

Wickwar Parish Council

AGENDA

A meeting of the above Council will be held at the Town Hall on Wednesday, 7th June 2017, commencing at 7.00pm.

Public Time (Duration 20 minutes' maximum)

1. To RECEIVE and DECIDE whether to accept Apologies for Absence
2. To NOTE and RECORD Declaration of Interests relevant to this meeting.
3. Election of Vice Chairman Wickwar Parish Council
4. To AGREE whether the Draft Minutes of the last meeting should be signed as a record of the last meeting.
5. **Planning – for the Council to DISCUSS and AGREE their response to the following planning applications:**
 - PK17/1644/LB - 39B High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NP
Internal alterations to create bathroom, install conservation roof lights to rear and single storey rear extension
 - Hall End Barn Hall End Lane Wickwar Wotton Under Edge South Gloucestershire
Prior notification of a change of use from agricultural building to residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)
 - PK17/1569/PNGR
 - PK17/1639/F - 39C High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NP
 - PK17/1918/PNGR - Alterations to existing outbuilding to form detached annexe ancillary to main dwelling.
 - Land And Buildings Near Birdsbush Farm Birdbush Lane Wickwar Road Yate Bristol
Prior notification of a change of use from Agricultural Building to 1no. residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).
 - PT17/2024/F - Windsor Cottage Cowship Lane Cromhall Wotton Under Edge South Gloucestershire
Demolition of existing garage. Erection of two storey side extension to form garage with additional living accommodation over
 - PK17/1789/F - Majorlift Hydraulic Engineering Ltd The Downs Wickwar South Gloucestershire GL12 8JD
Removal of 2 no. existing shipping containers. Erection of single storey storage unit.
6. To RECEIVE a verbal Report from the Ward Councillor
7. **Register of correspondence received**
8. **To RECEIVE verbal Reports from Councillors who are Trustees or committee members of the organisations listed below.**
 - King George V Playing Fields

To CONSIDER Parish Liaison Councillor for Wickwar Football Club/WPFA
To CONSIDER and AGREE grant application from Wickwar Football Club for fields maintenance.

CONSIDER removal of swings and replacement.

To CONSIDER fencing around play area King George V.

To CONSIDER rubbish collection and disposal

To CONSIDER and AGREE removal of the wood swing structure and future replacement.

- To NOTE and RECEIVE Play equipment inspection
- Community Centre
- Town Hall
- Youth Club

9. General Business

- Parish Council to consider Grant application for the (Town Hall restoration) Resilient Energy Generating solutions for people & planet – Councillor Fielding
- Buthay Lease – Meeting arranged with Merlin Housing Officer Mr T McQuaid May 24th 2017, including PC Solicitor Mr G James.
- To NOTE statutory declaration signed by Clerk, witnessed by Mr G Lowe Solicitor for the Land known as the Buthay, leased to Merlin Housing Association, with regard to the renewal of the Lease to Merlin Housing Association. Lease yet to be signed.
- To CONSIDER Wickwar weight limit reduction from 18T to 7.5T.
- TO CONSIDER traffic speed reduction for the High Street, from 30mph to 20MPH.
- To AGREE Parish Council rate refund and reduction for the Town Hall – Goodman Nash Application made by Clerk
- To CONSIDER and AGREE application for associate membership (Parish Council) CVS South Gloucestershire - £25.00
- To CONSIDER and AGREE application SLCC Membership for the Clerk and Council £157.00 (Society of Local Council Clerks)
- To CONSIDER area (trench) leading to Plummers trench. (Area in Hawkesbury Parish, owned by the Badminton Estate, managed by GWT) Information brought to the Councils attention.
- To NOTE resignation of Vice Chairman Councillor Michael Cowley

10. Burial Matters

To agree date for Cemetery inspection report

11. Finance

To CONSIDER and AGREE Parish Council Insurance renewal with Zurich Municipal.

TO CONSIDER and AGREE signing Section one and Two Wickwar PC Annual Return (Grant Thornton) Parish Council Accounts 2016/2017.

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

P Trull – HP INK (VAT £1.33)	£7.99
P Trull – Playground management course 27 th April 2017 – Petrol Allowance	£8.00

Play Safety Ltd – ROSPA Annual Inspection Play equipment KGV (VAT £18.90)	£113.40
Zurich Municipal – Insurance Renewal	£1850.96
Avon Local Councils Association – Playground Management Course 27.4.2017	£60.00
P Trull HP Ink (£1.33)	£7.99
HMRC NI & Tax	£291.18
P Trull – Council Expenditure – Receipts attached	£85.85
M Trull – Town Hall Cleaning April May 2017	£21.15
P Trull – Playground Management Course Thornbury Mileage (20 Miles)	£8.00

Staff costs

Mr M Bennett – Gate closing and bin collection net	£86.66
Mrs P Trull June 2017 Salary	£1251.48

Direct Debits Standing Orders March 2017

Town Hall N Power	£15.00
Plus net Town Hall	£24.60

For more Information on any item listed on this Agenda, please contact: Mrs P Trull - Wickwar Parish
Clerk – 01454 299120

Wickwar Parish Council
Audit Report for the year ended 31 March 2016

Matters Reported

Additional work to report on the Annual Return

We received an objection from an elector who raised concerns about a number of issues during the period for the exercise of public rights. Due to this, additional work was required to report on the Annual Return and additional fees incurred.

Lease of Land known as Buthay

An objection was raised about the lease of the land known as Buthay. The land is leased to a housing association who own the garages erected on this land. The objection relates to the fact that the Council allowed the lease to expire. It is our view that the Council must ensure that they have robust controls to monitor and prevent loss of revenue. The Council tick 'Yes' to the Following Assertions:

2 We maintain an adequate system of internal controls including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

It is our opinion that the Council should have ticked 'No' to assertion 2.

We have confirmed that the Council have now re-negotiated a new more favourable lease.

Clerk Salary

It has come to our attention that the clerk's salary is paid gross. HMRC guidelines state that a clerk must not be paid gross. Further advice on employment matters is available from CPALC.org.uk We are aware that the Council are registered with HMRC and monitor any tax liability.