

Wickwar Parish Council

AGENDA

A meeting of the above Council will be held at the Town Hall on Wednesday, 3rd May 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. To AGREE whether the Draft Minutes of the last meeting should be signed as a record of the last meeting.
4. **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)

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

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.

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.

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.

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
5. To RECEIVE a verbal Report from the Ward Councillor
6. **Register of correspondence received**
7. **To RECEIVE verbal Reports from Councillors who are Trustees or committee members of the organisations listed below.**
 - King George V Playing Fields
 - 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
- To CONSIDER Parish Council marketing.
- To NOTE Local Government Boundary Commission Information
- To CONSIDER and AGREE Grant application for Green Community Travel Ltd
- To CONSIDER information regarding the Parish Lift scheme
- TO CONSIDER and AGREE quote for repainting of Town Hall doors and Notice Boards
- TO NOTE and DISCUSS complaints received regarding Virgin Media works in the Village and Road Closure.
- To CONSIDER Village of the year competition
- To NOTE meeting to be arranged with SGC Officer Tracey Hamblett regarding road traffic and High Street parking issues.
- Buthay Lease – Meeting arranged with Merlin Housing Officer Mr T McQuaid May 24th 2017, including PC Solicitor Mr G James.

10. **Burial Matters**

IRO V Johnson Cremation Plot

11. **Finance**

Letter from Grant Thornton concluding 2016/2017 Parish Council Audit – See below

Clerk home working allowance increase as per PC Budget meeting January 2018

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)	£250.00
P Trull – Petty Cash 2017/2018	£100.00
P Trull – Tesco top up of Parish Mobile phone – Gate Closer Mr N Bennett (KGV)	£10.00
Grant Thornton Audit 2016/2017 (VAT £279.20)	£1675.20
P Trull – HP INK (VAT £1.33)	£7.99
Grant Thornton UK LLP – Audit Costs 2016/2017 (VAT £279.20)	£1675.20
P Trull – PC Petty Cash	£100.00
P Trull – Home Working Annual Payment	£400.00
Mr S Trull – BT Broadband Clerk home address December 2016 – March 2018 @ £11 per month	£176.00
HP INK (VAT £1.33)	£7.99
HMRC	£299.13
(HMRC – Cheque signed outside of April Meeting)	£167.87)
Tony Gardner – Leaking overflow Pavilion	£44.75

Staff costs

Clerk April 2017 Salary Net	£1212.02
Clerk May 2017 Salary plus on month pay increase arrears (April 2017) and Increment payable with effect 1 st May 2017. Net	£1262.77
Mr M 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

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.