

Wickwar Parish Council

Meeting of the Parish Council – Minutes

A meeting of the above Council was held on Wednesday 3rd November 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 A Pennington

Apologies:

Councillor J Jones
Councillor P Trull

In attendance

Ward Councillor Adrian Rush (until 7.30pm)

Clerk:

Mrs R Davis

Public time (Duration 20 minutes maximum)

Two members of the public attended.

One member of the public asked the Clerk to contact the proprietor of Cotswold Vintners in Chipping Sodbury to confirm whether the ground floor of the Town Hall could be let for a shop. Councillors explained that quotations are being obtained to refurbish the ground floor to provide an accessible meeting room, but currently the space is not suitable for a shop.

One member of the public attended to speak in support of item 8.8 re a request to obtain a quotation to modify the Town Hall clock to prevent it from chiming during the night (see minute 8.8.11.21).

Councillor Rush said that he would ask one of the South Gloucestershire Conservation Officers to attend a meeting of the Parish Council to explain the pre-application advice that is given regarding extensions.

1.11.21 To RECEIVE apologies for absence.

Councillor Jones and Councillor Trull sent their apologies.

2.11.21 To NOTE and RECORD Declarations of Interests relevant to this meeting.

Councillor Isaac declared a (non-disclosable) pecuniary interest in item 8.1 (Bloor Homes development proposal minute 8.1.11.21). In accordance with Wickwar Parish Council's Code of Conduct he left the room for the duration of the item.

It was proposed, seconded and RESOLVED to move item 8.1 re the Bloor Homes proposed development forward on the agenda – see minute 8.1.11.21.

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

3.11.21 To AGREE whether the minutes from the ordinary meeting held on 6th October 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 6th October 2021. They were duly signed.

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

None.

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

Noted.

5.1.11.21 P21/04031/F 22 High Street Wickwar South Gloucestershire GL12 8NG: Erection of detached garage. **Approve with Conditions.**

5.2.11.21 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. **No Objection.**

5.3.11.21 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. **No Objection.**

5.4.11.21 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. **No Objection.**

5.5.11.21 P21/04482/F The Old Dairy Tanhouse Lane Yate South Gloucestershire BS37 7QL: Erection of a single storey extension to form additional living accommodation. **Approve with Conditions.**

5.6.11.21 P21/04487/LB The Old Dairy Tanhouse Lane Yate South Gloucestershire BS37 7QL: Erection of a single storey extension to form additional living accommodation. **Approve with Conditions.**

5.7.11.21 P20/16114/MW Wickwar Quarry The Downs Wickwar South Gloucestershire: Extraction of limestone with progressive restoration to lake. **Approved Section 106 Signed.**

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

6.1.11.21 P21/06413/F 19 Inglestone Road Wickwar South Gloucestershire GL12 8NH: Erection of a single storey front extension to form additional living accommodation. Installation of 1no. rear dormer to facilitate loft conversion.

Objection. Wickwar Parish Council remains neutral with respect to the single storey front extension. Wickwar Parish Council objects to the rear dormer on the basis that it is overbearing in relation to the size of the property.

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

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

7.1.11.21 P21/06712/F 3 Amberley Way Wickwar South Gloucestershire GL12 8LW: Raising of roofline, installation of rear dormer and side window to facilitate installation of loft conversion.

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

7.2.11.21 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).

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

7.3.11.21 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.

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

7.4.11.21 P21/05624/F Stable Cottage West End Wickwar South Gloucestershire GL12 8JZ: Conversion of attached agricultural barn to form residential accommodation ancillary to main dwelling (Class C3).

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

7.5.11.21 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.

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

Items for decision

8.11.21 Items for CONSIDERATION and DECISION

8.1.11.21 To CONSIDER any response received from Bloor Homes to the list of questions submitted in October 2021 re proposed development of 180 house on land to the west of Sodbury Road and DISCUSS the Council's response to the public consultation.

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 that the Clerk write to Bloor Homes to state that the Parish Council objects to the proposals and to express the Parish Council's dissatisfaction with the public consultation, specifically the lack of a public meeting. Letter to be copied to South Gloucestershire Council Planning Department.

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

8.2.11.21 To CONSIDER and take a DECISION on quotations to carry out a ground water risk assessment of Park Field (adjacent to Wickwar Cemetery), to establish its suitability as a site for a possible cemetery extension.

It was proposed, seconded and RESOLVED to accept the quotation from TGMS for £2,950 plus the additional cost of digger hire provided by A.O. Williams & Son @£38 per hour for a maximum of one day. The TGMS consultant will oversee excavation of a number of test pits down to ~3 m early in the new year to observe and

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

log any groundwater encountered and extract soil samples for laboratory analysis. The consultant will take the samples, write-up the findings and liaise with the Groundwater Team at the Environment Agency.

8.3.11.21 To APPROVE an application form to erect/ carry out work on a memorial in Wickwar Cemetery.

It was proposed, seconded and RESOLVED to approve the application form to erect/ carry out work on a memorial in Wickwar Cemetery.

8.4.11.21 To APPROVE an amendment to the regulations of the cemetery (Wickwar Cemetery) to clarify the respective responsibilities of memorial owners and memorial masons working in the cemetery.

It was proposed, seconded and RESOLVED to amend the regulations of the cemetery (Wickwar Cemetery) to clarify the responsibilities of memorial owners and memorial masons working in the cemetery.

8.5.11.21 To CONSIDER the estimated 'special expenses' calculation for 2022/23 to South Gloucestershire Council for services provided in Wickwar parish and AGREE any questions to submit to South Gloucestershire Council.

Council discussed the special expenses calculation for 2022/23 and no questions were put forward for submission to South Gloucestershire Council.

8.6.11.21 To APPROVE the Wickwar Parish Council Community Infrastructure Levy Annual Statement 2019/20 for submission to South Gloucestershire Council.

It was proposed, seconded and RESOLVED to approve the Wickwar Parish Council Community Infrastructure Levy Annual Statement 2019/20 for submission to South Gloucestershire Council. See Appendix 1.

8.7.11.21 To CONSIDER and take a DECISION on the charge to be made to Wickwar Wanderers Football Club for use of the pavilion and pitches during the 2020/21 season.

It was proposed, seconded and RESOLVED to charge Wickwar Wanderers Football Club a reduced fee of £1000 for use of the pavilion and pitches during the 2020/21 season, to reflect the disruption to play caused by successive COVID-19 lockdowns.

8.8.11.21 To CONSIDER a request from a resident to obtain a quotation for works to modify the Town Hall clock, to prevent it from chiming during the night.

It was proposed, seconded and RESOLVED not to obtain a quotation for works to modify the Town Hall clock, to prevent it from chiming during the night because only one resident had requested this.

8.9.11.21 To CONSIDER and AGREE any further action required to facilitate sales of 130 copies of the 'Lest we Forget' heritage book of war diaries - part-funded with a £500 grant from the Council.

No further actions required.

Items for information only

9.11.21 To NOTE the playground inspection for October 2021.

Noted.

10.11.21 To NOTE the outcome of the public notice of a Casual Vacancy published on 15th September 2021 – Council advertising for co-option in line with Co-option Policy (closing date 19th November 2021).

Noted.

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

11.11.21 To NOTE the response from the Council's insurer re claim for wind damage to the Town Hall Clock mechanism in March 2021 – claim declined.

Noted.

12.11.21 To NOTE advice from ALCA re the need to hold Council meetings in an accessible venue.

The Council noted advice received from ALCA received on 1st September 2021 and passed on by the Clerk, that Wickwar Parish Council needs an accessible and more suitable venue for its meetings ASAP. The Council will continue to meet in the first-floor meeting room of the Town Hall (which is not accessible) whilst it progresses a project to refurbish the downstairs to provide an accessible meeting room.

13.11.21 To RECEIVE the register of correspondence received.

The following correspondence was received:

- South Gloucestershire Council 2022/23 budget consultation – closing date 9th January 2022
- Rag Lane Solar Farm, Memorandum of Understanding for community benefit (add to next agenda)
- Community Governance Review for Wickwar consultation – closing date 14th January 2022 (add to next agenda)
- Traffic survey results Sodbury Rod B4060 14TH October to 22nd October 2021 (add to next agenda)

Reports

14.11.21 To RECEIVE a report from the Ward Councillor

The Ward Councillor was not present.

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

15.1.11.21 King George's Field

A plan of locations for possible new benches (funded from Community Infrastructure Levy) is being prepared for consideration by the Council. Councillor Carroll will meet the hedge cutting contractor to arrange the cutting back of areas to accommodate the new benches.

15.2.11.21 Wickwar Youth Club

A representative from the Youth Club committee will be invited to present at a future Council meeting.

15.3.11.21 Wickwar Community Centre

The AGM will be held 11th November 2021 to elect/ appoint the new committee.

15.4.11.21 Wickwar Town Hall

A second quote for refurbishment of the downstairs to provide an accessible meeting room has been requested and a third is being sought. The second builder suggested a screed floor which will preserve the flagstones underneath whilst providing a dry, even floor. The refurbished clock face will be reinstalled on 5th November.

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

15.5.11.21 Wickwar Cemetery

Lawrence Trees, contracted by South Gloucestershire Council, will carry out essential works on the large atlas cedar at the back of the church and adjacent to the open cemetery on 12th November. The work will make the tree safe and prolong its life after fungus was noted on the trunk. The tree is the responsibility of South Gloucestershire Council as it is in the area of the closed churchyard it maintains.

Requests for financial assistance

16.11.21 To CONSIDER and take a DECISION on an application for CIL funding for additional outdoor lighting at Wickwar Community Centre- £263 + VAT.

It was proposed, seconded and RESOLVED to approve CIL (Community Infrastructure Levy) funding for additional outdoor lighting at Wickwar Community Centre- £263 + VAT (to be installed by Active Electrical).

17.11.21 To CONSIDER and take a DECISION on an application from Yate and District Heritage Centre Trust for a contribution towards the cost of six history workshops in 2022 - £150. (Please note this is an application for funding from the 2022/23 Small Community Grants Scheme).

Decision deferred to March 2022 meeting.

Burial matters

18.11.21 To NOTE interments IRO White (cremation plot 24A), IRO Drew (cremation plot 32A) and IRO Chappell (burial plot 246, ashes).

Noted.

Finance

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

Noted and signed.

20.11.21 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.

21.11.21 To NOTE the budget monitoring report to 30th September 2021, prepared by the Clerk. Chairman to sign as a true record.

Noted.

22.11.21 To APPROVE an increase in the annual contract subscription price for the AdvantEDGE finance package from £214 to £360 (due to increased Council income).

It was proposed, seconded and RESOLVED to approve an increase in the annual contract subscription price for the AdvantEDGE finance package from £214 to £360.

23.11.21 To APPROVE payment of 30% deposit for Town Hall Clock strike hammer repair (listed under payment BACS211103CCC below) £373.50 excl VAT, from Earmarked reserve 'Clock Repairs' (£2,805.65).

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

It was proposed, seconded and RESOLVED to approve payment of 30% deposit for Town Hall Clock strike hammer - £373.50 excl VAT, from Earmarked reserve 'Clock Repairs'.

24.11.21 To APPROVE the virement of £738.41 underspend (£2,987) from the Wages (Village Warden) budget heading 2001, to the following overspent budget headings:

Insurances (2020) - £82.66

Donations (2040) - £479.75

Audit Fees (2100) - £114.00

Clerk home working allowance - £62.00

Total - £738.41

It was proposed, seconded and RESOLVED to approve the virements as listed.

The meeting was closed at 9.20pm.

Items for the next agenda.

- Rag Lane Solar Farm, Memorandum of Understanding for community benefit (add to next agenda)
- Community Governance Review for Wickwar consultation – closing date 14th January 2022 (add to next agenda)
- Traffic survey results Sodbury Rod B4060 14TH October to 22nd October 2021 (add to next agenda)

Other payments made between meetings, not listed on previous agenda

DD210930UT £0.60 Unity Trust Bank cheque charges (30/09/21)

DD210930UT2 £24.60 Unity Trust Bank service charge (01/07/21 – 30/09/21)

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
*154	DD211001W BPav	£2.00	£0.00	£2.00	01/10/21	WATER BUSINESS - Water pav Aug 21	£2.00
*155	DD211001W BPF	£20.58	£0.00	£20.58	01/10/21	WATER BUSINESS - Water	£20.58
162	BACS21110 3ALCA	£30.00	£0.00	£30.00	02/10/21	ALCA - Building a two-way conversation with your community 06/07/21	£30.00
*156	DD212011P N	£21.60	£3.60	£18.00	03/10/21	PLUS NET - Town Hall b/b Oct 2021	£21.60
163	BACS21110 3SLCC	£54.00	£9.00	£45.00	04/10/21	SLCC Enterprises Ltd - Virtual training seminar Nov 21	£54.00
164	BACS21110 3SLCC2	£36.00	£6.00	£30.00	04/10/21	SLCC Enterprises Ltd - Memorial Safety 18/10/21	£36.00
*165	DD211101P WLB	£1,119.20	£0.00	£1,119.20	04/10/21	Public Works Loan Board - Loan repayment 2 of 2	£1,119.20
169	BACS21110 3EDGE	£256.80	£42.80	£214.00	08/10/21	Edge IT Systems Limited - Y3 of 5Y contract - 06/12/21 - 05/12/22	£256.80
161	BACS21110 3SGC	£70.60	£0.00	£70.60	11/10/21	South Gloucestershire Council - Cherry picker licence re clock repair	£70.60
*157	DD211021O ETH	£17.19	£0.82	£16.37	13/10/21	Octopus Energy - TH Sept 21 electricity	£17.19
166	BACS21110 3MT	£250.00	£0.00	£250.00	18/10/21	M Trull - Watering hanging baskets 01/06/21-30/09/21	£250.00
158	BACS21110 3HP	£9.99	£1.67	£8.32	19/10/21	HP INK - Ink 18/09/21 - 17/10/21	£9.99
167	BACS21110 3CCC	£1,834.20	£305.70	£1,528.50	19/10/21	Cumbria Clock Company -	£1,834.20
1		£448.20	£74.70	£373.50		CNCL 30% deposit strike hammer repair	
2		£1,386.00	£231.00	£1,155.00		CIL 30% deposit clock face refurb	
*160	DD211021C ORE	£3.00	£0.00	£3.00	21/10/21	CPRE - Monthly membership Oct 2021	£3.00
168	BACS21110 3GB	£5,890.80	£981.80	£4,909.00	21/10/21	G B SPORTS AND LEISURE - Overlay safety surface under swings	£5,890.80
*159	DD211022T M	£10.25	£0.00	£10.25	08/12/21	TESCO MOBILE - Sept 21 bill	£10.25
		£1,703.17	£0.00	£1,703.17		Confidential	
Total		£11,329.38	£1,351.39	£9,977.99			

Signature

Signature

Date

*Paid between meetings

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

Appendix 1
Wickwar Parish Council
Community Infrastructure Levy Statement 2019/20

Details	Note No*	£
CIL Receipts for reported year		
Cash	1	£48,115.15
Total CIL receipts for reported year	1	£48,115.15
Details of any notices received in accordance with regulation 59E, including-		
The total value of CIL receipts subject to the aforementioned notices during the reported year	2	£0
The total value of CIL receipts subject to the aforementioned notices in any year that has not been paid to the relevant charging authority by the end of the reported year.	2	£0
Total value of CIL receipts subject to aforementioned notices for reported year		£0
Total CIL receipts for reported year retained at end of year	3	£ 7,235.39
CIL receipts from previous years retained	3	£14,462.89
Total Amount of CIL receipts retained for reported year		£21,698.28
Expenditure on infrastructure	4	
Total CIL expenditure for reported year		£40,879.76
Summary of CIL expenditure during the reported year including:		
The amount of CIL to which an infrastructure payment relates (Please list each payment individually)	5	1. £7,661.47 2. 8,705.04 3. £20,546.00 4. £1,865.75 £2,101.50
The item of infrastructure to which the above payment relates	5	INSERT DETAILS IN BOX BELOW
1. Toddler playhouse plus installation for King George's Field Play Area - £7,661.47 2. Replace defective surfacing under slide at King George's Field Play Area with rubber mulch - £8,705.04 3. Multiplay unit plus installation for King George's Field Play Area, replacing rotten wooden equipment - £20,546 4. 3 x Tilia Cordata trees and metal tree guards planted in the King George's Field Play Area to provide future shade - £1,865.75 5. 6 x recycled plastic benches for public spaces around the village and Wickwar Village Hall outdoor area, plus fixings - £2,101.50		

*See Notes Over

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

Notes

- 1 Regulation 62A 2(a) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report the total CIL receipts for the reported year
- 2 Regulation 62A 2(d) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report details of any notices received in accordance with regulation 59E¹, including
 - (i) The total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year
 - (ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year. (See below).
- 3 Regulation 62A 2(e) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report details of the total amount of:
 - (i) CIL receipts for the reported year retained at the end of the reported year; and
 - (ii) CIL receipts from previous years retained at the end of the reported year.
- 4 Regulation 62A 2(b) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report the total CIL expenditure for the reported year
- 5 Regulation 62A 2(c) of the Community Infrastructure Regulations 2010 (as amended) requires a local council to provide a summary of CIL expenditure during the reported year including
 - (i) The items to which CIL has been applied; and
 - (ii) The amount of CIL expenditure on each item.

Regulation 59E

(1) This regulation applies to CIL receipts received by a local council in accordance with regulation 59A or 59B that the local council—

- (a) has not applied to support the development of its area within 5 years of receipt; or
- (b) has applied otherwise than in accordance with regulation 59C.

(2) The charging authority may serve a notice on the local council requiring it to repay some or all of the CIL receipts that this regulation applies to.

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