

Wickwar Parish Council

Meeting of the Parish Council – Minutes

A meeting of the above Council was held on Wednesday 2nd September 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
Ward Councillor and Councillor P Trull

Apologies:

None

Clerk:

Mrs R Davis

Public time (20 minutes)

No members of the public attended.

1.09.20 To RECEIVE apologies for absence.

No apologies.

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

No interests were declared.

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

It was proposed, seconded and RESOLVED to accept the minutes of the meeting held on Wednesday 1st July 2020. They were duly signed onscreen (to be signed in hard copy after the meeting).

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

No items required the public to be excluded.

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

The following decisions were noted.

5.1.09.20 P20/12271/PNH 14 Burleigh Way Wickwar South Gloucestershire GL12 8LR: Erection of single storey rear extension which would extend beyond the rear wall of the original house by 5.8 metres for

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

which the maximum height would be 3.5 metres and for which the height of the eaves would be 2.6 metres. **Prior Approval Not Required**

5.2.09.20 P20/08749/F Little Birdbush Wickwar Road Yate South Gloucestershire BS37 6PA: Change of use of land from agricultural to residential (C3) to facilitate the erection of a single storey side extension to form additional living accommodation. **Approve with conditions**

6.09.20 Planning - For the Council to NOTE the following comments on planning applications submitted by the Clerk using delegated powers.

6.1.09.20 P20/11745/F Meadow Cottage Frith Lane Wickwar South Gloucestershire GL12 8PB: Erection of first floor rear extension to form additional living accommodation. **Neutral.**

6.2.09.20 P20/12271/PNH 14 Burleigh Way Wickwar South Gloucestershire GL12 8LR: Erection of single storey rear extension which would extend beyond the rear wall of the original house by 5.8 metres for which the maximum height would be 3.5 metres and for which the height of the eaves would be 2.6 metres. **Neutral.**

6.3.09.20 P20/12779/F 32 Station Road Wickwar South Gloucestershire GL12 8NB: Erection of two storey side extension to form additional living accommodation. **Neutral.**

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

7.01.09.20 P20/12402/F 2 Frith Lane Wickwar South Gloucestershire GL12 8PB: Extension to existing garage and caravan store.

Neutral

7.02.09.20 P20/14710/TCA 64 High Street Wickwar South Gloucestershire GL12 8NP: Works to 1no. Cherry tree to reduce the height by 2.5m and reduce the crown radial spread by 1m, situated in the Wickwar conservation area.

Neutral

7.03.09.20 P20/14684/CLP 50 Inglestone Road Wickwar South Gloucestershire GL12 8NH Erection of a single storey rear extension.

No comment made

8.07.20 Items for CONSIDERATION and DECISION

8.1.09.20 To APPROVE the register of delegated decisions taken between 1st July 2020 (date of last meeting) and 2nd September 2020. (Circulated).

It was proposed, seconded and RESOLVED to approve the register of delegated decisions taken between 1st July 2020 (date of last meeting) and 2nd September 2020. (Attached to the minutes at Appendix 1)

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

8.2.09.20 To APPROVE an end to the automatic delegation of the functions of the Council to the Proper Officer of the Council (Clerk) between Council meetings, for the duration of the period during which physical Council meetings cannot take place due to a risk to public health (i.e. current COVID-19 pandemic). Meetings to take place remotely as per The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

It was proposed, seconded and RESOLVED to end the automatic delegation of the functions to the Council to the Proper Officer, effective from 2nd September 2020.

8.3.09.20 To CONSIDER and take a decision on estimates for carrying out essential maintenance on the King George V Play Area. (To be provided at the meeting).

This item was deferred as maintenance estimates had not been received before the meeting.

8.4.09.20 To CONSIDER and take a DECISION on estimates for the provision of hard-wired smoke alarms and emergency lighting for the Town Hall and pavilion, as required by Fire Risk Assessments undertaken on both buildings in February 2020.

It was proposed, seconded and RESOLVED to accept the estimate from Active Electrical to instal hard-wired smoke alarms and emergency lighting in the Town Hall and pavilion.

8.5.09.20 To CONSIDER and take a DECISION on quotations for the supply and planting of three semi-mature trees at the King George V Play Area. (CIL funded).

It was proposed, seconded and RESOLVED to accept the quotation from Landcare Trees to supply and plant three semi-mature trees at the King George V Play Area, subject to confirmation that the figure quoted is inclusive of VAT.

8.6.09.20 To CONSIDER and take a DECISION on whether to engage ROSPA to carry out an independent interim inspection of newly installed equipment and surfacing at the King George V Play Area (after the new climbing unit has been installed). APPROVE funding.

Decision deferred to the next meeting to enable the Clerk to determine cost and check that Proludic Ltd (suppliers) will carry out any remedial work required.

8.7.09.20 To CONSIDER and take a DECISION on whether to replace the bench in the cemetery and CONSIDER potential locations for other benches in the village. APPROVE funding for replacement bench.

Decision deferred to the next meeting to enable Cllr Carroll to obtain quotations for six benches. A decision to be taken on the location of new/replacement benches at the next meeting.

8.8.09.20 To CONSIDER arrangements for cleaning the pavilion in preparation for reopening changing rooms and showers (when government guidance allows).

The Clerk will carry out a risk assessment to include required cleaning when the government guidance changes to allow changing rooms to reopen. It was felt that the hirer should be responsible for cleaning.

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

8.9.09.20 To APPROVE termination of the contract for the hosting and maintenance of the Wickwar.org website as soon as possible (which has been replaced by www.wickwarparishcouncil.gov.uk)

It was noted the wickwar.org domain name is registered until 31st December 2020. **It was proposed, seconded and RESOLVED to terminate the contract with Toolbox Digital for maintenance of the wickwar.org website effective 31st August 2020, and to extend ownership of the domain name for a further 12 months (cost £18), to allow users to be redirected to the new site.**

8.10.9.20 To APPROVE switching to .gov.uk email addresses for Councillors by 30th September 2020.

It was proposed, seconded and RESOLVED that all Councillors would switch to using .gov.uk email addresses by 30th September 2020.

8.11.9.20 To CONSIDER and AGREE the process for identifying and consulting on infrastructure priorities and projects to be funded from unallocated Community Infrastructure Levy (CIL) funding.

It was proposed, seconded and RESOLVED to allocate a minimum of £12,000 (approx. £3,000 per project) in the first instance, to CIL project applications from community groups, subject to projects complying with an agreed set of criteria. Criteria and application process to be agreed at a future meeting.

8.12.09.20 To CONSIDER and AGREE the proposed action planning and budget-setting process and timetable for 2020/21.

It was proposed, seconded and RESOLVED to hold a budget working group meeting on 6th January 2021 and move the full Council meeting to 13th January 2021.

8.13.09.20 To CONSIDER the consultation report on the proposed Wickwar Traffic Calming Scheme prepared by South Gloucestershire Council, and FEED BACK any issues or concerns to the ward councillor.

No further issues were fed back. **It was proposed, seconded and RESOLVED to request a timetable for implementing the Wickwar Traffic Calming Scheme from South Gloucestershire Council.**

8.14.09.20 To CONSIDER and take a DECISION on whether to become a corporate member of the ICCM (Institute of Cemetery and Crematorium Management) pro-rata October 2020 – March 2021. Cost £47.50.

It was proposed, seconded and RESOLVED to become a corporate member of the ICCM (Institute of Cemetery and Crematorium Management).

8.15.09.20 To CONSIDER and take a DECISION on whether to join CPRE. Cost £36.

It was proposed, seconded and RESOLVED not to join CPRE.

Cllr Stephen Isaac left the meeting at 8.23pm. Cllr Pat Trull chaired the rest of the meeting.

9.09.20 To NOTE the outcome of the public consultation on new climbing equipment to replace the wooden climbing tower. The option from Proludic received 95% of the vote and the equipment has been ordered for installation in autumn 2020.

Noted.

10.09.20 To RECEIVE an update from the ward councillor on the timetable for accessing section 106 funding for sport from the Tyndale Reach Estate.

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

Cllr Trull reported that funding would be released once the 30th dwelling on the estate was occupied. They are close to this number.

11.09.20 To RECEIVE the register of correspondence received.

Received.

12.09.20 To NOTE that the new website www.wickwarparishcouncil.gov.uk is now live and will be advertised to parishioners.

Noted.

13.09.20 To NOTE the generosity of a local parishioner who has provided photographs for the new website free of charge.

The Council expressed its thanks to the parishioner and agreed to send a thank you card.

14.09.20 To NOTE the interment (cremation) IRO Agnes Murden.

Noted.

15.09.20 To CONSIDER and take a DECISION on an application for a memorial IRO Alan Chappell (Isles grave – subject to transfer of ERB).

It was proposed, second and RESOLVED to request that a flat or wedge-shaped memorial design be submitted for approval.

16.09.20 To APPROVE an amendment to the cemetery regulations to permit only flat stones on graves with an existing headstone.

It was proposed, seconded and RESOLVED to amend the cemetery regulations to permit only flat stones on graves with an existing headstone.

17.09.20 To NOTE approval of an application for an additional memorial inscription IRO Keith White (Winifred White cremation plot).

Noted.

18.09.20 To NOTE approval of an application for additional memorial inscription IRO Muriel Townsend (Eric Townsend grave).

Noted.

19.09.20 To NOTE the monthly bank reconciliation for June & July 2020. Chairman to sign as a true record.

Noted and signed onscreen by the Chairman.

20.09.20 To APPROVE accounts for payment made between meetings (1st July 2020 and 2nd September 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 (1st July 2020 and 2nd September 2020) using delegated authority.

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

21.09.20 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.

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

Noted and signed onscreen by the Chairman.

23.09.20 To APPROVE a journal from the earmarked reserve for Play Area Improvements (£15,000) to fund the following transactions (already paid):

£412 to Transformations Painting and Decorating to repaint play equipment

£9,750.60 (NET of VAT) to Proludic Ltd – trampoline and hip hop see-saw.

It was proposed, seconded and RESOLVED to approve a journal from the earmarked reserve for Play Area Improvements (£15,000) to fund the following transactions: £412 to Transformations Painting and Decorating; £9,750.60 (NET of VAT) to Proludic Ltd.

24.09.20 To NOTE the NJC pay increase for the Clerk to be applied from 1st September 2020 (backdated to April 2020)

Noted.

25.09.20 To REVIEW and APPROVE the upper limit for Section 137 funding for the 2020/21 financial year.

It was noted that based on Jan 2019 electoral roll figures the S137 upper limit is £12,796.16.

The meeting was closed at 8.47pm.

Payments made between meetings (1st July - 2nd September 2020) approved by delegated authority.

T/N	Cheque	Gross	VAT	NET	Invoice details	Date	Total
75	BACS200717RD	£16.28	£2.71	£13.57	B&Q - B&Q paint/ materials for bench painting	25/06/20	£16.28
74	BACS200717MT	£100.00	£0.00	£100.00	M Trull - Bench repainting	29/06/20	£100.00
76	BACS200717Z	£14.39	£2.40	£11.99	ZOOM VIDEO Subscription 29/06/20 -	29/06/20	£14.39
79	BACS200717M	£140.00	£23.33	£116.67	MEREDITHS - 4 x Town Hall hanging baskets	08/07/20	£140.00
77	BACS200717CN	£108.00	£18.00	£90.00	Cloud Next - Domain 2 years	13/07/20	£108.00
78	BACS200717CN2	£95.98	£16.00	£79.98	Cloud Next - Website and email hosting 1 year	13/07/20	£95.98
73	BACS200715WEAG	£250.00	£0.00	£250.00	WEAG - VE Day grant for memorial bench	15/07/20	£250.00
80	BACS200717WWFC	£35.71	£0.00	£35.71	WWFC - Materials for pavilion floor paint	15/07/20	£35.71
		£1213.08	£0.00	£1213.08	CONFIDENTIAL – SALARIES		

Total £1973.44 £62.44 £1911

Paid between meetings

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

Payments for approval – September 2020

Wickwar Parish Council

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

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque
97	DD200803W BTH	£42.47	£0.00	£42.47	01/07/20	WATER BUSINESS - Water TH 21/01/20 - 30/06/20	£42.47
105	BACS20090 2HP1	£7.99	£1.33	£6.66	19/07/20	HP INK - 18/06/20 - 19/07/20 ink	£7.99
112	BACS20090 2RD	£9.01	£0.00	£9.01	27/07/20	R E DAVIS - AUG 20 expenses	£9.01
98	DD200901WB	£7.26	£0.00	£7.26	28/07/20	WATER BUSINESS - Pakfield trough 03/08/19 - 28/07/20	£7.26
111	BACS20090 2GB	£10,446.05	£1,741.01	£8,705.04	28/07/20	G B SPORTS AND LEISURE -£10,446.05 Installation of rubber mulch surface under slide	
104	BACS20090 2Z	£14.39	£2.40	£11.99	29/07/20	ZOOM VIDEO COMMUNICATIONS INC - Subscription 29/07/20 - 28/08/20	£14.39
86	DD200803O E2	£22.50	£1.07	£21.43	03/08/20	Octopus Energy - Pav July20 electricity	£22.50
87	DD200803O E1	£16.46	£0.78	£15.68	03/08/20	Octopus Energy - TH July 20 electricity	£16.46
99	DD200824T M	£10.26	£0.00	£10.26	08/08/20	TESCO MOBILE - July 20 bill	£10.26
85	BACS20090 2TG	£50.00	£0.00	£50.00	13/08/20	TONY GARDNER PROPERTY MAINTENANCE - Supply and fit new rail to wooden climbing tower	£50.00
89	BACS20090 2TBF	£3.28	£0.55	£2.73	18/08/20	Tudor Business Forms - Sticky fixers for pavilion	£3.28
90	BACS20090 2VP	£21.40	£3.57	£17.83	18/08/20	Value Products Ltd - Fire Action signs x 5 pavilion	£21.40
92	BACS20090 2DE	£2.78	£0.46	£2.32	18/08/20	Divya Enterprises Ltd - 100 plastic punch pockets	£2.78
94	BACS20090 2ZL	£3.76	£0.62	£3.14	18/08/20	Zimplicity Ltd – hot water signs	£3.76
91	BACS20090 2A	£4.68	£0.78	£3.90	19/08/20	Amazon EU - Town Hall Accident Book	£4.68
93	BACS20090 2EL	£7.13	£1.19	£5.94	19/08/20	EUROOFFICE LTD - 100 laminating pouches	£7.13
95	BACS20090 2CB	£14.99	£2.50	£12.49	19/08/20	Charles Bentley and Son Ltd - Floor squeegee pavilion	£14.99
88	BACS20090 2SGC	£549.93	£91.65	£458.28	20/08/20	South Gloucestershire Council - Bins and grass cutting July - Sept 2020	£549.93
100	BACS20090	£700.00	£0.00	£700.00	20/08/20	Eyelid Producitons Ltd - New	£700.00

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

2EP				website			
106 BACS20090 2HP2	£7.99	£1.33	£6.66	20/08/20	HP INK - 18/07/20 - 17/08/20 ink	£7.99	
96 BACS20090 2A2	£18.99	£3.17	£15.82	23/08/20	Amazon EU - Plastic mesh safety barrier	£18.99	
	£1,212.88	£0.00	£1,212.88		Confidential		
Total	£13,174.20	£1,852.41	£11,321.79				
Signature	Signature						
Date							

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
24	16.07.20	Several payments to be made between meetings required approval.	Payment schedule emailed and approved by Chairman and Vice Chairman – to be included on September agenda for second approval.	Approved by Chairman and Vice Chairman by email 16.07.20
25	16.07.20	Approval for M Trull to water reseeded goalposts once or twice per week (depending on weather) to free up the Clerk's time.	Approve one/ two waterings per week by M Trull on a self-employed basis @ £10ph (each to take max 1.5 hrs)	Approved by Chairman and Vice Chairman by email 16.07.20
26	21.07.20	Decision required on renewal of contract for broadband at Wickwar Town Hall	Clerk looked at Plus Net, Vodafone and one other providers (which could not supply). Plus Net offered the best price of £18 pm (NET). Approved.	Approved by Chairman and Vice Chairman by email 21.07.20
27	30.07.20	Approval for risk assessment to reopen the pavilion toilets for use during training/ matches.	Risk assessment and reopening approved.	Approved by Chairman by email 30.07.20
28	29.07.20	Decision required regarding permission for a business to hold a one-off morning parent and child singing session in August on the playing field.	Grant permission and ask for £5 donation towards ongoing maintenance. Request sight of insurance and risk assessment.	Approved by Chairman and Vice Chairman by email 27.07.20
29	10.08.20	Wooden ladder rung on play area climbing tower snapped off, making the tower unsafe.	Clerk used delegated power to engage handyperson to do a temporary fix and move the bottom rung up one. Cost to be confirmed.	Emergency spend also approved by Chairman by email 10/08/20.
30	11.08.20	July salary payments required approval between meetings to enable payment.	July salary payments approved by Chairman and Vice Chairman - to be included on September agenda for second approval.	Approved by Chairman and Vice Chairman by email 11.08.20

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

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