

Wickwar Parish Council

Meeting of the Parish Council – Minutes

A meeting of the above Council was held on Wednesday 9th February 2022, at the Town Hall commencing at 7.00pm.

Attended:

Councillor S Isaac (Chairman)
Councillor A Carroll
Councillor J Jones
Councillor P Trull (also SGC Ward Councillor)

Apologies:

Councillor G Fielding
Councillor R Houghton
Councillor A Pennington

Clerk:

Emma Pattullo, locum Clerk

Public time

No questions were raised.

AGENDA ITEMS

1.2.22 To RECEIVE apologies for absence.

Apologies were received from Cllrs Fielding, Houghton & Pennington.

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

Cllr Jones made a declaration of interest in item 5.3.2.22 as the application is for works to his property.

3.2.22 To AGREE whether the minutes from the ordinary meeting held on 12th January 2022 and the extra ordinary meeting held on 19th January 2022, should be signed as an accurate record of the meeting.

It was RESOLVED that the minutes of the meetings held on 12th January 2022 and 19th January 2022 should be signed as an accurate record. The minutes were signed by the Chairman.

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

It was RESOLVED that no items required to be taken in exclusion.

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

Planning

5.2.22. Planning - For the Council to NOTE the following planning decisions & notices

The following planning decisions were noted:

5.1.2.22 P21/06946/RVC RMC Aggregates, Wickwar Quarry, The Downs, Wickwar. Variation to condition 1 to extend the time period in which the recycled aggregate facility operates (PK16/5217/MW).

Approved with conditions.

5.2.2.22 P21/07787/F Ywurri, 45 High Street, Wickwar: Erection of a single storey rear and side extension to form additional living accommodation. **Approved with conditions.**

5.3.2.22 P20/10660/F Hill House Cottage, Frith Lane, Wickwar: Construction 1 no. dwelling house, ancillary annex, pool house, detached garage and new access with associated works (Paragraph 79 House). **Notice of appeal, reference APP/P0119/W/21/3282702.**

Councillor Jones requested that the council should reiterate its previous support of application P20/10660/F; it was RESOLVED that a letter of support should be submitted to the appeal.

6.2.22 For the Council to REVIEW and COMMENT on planning applications received before the meeting.

The following applications were considered and responses RESOLVED as recorded:

6.1.2.22 [P22/00250/F](#) - 87 High Street, Wickwar: Partial demolition of rear wall to form gateway, installation of 2.2m entrance gate and creation of hardstanding for parking area.

RESOLVED: OBJECTION to demolition of the wall, which is within the conservation area.

6.2.2.22 [P22/00249/LB](#) -87 High Street, Wickwar: Installation of replacement garage door and cladding on outbuilding. Partial demolition of rear garden wall to form gateway, installation of 2.2m entrance gate

RESOLVED: NO OBJECTION to works on the outbuilding, but OBJECTION to demolition of the wall, which is within the conservation area.

6.3.2.22 [P22/00321/F](#) – 60 Amberley Way, Wickwar: Erection of first floor over garage side extension to form additional living accommodation.

RESOLVED: No objection

6.4.2.22 [P22/00506/CLP](#) – 3 Amberley Way: Installation of rear dormer to facilitate loft conversion. Application for Certificate of Lawfulness.

RESOLVED: No objection

6.5.2.22 [P22/00446/CLE](#) – The Chase, Mapleridge Lane, Yate: The use of the property known as The Chase in breach of Condition 2 of Planning Consent (Ref: P.338) dated 22nd January 1970 which requires that the occupation of the dwelling hereby authorised shall be limited to a person employed, or last employed, locally in agriculture as defined in Section 221 (1) of the Town &

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

Country Planning Act 1962, or in forestry (including any dependants of such a person residing with him), or a widow or widower of such a person. Application for Certificate of Lawfulness.

RESOLVED: No comment as the council does not have any relevant information.

Items for decision

7.2.22 Items for CONSIDERATION and DECISION

7.1.2.22 To APPROVE a contract of employment for locum clerk (circulated to councillors only - confidential)

It was RESOLVED that the contract of employment should be signed with no amendments.

7.2.2.22 To APPROVE the appointment of the GAPTC Internal Audit Service to undertake the internal audit for 2021/22.

It was RESOLVED that GAPTC should be appointed as Internal Auditors for the 2021/22 financial year audit. A letter of appointment was signed by the Locum Clerk/RFO.

7.3.2.22 To CONSIDER and take a DECISION on estimates for a new commemorative platinum jubilee plaque for the Town Hall clock and AGREE wording.

The wording for the plaque was agreed. It was RESOLVED that Cllr Carroll should seek quotes for supply of the plaque.

7.4.2.22 To CONSIDER and take a DECISION on options for marking the Platinum Jubilee celebrations by lighting a beacon on 2nd June 2022.

The field around the beacon has been sown with crops, which will be nearly ripe in early June. It was agreed that there will therefore be too high a risk of fire to light the beacon.

Cllr Carroll suggested that it might be possible to hold a similar event in conjunction with the church instead. It was RESOLVED that Cllr Carroll should investigate whether this would be possible.

7.5.2.22 To CONSIDER and AGREE RESPONSE to the SGC consultation regarding diversion of footpaths LWR 21A and 22 between Horwood Lane and Pincots Lane

It was RESOLVED that the council should express support for this change.

7.6.2.22 To CONSIDER use of Community Infrastructure Levy funds to install dropped kerbs at Poplar Lane

Councillors outlined the difficulties which wheelchair users and others with restricted mobility face when trying to reach the centre of the village from the southern end. Several road crossings are either inconvenient or impossible due to the lack of dropped kerbs in key locations.

Cllr Trull has discussed this problem with SGC, who have confirmed that it would be acceptable to use Community Infrastructure Levy (CIL) funds to install dropped kerbs. SGC or their contractors would need to carry out the work.

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It was RESOLVED that, in principle, the parish council should fund installation of suitable kerbs, subject to agreement of plans and costings with SGC. It was further RESOLVED that Cllr Trull should open discussions on this with SGC Highways department.

7.7.2.22 To CONSIDER South Glos. Council's consultation on the draft Local Plan and DETERMINE action required, if any.

Cllr Trull outlined the key points from the recent Local Plan briefing sessions. It was agreed that councillors should review the consultation documents and bring comments to the next meeting for resolution of a response.

Items for information only

8.2.22 To NOTE the playground inspection for December 2021/January 2022.

The playground inspection report was noted. No action required.

9.2.22 To RECEIVE the register of correspondence received.

Correspondence was received on the following matters not also discussed elsewhere on the agenda:

- Speeding on Cowship Lane – this is not something over which the parish council can take action;
- Request for a new footpath between Westend Road and Church Lane – this would be the responsibility of SGC Highways. Cllr Trull will refer to them;
- Request from Wickwar Environmental Action Group to use the Town Hall as a base for their Spring Clean event on 19th March – it was agreed that the Town Hall could be used;
- Request from Wickwar Entertainment Committee to use the playing field & pavilion for various Jubilee celebration events & request for grant funding – Cllr Isaac had already verbally agreed use of the field. The Clerk advised that this should be subject to appropriate insurance and risk assessments being in place. The clerk will send a grant application form.

Reports

10.2.22 To RECEIVE a report from the Ward Councillor.

Cllr Trull gave a verbal report on various current issues including the South Glos. Local Plan consultation and her recent discussions with SGC Highways regarding the speed tables on Sodbury Road.

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

11.1.2.22 King George's Field

The football club have received grant funding to purchase new goal posts. They have also indicated that they wish to extend the size of the senior pitch to meet the requirements of a higher league to which they are hoping to be promoted.

It was agreed that assurance should be sought that the new posts will be removed after each game and that they and their fittings will not present any hazard to walkers at other times, including if people are walking on the field in the dark.

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

Councillors expressed doubt that the proposed pitch extension will be practical, as there is very limited room around the existing pitch. It was agreed that the club should be asked to present detailed proposals for this work including a plan of the proposed extension. Cllr Carroll will liaise with the club to arrange a site meeting.

11.2.2.22 Wickwar Youth Club

(Note: as no councillors are trustees of the Youth Club, this item would more properly have been listed as a stand-alone item rather than under the above heading.)

No representative was able to attend the meeting, but the club trustees have reported that they have submitted their annual report to the council and wish to claim grant funding of £3,000 for the coming financial year. The clerk will send a grant application form.

11.3.2.22 Wickwar Community Centre

Cllr Jones reported that the Centre's accounts are in preparation and are nearly ready to be presented. The committee are also in discussions regarding renewal of the building lease.

11.4.2.22 Wickwar Town Hall

Cllr Carroll reported that she has organised a meeting with a local builder to quote for renovation work to the ground floor of the Town Hall. She is also seeking further quotes, though this is proving difficult.

11.5.2.22 Wickwar Cemetery

A ground survey was recently carried out to assess suitability for a cemetery extension, but the survey report has not yet been received.

Requests for financial assistance

None.

Burial matters

None

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

Finance

12.2.22 To APPROVE accounts for payment and NOTE additional payments made between meetings in line with Financial Regulations

It was RESOLVED that the payments as listed in the following payment schedule should be made.

Transaction no.	Gross	Budget heading	Invoice date	Details
221	£65.07	3000/3/2	05/01/22	Octopus Energy - Pav Dec 21 electricity
223	£10.50	2010/3	08/01/22	TESCO MOBILE - Dec 21 bill
224	£55.70	2030/1/3	26/01/22	WATER BUSINESS - Water TH 6 months
225	£2.00	3000/3/1	26/01/22	WATER BUSINESS - Water pav Jan 22
222	£109.82	3000/3/2	02/02/22	Octopus Energy - Pav Jan 22 electricity
226	£3.00	2050/4	21/02/22	CPRE - Monthly membership Feb 2022
	£63.77			Confidential - salaries
Total	£309.86			

13.2.22 To CONSIDER purchase of a new laptop for the clerk and AGREE maximum spend.

The current laptop and printer are both obsolete and unreliable. It was RESOLVED that a new laptop, printer and associated software should be purchased, up to a maximum cost of £1,500 plus VAT.

The incoming Clerk will work with Cllr Houghton to identify a suitable package.

14..2.22 To AGREE spend on training needs for new clerk.

It was RESOLVED that the incoming Clerk should take up the following training opportunities:

- ALCA Essential Councillor course (cost £40)
- ALCA Essential Clerk course (no charge to ALCA members)
- SLCC Introduction to Local Council Administration (£120 plus VAT)
- Edge IT webinar on end of year financial practice (£21 plus VAT)

It was further RESOLVED that the incoming clerk may book herself onto any further training courses/ opportunities identified as useful, up to a total spend of £300 plus VAT.

This amount is in addition to any costs incurred in paying the outgoing or locum Clerks for their time in carrying out handovers or mentoring of the incoming Clerk.

15.2.22 To APPROVE acceptance of quotation from Wotton Tree Services for survey of trees at the playing field.

Wotton Tree Services had previously carried out a survey of the trees at the playing field. Such surveys should be repeated every two to three years to identify and emerging problems. WTC have supplied a

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

quotation of £300 to carry out a repeat survey, including mapping of the newly planted trees. It was RESOLVED that WTC should be commissioned to carry out the repeat survey.

Items for the next agenda.

16.2.22 To NOTE any items for inclusion on the following meeting agenda.

The following items should be included on the next agenda:

- Jubilee (WEC events and possible bonfire/commemoration ceremony);
- New football club goals;
- Park Field – decision as to whether to seek a tenant for 2022;
- Installation of “stop littering” signs on the Sodbury Road approach to the village.

There being no further business, the meeting was CLOSED at 9:00 pm.

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