conduct a village survey.

Councillor Fielding will draft a village survey and bring it to a Council meeting for approval in due course.

#### Items for information only

10.12.21 To NOTE the playground inspection for November 2021.

Noted.

11.12.21 To NOTE the dates of upcoming Police community beat surgeries at Wickwar Town Hall (13<sup>th</sup> December 2021@ 2.00 pm, 12<sup>th</sup> January 2022@ 11.00 am).

Noted.

12.12.21 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.

Noted. Attached at Appendix 1.

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

Received:

- Thank letter from the Parochial Church Council of Wickwar for the grant of £500 toward the fundraising Wickwar Fireworks Display 2021.
- Letter from Cratus Communications of behalf of Bloor Homes in response to the letter sent regarding the consultation re proposals for 180 houses on land west of Sodbury Road Wickwar (12.12.21).
- South Gloucestershire Council briefing note on recommissioning of the Youth Activities Offer contract post 31<sup>st</sup> March 2021.

#### Reports

14.12.21 To RECEIVE a report from the Ward Councillor.

Ward Councillor Trull sent apologies but emailed a report which was read out to Councillors and is copied below.

Speed humps/tables have been a hot topic. SGC are fully aware of the issues involved. They have requested Linden Homes contractors check the tables and the recommended % incline. The tables towards Frith Lane are rather more severe. I know Linden have been on site and as soon as SGC give me a report I will of course pass it on.

Bellway estate issues- The play area is not open, and this is a planning enforcement issue, as the correct play surfacing has not been installed. The allotments have been under water, and the trim trail is not completed. The bus stop is not installed and there are still dead trees that have been promised to be replaced. The Planning officer who dealt with this estate says that the problems are being dealt with. I will

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

continue to ask for these matters to be resolved. Also, I get neighbour issues regarding parking, but there is really nothing I can do about this.

I have asked Highways for the outcome of the recent High Street traffic calming consultation, but once again nothing back at the moment.

15.12.21 To RECEIVE an update on progress with the Wickwar Parish Council Action Plan 2020-25.

Received.

16.12 .21 To RECEIVE a report from the CIL/S106 Working Group meeting held on 27<sup>th</sup> October 2021.

A short verbal update was given and there was a suggestion to amend the terms of reference for the group to invite a volunteer member of the public to join it. Amendments to be brought to the next meeting.

17.12 .21 To RECEIVE an update following the Cotswold Edge Community Engagement Forum held 25th November 2021.

Councillor Fielding gave a brief verbal update.

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

18.1.12.21 King George's Field

Hedges have been cut.

18.2.12.21 Wickwar Youth Club

Councillors suggested inviting a member of the committee to a future meeting to give an update.

18.3.12.21 Wickwar Community Centre

Councillor Fielding has been elected as chair of the management committee and Councillor Jones has also joined the committee.

18.4.12.21 Wickwar Town Hall

One quotation has been received for a basic refurbishment of the ground floor. Another quotation should be received soon and a third has been requested.

18.5.12.21 Wickwar Cemetery

There are limited cremation plots left along the north wall. Preparation of additional plots along the south wall should be made a priority.

#### Burial matters

19. 12.21 To NOTE installation of memorial IRO Pagett (plot 399).

Noted.

#### Finance

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

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

Noted and signed.

21.12.21 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.**

22.12.21 To NOTE the budget monitoring report to 31<sup>st</sup> October 2021, prepared by the Clerk. Chairman to sign as a true record.

Noted and signed.

23.12.21 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).

**It was proposed, seconded and RESOLVED to APPROVE outstanding 70% payment for Town Hall Clock strike hammer repair (listed under payment BACS211201CCC1 below) £871.50 excl VAT, from Earmarked reserve 'Clock Repairs'.**

**It was RESOLVED to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100, as the following items considered matters related to the employment of staff.**

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

Noted. Last working day Friday 14<sup>th</sup> January 2022.

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

**It was proposed, seconded and RESOLVED to APPROVE the application pack for recruitment of the Parish Clerk (NJC scale point 18 to 24 per annum pro-rata, 24 hours per week).**

26.12.21 To AGREE the advertising arrangements, deadline, interview dates and interview panel for recruitment of the Parish Clerk.

**It was proposed, seconded and RESOLVED to advertise the job through the Parish Council and ALCA (Avon Association of Local Councils) websites free of charge, and to share the advert on appropriate local social media groups. Deadline of Friday 7<sup>th</sup> January and interviews to be carried out w/b 10<sup>th</sup> January 2022.**

Items for the next agenda.

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

The meeting was closed at 9.07pm.

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    |
|--------------|--------------------|-----------|---------|--------------------|-----------------------------------------------------------------------------------------|-----------|
| 184          | BACS21120<br>1PT   | £28.57    | £0.00   | £28.57 09/10/21    | MRS P A TRULL - Nov 21<br>expense claim - bulb, bark, soil<br>for closed cremation area | £28.57    |
| 180          | BACS21120<br>1M    | £226.80   | £37.80  | £189.00 26/10/21   | MARMAX Recycled Products -<br>Town Hall bench + delivery<br>(CIL)                       | £226.80   |
| 183          | BACS21120<br>1SGC  | £567.90   | £94.65  | £473.25 28/10/21   | South Gloucestershire Council -<br>Install of Wybone bin Poplar<br>Lane/ Sodbury Rd     | £567.90   |
| *179         | DD211101W<br>BPav  | £2.00     | £0.00   | £2.00 01/11/21     | WATER BUSINESS - Water pav<br>Sept 21                                                   | £2.00     |
| *175         | DD211102O<br>EPav  | £21.07    | £1.00   | £20.07 02/11/21    | Octopus Energy - Pav Oct 21<br>electricity                                              | £21.07    |
| *177         | DD211110P<br>N     | £21.60    | £3.60   | £18.00 03/11/21    | PLUS NET - Town Hall b/b Nov<br>2021                                                    | £21.60    |
| *174         | DD211108O<br>ETH   | £18.72    | £0.89   | £17.83 08/11/21    | Octopus Energy - TH Oct 21<br>electricity                                               | £18.72    |
| *176         | DD211122T<br>M     | £10.00    | £0.00   | £10.00 08/11/21    | TESCO MOBILE - Oct 21 bill                                                              | £10.00    |
| 181          | BACS21120<br>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%<br>deposit)                                         |           |
| 2            |                    | £3,234.00 | £539.00 | £2,695.00          | CIL clock face refurb (less 30%<br>deposit)                                             |           |
| 182          | BACS21120<br>1CCC2 | £156.00   | £26.00  | £130.00 09/11/21   | Cumbria Clock Company -<br>Annual clock service 05/11/21                                | £156.00   |
| 185          | BACS21120<br>1HP   | £9.99     | £1.67   | £8.32 19/11/21     | HP INK - Ink 18/10/21 - 17/11/21                                                        | £9.99     |
| *178         | DD211121C<br>PRE   | £3.00     | £0.00   | £3.00 21/11/21     | CPRE - Monthly membership<br>Nov 2021                                                   | £3.00     |
| 190          | BACS21120<br>1RDHW | £208.00   | £0.00   | £208.00 30/11/21   | R E DAVIS - Clerk tax free<br>homeworking allowance 01/04 -<br>30/11/21                 | £208.00   |
|              |                    | £1,700.95 | £0.00   | £1,700.95          | Confidential                                                                            |           |
| <b>Total</b> |                    | £7,254.40 | £878.91 | £6,375.49          |                                                                                         |           |

\*Paid between meetings

Signature      Signature

Date

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

**Appendix 1- Letter sent to representatives of Bloor Homes re poor standard of the public consultation re proposals for 180 houses on land west of Sodbury Road Wickwar.**

10<sup>th</sup> November 2021

Dear xxx,

**Re: Response to public consultation on housing proposal for land to the west of Sodbury Road, Wickwar**

I am writing to you on behalf of Wickwar Parish Council to express the Councillors' deep dissatisfaction with the public consultation that has been run by Bloor Homes regarding its proposal to build 180 homes on land west of Sodbury Road. Wickwar has been through a public consultation recently for a similar proposal, and in that case the developers hosted an online public meeting on request and gave a clear deadline for responses at the start of the consultation. Bloor Homes has failed to do either of these things.

Firstly, Bloor Homes has refused a request to host a public meeting and refused a subsequent request to attend a Council meeting in public, to present the proposals and answer questions. Given the limited information that has been released to the public and the decision to conduct the consultation online/ by post/telephone only, Wickwar Parish Council argues strongly that the public consultation has not been up to standard and should be repeated. I will be writing to South Gloucestershire Council to express these concerns on behalf of the Council.

Furthermore, Bloor Homes has repeatedly refused to publish a deadline for responses to the public consultation. I have requested this information on four separate occasions (the first time was over two months ago on 7<sup>th</sup> September 2021) and did not receive a satisfactory response to any of these requests.

On Monday morning (8<sup>th</sup> November) I finally received notification of the deadline of 16<sup>th</sup> November 2021, which was in just seven working days' time. As of today (10<sup>th</sup> November), there is no notice on the consultation website advising visitors of the deadline. Neither was the deadline published on the consultation leaflet which was posted to households in the parish. It is therefore unclear how members of the public are supposed to know when the deadline is. Bloor Homes has not made any attempt to advertise this deadline to members of the public.

It is not acceptable to give only seven working days' notice of the consultation deadline and to fail to advertise that deadline to members of the public.

In response to the consultation, Wickwar Parish Council objects strongly to the proposed development of 180 new houses because it is speculative and conflicts with the objectives and policies of South Gloucestershire Council's adopted Core Strategy and Policies, Sites and Places plan. It fails to address the Core Strategy's objective to develop 'communities with better integration between housing, jobs, services, public transport and facilities, so that people lead healthier lives and have the opportunity to reduce their CO2 footprint and adapt to the impact of climate change'.

Wickwar has expanded significantly in the last two years with further development in progress. 80 houses have been completed on the Tyndale Reach estate built by Bellway Homes, and a further 90 homes are planned for the Linden Homes development. Small development will increase this by a further 19 units, so 189 in total. By the time these houses have been completed the number of households in the parish will have increased by 25% without any strategically planned investment in infrastructure. This proposal will add almost

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



as many houses again, without any strategic analysis of the infrastructure required to support it through the Local Plan process.

Wickwar does not have the infrastructure to support yet more housing development, with very poor access to essential services and inadequate public transport provision (as evidenced by South Gloucestershire Council’s Draft Data and Access Profile for Wickwar and the Parish Council’s response to this). This proposal will create a car dependent estate that will increase carbon emissions and accelerate climate change.

Finally, the proposal should not be considered at this point in time, as the new Local Plan for South Gloucestershire is still in development and no sites for housing development have yet been identified.

Yours sincerely,



Rachel Davis – Clerk to Wickwar Parish Council