

## Wickwar Parish Council

### Minutes

A meeting for the above Council was held on the 3<sup>rd</sup> May 2017 at the Town Hall Commencing at 7pm

#### Attended:

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

#### Apologies:

Councillor I Aldous

Ward Councillor M Lewis sent her apologies.

#### Public Time (Duration 20 minutes' maximum)

Parishioner queried a Freedom of Information request. The Parish Council has replied to this, but more information is requested. The Chairman will deal with this matter.

Parishioner commented on input into the Parish News. The Council replied they will be having more input as to the contents and if a Councillor should make a comment then his or her name will be attributed to that comment.

#### To NOTE and RECORD Declaration of Interests relevant to this meeting.

None at this meeting.

**1. To AGREE whether the Draft Minutes of the last meeting should be signed as a record of the last meeting.**

Minutes of the last meeting, April 5<sup>th</sup> 2017 were signed by the Chairman.

**2. Planning – for the Council to DISCUSS and AGREE their response to the following planning applications**

PK17/0930/F - Hall End Lane Wickwar Wotton Under Edge South Gloucestershire GL12 8PD  
Change of use from Agricultural Land (Sui Generis) to Recreational Land (Class D2) as defined in Town and Country (Use Classes) Order 1987 (as amended)

Objection

PK17/1173/O - Leechpool Dairy Farm Tanhouse Lane Yate Bristol South Gloucestershire  
Description: Erection of 3no. dwellings (Outline) with all matters reserved.

No objection

PK17/1355/F - Fading Cottage West End Wickwar Wotton Under Edge South Gloucestershire  
Erection of first floor extension to north east elevation to form additional living accommodation and erection of entrance porch.

No objection

PK17/1543/TCA - Maple House Station Road Wickwar South Gloucestershire GL12 8NB  
Works to pollard 1no Poplar tree and to fell 1no Lime tree. Situated in the Wickwar Conservation Area.

No objection

PK17/1506/F - 5 Turnpike Gate Wickwar Wotton Under Edge South Gloucestershire GL12 8ND Erection of a single storey side and rear extension to form annexe ancillary to main dwelling.

No objection

PK17/1716/TCA - 55 High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NP

Works to reduce crown by 2m 1 no. Wild Cherry and reduce crown by 3m in height and 1.5m lateral branches to 1 no. Silver Birch tree situated within Wickwar Conservation Area

No objection

**3. To RECEIVE a verbal Report from the Ward Councillor**

No report

**4. Register of correspondence received**

Noted.

**5. To RECEIVE verbal Reports from Councillors who are Trustees or committee members of the organisations listed below.**

- **King George V Playing Fields**  
Cantilever swing being installed.  
Swing seats removed from swings frame. Clerk to discuss this with SGC Tina Rainy.  
Adult keep fit equipment being considered.
- **To NOTE and RECEIVE Play equipment inspection** - Noted
- **Community Centre**  
Shared school and Community Centre areas are to be discussed with the school.
- **Town Hall** – Awaiting flooring quote for upper meeting room.
- **Youth Club** – No report.

**6. General Business**

- **Parish Council to consider Grant application for the (Town Hall restoration) Resilient Energy Generating solutions for people & planet** – Councillor Fielding. Noted.
- **To CONSIDER Parish Council marketing** – Councillor Fielding. Noted
- **To NOTE Local Government Boundary Commission Information.** Noted
- **To CONSIDER and AGREE Grant application for Green Community Travel Ltd**  
Councillor M Cowley proposed a grant of £200.00, seconded by Councillor S Isaac. Five Councillors attended this meeting voted in favour of this resolution. One Councillor abstained from voting. Therefore, the motion was carried.
- **To CONSIDER information regarding the Parish Lift scheme** - Noted
- **TO CONSIDER and AGREE quote for repainting of Town Hall doors and Notice Boards**  
The quote for the works was accepted by the Parish Council.
- **TO NOTE and DISCUSS complaints received regarding Virgin Media works in the Village and Road Closure.** Complaints received by the Parish Council have been passed on to SGC and Virgin Media.
- **To CONSIDER Village of the year competition** - Noted
- **To NOTE meeting to be arranged with SGC Officer Tracey Hamblett regarding road traffic and High Street parking issues.** – Noted. Dates to be arranged.

- **Buthay Lease – Meeting arranged with Merlin Housing Officer Mr T McQuaid May 24<sup>th</sup> 2017, including PC Solicitor Mr G James.** Noted

**7. Burial Matters**

IRO V Johnson Cremation Plot

**8. Finance**

**Letter from Grant Thornton concluding 2016/2017 Parish Council Audit – See attached to Minutes.** Due to letter received by Grant Thornton LLP, Parishioner complaint. Letter available to parishioners with the name of the complainant redacted.  
 Audit Fee increased for the Parish from £240 to £1675.20.

Clerk home working allowance increase as per PC Budget meeting January 2018, agreed £400 per annum.

To CONSIDER and AGREE Parish Clerk annual increment wef: 1.5.2017, and pay increase wef: 1.4.2017 as per NALC Pay scales 2015/2017 – Salary £1454.96 Gross  
 Internal Auditor – 2016/2017 Parish Accounts – Mr B Hesketh

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

Toolbox Digital Services (Wickwar web site) 2017/2018	£250.00
P Trull – Petty Cash 2017/2018	£100.00
P Trull – Tesco Mobile Top up	£10.00
Grant Thornton LLP (VAT £279.20)	£1675.20
P Trull HP Ink (VAT £1.33)	£7.99
P Trull – Home working annual payment	£400.00
S Trull – BT Broadband – Clerk Dec 2016 – March 2018 @ £11.00 per month	£176.00
HMRC – Tax & NI	£299.13
T Gardner – Repairs to pavilion overflow	£44.75
Green Community Transport – Sect 137 Grant	£200.00
(HMRC – Cheque signed outside of April Meeting	£167.87)

**Staff Costs**

Clerk April 2017 Salary Net	£1212. 02
Clerk May 2017 Salary plus one month pay increase arrears (April 2017) and Increment payable with effect 1 <sup>st</sup> May 2017. Net	£1251.48
Mr N Bennett – Gate closing and bin collection net	£86.66

**Direct Debits Standing Orders March 2017**

BT Parish Council Phone Account (VAT £15.42)	£92.54
Town Hall N Power	£15.00
Plus net	£24.60

**Income March 2017**

None

The next Parish Council meeting will take place on Wednesday 7<sup>th</sup> June 2017 at the Town Hall commencing at 7pm.



This page is part of Section 3 - External auditor certificate and opinion 2015/16

**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.

*Grant Thornton UK LLP.*

**Grant Thornton UK LLP**

**Date** 31/3/17.

**Our ref** AVN131