

Wickwar Parish Council

Minutes

A meeting was held for the above Council on Wednesday 6th June 2018, at the Town Hall commencing at 7pm.

Attended:

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

Clerk:

Mrs P Trull

Apologies:

Councillor I Aldous

Ward Councillor M Gilpin attended this meeting

Public Time

Parishioners attending complained about the apparent starting of the development by builders in the field between Poplar Lane and Horwood Lane. It is thought that test pits are being dug. The public footpath stile leading across the field has been removed and concerns raised by parishioners using this footpath.

Ward Councillor Marian Gilpin will be looking into these issues and reporting back to the Parish Council.

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

Noted

- 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 held on the 2nd May 2018 were duly signed.
- Planning – for the Council to DISCUSS and AGREE their response to the following planning applications:**
COM/18/0329/OD - PK11/2742/F 53 Turnpike Gate Wickwar Wotton Under Edge South Gloucestershire GL12 8ND
PK11/2742/F refused, has planted bushes to include land in curtilage of property.
Information sent to Ward Councillor to look into this matter.
PK18/1357/F - Wixoldbury Farm Firing Close Rangeworthy Wotton Under Edge South Gloucestershire GL12 8PE
Change of use of land from agriculture to mixed use agriculture land and Sui Generis to include erection of 8 no. glamping tents and conversion of former chicken shed to Ablution

Block with associated works.

No objection

PK18/1499/F - 80 Sodbury Road Wickwar Wotton Under Edge South Gloucestershire GL12 8NT

Erection of single storey side extension to form garage.

No objection

PK18/2390/TCA - 4 High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NE

Works to fell 1no Sycamore tree situated in the Wickwar Conservation Area.

No objection

PK18/2381/O - Land at Poplar Cottage Poplar Lane Wickwar Wotton Under Edge South Gloucestershire

Erection of 1no. dwelling (outline) with access, layout and scale to be determined. All other matters reserved.

Objection

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

Parishioners from Rangeworthy (applies to Wickwar) have asked what is the criteria South Glos Council use for the resurfacing of roads? Why are Lanes sometimes left to the bottom of the list.

Boundary changes have been implemented and Wickwar is now part of the Cotswold Edge and not Laddenbrook. This will now be a two-member ward.

A new strategy for dealing with special needs students from the ages of 0 – 25 years. The strategy has identified the need for quicker assessments of those students in that age range. South Glos now have a School Standards Board to oversee the academic standards in South Gloucestershire.

The Metro bus has got off to a good start and it is hopeful it will meet the needs of South Glos commuters.

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
To CONSIDER fencing around play area King George V – Quotes being sought
- To NOTE and RECEIVE Play equipment inspection – Noted
- Council meeting with fencing contactor 28th June, at 2.30pm
- Football Frolics Saturday 23rd June 2018 - Noted
- Youth Club – No report
- Community Centre – Toilet cisterns have been replaced.
- Town Hall – To consider more efficient heating system for the Town Hall – Noted

6. General Business

- To CONSIDER the signing of Buthay Lease between Wickwar Parish Council and Merlin Housing Association.
Councillor Carroll proposed the signing of the Lease, seconded by Councillor S Isaac, all in favour therefore the motion was carried and the Lease was signed by Chairman Mr M Summers and Parish Clerk Mrs P Trull, the Lease was duly sealed with the Councils seal at 8.15pm
- To CONSIDER High Street crossing point Issues raised with Ward Councillor M Lewis, Luke Hall MP and Highways Officer Tracey Hamblett. Awaiting response
- Consider the development of a neighbourhood plan – Advert April/May and June Parish Magazine. Considered and due to the lack of interest the Parish Council will not be pursuing this matter.
- National day of commemoration on Nov 11th – Community involvement - Noted
- To NOTE Free access to aerial photography data - Noted
- To NOTE and CONSIDER a staff appraisal policy – Under review
- To Note Data Protection Regulation (GDPR). The Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation
- GDPR – Compliance TO CONSIDER and AGREE
Privacy Statement
Staff agreement to privacy statement
Privacy notice for Councillors – Copies emailed,
Internal register of processing activities
Schedule of Processing, Personal Data and Data Subjects
Councillor A Carroll proposed the Council adopts and complies with the above, seconded by Councillor C Maidment all in favour therefore the motion was carried.
- To CONSIDER and AGREE SLCC membership for Clerk - £165.00 per annum
Proposed Councillor S Isaac and seconded by Councillor Carroll all in favour therefore the motion was carried.
- To CONSIDER and AGREE grant application for Wickwar Youth Club – To be considered at the Councils July meeting.
- To NOTE and AGREE on Parish Council response to Wickwar Forum (Facebook)
Councillor Carroll amongst others is the administrator of the site and will police as necessary.
- To consider High Street crossing point and other road safety improvements issues raised with Ward Councillor M Gilpin. Parish Councillor C Maidment agreed to resend the original concerns to Ward Councillor M Gilpin and copy concerns to Luke Hall MP in order to gain support in addressing the safety issues raised- Awaiting response.

7. Burial matters

To agree and sign Wickwar Burial Fees 2018, increase. As voted APM May 2018
Proposed by Councillor S Isaac and seconded by Councillor A Carroll, all in favour therefore the motion was carried.

8. **Finance**

To CONSIDER and AGREE signing of the Parish Councils Accounts for the year ending 31st March 2018.

Section 1 and Section 2 Annual Return

Section 1 Annual Governance Statement read out at this meeting to all attending. Signed, dated, by Wickwar Parish Council Chairman Councillor M Summers and RFO Parish Clerk Mrs P Trull at 9pm.

Section 2 Accounting Statements was read and scrutinised by all those attending and was signed by Wickwar Parish Council Chairman Councillor M Summers and RFO Parish Clerk Mrs P Trull at 9.30pm.

Auditors PKF Littlejohn LLP

Notice for the Inspection of Accounts wef 4th June 2018, ending 13th July 2018

(Parish Notice Board and Wickwar web site)

To Note Mr B Hesketh Parish Council Internal Auditor.

ALCA – Pay increase for Clerks with effect 1st April 2018.

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

HMRC – NI & Tax	£335.14
P Trull HP INK (VAT £1.33)	£7.99
Paul Flett – Moles KGV	£240.00
SLCC – Membership	£165.00
Avon Local Councils Association Play Ground Management Course	£35.00
Avon Local Councils Association – GDPR Course	£40.00
P Trull – Replacement lock and chain KGV inner gate (VAT £5.44)	£25.22
Staff Costs June 2018	
P Trull	£1244.12
Standing Orders/Direct Debits	
May 2018	
Plus Net – Town Hall Broadband	£24.60
Pavilion Rates	£55.00
N Power Town Hall	£18.00
Water Business – Pavilion	£39.50
Income	
May 2018	
VAT Repay	£369.57

The next Parish Council meeting will take place on Wednesday 4th July 2018 at the Town Hall commencing at 7pm