

Wickwar Parish Council

Meeting of the Parish Council – Minutes

A meeting of the above Council was held on Wednesday 5th February 2020, at the Town Hall 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)

Three members of the Wickwar Social Club Committee attended and requested that the Parish Council investigate whether it would be possible to close the High Street for a street party to celebrate the VE Day anniversary on the afternoon of Friday 8th May. Councillor Trull agreed to look in to this.

1.02.20 To RECEIVE and DECIDE whether to accept apologies for absence and reasons given.

No apologies were received.

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

Cllr Isaac declared a non-pecuniary interest in item 15. **It was RESOLVED that Cllr Isaac would stay at the table, but not take part in the discussion or subsequent vote.**

3.02.20 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 8th January 2020. They were duly signed.

4.02.20 To RECEIVE the Clerk's Report on matters arising from previous minutes/ not covered elsewhere on the agenda. (Attached to minutes Appendix 1)

The report was noted.

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

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

No items required the public to be excluded.

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

The following decisions were noted.

6.1.02.20 P19/17829/TCA The Chimes 19A Station Road Wickwar Wotton Under Edge South Gloucestershire: Works to fell 1no. Ornamental Cherry (T1), 1no. Ash Tree and 1no. Hawthorn tree within Wickwar Conservation Area. **No Objection.**

6.2.02.20 P19/17624/TCA Gravesend Cottages 21 Station Road Wickwar Wotton Under Edge South Gloucestershire: Works to crown reduce 1 no. Lime tree to be reduced by up to 9 metres situated within the Wickwar Conservation Area. **No Objection.**

6.3.02.20 P19/14962/LB 74 High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NP: Internal and external alterations to install gas and water supply. Installation of 400mm high external mains gas riser pipe. **Approve with Conditions.**

6.4.02.20 P19/17754/F Land At Little Shortwood Farm Wickwar Road Yate Bristol South Gloucestershire: Erection of a building for storage and indoor training facilities in respect of existing dog training business (sui generis) (Amendment to previously approved scheme PK16/3214/F). **Approve with Conditions.**

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

7.1.02.20 P20/01010/F Ladys Wood Shooting School Mapleridge Lane Yate Bristol South Gloucestershire: Creation of bund.

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

7.2.02.20 P20/01626/TCA The Old Chapel 21A The Buthay Wickwar Wotton Under Edge South Gloucestershire: Works to fell 1 no. Fir tree situated within the Wickwar Conservation Area.

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

8.02.20 Items for CONSIDERATION and DECISION

8.1.02.20 To CONSIDER and APPROVE the proposed budget for Wickwar Parish Council for the financial year 2020/21.

It was proposed, seconded and RESOLVED to approve the proposed budget of £50,045 for Wickwar Parish Council for the financial year 2020/21.

8.2.02.20 To CONSIDER and APPROVE the proposed precept demand for Wickwar Parish Council for the financial year 2020/21. Chairman to sign the s41 notification to South Gloucestershire Council

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

It was proposed, seconded and RESOLVED to approve the precept demand of £45,720 for Wickwar Parish Council for the financial year 2020/21. The s41 notification to South Gloucestershire Council was duly signed.

8.3.02.20 To APPROVE the payment of £950 (+VAT) plus £52 disbursements to Beaufort Montague Harris Solicitors, for arrangement of the ten-year lease of land on the Buthay Lane to Bromford.

It was proposed, seconded and RESOLVED to approve the payment of £950 (+VAT) plus £52 disbursements to Beaufort Montague Harris Solicitors, for arrangement of the lease of land on the Buthay Lane to Bromford.

8.4.02.20 To CONSIDER and APPROVE the payment of £225 (+VAT) to remove the unsafe goalposts at the King George V Playing Field.

It was proposed, seconded and RESOLVED to APPROVE the payment of £225 (+VAT) to remove the unsafe goalposts at the King George V Playing Field.

8.5.02.20 To CONSIDER and take a DECISION on quotations for a tree survey of all trees at the King George V Playing Field and APPROVE funding.

It was proposed, seconded and RESOLVED to accept the quotation of £350 from Wotton Tree Consultancy to survey the trees at the King George V Playing Field, and to approve the funding for this.

8.6.02.20 To CONSIDER and take a DECISION on quotations for three mature trees to be planted at the King George V Playing Field to replace the felled ash tree, and APPROVE funding (CIL funding).

This decision was deferred to a future meeting as quotations had not been received at the time of the meeting and the spring planting window would be missed. Quotations will be sought in time for planting in the autumn.

8.7.02.20 To CONSIDER and take a DECISION on quotations for an electrical installation safety check of the Town Hall and pavilion, and APPROVE funding.

One quotation had been received in time for the meeting. As the figure for each building fell below the £300 limit set in the Financial Regulations no further estimates were required.

It was proposed, seconded and RESOLVED to appoint Active Electrical to carry out an inspection of the Town Hall, at a cost of £160+ VAT.

It was proposed, seconded and RESOLVED to appoint Active Electrical to carry out an inspection of the pavilion, at a cost of £160+ VAT.

8.8.02.20 To CONSIDER and take a DECISION on quotations for printing the Village Welcome Pack and APPROVE funding.

It was proposed, seconded and RESOLVED to approve funding up to a maximum of £170 for printing the village welcome packs.

8.9.02.20 To CONSIDER and AGREE the application process for VE Day celebration grants.

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

It was proposed, seconded and RESOLVED to approve the proposed application process and form for the VE Day celebration grants.

8.10.02.20 To AGREE dates for the annual parish spring clean and the Annual Meeting of the Parish.

It was proposed, seconded and RESOLVED to hold the annual Spring Clean on Saturday 25th April 2020.
The Clerk agreed to circulate potential dates for the Annual Meeting of the Parish by email.

8.11.02.20 To AGREE a date for a working group to prepare a grants policy, as required by the Internal Auditor.

The Clerk agreed to circulate a draft grants policy via email, to be considered and approved at the next Council meeting.

8.12.02.20 To AGREE the appointment of an Internal Auditor for the 2019/20 internal audit.

It was proposed, seconded and RESOLVED to reappoint the GAPTC Internal Audit service, at a cost of £235, to complete 2019/20 internal audit.

8.13.02.20 To CONSIDER and AGREE six proposed road names for the Linden Homes development.

It was proposed, seconded and RESOLVED to put forward the following names for the Linden Homes development, for consideration by South Gloucestershire Council: Tanner; Gulwell; Derham; Hitchings; Eacott and Wilcox. (These were all taken from the WW1 memorial at Holy Trinity Church).

8.14.02.20 To CONSIDER and AGREE actions required following a meeting between Buthay Lane residents, Parish Council representatives and South Gloucestershire Council on 24th January 2020 regarding parking/ access in the Buthay Lane and dropped kerbs in the village.

It was proposed, seconded and RESOLVED to grant permission for Bromford Housing Association Ltd to erect signs on the Parish Council-owned grass area of the Buthay Lane to read 'Parking for Buthay residents only', or similar.

8.15.02.20 To CONSIDER and AGREE action required from the Parish Council to assist in winding up the Wickwar Combined Charity.

It was proposed, seconded and RESOLVED to advise the trustee who had approached the Parish Council for support, to write formally to the trustee holding the paperwork for the Wickwar Combined Charity, to request it be handed over to enable the winding up of the charity. If the letter is unsuccessful the Clerk will prepare a letter from the Parish Council to the trustee requesting the same.

9.02.20 To RECEIVE the minutes of the Staffing Committee meeting on 31st January 2020, and to note resolutions made.

The minutes were received and resolutions noted.

10.02.20 To RECEIVE a report from the Ward Councillor. (Attached to the minutes Appendix 2)

The report was noted. Updates on the Wickwar Conservation Area Advice Note, the Joint Local Transport Plan, the Joint Spatial Plan and the Wickwar Traffic Calming consultation were requested for the next meeting.

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

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

11.1.02.20 King George V Playing Fields

Cllr Carroll reported that she has obtained further quotations for new play equipment to be considered at the next meeting.

Cllr Fielding left the meeting.

11.2.02.20 Wickwar Community Centre

Cllr Carroll reported that fingerguards are being fitted to those doors without them. Tiddlypeeps pre-school have moved to another site due to staffing shortages. They will confirm in the next two months whether they plan to return to the Community Centre. The committee needs to consider a cupboard for the cleaner and review the fire risk assessment for the building to ensure that fire procedures are suitable for out of school hours hire.

11.3.02.20 Wickwar Town Hall.

Cllr Harris reported that a stairlift company had confirmed that the stairwell is not suitable for a chair-style lift. The company will provide a quote for an internal lift. Any proposed works will need to comply with the constraints of the Grade II listing of the building.

11.4.02.20 Wickwar Cemetery – no report.

12.02.20 To RECEIVE the play equipment inspection for January.

The report for January was received.

13.02.20 To NOTE receipt of the signed counterpart lease, commencing 1st April 2018, from Merlin Housing Society Ltd (now Bromford), for land at the Buthay Lane.

The signed lease was received and noted.

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

The register of correspondence was noted.

15.02.20 To CONSIDER and take a DECISION on the funding application from the Friends of Alexander Hosea School for a new storage shed (total cost £1,555.70 inc £38 VAT – CIL funding).

It was proposed, seconded and RESOLVED to award a grant of £1,555.70 to the Friends of Alexander Hosea for a new storage shed, to be paid from CIL funding.

16.02.20 Burial matters. None.

17.02.20 To NOTE the monthly bank reconciliation for December 2019, and the Councillor check of the bank reconciliation. Chairman to sign as a true record.

It was proposed, seconded and RESOLVED to accept the bank reconciliation for December 2019. It was duly signed.

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

18.02.20 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 that the payments in the schedule should be paid.

19.02.20 To NOTE the budget monitoring report to 31st December 2019, prepared by the Clerk. Chairman to sign as a true record.

The report was noted.

The meeting was closed at 9.45pm.

Wickwar Parish Council

Expenditure transactions - payments approval list start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
356D/DOCTOPU SPAV_2001 03		£26.50	£1.26	£25.24 03/01/20	Octopus Energy - D/D Pavilion electric Jan 19	£26.50
357 D/DPLUSNE T_20_01_03		£28.20	£4.70	£23.50 03/01/20	PLUS NET - D/D Dec Town Hall Broadband	£28.20
355D/DOCTOPU STH_20010 7		£10.97	£0.52	£10.45 07/01/20	Octopus Energy - D/D Town Hall electric 13Dec - 31Dec19	£10.97
364 D/DTESCO_ 20_01_22		£10.00	£0.00	£10.00 08/01/20	TESCO MOBILE - Mobile Jan 20 bill	£10.00
358 BACSRDAV ISEXP1_JAN 20		£63.98	£10.66	£53.32 10/01/20	R E DAVIS - Jan 20 exp claim pavilion padlocks *2	£63.98
359 BACSRDAV ISEXP2_JAN 20		£45.00	£0.00	£45.00 10/01/20	R E DAVIS - Jan 20 exp claim pavilion keys	£54.00
360 BACSRDAV ISEXP2_JAN 20		£9.00	£0.00	£9.00 10/01/20	R E DAVIS - Jan 20 exp claim box for projector	£54.00
361 BACSBMS_ BUTHAY_1 3753		£1,140.00	£190.00	£950.00 14/01/20	BEAUFORT MONTAGUE HARRIS SOLICITORS - BUTHAY LEASE LEGAL SERVICES	£1,192.00

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

362 BACSBMS_ BUTHAY_1 3753	£52.00	£0.00	£52.00	14/01/20	BEAUFORT MONTAGUE HARRIS SOLICITORS - BUTHAY LEASE LAND REGISTRY SERVICES	£1,192.00
363 BACSDPU GH_72	£350.00	£0.00	£350.00	15/01/20	J D PUGH - Cemetery ivy clearance	£350.00
370 BACSNORT ON_2020	£59.99	£10.00	£49.99	18/01/20	R E DAVIS - Norton antivirus 2020 (reclaimed)	£59.99
369 BACSHPI _Jan20	£7.99	£1.33	£6.66	19/01/20	R E DAVIS - HP Ink Jan (reclaimed)	£7.99
	£1,433.87	£0.00	£1,433.87		Confidential	
Total	£3,237.50	£218.47	£3,019.03			

Direct Debits paid in Dec 2019 (not appearing on payment schedule)

02/12/19 £1.50 Water Business, Pavilion water

Appendix 1 - Clerk's Report to the Parish Council Meeting – Wednesday 5th February 2020

- Please see progress against outstanding action points/ resolutions from previous meetings, below.

	Agenda Item	Action/ Description	Who	Progress
1.	03/04/19& 05/06/19 5.Clerk's report	Community infrastructure levy – Clerk to arrange meeting between Councillors and Greg Evans (South Glos) on a Weds evening.	Clerk	Awaiting outcome of working party meeting March/ April
2.	03/04/19 &05/06/19 5. Clerk's report	Cemetery noticeboard - Confirm cost of oak noticeboard with K Bateman and organise a plaque to read: Handmade in Wickwar by Kevin Bateman 2019	Councillor A Carroll/ Clerk	Ongoing
3.	03/07/19 13k, wildflowers	Research possible verges for reduced cutting/ wildflowers and bring proposals to a future meeting.	Clerk/ Councillor s Carroll & Trull	Clerk to put on Spring agenda
4.	04/09/19 13a. KGV Consultation	Research CCTV provision at an isolated site like the Playing Field to get an idea of cost and issues.	Clerk	Put on March agenda
5.	04/10/19 11b KGV Play Area	It was proposed, seconded and RESOLVED that two additional quotes for the three pieces of proposed play equipment be sought and presented to the Council, before funding for the three pieces is approved.	Councillor Carroll	Moved to March agenda
6.	04/10/19 11c	It was proposed, seconded and RESOLVED to	Clerk	In progress

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

	Agenda Item	Action/ Description	Who	Progress
	KGV speed bumps	approve funding for five speed bumps, one warning sign and post, plus fitting. Order speed bumps and arrange fitting.		
7.	04/10/19 11g climate change	Develop proposal for an environmental policy on climate change to be considered by the Council.	Councillor Trull	Moved to Spring agenda
8.	06/11/19 12b Town Hall Equality Act	It was RESOLVED that Cllrs Trull and Harris would investigate solutions to make the town hall compliant with the Equalities Act, reporting back to the Council by April 2020.	Cllr Trull Cllr Harris	Put on April agenda.
9.	06/11/19 12e Health and safety/ risk management	It was proposed, seconded and RESOLVED that the clerk will draft a health and safety policy and carry out risk assessments of the Council's activities with support from Cllr Maidment. It was further RESOLVED to obtain three estimates for independent fire risk assessments and electrical testing of the town hall and pavilion.	Clerk Cllr Maidment	Risk assessments completed for KGV. Fire risk assessments scheduled for 10/02/20. Electrical testing quotes on Feb agenda. Outstanding assessments for Town Hall and cemetery scheduled for March 2020.
10.	04/12/19 10a King George V Playing Field	It was proposed, seconded and RESOLVED to invite the South Gloucestershire Council Tree Officer to a future meeting to discuss the Council's response to ash die back.	Cllr Carroll	Check progress – March meeting?
11.	04/12/19 12c Legionella risk assessment	It was proposed, seconded and RESOLVED to seek the opinion of a plumber with regard to work required to the cold water storage tanks. Three estimates to be obtained for any work required. It was further RESOLVED to approach T Gardner to remove the blind end pipe.	Clerk	Postponed to March agenda.
12.	04/12/19 12e - land rear of 42 High Street	It was proposed, seconded and RESOLVED that the Clerk investigate the possibility of Wickwar Parish Council registering the land with the Land Registry.	Clerk	Postponed to March agenda.
13.1	08/01/20 8.4 risk assessment actions for KGV	It was proposed, seconded and RESOLVED that the following mitigating actions, identified in the KGV risk assessment documents, be taken: (outstanding actions) Install sign in the car park to warn that vehicles are parked at own risk (funding approved);	Clerk	Due for completion: March 2020

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

	Agenda Item	Action/ Description	Who	Progress
		• Obtain quotations for replacement fixed litter bin for the car park; • Clerk to complete a lone working risk assessment for all employees by Spring 2020; • Arrange repair/ replacement of stiff extractor fan switch in the pavilion (funding approved); • Apply hot water warning stickers to two water heaters in the pavilion (funding approved); • Include regular cutting back of nettles and trimming the play area side of hedge in the tender for grass cutting to be renewed Spring 2020.		For March agenda May 2020 March 2020 Feb 2020 For March agenda
14.	08/01/20 8.5 update to Code of Conduct	It was proposed, seconded and RESOLVED to retain the Council's existing Code of Conduct and to add in a new section about harassment for the SGC Code of Conduct. To be approved at a future meeting.	Clerk	Approve at May AMPC
15.	08/01/20 8.8 CIL working party meeting	It was proposed, seconded and RESOLVED to set a date for a working party after the budget working party meeting has taken place, to consider the proposals in detail.	Clerk	Set date for March/ April
16.	08/01/20 8.9 Football Club lease agreement	It was proposed, seconded and RESOLVED that the Clerk draft a new agreement in consultation with Cllr Fielding and Cllr Carroll, to be considered at a future meeting.	Clerk/ Cllr Fielding/ Cllr Carroll	Met 31/01, put draft agreement on late spring agenda.
17.	08/01/20 8.11	To CONSIDER and take a DECISION on the timescale and process for preparing new cremation plots in the parish cemetery. It was proposed, seconded and RESOLVED to defer this item to a later meeting.	Clerk	Deferred to March agenda.

2. The ash tree adjacent to the KGV play area is scheduled for felling once the weather improves. The ground is too wet to access the WPFA field without causing damage.
3. Pavilion - A padlock on the pavilion failed and has been replaced. New keys for WWFC have been cut and distributed. Fire extinguishers have been installed at the pavilion.
4. Fire risk assessments of the Town Hall and pavilion are scheduled for 10/02/20.
5. The Clerk and Cllr Harris attended the January meeting of the South Glos Town and Parish Council Forum in Yate. Nigel Riglar, Head of Environment and Community Services at SGC, presented. He confirmed that news on the future of the West of England Joint Spatial Plan (Bristol City, Bath and North East Somerset, North Somerset and South Gloucestershire) is expected in the first half of 2020. SGC has requested permission to maintain a three-year rather than a five-year land supply. If

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

approved, the reduction should make it easier for the authority to maintain its land supply and refuse speculative development.

The service delivery model has been changed to enable SGC to offer revenue-generating services to Parish Councils and others – Doing More Together. SGC is reviewing double yellow lines to remove those that are unenforceable.

SGC has pledged to provide the leadership to enable South Gloucestershire to become carbon neutral by 2030, and ensure 100% renewable energy across the area by 2050. Task and finish group recommendations to achieve these targets, based around transport, buildings, renewable energy and green infrastructure, are currently being considered by SGC. Parish Councils should focus on land and buildings under their control.

6. The Clerk has spent time litter-picking at KGV and liaising with the Neighbourhood Beat Team about drugs use there. Following advice from Cllr Trull, the Council should revise advice to parishioners about reporting non-urgent crimes such as this. Please report on the Avon and Somerset Constabulary website <https://www.avonandsomerset.police.uk/report/> or via 101, rather than emailing the Neighbourhood Beat Team.

The Clerk will put a link on the website and put this in the Parish News. The advice for reporting overweight lorries using the High Street is to report these directly to the haulage company with time, date and registration number. These cannot be reported online.

7. Three councillors met with residents of the Buthay Lane and T Hamblett from SGC on 24th January 2020 to discuss access and parking in the Buthay Lane, and dropped kerbs around the village. The Clerk has received an update from T Hamblett following the meeting, and has circulated this to Cllrs. This will be discussed under item 8.14 on the agenda.
8. The Clerk and Cllr Harris met with J Broad from WPFA to agree locations for five speed bumps along the KGV access lane, allowing for 1000mm passing places next to each one. This is an accessibility requirement specified by the PROW Officer at SGC. The Clerk needs to confirm an acceptable warning sign with WPFA, and contact T Gardner to discuss installation, before ordering the speed bumps. The intention is to complete installation asap. The speed bumps will cost £500 +VAT with the sign and installation costing extra.
9. The Clerk has been investigating the charitable status of the KGV Playing Field. The Charity Commission seems to have confirmed that the Parish Council is sole trustee. This means that separate trust meetings should be held. The Clerk will report to the March meeting with a recommendation.
10. The Clerk would like to request six days of annual leave to cover school holidays up to the end of the summer term– assuming the leave year begins 1st February 2020:

Mon 17th February

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

Fri 3rd April
Mon 6th April & Tues 7th April
Mon 13th April
Mon 25th May

Would the Council consider allowing the Clerk to take some unpaid leave over the summer holidays to help her meet her childcare responsibilities?

Appendix 2 - Councillor Pat Trull – Chipping Sodbury and Cotswold Edge

Report February 2020

Local Government Association Provisional Local Government Finance Settlement 2020/21 On the Day Briefing 20 December 2019

The LGA is pleased that the Government listened to our call for the publication of this settlement before Christmas which gives councils much of the certainty they need about how local services will be funded next year.

- The Settlement indicates that core spending on local services has the potential to increase by £2.9 billion next year, which is good news for councils and shows that the Government has responded to the financial pressures local authorities face in meeting rising costs and demand for services, such as adult and children's social care, and homelessness support. The further addition of over £780 million to the high needs block of dedicated schools grant to fund the rising costs of meeting special educational needs brings the total of potential additional resources to over £3.5 billion as announced in the Spending Round.
- The Settlement includes an additional £1 billion of central government funding for social care, as announced in the 2019 Spending Round. This will help ensure councils can continue to help older and disabled people live more independently and support our most vulnerable young people. Confirmation that key social care grants will also continue next year provides much-needed stability for local authorities.
- The ability of councils to increase council tax and levy an adult social care precept next year gives them the potential to raise £1.6 billion. This will help councils to continue to deliver vital services, but it is not a sustainable solution because increasing council tax raises different amounts of money in different parts of the country, unrelated to need, and adds an extra financial burden on households. The Government needs to deliver on its pledge to bring forward proposals for long term reform of adult social care and how it is funded. The LGA, as a cross-party organisation, has previously offered to host and facilitate cross-party talks and that offer remains open to the Government.

Launch of new resident online account

We have good news on our Digital South Glos programme - we have now launched our new online resident account for customers and so going forward anyone creating or renewing their garden waste subscription will be encouraged to do so via our website/online account. The account went live yesterday and already some residents have renewed their garden waste subscriptions using the account.

This is an important stepping stone in our digital journey which will mean that we can deliver new functionality that will make a big difference in the way residents interact with and receive services from the council.

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

Our roadmap of additional functionality that we'll be introducing over the coming months will make it even easier for residents to engage with the council and follow progress on their enquiries:

- Working with our adult social care team to help them manage enquiries coming into the service
- Introducing new technology, which will make it much easier to keep track of and schedule the work we do to maintain and improve roads, street lights, parks, streets, drainage and waste collection
- Improving our website and online presence so we can better direct people to information and services provided by both the council and partner organisations
- Working with our planning team to help with enforcement of green belt development.

What is the customer account?

The account is similar to what you may have set up with your bank or for online shopping, services, so going forward, residents will be able to complete many common transactions with the council quickly and easily at a time that suits them:

- access council services,
- manage subscription renewals,
- report issues, and
- follow progress on enquiries online.

Some transactions will be automated, whilst others will be more streamlined so they can be completed without needing to speak to one of our customer services team.

Whilst we know most residents would prefer to engage with us online, we also recognise there are some people who are less digitally orientated or don't have access to technology. We will therefore retain parallel offline mechanisms for completing transactions to ensure no-one is digitally excluded.

If you'd like further information about our digital work, please do get in contact.

David Wilkin

Director of Resources and Business Change | South Gloucestershire Council

David.Wilkin@southglos.gov.uk

01454 865001

This not local but it is South Glos, and there are a lot of commuters, so maybe of some interest.

Highway Improvement Work 2020

We are writing to update you on a programme of major highway improvements happening in the area.

South Gloucestershire Council is investing £160m over four years to reduce congestion and emissions, improve cycling and pedestrian routes, facilitate faster bus journeys and future proof our road network.

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

Highway improvement schemes are planned across the district and the aim of this ambitious programme of work is to get our road network ready for major new housing and business developments in the area, as well as making sustainable travel options a more attractive choice so that we can keep people moving now and in years to come.

CPME work

A major part of this programme of work is the Cribbs Patchway metrobus extension (CPME) scheme. Working with Network Rail, CPME is a £57 million project that includes replacing the railway bridge over Gypsy Patch Lane. The new wider bridge will enable shared use cycle and pedestrian pathways and a bus lane in each direction alongside general traffic. The scheme will also include footway widening and new bus lanes along other sections of Gypsy Patch Lane. This will result in significant benefits for everyone, whether you travel by bus, car, cycle or on foot.

Work will also be carried out at the San Andreas roundabout, Cribbs Causeway, where a new bus only road link will be added and the roundabout will become signal controlled. San Andreas roundabout is at the junction of Hayes Way and Highwood Road with Merlin Road. On Hatchet Road we will be upgrading two bus stops to metrobus stops.

Roadworks

Work has already begun on some elements of this project but over the next 12 months further traffic management measures will be put in place to enable this work to continue.

Gypsy Patch Lane will be closed to all road users at the railway bridge for approximately eight months from early March 2020. This will allow the replacement railway bridge to be moved into place and for associated highway works to be carried out. As part of this work the junction of Station Road with Gypsy Patch Lane also needs to be closed to motorists for periods of time. Pedestrians and cyclists will still be able to access Station Road throughout the work. Exact dates of these road closures and information on diversion routes will be publicised in advance.

To enable work to be carried out at the San Andreas roundabout there will be lane closures for approximately 12 months. This work will start from February 2020.

Along Hatchet Road we will need to use temporary traffic lights during off-peak hours. This work is expected to start in the spring and last approximately three months.

Other major roadworks in the area

We are also working on a scheme to increase capacity at nearby Great Stoke roundabout, as well as improving safety for cyclists and pedestrians.

The roundabout, known locally as ‘rabbit roundabout’, is at the junction of Bradley Stoke Way and Great Stoke Way with the B4057 Winterbourne Road. The £2.9million scheme is being funded by the West of England Combined Authority and Local Enterprise Partnership through the Investment Fund, administered by the West of England Combined Authority.

Work has already started on Great Stoke roundabout and will take up to one year to complete. Most of this work will require the use of narrow lanes which will be in place 24 hours a day and lane closures which will be restricted to times when traffic volumes are lower.

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

Public drop-in events

To help keep the community informed and to explain more about highway improvement works taking place in the area, we are holding a series of public drop-in events:

- Wednesday 22 January 4pm to 7pm
Little Stoke Primary School, Little Stoke Lane, Little Stoke, Bristol BS34 6HY
- Saturday 25 January 11.30am to 2.30pm
Little Stoke Community Hall, Little Stoke Lane, Little Stoke, Bristol BS34 6HR
- Monday 27 January 4pm to 7pm
St Michael's Centre, North Rd, Stoke Gifford, Bristol BS34 8PD
- Thursday 30 January 4pm to 7pm
Baileys Court Activity Centre, Baileys Court Road, Bradley Stoke, Bristol BS32 8BH

Officers from the council will be available to answer questions, along with representatives from Network Rail and Alun Griffiths who are involved with the CPME project. Everyone is welcome to attend, there is no need to book. Please note these are drop-in sessions and you can attend at any time during the session.

On Saturday 25 January members of the TravelWest Team will also be on hand at the Little Stoke Community Hall event offering advice on alternative, active and sustainable travel options. They will also be able to help with journey planning.

Further information

Further information about all highway improvement schemes in South Gloucestershire is available at www.southglos.gov.uk/majorroadworks. You can also sign up for email updates on our website.

We are liaising with the local community and local businesses to minimise the impact of the works, however we do understand the works will cause considerable disruption. We sincerely apologise for this and thank you for your patience.

Yours faithfully

The Environment and Community Services Team

South Gloucestershire Council

PCC – Sue Mountstevens (Police and Crime Commissioner)

I would like to start by wishing you all a Happy New Year.

I also want to let people know that I have come to a decision regarding my role as your Police and Crime Commissioner (PCC).

After two exciting, challenging and productive terms as an independent PCC I have decided I will not put myself forward for re-election in May. As one of very few independent PCCs across the country I vowed to

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

keep party politics out of policing and delivering this has been of the upmost importance during my two terms in office.

I make this decision with mixed emotions but absolute conviction that after eight years of working with you in the police, as well as our key partners, to serve the people of Avon and Somerset that this is the right decision for the public, the Office of the Police and Crime Commissioner (OPCC), the Constabulary and the right decision for me.