

Wickwar Parish Council

Minutes

A meeting of the above Council was held on Wednesday 3rd April 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

Councillor G Fielding

Clerk:

Mrs R Davis

Public Time Session

A parishioner reported concerns about two instances of clutter in the village; firstly leftover building materials which are being stored on the High Street pavement next to the Town Hall, and secondly an abandoned vehicle in the Buthay Lane car park. Councillors reported that Bromford Housing, who lease the Buthay Lane car park, had been asked to arrange removal of the abandoned car following the March meeting of the Council.

It was RESOLVED that Councillor Summers will contact the owner of the building materials to either request removal, or offer to arrange collection by a third party who can make use of the materials.

It was RESOLVED that the Clerk will contact Bromford again to request removal of the abandoned car, following further concerns raised by a parishioner.

AGENDA

01.04.19 To RECEIVE and DECIDE whether to accept Apologies for Absence

No apologies were received.

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

No declarations of interest.

03a.04.19 To AGREE whether the Draft Minutes of the February meeting should be signed as a record of the last meeting

The amended draft minutes of the meeting held on the 6th February 2019, were agreed.

03b.04.19 To AGREE whether the minutes of the last meeting should be signed as a record of the last meeting.

Minutes of the last meeting held on the 6th March 2019 were duly signed.

04.04.19 To NOTE the Clerk's Report on matters arising from previous minutes/not covered elsewhere on agenda (attached to the minutes)

The report was noted.

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

It was RESOLVED that the Clerk will arrange a meeting with a representative of South Gloucestershire Council and Parish Councillors, to discuss the Community Infrastructure funding that will be received for development in Wickwar.

It was RESOLVED that a Working Party will meet on Wednesday 17th April to review the Council's Standing Orders, Financial Regulations and HR policies, for adoption at the May meeting of the Council.

05.04.19 Planning – for the Council to NOTE the following planning decisions:

05a.04.19 P19/0981/O Land at Church Lane Wickwar Wotton Under Edge South Gloucestershire GL12 8JZ. Demolition of the existing building and erection of 1 No. detached dwelling (Outline) with all matters reserved. **Refused.**

05b.04.19 PT18/4989/O Hunters Hall Bristol Road Cromhall Wotton Under Edge South Gloucestershire. Erection of 1no dwelling (Outline) with access, landscaping and layout to be determined, all other matters reserved. **Refused.**

05c.04.19 P19/1578/ADV Land South Of Horwood Lane Wickwar Wotton Under Edge South Gloucestershire GL12 8NY. Retention of 1no non-illuminated stack sign in 'V-set' formation. **Approved.**

05d.04.19 PK18/5132/F 84 Inglestone Road Wickwar Wotton Under Edge South Gloucestershire GL12 8NH. Change of use from residential (Class C3) to residential accommodation for looked after children (Class C2) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) (Retrospective). **Approved with conditions.**

Decisions were noted.

06.04.19 For the Council to DISCUSS and AGREE their response to the following licensing application:

06a.04.19 No ref: Triplicity Music & Arts Festival, Oxwick Farm, Yate, BS37 6PA 23rd-27th May, 1000 attendees. **No objection.**

07.04.19 To RECEIVE a verbal Report from the Ward Councillor

Marian Gilpin gave her apologies as she was attending another meeting. She did not send a report. **It was RESOLVED that the Council will request a written report from the Ward Councillor attending future meetings, to be appended to the minutes.**

08.04.19 Register of correspondence received

Correspondence was noted.

It was RESOLVED not to pursue a sports programme with Swift Sports Coaching at this time. It was RESOLVED to postpone involvement in the Fields in Trust Have a Field Day community picnic until next year.

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

09a.04.19 King George V Playing Fields

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

Three fencing panels have short spokes due to a defect and need to be replaced for safety reasons. Replacement panels have been ordered from the fencing contractor and will be fitted as soon as possible.

Tape has been ordered to repair frayed rope on the equipment by the railway ventilation shaft. Gaps on the wooden climbing wall will be filled in with wood filler. Nettles along the hedge boundary of the play area will be trimmed back. Signs advising of the new closing times for the car park gate (April - October 8pm, November - March 5pm) have arrived, and will be fitted as soon as possible.

It was RESOLVED that councillors will carry out these actions as soon as possible.

C Marshall has quoted £373.45 for a wooden stile plus installation, to fit the gap between the vehicle access gate to the playing fields and the fence. This will prevent mopeds from squeezing through the gap to use the playing fields.

It was RESOLVED that the Clerk will order the stile from C Marshall.

The gate opener has asked what time the car park gates should be closed now that the evenings are getting lighter. The advertised time is 8pm, but he has offered to close the gates later giving more time for vehicles to leave.

It was RESOLVED that the gates be closed as close to 8pm as possible except when the Football Club are holding evening training sessions. The Clerk will provide the gate opener with printed notices to leave on unoccupied vehicles, advising drivers of the gate closing times.

The Parish Council does not currently have any keys to the pavilion.

It was RESOLVED that existing keys would be requested from the retired Clerk and the Cricket Club so that the Parish Council has two sets. If existing keys cannot be recovered, the Clerk will borrow keys from the Football Club and arrange for two sets to be cut.

09b.04.19 To NOTE and RECEIVE Play equipment inspection
Noted.

09c.04.19 Youth Club
Grant application considered later on the agenda.

09d.04.19 Community Centre
Following a meeting on 27th March an interim chair (Councillor Carroll) and a new treasurer have been elected to the committee. Councillor Carroll will act as chair until a replacement can be found. The new treasurer will take office once the lighting project has been completed. A potential new bookings secretary has been identified, but P Trull will continue in this role until this has been confirmed. Quotations have been obtained for new LED lighting and funding applications are being submitted. £15,000 in the bank account has been allocated towards a front extension to house a disabled toilet.

09e.04.19 Town Hall
Discussed as part of a later agenda item.

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

11.04.19 General Business

11a.04.19 To AGREE date of the Annual Parish Council meeting and the Annual Meeting of the Parish
It was RESVOLED to hold both meetings on 8th May unless the election is contested. The Annual Parish Meeting will be held from 7-8pm, followed by the Annual Meeting of the Parish Council.

11b.04/19 To RECEIVE report on internet banking and AGREE recommendations

The Clerk confirmed that Nat West cannot offer internet banking to suit the needs of the Council i.e. payments approved by two signatories, so it will be necessary to change banks.

It was RESOLVED that the Clerk will investigate which banks offer internet banking with two signatories and report back to the Parish Council, with the view to changing banks as soon as possible.

11c.04.19 To CONSIDER and AGREE appointment of internal auditor

The Council considered three estimates for the provision of internal audit services. It was suggested that next year the retired clerk could be approached to carry out the audit.

It was RESOLVED that the Clerk appoint the GAPTC audit service, provided they can meet the deadlines set by the external auditors. If they cannot accommodate the deadlines, the Clerk should appoint I Selkirk.

11d.04.19 To NOTE the 2019/20 NJC National Salary Award and AGREE Clerk's salary increase

It was RESOLVED that the Clerk's salary be increased in line with the NJC Salary Award for 2019/20 from 1st April 2019.

11e.04.19 To AGREE list of Standing orders for 2019/20

This item was postponed to a future meeting.

11f.04.19 To CONSIDER upcoming local elections and AGREE actions required

No further actions were identified.

11g.04.19 To CONSIDER and DISCUSS proposed induction arrangements for new Councillors

Proposed induction arrangements were noted.

11h.04.19 To CONSIDER and DISCUSS REMR outline application for improvements to King George V Playing Fields

Councillors felt that the application should be for around £5000 given the level of funding awarded to other projects.

It was RESOLVED that Councillor Carroll will provide detailed estimates to the Clerk and Councillor Maidment will provide feedback on the wording of the application.

11i.04.19 To RECEIVE feedback on Section 106 funding for open spaces from Poplar Lane and Horwood Lane developments

Councillors discussed proposals for tennis courts and/ or a multi-use games area (MUGA) similar to the facilities in Kingswood. There was agreement that using the funding to refurbish the pavilion, rather than to replace it, and diversify sporting facilities through provision of a MUGA at KGV, was

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

the current preferred option. Research suggests that a MUGA would cost in the region of £150k and a similar amount could be allocated to refurbishment of the pavilion. This option would mean building on the second football pitch, but this has not been used by the Football Club for two years. It was also felt that the Football Club could make use of a MUGA for five-a-side and training.

It was RESOLVED that Councillor Aldous feedback the proposal for a refurbished pavilion plus MUGA training surface suitable for five-a-side, to the Football Club.

11j.04.19 To CONSIDER and AGREE proposals for additional benches at King George V Playing Fields and their position

This item was postponed until the outcome of the REMR funding application is known.

11k.04.19 To CONSIDER and AGREE purchase of gate closers for gates to King George V Playing Field play area

Gate closers have been fitted to the play area gates at a cost of £500+ VAT. These were not included in the original quote, but were ordered and fitted as soon as they were available, to address safety concerns.

It was RESOLVED to approve the fitting of the gate closers retrospectively, as they were fitted for safety reasons.

11l.04.19 To CONSIDER and AGREE purchase of new noticeboard for the cemetery

It was RESOLVED to obtain estimates for a two-legged noticeboard to be placed by the car park. A local carpenter will be approached for an estimate for a wooden noticeboard to be compared with estimates for a metal noticeboard.

11m.04.19 To AGREE fitting of locks to storage cupboards in the Town Hall

It was RESOLVED that cupboard locks be fitted by T Gardner.

11n.04.19 To CONSIDER purchase of projector for Council meetings

It was RESOLVED that the clerk will obtain three estimates and bring a recommendation to the next appropriate meeting for approval.

11o.04.19 To AGREE dates for 2019 Parish Walks

It was RESOLVED that the parish walks will take place on the second Sunday in May, June, July and September. Walks will start at 2.30pm from the Town Hall and last approximately two hours.

11p.04.19 To AGREE next actions with regard to Wildlife Diversity Plan devised by Bill Heselgrave, Gloucestershire Wildlife Trust

Councillors discussed whether a diversity plan might help the Parish Council to object to future speculative developments, however it was felt that this was unlikely to make a difference to future planning decisions, so it should not be pursued at this stage.

11q.04.19 To NOTE Clerk's attendance at ALCA Local Council Administration 2: Finance – Tuesday 26th March

Noted.

11r. 04.19 To NOTE Clerk's participation in SLCC VAT Webinar Part 1 and Part 2 -Weds 3rd April and Tues 7th May

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

Noted.

12.04.19 Requests for financial assistance

12a.04.19 To CONSIDER and AGREE application for grant aid from Wickwar Youth Club

It was RESOLVED to award a grant of £3000 to Wickwar Youth Club for the year 2019/20.

12b.04.19 To CONSIDER and AGREE application for grant aid from Great Western Air Ambulance Charity

It was RESOLVED to award a grant of £250 to Great Western Air Ambulance Charity, and to invite the charity to apply again next year.

12c.04.19 To CONSIDER and AGREE application for grant aid from South Gloucestershire Citizens Advice

It was RESOLVED to award a grant of £200 to South Gloucestershire Citizens Advice. For the year 2019/20.

13.04.19 Burial matters - To NOTE purchase of reserved plot (399)

Noted.

14.04.19 Finance

To NOTE the Wickwar PC Expenditure Table and then DECIDE whether the cheques detailed in the attached payment schedule should be signed.

Noted. The Clerk amended one of the payments listed on the agenda.

It was RESOLVED to approve the list of amended payments.

Salaries, Tax & NI	£1,072.48
Tony Gardner Property Maintenance noticeboard repair	£25
ALCA - Local Council Administration 1 course - 5 th March 2019	£40
M Summers - Gloves and litter picking sticks for spring clean	£68.90
GB Sport and Leisure – Tape for KGV net repair and Allen key (VAT £5.70)	£34.20
South Gloucestershire Council - dog bins and grass cutting (Jan-March) (VAT £64.21)	£385.24
ALCA – Annual subscription 2019/20	£363.30
SLCC Enterprises – Managing Local Council Elections Webinar (VAT £6.00)	£36.00
SLCC Enterprises VAT Webinar Part 1 and Part 2 (VAT £12)	£72
EDGE IT End Of Year seminar 4 th March 2019 (VAT £16)	£96

Paid between meetings:

SLCC: Introduction to Local Council Administration (VAT £19.80)	£118.80
Wickwar Wanderers Football Club - tactics board grant (approved 06/03/19 meeting)	£45
Thornbury Area Youth Music –grant (approved 06/03/19 meeting)	£250
St Peters Hospice – grant for Music Therapy (approved at 06/03/19 meeting)	£250

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

Standing orders and direct debits February 2019

Water2business	£32.51
Npower	£112.17
Plus Net	£28.20
Npower	£24.00

The next Parish Council meeting will take place on the 8th May 2019 at the Town Hall commencing at 8pm.

WICKWAR PARISH COUNCIL

Clerk's Report to the Parish Council Meeting – Wednesday 3rd April 2019

1. The Notice of Election was posted on Friday 22nd March 2019. The nomination period closes on 3rd April at 4.00pm. Purdah is now being observed until 2nd May.
2. Lidded dog bins for two locations have been ordered – opposite the Youth Club and Turnpike Gate. Underground services searches have been ordered. The Clerk will follow this up with SGC prior to the meeting, given the slow response so far. The cost will be approximately £250+VAT per bin.
3. The Clerk and Councillor Carroll have requested confirmation of the quotation from C Marshall, for a stile to be fitted adjacent to the vehicle access gate to the KGV Playing Fields. Once confirmed the work will be ordered.
4. The Clerk has contacted Bromford to request that they arrange removal of the abandoned car in the Buthay carpark and that action is taken to prevent parking on the grass.
5. An email was received from a resident requesting further information about the role of Councillor in relation to the upcoming elections. The Clerk responded and suggested contacting the Chair for further information.
6. An email was received from a resident asking who was responsible for the dirt bike track in the WPFA Playing Fields, and offering to help with further development of the area along the lines of the Wotton track. The Clerk referred him to the WPFA.

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

7. The Annual Village Spring Clean has been arranged for Saturday 27th April 10am – 12pm. The Scouts and Brownies have been invited. The date has been shared with the school, and posters will be put up around the village. The event will be advertised on the Wickwar Forum Facebook page following the meeting. South Gloucestershire Council will provide bags and gloves. Councillor Summers has ordered litter picking sticks and additional gloves. The Clerk will request donations of cake.
8. The Clerk circulated a briefing note on the Community Infrastructure Levy. Greg Evans from South Gloucestershire Council has confirmed that over the next year and a half South Glos are expecting to receive £594k from the South of Poplar Lane development. **15% of all CIL income is passed to the Parish Council where the development took place, so £89k of this will be passed to the Parish.** The Clerk will contact Greg Evans to request further information. Would the Council like a meeting to find out more about this?
9. Time has been spent reviewing the format of the agenda and minutes in line with best practice. The agenda has been slightly modified and may require further modification in consultation with the new Chair, once in office. The April meeting minutes will follow a new numbering system, so that each minute has a unique number. It will be possible to apply the new numbering system retrospectively to existing minutes. For example 01.04.19
 - The first two digits will be in numeric order.
 - The second two digits will refer to the month. (04 denotes it is an April minute.)
 - The last two digits will refer to the year.
10. Time has been spent reviewing the Council’s Standing Orders and Financial Regulations. There are updated versions available from NALC and it is recommended that all Councils adopt these in full. The NALC model FRs also include provisions for internet banking. The Clerk will consult with the Chairman and/or a working group on those aspects which can be specified by the Council e.g. de minimus limits. The Council will be asked to adopt the updated Standing Orders and Financial Regulations at its May meeting.
11. HR issues - The Council has received a draft sickness policy, disciplinary/ grievance policy and expenses policy from ALCA for adoption. ALCA have also provided a contract which could be adapted for the clock winder and gate-opener posts. The Clerk will draft a broader expenses policy, encompassing Councillor expenses. The Chairman and/or a working group will need to review the policies and contracts before they are adopted by the Council. Ideally they should be adopted at the May meeting.
12. The Clerk has met with the clock winder. She is happy to be involved in a village event to showcase the clock when it returns from the Cumbria Clock Company. She has also confirmed that she is happy to be paid by internet bank transfer/ standing order. The Clerk will arrange a similar meeting with the gate-opener.
13. End of Year payroll, accounting and VAT activities have been taking place.

Rachel Davis, Clerk

28th March 2019

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