

## Wickwar Parish Council

### Minutes

A meeting of the above Council was held on Wednesday 6<sup>th</sup> March 2019, at the Town Hall commencing at 7pm.

#### Attended:

Councillor M Summers – Chairman

Councillor S Isaac – Vice Chairman

Councillor A Carroll

Councillor I Aldous

Councillor A Pennington

Councillor C Maidment

#### Clerk:

Mrs R Davis

Ward Councillor M Gilpin attended this meeting.

#### Public Time Session

A parishioner reported that a ‘bomb’ was spotted at the rear of the Youth Club during the week prior. It later transpired that it was a bong, and no further action was taken.

A Councillor reported that a car has been abandoned in the car park on the Buthay Lane leased to Bromford. It has been there at least six months. It was reported that cars are also parking on the grass, perhaps because one space is permanently occupied. Councillors explained that the Police cannot remove the abandoned car or take any action as the car park is on privately owned land.

**RESOLVED - The Clerk will contact Bromford to request that they arrange removal of the abandoned car and take action to prevent parking on the grass.**

A Councillor reported that PC Hill has patrolled the King George V Playing Fields car park after 6pm on a number of occasions, with the aim of preventing antisocial behaviour. Closing of the gate was discussed.

**RESOLVED - Councillor Carroll and the Clerk will contact the gate-opener to update him on Police activity and request that he informs the Clerk and Councillor Carroll whenever he is unable to close the gate.**

#### AGENDA

**1. To RECEIVE and DECIDE whether to accept Apologies for Absence**

Apologies were received and accepted from Councillor G Fielding.

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

Noted. Councillor Carroll declared an interest in planning application P19/1356/F.

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

The draft minutes of the meeting held on the 6<sup>th</sup> February 2019 had been circulated. A Councillor requested that under the public time session the phrase ‘reported through 101’ should be replaced with ‘reported by telephoning 101’ to improve clarity.

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Signed.....Chairman.....Date

Councillors noted that under 2. Planning application P19/0914/LB, the Parish Council response should read 'neutral' as opposed to 'no objection'. The response made on behalf of the Parish Council on the planning website was 'neutral', as agreed at the meeting.

Councillors also requested that under 5. King George V Playing Fields update, it be made clear that the development of the pavilion and outdoor sports equipment had not been agreed by the Council as the preferred options for the S106 funding, and the minutes should be amended to reflect this.

**Resolved – The Clerk will amend the minutes accordingly and they will be signed at the next meeting.**

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

4a. P19/1356/F - 77 High Street Wickwar Wotton Under Edge South Gloucestershire. Erection of first floor extension above existing detached garage to form residential (Class C3) storage room.

**Objection. The Parish Council noted that this is inappropriate development of an outbuilding in a conservation area.**

4b. P19/1578/ADV - Land South of Horwood Lane Wickwar Wotton Under Edge South Gloucestershire. Retention of 1no non-illuminated stack sign in 'V-set' formation – Linden Homes development.

**Neutral.**

4c. P19/2078/RM - PL12B And PL13B North Yate New Neighbourhood, Yate. Erection of 226 no. dwellings with associated roads, drainage, landscaping, garaging and parking to include reserved matters for appearance, layout, scale and landscaping. Erection of electric sub station and associated works (Reserved Matters application to be read in conjunction with Planning permission PK17/4826/RVC partial)

**Neutral.**

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

Single use plastics. These will be phased out at all South Gloucestershire functions by 2020.

Gipsy Patch Lane, Stoke Gifford. The Metrobus route will run along Gipsy Patch Lane, but there is a small railway bridge obstructing the route which will require major building work to resolve. In the short term there will be small amount of disruption as work takes place to divert underground BT cables, but the major building work will necessitate a long closure, causing significant disruption for commuters.

Planning application PK18/5132/F - 84 Inglestone Road, change of use from residential to residential accommodation for looked after children. The Planning Committee will consider this planning application at their meeting on 21<sup>st</sup> March, and all those who have commented will be notified. Objectors will have five minutes to speak, so they should select a spokesperson to represent them. An Ofsted application has been submitted.

**6. Register of correspondence received**

The Parish Council has received a model disciplinary and grievance policy and sickness policy from ALCA for adoption.

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Signed.....Chairman.....Date

Councillor Maidment attended the Joint Cycle Group meeting and raised the possibility of a cycle route from Wickwar to the quarry, to join up with the cycle route to Chipping Sodbury. This will be considered by the group.

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

- King George V Playing Fields

Warning signs have been attached to the play area gates by the dog grids to warn of the slippery surface, after a resident reported that their son had slipped and hurt themselves on a grid.

Advice on flying drones safely at the Playing Fields has been posted on Facebook and the website, and will be put in the Parish News. The Clerk received legal advice via the Playing Fields insurers, confirming that liability for damage or injury caused by a drone flown at the Playing Fields would lie with the operator of the drone. It was also advised that the Parish Council publicise advice on flying drones safely, which has been done. The Parish Council will monitor the situation.

Residents have requested that the Parish Council provide a bench outside the fenced play area.

**Resolved – Councillor Carroll to research possible benches, and Parish Council to agree position of benches at the next meeting.**

South Gloucestershire Council have removed the redundant kissing gate that was originally adjacent to the vehicle access gate for the Playing Fields. C Marshall has previously quoted £160 for a replacement wooden stile, plus installation costs.

**Resolved – The Clerk to order stile and installation once the quotation has been confirmed.**

The redundant fire pit in the play area was discussed.

**Resolved – The Parish Council agreed that new play equipment, once sourced, should replace the fire pit.**

- To NOTE and RECEIVE Play equipment inspection - Noted

The inspection report identified a frayed rope on the equipment by the railway ventilation shaft. GB Sports, the Council's preferred contractor for playground maintenance, were approached for advice on repair options. The report also identified an action for the Parish Council to arrange PA testing of the kettle and urn in the pavilion kitchen.

**Resolved - The Clerk to order self-adhering tape and Councillor Carroll to repair the rope.**

**Resolved- Councillor Summers to arrange PA testing of kettle and urn in pavilion kitchen.**

- Youth Club

The Youth Club continues to attract high numbers of young people (40 on Mondays, and 20 on Wednesdays). A grant application for 2019/20 has been submitted to the Parish Council for consideration. It was noted that there will be no Parish Councillor on the Youth Club committee after May.

**Resolved – The Parish Council will consider the grant application at their next meeting.**

- Community Centre –

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Signed.....Chairman.....Date

An EGM was held on 21<sup>st</sup> February and there were enough volunteers to form a new committee, although they were not present at the meeting. Elections to the committee will take place at the next meeting.

**Resolved – The Clerk to arrange the next meeting of the Community Centre management committee for 27<sup>th</sup> March.**

- Town Hall

The need for locks on the cupboards to provide secure storage was discussed.

**Resolved – Councillor Summers to obtain estimates for the supply and fit of two locks, and fitting of a third lock.**

## 8. General Business

- To CONSIDER and AGREE cleaning of Town Hall Gutters (front and back)

**Resolved – The Parish Council agreed to delay gutter cleaning for a further year.**

- To NOTE date of village Spring Clean Event – Saturday 27<sup>th</sup> April 10am – 12pm.

**Resolved – Councillor Summers to order 30 litter picking sticks and 48 pairs of gloves in varying sizes, for the event.**

- To CONSIDER and DISCUSS arrangements for 2019 Parish Walks

**Resolved – The Parish Council will agree dates for the Parish Walks at the next meeting.**

- To CONSIDER and DISCUSS upcoming local council elections and action required/

**Resolved – Clerk to order paper nomination forms for distribution to potential candidates**

- To CONSIDER and DISCUSS upcoming Resilient Energy Grant deadline and action required

**Resolved- Clerk to obtain application form and arrange working group meeting to prepare an application for play equipment for the Playing Fields play area.**

- To CONSIDER proposed highway developments for Wickwar funded by Belway Homes and Section 106 monies - A Councillor raised the issue of extending the proposed 20mph limit further along the Downs Road.

- To CONSIDER and DISCUSS feedback from the Parish Council meeting with Wickwar Wanderers Football Club - Feedback was received.

- To CONSIDER and DISCUSS Section 106 funding for open spaces from Poplar Lane and Horwood Lane developments

Tennis courts and a MUGA (multi use games area) were discussed as potential proposals, as well as redevelopment of the pavilion.

**Resolved – Clerk to approach management committees for Kingswood village tennis courts and MUGA to determine how they run the facilities.**

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Signed.....Chairman.....Date

- To CONSIDER and AGREE application for grant aid St Peters Hospice  
**Resolved – The Parish Council will grant £250 to go fund a course of music therapy.**
- To CONSIDER application for grant aid from Thornbury Area Music  
**Resolved – The Parish Council will grant £250 to fund a bursary for a local child to receive music tuition, and an instrument.**
- To CONSIDER and AGREE application for grant aid from Wickwar Wanderers Football Club - £40  
**Resolved – The Parish Council will grant £45 to fund a tactics board, and postage.**
- To NOTE Parish Clerk attending ALCA Essential Clerk training - Local Council Administration 1. 5<sup>th</sup> March 2019. Cost £40.
- To CONSIDER and AGREE Parish Clerk participating in SLCC Managing Local Council Elections webinar. 20<sup>th</sup> March 2019. Cost £30+VAT (VAT £6 total cost £36)
- To CONSIDER and AGREE Parish Clerk attending SLCC AGM. 21<sup>st</sup> March 2019. Cost £25.
- To CONSIDER and AGREE Parish Clerk attending SLCC Regional Training Seminar. 30<sup>th</sup> October 2019. Cost £80 + VAT (VAT £16 total cost £96)  
**Resolved – The Clerk should attend all of the training courses requested.**

## 9. Burial Matters

Graveyard maintenance. To CONSIDER maintenance arrangements for open and closed cemeteries.

**Resolved – Councillor Fielding will donate his gardeners for 30 mins each month to carry out required maintenance. Councillor Carroll will arrange occasional working parties to carry out specific maintenance jobs.**

## 10. Finance

To NOTE the Wickwar PC Expenditure Table and then DECIDE whether the following cheques should be signed. - The Clerk amended some of the payments listed on the agenda.

**Resolved – The Parish Council approved the amended payments.**

HMRC Tax A Mackie	£40
HMRC Tax NI R Davis	£97.85
Paid between meetings - A Carroll – KGV signage for play area (VAT £3.35)	£20.10
The Cumbria Clock Company Ltd 30% deposit for overhaul of clock movement (VAT£228.90)	£1373.40
A Carroll - KGV temporary fencing, pins and pegs	£82.18
R Davis - Norton Antivirus one-year subscription for parish clerk lap top (VAT £4.17)	£24.99
R Davis - Petty cash	£50.00
SLCC Gloucestershire/ South Gloucestershire Branch – Clerk attendance at AGM	£25.00
<b>Staff costs February 2019 (Net)</b>	
A Mackie (December 2018 – March 2019)	£160
R Davis (1.02.19 – 28.02.19)	£989.89

Signed.....Chairman.....Date

The next Parish Council meeting will take place on the 3<sup>rd</sup> April 2019 at the Town Hall commencing at 7pm.