

DRAFT MINUTES

Wickwar Parish Council

Minutes

A meeting was held for the above Council on Wednesday 13th May 2015, at the Community Centre, commencing at 8.40pm.

Attended:

Councillor M Summers – Chairman
Councillor M Cowley – Vice Chairman
Councillor I Aldous
Councillor A Carroll
Councillor S Isaac
Councillor G Fielding

Apologies:

None

Clerk:

Mrs P Trull

Apologies from Ward Councillor Marion Lewis.

Public Time

Parishioner attending asked the Parish Council if there was space in the King George V Playing fields for a skate ramp. The Clerk will arrange a meeting between the Council, Football Club and parishioners to discuss this matter further.

Parishioner asked if there could be a footway/path between Wickwar and Yate. The Clerk will take this matter up with the new Ward Councillor.

Parishioners also wished to know when the 30mph would be implemented along the Sodbury Road, as you entered into Wickwar village. The Clerk will write to SGC Highways department.

Parishioners suggested a village first aid course. The Clerk will make enquiries as to the cost of the course and find out who might be interested and report back at the next Parish Council meeting.

Parishioners have reported seeing Ragwort in the WPFA playing fields; this information will be passed on to the WPFA.

To NOTE and RECORD Declarations of Interest relevant to this meeting

None at this meeting

- 1. To AGREE whether the Draft Minutes of the last meeting should be signed as a correct record of the meeting on 1st April 2015**
The Minutes were duly signed.
- 2. Planning – for the Council to DISCUSS and AGREE their response to the following planning applications**

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PK15/1355/F - Hill House Farm Wickwar Road Wickwar South Gloucestershire GL12 8PA
Change of use of barn to tourist accommodation (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)

No objection

PK15/1093/PNGR - Pole Barn Birdsbush Lane Wickwar Bristol South Gloucestershire
Prior notification of a change of use from Agricultural Building to single residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

No objection

PK15/1397/PNA - Hill House Farm Sodbury Road Wickwar South Gloucestershire GL12 8PA
Prior notification of the intention to erect an agricultural building for the storage of hay and machinery.

No objection

PK15/0889/PNGR - The Mill Tanhouse Farm Tanhouse Lane Yate Bristol
Prior notification of a change of use from Agricultural Building to single residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

No objection

PK15/1684/F - 50 High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NP
Demolition of single storey lean-to extension and erection of first floor rear and single storey ground floor extensions and single storey extension to outbuilding.

No decision

PT15/1452/F - Windsor Cottage Cowship Lane Cromhall Wotton under Edge South Gloucestershire

Erection of storage building to replace existing storage sheds

No decision

3. To RECEIVE a verbal Report from the Ward Councillor

No report at this meeting.

4. To RECEIVE the following Items for Information

- a) To NOTE and RECEIVE information regarding By Laws.

This item to be carried forward to the Co**Wickwar Parish Council**

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7. To RECEIVE a verbal Report from the Ward Councillor

No report at this meeting.

8. To RECEIVE the following Items for Information

- b) To NOTE and RECEIVE information regarding By Laws.
This item to be carried forward to the Council June meeting.
- c) To NOTE and RECEIVE INSPECTION of Play Equipment
. Reports to be sent to the Parish Council prior to this meeting
- d) To NOTE and RECEIVE a copy of the Accounts and Audit Regulations 2015
Noted.

9. Register of correspondence received

Noted.

10. To RECEIVE verbal Reports from Councillors:

- a) Quarry Liaison Group meeting – Meeting date to be agreed.
- b) Frome Vale Area Forum – Next Forum June 2015
- c) Speed Watch – No report
- d) Community Centre – To NOTE meeting 8th June 2015
- e) Village Hall – Councillor S Isaac – Refurbishment continues.
- f) Town Hall – No report
- g) King George V Playing Fields

Cricket Club – no longer playing and using the facilities at the King George V, the Clerk will write to the Club Chairman, and enquire as to the financial status of the Club.

To CONSIDER and AGREE Bradley Milburn Anderson (Prestige Grounds Maintenance) to cut the King George V Playing fields for the season 1.5.15 – 1.9.15. At a cost agreed at £75.00 per cut on a fortnight basis. Any other works to be agreed with the Parish Council prior to any work being undertaken.

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Councillor A Carroll proposed the quotes as acceptable and this was seconded by Councillor M Cowley. All in favour therefore the motion has been carried.

To CONSIDER and AGREE quote for electrical work at the Pavilion from Abbey Electrics of £923.00

Councillor I Aldous proposed the quote from Abbey Electrics was acceptable and this was seconded by Councillor A Carroll, all in favour therefore the motion was carried.

To CONSIDER and AGREE works to toilet and shower room redecoration and improvement £900.00. Tony Gardner Maintenance.

Councillor M Cowley proposed the quote for the improvements to the Pavilion shower room and toilets as acceptable, seconded by Councillor A Carroll; all in favour therefore the motion was carried.

All other works for the improvement of the pavilion to be agreed when quotes have been sought.

To NOTE and CONSIDER meter change to one tariff for the pavilion. Discussed with N Power and football club.

To NOTE and RECEIVE ROSPA 2015 Report and discuss any actions concerning the report. Monitor play equipment and deal with actions raised in the report.

To CONSIDER and AGREE Grant aid sought by Wickwar Football club for Mower.

The Parish Council need to meet with the football club to discuss this matter.

h) **Safer & Stronger Community Group** – Meeting 29th April 2015

Issues discussed pertinent to Wickwar – Road safety signage at the Alexander Hosea Primary school. 18T road signage for HGV's need to be put in place. Pot holes along Inglestone Road need further attention.

i) **Town & Parish Councils Forum April 2015**

Discussion as to the future of the forum and how this may progress now SGC have cut funding and staff. Information and support for Clerks and Parish Councils via the forum and ALCA.

11. General Business

a) To CONSIDER and AGREE the next actions with regard to the Buthay Lease.

Letter received from Mr Tom McQuaid, Leasehold & Commercial Services Co-ordinator, Merlin Housing, on the 8th May 2015. The letter set out conditions of the Lease held between Wickwar Parish Council and Merlin Housing. Merlin Housing has set out that the lease shall run for 10 years from April 2015, at an annual rental of £1000.

Councillor A Carroll proposed the Parish Council accept the above offer, seconded by Councillor S Isaac. All in favour therefore the motion was carried.

The Clerk will instruct Mr G James Solicitor to contact Merlin Housing to conclude this matter.

b) To CONSIDER and AGREE the signing of the Localism and Street Scene General Conditions of Contract. Copied to all Parish Councillors prior to this meeting. Including Annex A.

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Councillor S Isaac proposed the Council Chairman should sign the Street Scene and General Conditions Contract, seconded by Councillor A Carroll, all in favour therefore the motion was carried.

The Parish Council pay for three dog bins and two litter bins to be emptied,

- c) To CONSIDER and AGREE to adopt Data Protection Policy and Information Security Policy.
Policies adopted by the Parish Council.
- d) To CONSIDER and AGREE to apply and comply with the Freedom of Information Act Policy adopted.
- e) To CONSIDER and AGREE adoption of amended Standing Orders
Policy adopted.
- f) To CONSIDER and AGREE adoption of amended Financial Regulations
Policy adopted.
- g) To CONSIDER and AGREE the use of the Community Centre as a Parish Council meeting venue. Day and time of the meetings to be agreed at this meeting.
Councillor M Cowley proposed the Community Centre should be used as the Parish Council meeting venue. The proposal was not seconded.
Councillor S Isaac proposed the Parish Council continue using the Town Hall as its meeting venue. Seconded by Councillor Carroll, all in favour therefore the motion was carried.
- h) To CONSIDER and AGREE membership of the Gloucestershire Playing Fields Association, Membership for the Parish Council will be £50.00 per annum.
Councillor A Carroll proposed the Parish Council should have membership of the GFA, seconded by Councillor S Isaac, all in favour therefore the motion was carried.
- i) To CONSIDER and AGREE Clerk (and Councillors) attending playground management course run by the Gloucester Playing Fields Association.
The Clerk will obtain more information and report back to the Parish Council.
- j) To CONSIDER and AGREE date for Wickwar 'clean up' date.
Date agreed by the Parish Council 4th July 2015.
- k) To CONSIDER and AGREE the purchase of Local Councils Explained reference book for Parish Councils at a cost of £49.99 plus p&p.
The Parish Council agree this book would be an asset to Parish Council administration. The Clerk will purchase the book.

12. Burial Matters

To consider changes to the Burial Ground Regulations – To be discussed at the Councils June meeting.

To CONSIDER and AGREE the ashes of the late Jane H Arnold to be interred into an existing grave in the closed Parish Cemetery of the 27th May 2015.

The Parish Council has no objections to the use of an existing grave in the closed cemetery.

13. Finance

PWLB notification – copied to all Parish Councillors.

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To CONSIDER and AGREE Clerks annual incremental rise from pay point 28 to pay point 29 on the 2015-2016 NALC Salary Awards. Based on 100 hours paid employment per month. New salary wef: 1.5.15 £1322.24

Councillor I Aldous proposed the Council pay the Clerk as per NALC pay scale and recommendation her annual increment with effect 1st May 2015, seconded by Councillor A Carroll. All in favour therefore the motion was carried.

To NOTE and CONSIDER the signing of the Parish Council Financial Summary of Accounts 1.4.14 – 31.3.2015.

The Chairman Councillor M Summers signed the Parish Council Financial Summary of Accounts 1.4.14 – 31.3.15.

To NOTE the Wickwar PC Expenditure Table and then DECIDE whether the Following Cheques should be signed:

It should be noted that the Parish Council did not sign the cheque for the Council Insurance. The Clerk has questions re the Policy.

HMRC – Inland Revenue Clerks NI (Inc. pay arrears NI)	£199.79
Avon Local Councils Association – Good Councillors Course	£200.00
JNC (Fire Protection) Ltd – Service of Town Hall Fire extinguishers – (VAT £15.74)	£94.44
Mr. N Bennett - Gate closing KGV	£200.00
Mrs P Trull – Home working allowance (per annum)	£300.00
Play Safety Ltd. (ROSPA Report) – (VAT £17.80)	£106.80
N Power – Pavilion (VAT £5.62)	£118.09
Prestige Grounds (Vat £45.00)	£270.00
Membership Gloucester Playing Fields Association	£50.00

Standing Orders/ Direct Debits

Clerks salary May 2015	£1322.24
N Power Town Hall	£8.00
Rate Demand King George Playing Fields -May (June 2015 £55.00)	£55.00
Rate Demand Town Hall – May (June – November £55.00)	£52.00
Public Works Loan Board	£2927.32

Income April

IRO S Stokes – memorial	£35.00
VAT Repay	£528.51
Town Hall Hire – Cricket Club	£5.00

The next Parish Council meeting will take place on Wednesday 3rd June 2015, at the Town Hall commencing at 7.30pm

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