

Wickwar Parish Council

Meeting of the Parish Council –Minutes DRAFT

A meeting of the above Council was held on Wednesday 12th January 2022 at Wickwar Town Hall, High Street, Wickwar, commencing at 7pm.

Attended:

Councillor S Isaac (Chairman)
Councillor A Carroll
Councillor G Fielding (Vice Chairman)
Councillor R Houghton
Councillor J Jones
Councillor A Pennington
Councillor (& Ward Councillor) P Trull

Clerk:

Mrs R Davis

Public time (Duration 20 minutes maximum)

A member of the public requested that councillors present wear masks. Secondly they requested that the Council consider options for a footpath along the Downs Road between Church Lane and the junction with Westend Road. Cllr Trull to forward this query to South Gloucestershire Council.

A member of the public requested that South Gloucestershire Council clear out the culvert on Westend Road by the railway bridge, to prevent re-flooding. Clerk to report.

The Chairman thanked the Clerk for her service as she is leaving her position on 14th January.

1.01.22 To RECEIVE apologies for absence.

None.

2.01.22 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.

None.

3.01.22 To AGREE whether the minutes from the ordinary meeting held on 1st December 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 December 2021. They were duly signed.

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

None.

It was proposed, seconded and RESOLVED to bring forward item 18 (To CONSIDER and APPROVE the proposed budget for Wickwar Parish Council for the financial year 2022/23) and item 19 (To CONSIDER and

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

APPROVE the proposed precept demand for Wickwar Parish Council for the financial year 2022/23 - £54,960). See minutes 18.01.22 and 19.01.22

Planning

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

Noted.

5.1.01.22 P21/03194/LB 4 High Street Wickwar South Gloucestershire GL12 8NE: Removal and replacement of 7 no. rear windows. **Approve with Conditions.**

5.2.01.22 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.

5.3.01.22 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.**

5.4.01.22 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.**

5.5.01.22 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.**

5.6.01.22 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.**

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

Noted and approved.

6.1.01.22 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.**

6.2.01.22 P21/07783/F The Hickory West End Wickwar South Gloucestershire GL12 8LB: Installation of 1 no. air source heat pump. **Neutral response.**

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

7.1.01.22 [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)

As the application falls outside the parish, the Council agreed not to comment.

7.2.01.22 [P21/07979/F](#) 13 High Street Wickwar South Gloucestershire GL12 8NE: Installation of 1 no. flue to front roof slope.

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

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

Items for decision

8.01.22 Items for CONSIDERATION and DECISION

8.1.01.22 To APPROVE the Council's updated model publication scheme.

It was proposed, seconded and RESOLVED to approve the Council's updated model publication scheme.

8.2.01.22 To APPROVE amended terms of reference for the CIL and S106 Working Group and APPOINT a volunteer member of the public to the group.

It was proposed, seconded and RESOLVED to amend clause 4 of the terms of reference for the CIL and S106 Working Group to read:

The group will comprise of a minimum of four (4) councillors to be appointed by the Parish Council by resolution. Two (2) members of the public may be appointed to join the group, by the Parish Council by resolution. Three (3) councillors shall constitute a quorum.

It was further RESOLVED to invite Richard Norton to join the Working Group, effective immediately.

8.3.01.22 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.

Deferred to the next meeting.

8.4.01.22 To APPROVE wording for a new commemorative platinum jubilee plaque for the Town Hall clock and AGREE to obtain estimates for the work.

Cllr Carroll will obtain estimates for a new commemorative plaque for consideration at the next meeting.

8.5.01.22 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).

It was proposed, seconded and RESOLVED to remove £2,332.96 from the Council's end of year accounting statement (YE 31/03/22) to be transferred to the King George's Field Charity (No. 1084979). The cash to be transferred to a separate bank account in the charity's name as soon as practicable.

This figure represents the charity's income from pitch hire since 1st April 2017 less the cost of employing a gate opener between 2018 and 2020 (assuming that the trust had a nil balance on this date). The start date of 1st April 2017 reflects the fact that prior to this date the Council as sole trustee of the charity has not discriminated between Council spending and trust fund spending on the trust's business activities i.e. pitch provision. According to advice obtained via Avon Local Councils Association, a council that is a sole managing trustee is not entitled to reclaim VAT relating to a trust's business activities. As this was a genuine mistake, HMRC do not have the power to go back more than four financial years, so no action can be taken by HMRC on any VAT claims prior to 1st April 2017.

8.6.01.22 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.

It was proposed, seconded and RESOLVED to approve spend of up to £3000 to employ a locum clerk, to be appointed by the Staff Committee, during the current financial year.

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

Items for information only

9.01.22 To NOTE the playground inspection for December 2021.

To be circulated after the meeting.

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

Received - Letter from a resident on the subject of a suggested village car park (to be circulated to councillors).

Reports

11.01.22 To RECEIVE a report from the Ward Councillor.

PCR testing change

From Tuesday 11 January, those without Covid-19 symptoms, who test positive on a lateral flow test, will no longer need a PCR test. You will need to report your test results on gov.uk and self-isolate according to the NHS guidance, but will not need a follow up PCR test. You should still however get a PCR test as soon as possible if you have any of these symptoms, even if mild.

In the 7 days up to 1 January, there were 4,319 cases in South Gloucestershire and the local 7-day infection rate for that period was 1,501 per 100,000 people. The rate in South Glos compares with a rate of 1,588 per 100,000 in Bristol and 1,281 per 100,000 in North Somerset. The local South Gloucestershire rate is higher than the Southwest rate (1,244 per 100,000) and lower than the all-England rate (1,709 per 100,000).

Publicly available data up to 28 December 2021 indicate there are 52 patients in North Bristol NHS Trust with Covid-19. Hopefully this will improve, and the virus will weaken. But I do know that some vulnerable people are now too nervous to work or return to face-to-face meetings, which I can fully understand.

Just a little reminder, if your child is due to start school in September, the date for admissions is the 15th January 2022, I have put this on the Forum as a gentle reminder.

Now for Wickwar. About 12 months ago, I reported a pothole (or a dipped drain cover) on Station Road. I have seen it has been spray painted. I have been informed that nothing has happened. I have reported it again. Always, with the proviso that SGC have known about this for some time now and there could be some claims coming their way if they do not make the repair/improvement.

Speed tables. I feel the subject is a little like marmite. Some people absolutely love them, and some people do not. One thing is for certain, the speed of the traffic has slowed, and the road is a lot safer and quieter. One of the issues being a certain section of people did not know they were going to be installed and were not aware of the process or consultation. I know that every little piece of information pertaining to Wickwar has been written in the Parish Magazine by the Clerk. It has been on our Notice Board, Gazette, SGC web site and probably a few more platforms as well. If anyone has any other suggestions, I would be pleased to hear them. It's sort of pointless after the 'horse has bolted'. However, I do feel sorry for people who have missed the information.

Other issues, there can be many, depending on your point of view, is the height of the speed tables towards the Frith Lane end of the village. I have asked for these to be measured and I know this has been undertaken. The officer dealing with this is on annual leave, but I have been e mailing him and await some results. I will post such to you and on the forum. Also, the Officer who promised us the results of the High Street, Sodbury Road, Station Road speed table and other improvements consultation results is on annual leave. I will set a meeting up as soon as he returns, as the PC need to address any concerns as soon as.

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

On a positive note, we have another two Planning Enforcement Officers in South Glos. Hopefully, our issues with the Bellway Estate may come to the fore, but I will keep up with the reminders.

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

12.1.01.22 King George's Field

Cllr Carroll reported that the mesh tree guards around the eight trees planted last autumn on the field by South Gloucestershire Council's contractors, are not adequately protecting the trees and are crowding some of the lower branches. She will therefore obtain quotations for eight metal tree guards, similar to those protecting the three lime trees in the play area, to be considered by the Council. The Clerk advised that this may be a suitable CIL (Community Infrastructure Levy) investment.

Cllr Fielding reported that Wickwar Wanderers Football Club have applied for funding for goal supports, subject to permission being granted by the King George's Field Trust to install them.

12.2.01.22 Wickwar Youth Club

Councillors agreed to invite a representative of the Youth Centre committee to attend the next Parish Council meeting to give a general and financial update.

12.3.01.22 Wickwar Community Centre

The Clerk reported that a parishioner had been in touch to clarify some inaccuracies in the minute of the WCC verbal report given at the meeting on 6th October 2021 (minute 16.3.10.21). The following is an accurate account of the issue.

Alexander Hosea Primary School mistakenly added VAT to some utility invoices it issued to the management committee between 2006 and 2019. The school received advice from the South Gloucestershire Council VAT accountant to refund this amount to the management committee.

The committee has been asked to contribute towards the cost of two replacement windows in the hall by the school. Committee members will liaise with the school on this matter.

12.4.01.22 Wickwar Town Hall

No further update since last month - 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.

12.5.01.22 Wickwar Cemetery

Dr Richard Earl of TGMS Cemetery Development Ltd attended Park Field on 11th January 2022 to supervise the digging of five test pits and take samples, to establish the suitability of the field for a future cemetery extension, against Environment Agency criteria . He will prepare a report and forward this to the Parish Council.

Requests for financial assistance

None.

Burial matters

13.01.22 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.

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

Approved and signed.

Finance

14.01.22 To NOTE the monthly bank reconciliations for November and December 2021 and bank balances. Chairman to sign as a true record.

Noted and signed.

15.01.22 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.

16.01.22 To NOTE the budget monitoring report to 31st December 2021, prepared by the Clerk.

Noted.

17.01.22 To REVIEW and APPROVE the revised asset register for 2021/22 (v 1.2).

It was noted that the new bench outside the Town Hall should be added to the asset register. It was also noted that as the custodian trustee of Wickwar Community Centre, the Council should list the building on its asset register with a nil value. (Ref NALC [National Association of Local Councils] Legal Topic Note on charity law). Asset register to be update and approved at the next meeting.

18.01.22 To CONSIDER and APPROVE the proposed budget for Wickwar Parish Council for the financial year 2022/23.

It was proposed, seconded and RESOLVED to approve a budget of £58,910 for Wickwar Parish Council for the financial year 2022/23, to include an allocation of £1,000 from the grants and donations budget line (total £6,246) for grants to put on events for the Platinum Jubilee in 2022.

Budget attached at Appendix 1.

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.

It was proposed, seconded and RESOLVED to approve the precept demand of £54,960 for Wickwar Parish Council for the financial year 2022/23

The Clerk signed the s141 notification.

Items for the next agenda.

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.

Quotations for a Town Hall plaque commemorating the Platinum Jubilee clock face refurbishment.

APPROVE the updated asset register 2021/22.

To CONSIDER a proposal to fund anti littering signs for the grass verges on the Sodbury Road entrance to the village (potential Community Infrastructure Levy [CIL] project).

The meeting was closed at 8.25pm.

Wickwar Parish Council

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

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		

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

***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		

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

Wickwar Parish Council Draft Budget 2022/23

2020/21 Budget		2021/22	2022/23
		2021/22 Budget	Budget
	<u>INCOME</u>		
£ 45,720	Precept	£ 49,187	£ 54,960
£ 14,488	Other income	£ 5,668	£ 3,950
£ 60,208	TOTAL COUNCIL INCOME	£ 54,855	£ 58,910
	<u>EXPENDITURE</u>		
£ 20,763	Wages	£ 21,987	£ 25,902
£ 2,037	Council expenditure	£ 1,854	£ 1,635
£ 1,000	Website development	£ -	£ -
£ 1,604	Insurances	£ 1,900	£ 1,527
£ 2,102	Town Hall running costs	£ 1,845	£ 1,951
£ 250	Town Hall Capital Improvements	£ -	£ -
£ 5,200	Grants and donations	£ 5,200	£ 6,246
£ 2,615	Subscriptions and courses	£ 2,312	£ 2,575
£ 1,705	Burial ground	£ 2,631	£ 2,572
£ 500	Burial ground wall repair fund	£ -	£ 500
£ -	Closed churchyard maintenance	£ 500	£ 500
£ -	(One-off) Cemetery expansion contribution	£ 3,000	£ -
£ 2,390	Public Works Loan Board Repayments	£ 2,322	£ 2,255
£ 1,297	South Glos services (grass cutting & village dog bins)	£ 935	£ 1,696
£ 100	Councillors expenses	£ 50	£ 50
£ 555	Audit fees	£ 551	£ 685
£ 200	Clerk home working allowance	£ 250	£ 312
£ 42,317	Total Council Expenditure	£ 45,337	£ 48,407
£ 16,391	Playing fields	£ 7,518	£ 8,303
£ 1,000	Playing fields capital replacement fund	£ 1,000	£ 1,500
£ 500	Pavilion capital improvements	£ -	£ -
£ -	(One-off) Playing fields governance review - legal fees	£ 1,000	£ -
£ 17,891	Total Playing Fields Expenditure	£ 9,518	£ 9,803
	<u>One-off expenditure for 2022/23</u>		
	New lap top and printer	£ -	£ 700
		£ -	£ 700
	Total New Expenditure	£ -	£ 700
£ 60,208	TOTAL EXPENDITURE	£ 54,855	£ 58,910

£ 59.53 Cost per Band D property 2020/21

£ 59.48 Cost per Band D property 2021/22

£ 59.48 Cost per Band D property 2022/23

Tax base has increased in 2022/23, keeping
cost per household the same as previous years.