

## Wickwar Parish Council

### Meeting of the Parish Council – Minutes

A meeting of the above Council was held on Wednesday 6<sup>th</sup> May 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)

A member of the public raised concerns about the rubble bags being stored on the pavement next to the Town Hall. Rubble bags were stored there last year and were not moved until the Parish Council wrote to the owner. It was suggested that the Clerk monitor whether the bags appear to be being used, and if not write a letter to ask how long they will be stored there.

1.05.20 To RESOLVE to adopt Supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, lasting until May 7th, 2021 or the repeal of legislation whichever is the earlier.

**It was proposed, seconded and RESOLVED to adopt Supplementary Standing Orders (attached to the minutes) to meet the statutory requirements for the holding of remote meetings, lasting until May 7th, 2021 or the repeal of legislation whichever is the earlier.**

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

No apologies were received.

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

Cllr Carroll declared a non-pecuniary interest in item 18, and did not vote.

4.05.20 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 4<sup>th</sup> March 2020. They were duly signed onscreen (to be signed in hard copy after the meeting).**

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

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

No items required the public to be excluded.

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

The following decisions were noted.

6.1.05.20 P20/01010/F Ladys Wood Shooting School Mapleridge Lane Yate Bristol South Gloucestershire:  
Creation of bund. **Approve with conditions**

6.2.05.20 P19/19419/F P20/04901/TCA Langley House 57 High Street Wickwar South Gloucestershire GL12 8NP: Works to reduce crown to a finished height of 6 metres and radial spread of 5 metres for 1no Apple Tree situated within the Wickwar Conservation Area. **No objection**

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

7.1.05.20 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.

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

8.05.20 Items for CONSIDERATION and DECISION

8.1.05.20 i) To APPROVE the automatic delegation of the functions of the Council to the Proper Officer of the Council (Clerk) between remote 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).

ii) As far as possible the Clerk's decisions will be made in consultation with the Chairman and Vice Chairman of the Council. In the event that either Councillor is incapacitated during the delegation period, then they should nominate a substitute for the period they are incapacitated and notify the Proper Officer accordingly.

**It was proposed, seconded and RESOLVED to approve the automatic delegation of the functions of the Council to the Clerk between remote meetings until physical meetings resume. As far as possible the Clerk's decisions will be made in consultation with the Chairman and Vice Chairman of the Council.**

8.2.05.20 To APPROVE the register of delegated decisions taken between 24<sup>th</sup> March 2020 (start of COVID-19 pandemic restrictions) and 6<sup>th</sup> May 2020.

**It was proposed, seconded and RESOLVED APPROVE the register of delegated decisions taken between 24<sup>th</sup> March 2020 and 6<sup>th</sup> May 2020. (Attached to the minutes at Appendix 2)**

8.3.05.20 To NOTE the resignation of Councillor Carroll from the Wickwar Community Centre Committee, and to APPOINT a replacement Parish Council representative.

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

The resignation was noted.

**It was proposed, seconded and RESOLVED that Cllr Trull would become the second Parish Council representative on the Wickwar Community Centre Committee, alongside Cllr Pennington.**

8.4.05.20 To CONSIDER the annual inspection of play equipment at the King George V Play Area carried out by ROSPA on 9<sup>th</sup> April 2020, and take a DECISION on the actions required.

**It was proposed, seconded and RESOLVED to:**

- **approve funding to replace the balance beam and the Clerk to obtain estimates;**
- **repaint the chinning bars (see 8.5.05.20);**
- **replace the climbing tower and Cllr Carroll to obtain three quotations for equipment, to be funded from CIL (Community Infrastructure Levy);**
- **remove the rope bridge when the replacement equipment for the climbing tower is installed;**
- **replace the surface under the slide using CIL (Community Infrastructure Levy) funding (see 8.5.05.20).**

8.5.05.20 To CONSIDER and take a DECISION on quotations for repainting play equipment and resurfacing the area under the slide at the King George V Play Area, and APPROVE funding.

**It was proposed, seconded and RESOLVED to approve funding and accept quotation 1 (£365 + est £40 materials) from Transformations, to repaint the chinning bars. It was proposed, seconded and RESOLVED to accept quotation 2 (£5,100 +VAT) from DR Howse Services, to resurface the area under the slide.**

8.6.05.20 To APPROVE funding for 4 x Town Hall hanging baskets, replanting 2 x troughs and associated watering costs (invoiced by self-employed gardener)) for 2020. To APPROVE proposed health and safety measures for planting and watering (to reduce risk of COVID-19 transmission).

Cllr Trull declared a pecuniary interest in this item and did not take part in the discussion or vote.

**It was proposed, seconded and RESOLVED to approve funding for Town Hall hanging baskets and troughs, and watering costs invoiced by a self-employed gardener. It was proposed, seconded and RESOLVED to approve health and safety measures for planting and watering (to reduce risk of COVID-19 transmission)**

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

**It was proposed, seconded and RESOLVED to ask the Council's grass cutting contractor to weedkill the ivy in the open and closed cemetery and funding was approved.**

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

The register of correspondence was noted. Clerk to contact Bromford Housing to request they invoice Wickwar Parish Council for the cost of parking signs in the Buthay.

Cllr Pennington left the meeting at 7.48pm.

10.05.20 To NOTE the External Auditor Report and Certificate 2018/19 and progress with actions required.

Noted.

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

11.05.20 To NOTE the submission of redeclaration of compliance with the Pensions Regulator (5th November 2019). One employee enrolled in an occupational pension scheme.

Noted.

12.05.20 To NOTE the review of the Council's insurance schedule which was carried out by a working group on 1st April 2020, ahead of renewal of policy with Came& Company (1st June 2020).

Noted.

13.05.20 To NOTE the addition of the new toddler playhouse to the Council's insurance schedule on 30th April 2020.

Noted.

14.05.20 To CONSIDER and take a DECISION on the VE Day grant application from the Wickwar Environmental Action Group.

**It was proposed, seconded and RESOLVED to approve a grant of £250 to Wickwar Environmental Action Group to part-fund a memorial bench, contingent upon the Group providing evidence that they have raised at least £500 towards the cost.**

15.05.20 To NOTE the interment of Muriel Jones, formerly Townsend on 8th April 2020 (plot 289).

Noted.

16.05.20 To NOTE the planned interment of Patricia Pollard on 12<sup>th</sup> May 2020 (plot 313).

Noted.

17.05.20 To APPROVE the interment of up to four sets of ashes (more by agreement) in full burial plots, subject to the legal transfer of the Exclusive Right of Burial (ERB) for the plot.

**It was proposed, seconded and RESOLVED to approve the interment of up to four sets of ashes (more by agreement) in full burial plots.**

18.05.20 To APPROVE the retrospective issue of an Exclusive Right of Burial (ERB) for plot 357 IRO of Lucy Lawrence, Alma Carroll, Edward Carroll and Mary Carroll. To APPROVE the interment of up to eight sets of ashes in the plot.

Cllr Carroll did not take part in the discussion or vote having declared a non-pecuniary interest.

**It was proposed, seconded and RESOLVED to issue an Exclusive Right of Burial (ERB) for plot 357 and approve the interment of up to eight sets of ashes in the plot.**

19.05.20 To NOTE the contractual pay increase for the Clockwinder from 1<sup>st</sup> April 2020 in line with the national increase in the Living Wage.

The pay increase was noted.

20.05.20 To APPROVE the application of the NJC annual pay award and leave entitlement for the Clerk for 2020/21 (when finalised).

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

**It was proposed, seconded and RESOLVED to approve the NJC annual pay award and leave entitlement for the Clerk for 2020/21 (when finalised).**

21.05.20 To NOTE the repayment of £3.60 to the Council by the Clerk due to monthly HMRC payment fluctuations during 2019/20 not reflected in the monthly salary standing order payment.

Noted.

22.05.20 To NOTE receipt of 2020/21 CIL payment (£48,115.15) and first instalment of 2020/21 precept (£22,860) from South Gloucestershire Council.

Noted.

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

**It was proposed, seconded and RESOLVED to accept the monthly bank reconciliation for March 2020. It was duly signed onscreen (to be signed in hard copy after the meeting).**

24.05.20 To APPROVE accounts for payment made between meetings (4<sup>th</sup> March and 6<sup>th</sup> May 2020) approved by delegated authority. (Listed in the attached payment schedule).

**It was proposed, seconded and RESOLVED to approve the accounts for payment made between meetings (4<sup>th</sup> March and 6<sup>th</sup> May 2020)**

25.05.20 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.**

26.05.20 To NOTE the budget monitoring report to 31<sup>st</sup> March 2020, prepared by the Clerk. Chairman to sign as a true record.

Noted and signed onscreen (to be signed in hard copy after the meeting).

27.05.20 To APPROVE use of CIL (Community Infrastructure Levy) funding for toddler playhouse and installation (£7,373.35).

**It was proposed, seconded and RESOLVED to approve the use of CIL funding for the toddler playhouse and installation (£7,373.35+VAT).**

28.05.20 To APPROVE transfers from reserves (General and Earmarked) to balance the 2019/20 budget (approved expenditure exceeded income by £9,779.60).

**It was proposed, seconded and RESOLVED to approve:**

- **the virement of £1,1001.04 from General Reserve to the Council budget;**
- **the virement of £1,038.54 from the Earmarked Town Hall Reserve to the Council budget;**
- **the virement of £5,064.02 from the Earmarked Town Hall reserve to the King George V Playing Field budget.**

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

29.05.20 To APPROVE the transfer of £40,000 from the Council reserves account with Unity Trust to another bank to reduce balance held with Unity Trust Bank to under £85,000 (FSCS secured sum).

**It was proposed, seconded and RESOLVED to approve the transfer of £40,000 to a fixed notice savings account with Redwood Bank, secured by the FSCS.**

The meeting was closed at 8.36pm.

Payments made between meetings (4<sup>th</sup> March and 6<sup>th</sup> May 2020) and approved by delegated authority.

| Invoice Date | Supplier                             | Expenditure                                                                                                            | Net amount | Gross amount (inc VAT) |
|--------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------|------------------------|
| 19/03/20     | HP instant Ink (repaid to RE Davis)  | Ink for March 2020                                                                                                     | £6.66      | £7.99 (£1.33 VAT)      |
| 01/04/20     | RE Davis expense claim 1             | Travel to SLCC practitioners conference 21/02/20                                                                       | n/a        | £67.05                 |
| 01/04/20     | RE Davis expense claim 2             | Homeworking allowance 1.04.19 – 31.03.20                                                                               | n/a        | £200.00                |
| 11.03/20     | Tony Gardner Property Maintenance    | Emergency plumbing work and removal of blind end pipework at Pavilion                                                  | n/a        | £45.00                 |
| 11/03/20     | Active Electrical                    | Electrical installation safety checks Town Hall & Pavilion (£300)<br>Remeidal works and PAT testing at Town Hall (£80) | £380.00    | £456.00 (£76.00 VAT)   |
| 12/03/20     | Holy Trinity Church Wickwar          | Printing services – 100 copies of Village Welcome Pack                                                                 | n/a        | £100                   |
| 16/03/20     | Amazon Business (repaid to RE Davis) | SSD hard drive for PC laptop                                                                                           | £55.78     | £66.94 (£11.94 VAT)    |
| -            | Plus NET                             | Town Hall Broadband Feb 2020                                                                                           | £23.50     | £28.20                 |
| 03/03/20     | Octopus Energy                       | Town Hall electricity Feb 2020 D/D                                                                                     | £23.95     | £25.15 (£1.20 VAT)     |
| 04/03/20     | Octopus Energy                       | Pavilion electricity Feb 2020 D/D                                                                                      | £22.70     | £23.84 (£1.14 VAT)     |
| -            | South Gloucestershire Council        | Pavilion rates D/D                                                                                                     | n/a        | £171.52                |
| 08/03/20     | Tesco Mobile                         | Clerk mobile Feb 2020                                                                                                  | n/a        | £10.00                 |
| 19/03/20     | Water2business                       | Parkfield water 03/08/19 – 06/02/20 D/D                                                                                | n/a        | £41.53                 |
| 10/04/20     | R Davis                              | March 20 salary                                                                                                        |            | £1137.77               |
| 10/04/20     | A Mackie                             | March 20 Salary                                                                                                        |            | £51.03                 |
| 10/04/20     | HMRC                                 | Tax & NI R Davis, Tax A Mackie                                                                                         |            | £190.13                |
| 10/04/20     | NEST                                 | R Davis pension contributions                                                                                          |            | £53.15                 |
| <b>Total</b> |                                      |                                                                                                                        |            | <b>£2675.48</b>        |

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

## Accounts for payment

| Invoice Date | Supplier                            | Expenditure                                                                                   | Net amount | Gross amount (inc VAT)    |
|--------------|-------------------------------------|-----------------------------------------------------------------------------------------------|------------|---------------------------|
| 01/03/20     | ALCA                                | Annual subscription to NALC and ALCA 1 <sup>st</sup> April 2020 – 31 <sup>st</sup> March 2021 | n/a        | £375.01                   |
| 31/03/20     | Yate Town Council                   | Clerking of Joint Cycleways Meeting 2019/20 (partial contribution)                            | £100.00    | £120.00 (£20 VAT)         |
| 03/04/20     | Tony Gardner Property Maintenance   | Urgent repair to KGV pavilion shutter (car park side)                                         | n/a        | £50.00                    |
| 03/04/20     | PWLB                                | Annual loan repayment due 01/05/20 (usually paid by D/D)                                      | n/a        | £1,169.60                 |
| 14/04/20     | ROSPA PLAY SAFETY                   | Annual play area inspection (King George V)                                                   | £103.50    | £124.20 (£20.70 VAT)      |
| 16/04/20     | EDGE IT SYSTEMS LTD                 | Installation and set-up of Office 365                                                         | £216       | £259.20 (£43.20 VAT)      |
| 16/04/20     | EDGE IT SYSTEMS LTD                 | Office 365 annual fee + back-up for Office 365                                                | £141.60    | £169.92 (£28.32 VAT)      |
| 16/04/20     | Viking                              | Stationery and stamps                                                                         | £24.68     | £31.42 (£3.84 VAT)        |
| 17/04/20     | HP instant Ink (repaid to RE Davis) | Ink for March 2020                                                                            | £6.66      | £7.99 (£1.33 VAT)         |
| 23/04/20     | GB SPORTS & LEISURE                 | Ledon Henson toddler playhouse, grass matting and installation                                | £7,373.35  | £9,193.76 (£1,532.29 VAT) |
| -            | Plus NET                            | Town Hall Broadband March 2020                                                                | £23.50     | £28.20                    |
| 06/04/20     | Octopus Energy                      | Town Hall electricity March 2020 D/D                                                          | £20.88     | £21.92 (£1.04 VAT)        |
| 06/04/20     | Octopus Energy                      | Pavilion electricity March 2020 D/D                                                           | £26.37     | £27.69 (£1.32 VAT)        |
| 08/04/20     | Tesco Mobile                        | Clerk mobile March 2020 D/D                                                                   | n/a        | £10.00                    |
| 10/05/20     | Salaries                            | April 20 salary                                                                               |            | £1206.22                  |
| 10/05/20     | HMRC                                | April 20 Tax & NI                                                                             |            | £202.69                   |
| 06/05/20     | NEST                                | Pension contributions                                                                         |            | £54.37                    |
| <b>Total</b> |                                     |                                                                                               |            | <b>£13,052.23</b>         |

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

## **Appendix 1 - Supplementary to the Wickwar Parish Council Standing Orders**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow local councils to hold remote meetings. The regulations give automatic authority to hold remote meetings and amend standing orders as required.

These regulations remain in force until May 7<sup>th</sup>, 2021 or earlier if repealed, and require a number of temporary changes to Standing Orders.

### **General**

These procedures should be read in conjunction with the Wickwar Parish Council's standing orders.

**The Regulations made under s78 of Coronavirus Act 2020 apply and where there is a conflict between these and any other adopted standing orders or legislation, these Remote Meetings Procedures take precedence in relation to any remote meeting.**

#### **1. Annual Meeting**

The requirement to hold an Annual Meeting of the Council is to be disregarded and prior to May 7<sup>th</sup>, 2021 may only take place

- a) where called by the Chairman or
- b) following a resolution calling for an annual meeting being passed at a meeting of the Council

#### **2. Access to Information**

"Published on the website of the council" will also apply in relation to where:

- a) a document is required to be 'open to inspection'
- b) a document is required to be published and made available at the council's offices.
- c) there is a requirement to publish information including public notices, agendas, minutes, background
- d) papers and written reports

#### **3. Remote Access to Meetings**

The definition of "meeting" within the Council's Standing Orders is amended so that:

- a) 'place' includes where a meeting is held, or to be held in more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers
- b) 'open to the public' includes access to the meeting by remote means including video conferencing, live webcasting and interactive streaming

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



- c) where a meeting is accessible to the public through remote means, the meeting is open to the public whether or not members of the public are able to attend the meeting in person.
- d) if the Council becomes aware that the technology has failed, and the meeting is no longer accessible to the public, the meeting shall be adjourned.
- e) if public access cannot be restored within a reasonable period, the remaining business shall be deferred to a future meeting.

#### **4. Councillors in remote attendance**

A councillor is present and counted for the purposes of the quorum when they can:

- a) hear and where practicable see other members of the council
- b) hear and where practicable see members of the public wishing to participate during the public session of the meeting or as invited by the Chairman

A councillor will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance are not met. In these circumstances the Chairman may if appropriate:

- c) adjourn the meeting to permit conditions for remote attendance to be re-established
- d) count the number of councillors in attendance for the purpose of the quorum

#### **5. Remote attendance by members of the public**

if appropriate

A member of the public is in attendance when they can:

- a) hear (and where practicable see) the members of the council at the meeting and also be heard (and where practicable be seen)
- b) hear (and where practicable see) the members of public attending the meeting and also be heard (and where practicable be seen), including those wishing to speak during the public session or as invited by the Chairman

A member of the public will be deemed to have left the meeting where, at any point during the meeting, any of the conditions for remote attendance at 5 a) are not met. Subject to 5 b) the Chairman may

- c) adjourn the meeting to permit conditions for remote attendance to be re-established
- d) vary the order of the agenda or complete the remaining business of the meeting in the absence of the member of the public in remote attendance.

#### **6. Remote Voting**

Unless a recorded vote is demanded, the Chairman will take the vote by:

- a) Clear visual confirmation at the meeting that there is agreement or
- b) a roll call and the number of votes for or against the motion or amendment or abstaining will be recorded.

#### **7. Code of Conduct – councillors excluded from the meeting**

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

Where a councillor is required to leave the room as a requirement of the Council’s code of conduct, the means of remote attendance and access will be severed whilst any discussion or vote take place.

**8. Exclusion of the press and public**

Where the council has resolved to exclude the press and public from any part of the meeting, due to the confidentiality of the business to be discussed then:

- a) The means of remote attendance and access to the meeting by members of the press and public will be severed
- b) Each councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.

Adopted by resolution – date 6<sup>th</sup> May 2020  
Expires May 7<sup>th</sup> 2021