

Wickwar Parish Council

Meeting of the Parish Council – Minutes

A meeting of the above Council was held on Wednesday 1st July 2020, via ZOOM, commencing at 7.00pm.

Attended:

Councillor S Isaac
Councillor A Carroll
Councillor C Maidment
Councillor G Fielding
Councillor A Pennington
Councillor M Harris

Apologies:

Ward Councillor and Councillor P Trull

Clerk:

Mrs R Davis

Public time (20 minutes)

A member of the public asked if it would be possible for the Wickwar Environmental Action Group (WEAG) to plant a catalpa tree on the Parish Council owned verge next to the to the footpath running from the High Street (adjacent to the Youth Centre) to the Buthay Lane. It was agreed that the Parish Clerk would look into the suitability of the site and report back to the Council and WEAG.

A member of the public reported that they had been approached by the owners of land at the industrial estate in the parish, who had been approached by a developer interested in building a small supermarket on the site. The landowners wished to know if the Parish Council felt that there was a need for a small supermarket in the village, prior to a planning application being submitted. Councillors confirmed that with the loss of the Spar shop there was a gap in provision in the village.

A member of the public raised a concern that the grass verges in the lanes were not being cut, in particular Frith Lane. The Clerk agreed to check what the South Gloucestershire Council cutting policy is for verges in the lanes, and whether they should have been cut.

Councillor Fielding joined the meeting at 7.09pm

1.07.20 To RECEIVE apologies for absence.

Apologies were received from Councillor Pat Trull.

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

No interests were declared.

3.07.20 To AGREE whether the minutes of the last meeting should be signed as an accurate record of the meetings.

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

It was proposed, seconded and RESOLVED to accept the minutes of the meeting held on Wednesday 6th May 2020. They were duly signed onscreen (to be signed in hard copy after the meeting).

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

No items required the public to be excluded.

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

The following decisions were noted.

5.1.07.20 P20/07368/CLP 37 Turnpike Gate Wickwar South Gloucestershire GL12 8ND: Remove window and french doors from rear elevation and replace with bi-fold doors. **Approve with conditions.**

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

6.1.07.20 P20/08749/F Little Birdbush Wickwar Road Yate South Gloucestershire BS37 6PA: Erection of a single storey side extension to form additional living accommodation

It was proposed, seconded and RESOLVED to OBJECT to the application on the grounds that the building was originally converted from agricultural buildings under Class Q permitted development rights (PNGR), meeting the condition that the residential development would not result in the external dimensions of the building extending beyond the external dimensions of the existing building at any given point.

6.2.07.20 P20/10139/NMA Half Acre Lodge Tanhouse Lane Yate South Gloucestershire BS37 7QL: Non material amendment to planning approval P19/3609/F to install two rear dormers

The applicant was asked to resubmit the planning application by South Gloucestershire Council as the amendment was considered to be material.

7.07.20 Items for CONSIDERATION and DECISION

7.1.07.20 To APPROVE the register of delegated decisions taken between 6th May 2020 (date of last meeting) and 1st July 2020. (Circulated).

It was proposed, seconded and RESOLVED to approve the register of delegated decisions taken between 6th May 2020 (date of last meeting) and 1st July 2020. (Attached to the minutes at Appendix 1)

7.2.07.20 To APPROVE the cancellation of the 2020 Annual Parish Meeting due to lockdown restrictions.

It was proposed, seconded and RESOLVED to approve the cancellation of the 2020 Annual Parish Meeting due to lockdown restrictions.

7.3.07.20 To CONSIDER and take a DECISION on quotations for a new website to meet the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018, and an ongoing hosting and support package.

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

It was proposed, seconded and RESOLVED to accept the quotation from EyeLid Productions Ltd to build the new website and CloudNext to host the website and Council emails.

7.4.07.20 To APPROVE refunding the cost of materials used by Wickwar Wanderers Football Club to redecorate the pavilion.

It was proposed, seconded and RESOLVED to refund the amount of £253.59 to Wickwar Wanderers Football Club to cover the cost of materials for redecorating the pavilion.

7.5.07.20 To APPROVE funding for pitch maintenance required in preparation for the 2020/21 season.

It was proposed, seconded and RESOLVED to approve funding for pitch maintenance at a cost of £250 per pitch for weed and feed (£500 total) and £200 per pitch to reseed the goalmouths (for one or both pitches, to be confirmed).

7.6.07.20 To RECONSIDER and take a DECISION on quotations for resurfacing the area under the slide at the King George V Play Area, following a change to the specification.

It was proposed, seconded and RESOLVED to accept the quotation from GB Sports Ltd to resurface the area under the slide at the King George V Play Area.

7.7.07.20 To CONSIDER and take a DECISION on estimates for the refurbishment of the metal multiplay equipment at the King George V Play Area (repainting and replacing net) and APPROVE funding.

It was proposed, seconded and RESOLVED to approve expenditure of £1,401.80 plus the cost of paint, to refurbish the metal multiplay equipment at the King George V Play Area, and accept the estimates from Transformations Painting and Decorating and GB Sports Ltd.

7.8.07.20 To CONSIDER quotations for new play equipment to replace the wooden climbing tower at the King George V Play Area, and APPROVE funding. To APPROVE a proposal to carry out a public consultation to inform the Council's choice of quotation.

It was proposed, seconded and RESOLVED to carry out a public consultation during July 2020 to select one of the pieces of climbing equipment quoted for, and to place an order for the favourite piece following the close of the consultation.

7.9.07.20 To CONSIDER quotations for planting three semi-mature trees at the King George V Play Area and APPROVE funding.

This decision was deferred to the next meeting as quotations had not been received before the meeting.

7.10.07.20 To APPROVE funding for a new dog bin on the Tyndale Reach Estate and the ongoing costs of emptying. (see item 18)

This decision was deferred as the developers have ordered a dog bin.

7.11.07.20 To CONSIDER and take a DECISION on gate-opening arrangements for the King George V Playing Field Car Park from 1st July 2020 onwards.

It was proposed, seconded and RESOLVED to reopen the King George V Playing Field car park gate from 4th July 2020.

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

7.12.07.20 To APPROVE reopening of the King George V Play Area and other Council assets as appropriate from 4th July 2020, and to APPROVE associated risk assessments.

It was proposed, seconded and RESOLVED to reopen the King George V Play Area on 4th July subject to implementing the measures set out in the associated risk assessment prepared by the Clerk.

7.13.07.20 To CONSIDER and take a DECISION on further work required to tackle ivy at the open cemetery and APPROVE funding.

This decision was deferred until quotations have been obtained.

7.14. 07.20 To CONSIDER and take a DECISION on the following requests from WWFC regarding the pavilion: repair two shutters (at rear and car park side); refurbish the toilet/shower area.

It was agreed that as a refurbishment of the pavilion could be funded by s106 funding for sport, it was not worthwhile investing in refurbishment of the toilet/shower area at this time. It was agreed that the Clerk would obtain some estimates for repairing the shutters for consideration at a future meeting.

7.15.07.20 To APPOINT a Council representative to attend ALCA meetings in 2020/21.

It was proposed, seconded and RESOLVED to appoint Councillor Pat Trull as the Council representative to attend ALCA meetings for 2020/21.

7.16.07.20 To APPROVE renewal of Clerk's annual membership of the SLCC (Society of Local Council Clerks). Cost £161.

It was proposed, seconded and RESOLVED to approve renewal of Clerk's annual membership of the SLCC (Society of Local Council Clerks) for 2020/21.

7.17.07.20 To APPROVE renewal of the Council's annual membership of the GPFA (Gloucestershire Playing Fields Association). Cost £50.

It was proposed, seconded and RESOLVED to renew annual membership of the GPFA (Gloucestershire Playing Fields Association) for 2020/21.

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

Received.

9.07.20 To NOTE the addition of the new trampoline and spinning see-saw to the Council's insurance schedule on 24th June 2020.

Noted.

10.07.20 To CONSIDER and take a DECISION on an application for repairs the historic Wickwar ARP tower following recent vandalism.

No funding application was submitted and the repairs have been undertaken.

11.07.20 To CONSIDER and take a DECISION on an application to fund an information board for the historic Wickwar ARP tower.

No funding application was submitted.

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

12.07.20 To NOTE the interment IRO David Biggadike (PLOT 403) 14.05.20.

Noted.

13.07.20 To NOTE approval of an application to add an inscription to the memorial stone of Winifred White IRO Keith White (cremation plot), in preparation for a future interment.

Noted.

14.07.20 To NOTE the monthly bank reconciliation for May 2020. Chairman to sign as a true record.

Noted and signed onscreen by the Chairman.

15.07.20 To APPROVE accounts for payment made between meetings (6th May 2020 and 1st July 2020) approved by delegated authority. (These are listed in the attached payment schedule).

It was proposed, seconded and RESOLVED to approve the accounts for payment made between meetings (6th May 2020 and 1st July 2020) using delegated authority.

16.07.20 To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations. (These are listed in the attached payment schedule).

It was proposed, seconded and RESOLVED to approve the accounts for payment.

17.07.20 To NOTE the budget monitoring report to 31st May 2020, prepared by the Clerk. Chairman to sign as a true record.

Noted and signed onscreen by the Chairman.

18.07.20 To REVIEW CIL (Community Infrastructure Levy) expenditure and funding commitments to date, and CONSIDER and take a DECISION on the use of CIL for the following projects: refurbishment of the metal multiplay equipment; planting three trees at the King George V Play Area; resurfacing under the slide; replacement of wooden climbing tower; new dog bin for Tyndale Reach Estate.

It was noted that £66,133.74 CIL has been received by the Council to date, of which £11,217.17 has been spent of infrastructure projects.

It was proposed, seconded and RESOLVED to approve CIL funding to a maximum value of £33,226.84 for the following projects: metal multiplay refurbishment (£1,401.80); slide resurfacing (£8,705.04); new climbing play equipment (est £20,000); three trees for play area (max. £3,120.00).

19.07.20 To REVIEW and APPROVE changes to the asset register for 2019/20.

It was proposed, seconded and RESOLVED to approve the amended asset register for 2019/20.

20.07.20 To REVIEW and APPROVE the end of year accounts for 2019/20.

It was proposed, seconded and RESOLVED to approve the end of year accounts for 2019/20.

21.07.20 To REVIEW and APPROVE the Annual Governance Statement for the year 2019/20 (Section 1). Chairman to sign.

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

It was proposed, seconded and RESOLVED to approve the Annual Governance Statement for the year 2019/20. The Chairman duly signed onscreen, to be signed physically after the meeting.

22.07.20 To REVIEW and APPROVE the Accounting Statement for 2019/20. (Section 2). Chairman and Clerk to sign.

It was proposed, seconded and RESOLVED to approve the Accounting Statement for the year 2019/20. The Chairman duly signed onscreen, to be signed physically after the meeting.

23.07.20 To REVIEW the report from the Internal Auditor for 2019/20.

The report from the Internal Auditor for 2019/20 was reviewed.

24.07.20 To REVIEW and APPROVE the reserves policy for 2020/21 and level of reserves.

It was proposed, seconded and RESOLVED to readopt a reserves policy to maintain a General Reserve of six months Net Revenue Expenditure. The following reserves and target reserves were approved:

Reserves	Reserves 2020/21	Target reserve
General	£ 18,444.36	£21,691
Earmarked (Total)	£ 27,982.21	£ 27,982.21
Elections	£ 2,000.00	£ 2,000.00
Play Area Improvement	£ 15,000.00	£ 15,000.00
Town Hall Ground Floor Meeting Room	£ 10,982.21	£ 10,982.21
Total reserves	£ 46,426.57	£ 49,673.21

25.07.20 To REVIEW and APPROVE the upper limit for Section 137 funding for the 2020/21 financial year. Deferred to next meeting.

26.07.20 To REVIEW and APPROVE regular payments made by direct debit as listed below:

It was proposed, seconded and RESOLVED to approve the regular payments by direct debit listed below:

Town Hall broadband – PlusNet (monthly) £28.20pm (£23.30 + £4.70 VAT)

Town Hall electricity – Octopus Energy (monthly) variable

Town Hall water – Water2Business variable (biannual) variable

Pavilion electricity – Octopus Energy (monthly) variable

Pavilion water – Water2Business (monthly) £1.50pm

Clerk mobile - Tesco Mobile (monthly) £10pm + chargeable calls

Clerk pension - NEST pension (monthly) varies with hours worked

Parkfield trough water – Water2Business (biannual) variable

PWLB loan repayment – (biannual May, Nov) variable

Pavilion rates – South Gloucestershire Council (three payments Apr £57.52, May, June £57.00)

27.07.20 To APPROVE the transfer of a further £20,000 from the Council reserves account with Unity Trust to 35 day notice savings account with Redwood Bank to attract a better rate of interest.

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

It was proposed, seconded and RESOLVED to approve the transfer of £20,000 from the Council reserves account with Unity Trust to 35 day notice savings account with Redwood Bank.

The meeting was closed at 9.23pm.

Payments made between meetings and approved by delegated authority. June 2020

Wickwar Parish Council

Expenditure transactions - payments approval list year 01/04/20

Start of

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque
53	DD200401W BPav	£1.50	£0.00	£1.50	01/04/20	WATER BUSINESS - Water pav March 2020	£1.50
37	BACS20060 8SF	£20.99	£3.50	£17.49	20/04/20	SCREW FIX - COMBINATION PADLOCK KGV GATE	£20.99
40	BACS20060 8CVS	£25.00	£0.00	£25.00	23/04/20	CVS SOUTH GLOUCESTERSHIRE - 2020/21 ANNUAL MEMBERSHIP	£25.00
38	BACS20060 8Z	£14.39	£2.40	£11.99	29/04/20	ZOOM VIDEO COMMUNICATIONS INC - ZOOM MAY 2020 PAYMENT	£14.39
52	DD200512P N	£28.20	£4.70	£23.50	01/05/20	PLUS NET - Town Hall b/b Apr 2020	£28.20
54	DD200501W BPav	£1.50	£0.00	£1.50	01/05/20	WATER BUSINESS - Water pav Apr 2020	£1.50
33	DD200502O E1	£18.62	£0.89	£17.73	02/05/20	Octopus Energy - TH April 20 electricity	£18.62
34	DD200502O E2	£23.04	£1.10	£21.94	02/05/20	Octopus Energy - Pav April 20 electricity	£23.04
41	BACS20060 8CC	£1,730.76	£0.00	£1,730.76	07/05/20	CAME AND COMPANY - 2020/21 INSURANCE PREMIUM	£1,730.76
29	BACS20051 2WYC	£3,000.00	£0.00	£3,000.00	12/05/20	Wickwar Youth Club - 2020/21 grant	£3,000.00
48	BACS20060 8SGC	£398.41	£66.40	£332.01	14/05/20	South Gloucestershire Council - Bins and grass cutting Apr - June 2020	£398.41
1		£149.66	£24.94	£124.72		CNCL Village dog bins x2, grass cutting Apr - June 2020	
2		£248.75	£41.46	£207.29		PF KGV bins x 4 Apr - June 2020	
31	BACS20052 7WAMA	£250.00	£0.00	£250.00	20/05/20	TRUST IN YOU COMMUNITY INTEREST COMPANY - GRANT TO WOTTON AREA MUTUAL AID	£250.00
39	BACS20060 8GAPTC	£235.00	£0.00	£235.00	31/05/20	Gloucestershire Association of Parish and Town Councils - 2019/20 INTERNAL AUDIT	£235.00
49	BACS20060 8AC	£22.00	£0.00	£22.00	01/06/20	Angie Carroll - May expense claim bedding plants stone	£22.00

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

					planter	
43 BACS20060 8PG	£450.00	£75.00	£375.00	03/06/20	PRESTIGE GROUNDS - 07/04/20 - 04/06/20 5X CUTS KGV	£450.00
44 BACS20060 8TG	£118.86	£0.00	£118.86	03/06/20	TONY GARDNER PROPERTY MAINTENANCE - REMOVE	£118.86
					CEMETERY SLABS	date
42 BACS20060 8TPD	£412.00	£0.00	£412.00	05/06/20	TRANSFORMATIONS PAINTING & DECORATING - REPAINT KGV	
					PLAY EQUIPMENT	£412.00
	£1,465.50	£0.00	£1,465.50		Confidential	
Total	£8,215.77	£153.99	£8,061.78			

Signature

Signature

Date

Payments for approval – July 2020

Wickwar Parish Council

Expenditure transactions - payments approval list year 01/04/20

Start of

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque
64	BACS20070 1PT	£25.00	£0.00	£25.00	20/05/20	P TRULL - July 20 expenses plants for village trough	£25.00
35	DD200601O E1	£18.02	£0.86	£17.16	01/06/20	Octopus Energy - TH May 20 electricity	£18.02
36	DD200601O E2	£22.05	£1.05	£21.00	01/06/20	Octopus Energy - Pav May 20 electricity	£22.05
59	DD200601W BPav	£1.50	£0.00	£1.50	01/06/20	WATER BUSINESS - Water pav May 2020	£1.50
61	BACS20070 1GPFA	£50.00	£0.00	£50.00	04/06/20	GLOUCESTERSHIRE PLAYING FIELDS ASSOC. - Annual membership 2020/21	£50.00
58	DD200608T M	£10.00	£0.00	£10.00	08/06/20	TESCO MOBILE - May 20 bill	£10.00
63	BACS20070 1AE	£60.00	£10.00	£50.00	09/06/20	Active Electrical - Pavilion electricity repair	£60.00
66	BACS20070 1GG	£540.00	£90.00	£450.00	14/06/20	Green Gorilla Trees Services - Fell ash tree and remove from playing field	£540.00
71	BACS20070 1WWFC	£217.88	£0.00	£217.88	20/06/20	WICKWAR FOOTBALL CLUB - Materials for pavilion redcoration - donation	£217.88
67	BACS20070 1PL	£11,700.72	£1,950.12	£9,750.60	22/06/20	Proludic Ltd - Trampoline and Hip Hop seesaw	£11,700.72
62	BACS20070 011SLCC	£161.00	£0.00	£161.00	24/06/20	Society of Local Council Clerks - Clerk annual membership 2020/21	£161.00

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

65 BACS20070 1RD	£11.99	£0.00	£11.99	24/06/20	R E DAVIS - July expenses - basketball nets donated to WPFA Confidential	£11.99
	£1,210.90	£0.00	£1,210.90			
Total	£14,029.06	£2,052.03	£11,977.03			

Signature

Signature

Date

Already paid/ paid between meetings

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

Appendix 1 - Register of delegated decisions taken between 6th May 2020 (date of last meeting) and 1st July 2020

Decision No.	Date	Issue	Decision taken/ resolution	Approved by/ approval method
17	11.05.20	Decision required on payment of 2020/21 grant of £3000 to Wickwar Youth Centre.	Agreed to pay the full grant to the Youth Club immediately to cover continuing building/ insurance expenses.	Approved by Chairman and Vice Chairman by email 10.05.20.
18	20.05.20	Decision required on payment of grant following application from Wotton Area Mutual Aid (£250 for essential food boxes).	Application circulated by email and two positive responses received.	Approved by Chairman and Vice Chairman by email 20.05.20. (immediate payment)
19	04.06.20	Decision required on keeping KGV car park gate closed.	Keep the gate closed and review the decision at 01.07.20 meeting.	Approved by Chairman and Vice Chairman by email 04.06.20.
20	05.06.20	Proposal to donate replacement basketball net/s to WPFA for the basketball hoop.	Approve expenditure of £11.99 to purchase suitable nets and donate ASAP.	Approved by Chairman and Vice Chairman by email 05.06.20.
21	09.06.20	Approval of payment schedule for June 2020.	Approve payment schedule for June 2020 (to be ratified at 01.07.20 meeting).	Approved by Chairman and Vice Chairman by email 09.06.20.
22	19.06.20	Decision required re pitch maintenance work in preparation for 2020/21 season.	Approve costs of £250 per pitch weed and feed (2 pitches), £200 per pitch for goalmouth reseeding. To be completed asap.	Approved by Chairman and Vice Chairman by email 19.06.20.
23	24.06.20	Approval for M Trull to paint woodwork on play area benches (x2) and cemetery bench at cost of £20 per bench plus materials, ready for reopening.	Approve costs of £60 + materials.	Approved by Chairman and Vice Chairman by email 09.06.20.

	Decision actioned
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Signed.....Chairman.....Date