

Wickwar Parish Council

AGENDA

A meeting of the above Council will be held at the Town Hall on Wednesday, 5th July 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:**

PK17/1789/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.

PK17/2571/PDR - 114 Inglestone Road Wickwar Wotton Under Edge South Gloucestershire GL12 8PJ
Erection of single storey rear extension to provide additional living accommodation.

PK17/1644/LB - 39B High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NP
Description: Internal alterations to create bathroom, install conservation roof lights to rear and single storey rear extension

PK17/2482/F - Newbarn Farm Wickwar Road Yate Bristol South Gloucestershire
Erection of lean-to and stables and associated works. Creation of new vehicular access

PK17/2618/CLE - Newlands Farm Rag Lane Wickwar South Gloucestershire GL12 8LD
Application for a certificate of lawfulness existing use for residential occupation of an agricultural building in breach of condition.

PK17/2618/CLE
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
CONSIDER removal of swings and replacement.
To CONSIDER fencing around play area King George V – Quotes being sought
 - To NOTE and RECEIVE Play equipment inspection
 - Community Centre
 - Town Hall
 - Youth Club

9. General Business

- TO CONSIDER traffic speed reduction for the High Street, from 30mph to 20MPH.
- To CONSIDER and AGREE membership renewal Gloucestershire Playing Fields Association. £50 per annum.
- To NOTE receipt of indemnity Insurance for land for sale at the Buthay Wickwar (Old Chapel) agreed by Parish Council undertaken by PC Solicitor Mr G James, Beaufort Montague Harris Cheque for £94.00 paid outside of June 2017 meeting.
- To CONSIDER and AGREE Nat West Bank Mandate forms for new signatory on PC bank account.
- To CONSIDER and AGREE co-option for Wickwar Parish Councillor. Application received.

10. Burial Matters

11. Finance

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

Beaufort Montague Harris – Indemnity Insurance Premium	£94.00
Signed outside of June meeting	
P Trull HP Ink (VAT £1.33)	£7.99
South Glos Council – waste and dog bin (VAT £62.60)	£375.59
Prestige Grounds – Grass cut KGV (VAT £60.00)	£360.00
Merediths -Hanging Baskets Town Hall (VAT £18.67)	£112.00
Staff costs	
Mr M Bennett – Gate closing and bin collection net July 2017	£86.66
Mrs P Trull July 2017 Salary	£1251.48
Mrs A Mackie July 2017	£160.00
Direct Debits Standing Orders July 2017	
Town Hall N Power	£15.00
Plus net Town Hall	£24.60
BT PC Phone Account (VAT £15.70)	£94.22

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.