

**Wickwar Parish Council**

**Annual Meeting of the Parish Council - Minutes**

A meeting of the above Council was held on Wednesday 8<sup>th</sup> May 2019, at the Town Hall commencing at 8.30 pm.

**Attended:**

- Councillor S Isaac
- Councillor A Carroll
- Councillor A Pennington
- Councillor C Maidment
- Councillor G Fielding
- Councillor M Harris

**Clerk:**

Mrs R Davis

**Apologies:**

Ward Councillor – P Trull

**01.05.19 To ELECT a Chairman and Vice Chairman.**

1a.05.19 Councillor Stephen Isaac was nominated for the office of Chairman. There were no other nominations. **This was seconded and RESOLVED.** Councillor Isaac signed the Declaration of Acceptance of Office for Chairman.

1b.05.19 Councillor Gareth Fielding was nominated for the office of Vice Chairman. There were no other nominations. **This was seconded and RESOLVED.**

**02.05.19 To RECEIVE and DECIDE whether to accept apologies for absence**

The Council noted apologies from Ward Councillor Pat Trull.

**03.05.19 To RECEIVE Declarations of Acceptance of Office**

All Councillors signed the Declaration of Acceptance of Office.

**05.05.19 To AGREE whether the minutes of the last meeting of the Parish Council should be signed as a record of the meeting**

It was **RESOLVED** to accept the minutes of the meeting held on the 9<sup>th</sup> May 2018. They were duly signed.

**06.05.19 To AGREE membership of Parish Council working parties.**

King George V Playing Fields working party	Councillor Isaac Councillor Fielding Councillor Carroll Councillor Pennington Councillor Maidment Councillor Harris
Finance/ Budget working party	Councillor Isaac

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

	Councillor Fielding Councillor Carroll Councillor Pennington Councillor Maidment Councillor Harris
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**It was proposed, seconded and RESOLVED that all Councillors would attend the King George V Playing Fields and Budget working party meetings.**

**07.05.19 To ADOPT updated Code of Conduct.**

**It was proposed, seconded and RESOLVED to adopt the updated code of conduct for Wickwar Parish Councillors.**

All Councillors agreed to abide by the Code of Conduct.

**08.05.19 To ADOPT updated Standing Orders and Financial Regulations.**

**It was proposed, seconded and RESOLVED to adopt the updated Standing Orders and Financial Regulations for Wickwar Parish Council.**

**09.05.19 To REVIEW and AGREE Parish Council representation on external bodies and arrangements for reporting back.**

Wickwar Community Centre	Councillor Carroll Councillor Pennington
Wickwar Speed Watch	Councillor Maidment
Neighbourhood Watch	No Councillor identified
Quarry Liaison Group	Councillor Isaac Councillor Fielding Councillor Carroll Councillor Pennington Councillor Maidment Councillor Harris
ALCA – South Glos Area Rep	Councillor Isaac
Wickwar Educational Foundation	Councillor Carroll
Alexander Hosea School Governor	Councillor Fielding
Wickwar Wanderers Football Club	Councillor Fielding
Wickwar Youth Club	Councillor Isaac

**It was proposed, seconded and RESOLVED that the Parish Council representatives would be as per the list above.**

**10.05.19 To REVIEW the updated asset register.**

Amendments to the asset register were noted. **It was proposed, seconded and RESOLVED to approve the latest version of the asset register.**

**11.05.19 To CONFIRM arrangements for insurance cover in respect of all insurable risks.**

The Clerk confirmed that a renewal notice was due and would be considered at the June meeting.

**12.05.19 To REVIEW the Council and Clerk’s subscriptions to other bodies**

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

It was proposed, seconded and RESOLVED to renew the annual subscription to ALCA, and to review other subscriptions as and when renewal notices were received.

**13.05.19 To REVIEW and AGREE the Council’s Model Publication Scheme, Freedom of Information Policy, Data Protection Policy and Equalities Policy.**

It was proposed, seconded and RESOLVED to adopt the updated Model Publication Scheme, and readopt the Freedom of Information Policy, Data Protection Policy and Equalities Policy.

**14.05.19 To ADOPT the Sickness Absence Policy, Disciplinary and Grievance Policy and Expenses Policy.**

It was proposed, seconded and RESOLVED to adopt the Sickness Absence Policy, Disciplinary and Grievance Policy and Expenses Policy.

**15.05.19 To REVIEW the Council’s expenditure incurred under s137 of the Local Government Act 1972**

Date	Details	Cheque number	Grant
April 2018	Avon Community Club	002698	£250
May 2018	Above & Beyond – Visitor chairs for Bristol Children’s Hospital	002706	£184
September 2018	Wickwar Youth Club	002732	£4800
October 2018	Wickwar Baby & Toddler Group – new equipment	002742	£500
October 2018	Wickwar Out of School Club	002744	£500
November 2018	Holy Trinity Church community fireworks display	002745	£300
November 2018	Yate & District Heritage Centre	002763	£150
December 2018	4 <sup>th</sup> Chipping Sodbury Brownies – donation towards Paris trip	002761	£270
December 2018	Royal British Legion Poppy Appeal	002773	£150
March 2019	Wickwar Wanderers Football Club tactics board	002804	£45
March 2019	Thornbury Area Youth Music	002805	£250
March 2019	St Peters Hospice – music therapy donation	02806	£250
Total			£7,649

Expenditure as per the table above was noted.

**16.05.19 To REVIEW the fees for the Burial Ground.**

It was proposed, seconded and RESOLVED to review the fees for the Burial Ground at a future meeting (July).

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

**17.05.19 To REVIEW and AGREE the Football Club Agreement.**

**It was proposed, seconded and RESOLVED to accept the amendments and approve the Football Club Agreement which will apply from next season.**

**18.05.19 To AGREE the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**

**It was proposed, seconded and RESOLVED to continue to hold ordinary meetings of the Council on the first Wednesday of the month at 7pm.**

**19.05.19 Public Time**

19a.05.19 A Councillor asked on behalf of parishioners when a replacement post box for the centre of the village would be installed, to replace the one at the site of the former Post Office which had been sealed when the Post Office closed. Councillors confirmed that the previous Clerk had requested a replacement.

19b.05.19 A Councillor asked on behalf of parishioners what progress had been made with regard to requesting that the owner of building materials being stored on the pavement next to the Town Hall, remove them. The Clerk confirmed that the owner had not been contacted because he often works away, but that a letter would be sent and Street Care services would be contacted to request removal.

19c.05.19 A Councillor raised again the issue of the abandoned car in the Buthay Lane car park leased to Bromford, and the problem of cars parking on the grass there. The Clerk reported that she has previously contacted Bromford about this and will do so again.

19d.05.19 A Councillor raised concerns about a possible breach of planning regulations following recent work carried out to No 77 High Street.

**It was proposed, seconded and RESOLVED to discuss whether an enforcement complaint regarding 77 High Street should be submitted to South Gloucestershire Council, at the June meeting of the Parish Council.**

**20.05.19 To RECEIVE and DECIDE whether to accept Apologies for Absence**

Apologies noted at 02.05.19.

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

Councillor A Pennington declared an interest in item 11d., application for grant aid from 1<sup>st</sup> Wickwar Brownies (and Guides).

**22.05.19 To AGREE whether the minutes of the last meeting should be signed as a record of the meeting**

**It was proposed, seconded and RESOLVED to accept the minutes of the meeting held on the 3<sup>rd</sup> April 2019. They were duly signed.**

**23.05.19 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.

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

**24.05.19 Planning – for the Council to NOTE the following planning decisions:**

The following planning decisions were noted:

24a.05.19 PK18/5353/F - 12 High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NE. Change of Use of land to residential use (Class C3) as defined in Town and Country (Use Classes) Order 1987 (as amended). Erection of single garage and alteration to existing access gate to form vehicular access and associated works. **Approve with Conditions.**

24b.05.19 P19/0914/LB - 12 High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NE. Alterations to existing pedestrian access gate to form vehicular access opening in curtilage listed wall. **Approve with Conditions.**

24c.05.19 P19/2078/RM PL12B And PL13B North Yate New Neighbourhood Yate Bristol South Gloucestershire. Erection of electric substation and associated works (Reserved Matters application to be read in conjunction with Planning permission PK17/4826/RVC). **Approve with conditions.**

24d.05.19 PK18/5517/LB Post Office 72 High Street Wickwar Wotton Under Edge South Gloucestershire. Internal and external alterations to include erection of three storey and single storey rear extension to facilitate subdivision of building to form 2no. residential units (Class C3), removal of existing projecting bays, installation of new entrance door and 2no. chimneys. - **Approve with Conditions.**

25.05.19 Planning – for the Council to NOTE the following comments submitted for planning applications with a response deadline before this meeting and consider the following applications:

The following responses were noted:

25a.05.19 1.P19/2741/LB - Westend House West End Wickwar Wotton Under Edge South Gloucestershire. Demolition of 2 no. internal walls to form enlarged openings. **No objection. Comment - The application is for modification to the internal structure which does not significantly change the character of the building and does not impact on the external features.**

25b.05.19 P19/3421/F - Pound Barn West End Wickwar Wotton Under Edge South Gloucestershire. Erection of two and single storey front and rear extensions to form additional living accommodation. **No objection. Comment - The proposal appears to be sympathetic to the rest of the building and uses material and construction which will match with the existing building. It does not overlook anyone and cannot be seen from the road.**

25c.05.19 P19/3609/F - Half Acre Lodge Tanhouse Lane Yate Bristol South Gloucestershire. Erection of 1 No. detached dwelling, creation of access with associated works (resubmission of PK18/5110/F). **Objection. Comment: Wickwar Parish Council objects to this planning application on the grounds of inappropriate development of the countryside.**

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

26d.05.19 P19/3649/F - 76 High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NP. Alterations to north elevation to demolish existing first floor bathroom roof and rebuild to raise bathroom window height to match adjacent bedroom window.

**No objection. Comment: Wickwar Parish Council requests that SGC assure that the building changes compliment the existing architecture in a conservation area and the adjacent listed building.**

26e.05.19 P19/2452/O - Land South Of Charfield Wotton Under Edge South Gloucestershire. Mixed use development of up to 900 residential units (Use Class C3, including affordable homes and housing suitable for the elderly) with provision of a reserve site for a new 2FE primary school with playing fields (Use Class D1) OR up to 950 residential units...

**It was proposed, seconded and RESOLVED to object to this application on the grounds of the negative impact increased traffic flow will have on the village of Wickwar.**

**27.05.19 To RECEIVE a verbal Report from the Ward Councillor**

There was no report from the ward Councillor as Councillor Trull had given her apologies.

**28.05.19 Register of correspondence received**

Register of correspondence was noted.

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

**29a.05.19 King George V Playing Fields**

The Clerk reported that ROSPA had completed an inspection of the play area and that none of the equipment was identified as being high risk. Actions required will be reported at the June meeting of the Council.

**29b.05.19 To NOTE and RECEIVE play equipment inspection**

The April play equipment inspection was noted.

**29c.05.19 Youth Club**

Nothing was reported.

**29d.05.19 Community Centre**

Nothing was reported.

**29e.05.19 Town Hall**

Nothing was reported.

**30.05.19 General business**

**30a.05.19 To CONSIDER and AGREE process for co-option of a seventh Councillor**

A member of the public attending the meeting had expressed an interest in being co-opted. The Clerk advised that he may not be eligible as he is employed by the Parish Council so further advice from ALCA will be sought.

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

It was proposed, seconded and RESOLVED not to advertise the vacancy unless it was confirmed that the person interested was ineligible.

**30b.05.19 To AGREE list of Standing orders for 2019/20**

10<sup>th</sup> of the month from June 2019: salary £1002.86

It was proposed, seconded and RESOLVED to agree the standing order listed above.

**30c.05.19 To AGREE the renewed banking mandate**

The banking mandate must be renewed as Councillor M Summers is no longer a Councillor and must be removed as a signatory. **It was proposed, seconded and RESOLVED to agree the new banking mandate as follows:**

**Councillor S Isaac and Councillor A Carroll to remain as signatories.**

**Councillor M Summers to be removed as a signatory.**

**Councillor C Maidment to be added as a signatory.**

**30d.05.19 To CONSIDER and AGREE position for proposed additional benches and equipment at King George V Playing Fields, and funding for benches should grant application be unsuccessful**

It was proposed, seconded and RESOLVED that three benches be purchased. One will be positioned in front of the of the pavilion, one near the beacon on the eastern edge of the field, and one at the western edge of the field adjacent to the play area fencing.

It was proposed, seconded and RESOLVED that Councillor Carroll will confirm the final estimated cost for three benches and three litter bins and report to the June meeting for approval by the Council.

**30e.05.19 To CONSIDER and DISCUSS proposals for CCTV at King George V Playing Fields**

It was proposed, seconded and RESOLVED to consider CCTV at the September meeting of the Council, to allow time for the gate-closing arrangements to be in.

**30f.05.19 To CONSIDER and DISCUSS gate closing arrangements at King George V Playing Fields**

There continues to be an issue with cars being left in the car park after 8pm because the occupants are going into the nearby woods to light fires. This means that the gate cannot be locked. It was agreed that CCTV would be a good solution in the medium term.

**It was proposed, seconded and RESOLVED that the gate-closer should continue trying to close the carpark gate at 8pm throughout the summer and that the Parish Council should review the situation in September.**

**30g.05.19 To CONSIDER and AGREE whether Wickwar Parish Council should join the Joint Cycling Strategy Group**

It was felt that the Council supported the aims of the Joint Cycling Strategy Group, but that it could not contribute £300 per year towards the running costs of the group.

**It was proposed, seconded and RESOLVED that the clerk contact the Joint Cycling Strategy Group to ask if Wickwar Parish Council could join and pay a reduced contribution of £100 per year given its small precept in comparison with the other member councils.**

**30h.05.19 To CONSIDER and AGREE a proposed crest for Wickwar Parish Council**

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

**It was proposed, seconded and RESOLVED to adopt the Warre family crest as the crest of the Parish Council, once Councillor Fielding has confirmed that it can be used without incurring a cost.**

**30i.05.19 To CONSIDER and DISCUSS Parish Council presence at Wickwar Games and other community events**

It was suggested that the Parish Council host a stall at the Games with a suggestions box and a children's game to attract people. The aim would be to engage directly with the community.

**It was proposed, seconded and RESOLVED that Councillor Fielding approach the Wickwar Games Committee to request a stall.**

**30j.05.19 To AGREE Clerk 's attendance at SLCC branch meeting (16<sup>th</sup> May)**

**It was proposed, seconded and RESOLVED to agree the Clerk's attendance at the SLCC branch meeting.**

**31.05.19 Requests for financial assistance**

31a.05.19 To CONSIDER and AGREE application for grant aid from Wickwar Table Tennis Club

**It was proposed, seconded and RESOLVED to award a grant of £250 towards table tennis equipment, once evidence of fundraising for the remainder of the costs by the club had been provided. It was also RESOLVED that the table should be made accessible to children attending Wickwar Out of School Club.**

30b.05.19 To CONSIDER and AGREE application for grant aid from Wickwar Baby and Toddler Group

**It was proposed, seconded and RESOLVED to award a grant of £500 to Wickwar Baby and Toddler Group to pay for new tables and toys.**

31c. 05.19 To CONSIDER and AGREE application for grant aid from Above & Beyond – visitor chairs for Bristol Haematology and Oncology Centre

**It was proposed, seconded and RESOLVED to award a grant of £214 to Above & Beyond to fund visitor chairs for the Bristol Haematology and Oncology Centre.**

31d.05.19 To CONSIDER and AGREE application for grant aid from 1<sup>st</sup> Wickwar Brownies (and Guides)

Councillor A Pennington declared an interest and did not take part in the discussion or vote.

**It was proposed, seconded and RESOLVED to award a grant of £250 to Wickwar Brownies (and Guides) to pay for equipment for their summer camp.**

32.05.19 Burial matters - To SIGN the Burial Book IRO G. Pagett 04/04/19

The Burial Book was signed.

**33.05.19 Finance**

33a.05.19 To note Councillor check of bank statements and bank reconciliation (carried out 4<sup>th</sup> April 2019)

Noted.

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



33b.05.19 To NOTE the Wickwar PC Expenditure Table and then DECIDE whether the cheques detailed in the attached payment schedule should be signed.

**It was proposed, seconded and RESOLVED to accept the expenditure table and pay all payments listed in the schedule.**

Payment Schedule

Salaries, Tax & NI (Details provided in confidential schedule)	£1,600.17
Rachel Davis expenses - clerk home working allowance 8 weeks@ £4pw	£24
Rachel Davis expenses – HP Instant Ink £24.99	£24.99
Rachel Davis expenses – Spring clean sundries	£4.78
Rachel Davis expenses – 4x pavilion keys	£15
Wickwar Baby and Toddler Group - hire of cups and beakers for Spring Clean	£10
Wickwar Youth Club - grant	£3000
Wickwar Great Western Air Ambulance Charity – grant	£250
South Gloucestershire Citizens Advice Bureau - grant	£200
Anthony Gardner - Tony Gardner Property Maintenance, fitting Town Hall locks	£99.91
Fencing Service Ltd– Fencing Services Ltd gate closers for play area fencing (VAT £100)	£600
SLCC Gloucestershire / South Gloucestershire Branch – Branch meeting Thurs 16 <sup>th</sup> May	£12.50

The meeting was closed at 11.15pm.

## WICKWAR PARISH COUNCIL

### Clerk's Report to the Parish Council Meeting – Wednesday 8<sup>th</sup> May 2019

1. Please see action points for 3<sup>rd</sup> April meeting below and progress against them.

Agenda Item	Action/ Description	Who	Progress
Public time	Building rubble on the pavement near the Town Hall – Councillor M Summers to draft a letter requesting removal and suggesting that the Council arrange for someone to make use of it (to be sent from the Clerk)	Councillor M Summers & Clerk	Councillor Summers will visit the property
Public time	Buthay parking area abandoned car – Clerk to follow up with Bromford following reports from concerned residents.	Clerk	Contacted again
4. Clerk's report	Community infrastructure levy – Clerk to arrange meeting between Councillors and Greg Evans (South Glos) regarding CIL after local elections	Clerk	Will contact after 02/05/19
4. Clerk's report	Updating Standing Orders, Financial Regulations and adopting sickness absence policy, disciplinary/ grievance policy and expenses policy – Councillors to attend a working group meeting on <b>Weds 17<sup>th</sup> April @7pm</b>	<b>All Councillors that can attend</b>	Completed - on agenda
6. Licensing application	Clerk to record Parish Council response to No ref: Triplicity Music & Arts Festival, Oxwick Farm, Yate, BS37 6PA 23 <sup>rd</sup> -27 <sup>th</sup> May, 1000 attendees – No objection.	Clerk	Completed
7. Verbal report from Ward Councillor	Ward Councillor report – following local elections on 2 <sup>nd</sup> May, Clerk to request written report from ward councillors for Parish Council meetings.	Clerk	Will contact after 02/05/19
9. KGV	Play area repairs and strimming – Councillor A Carroll to carry out repair to frayed rope and climbing wall, and strim nettles, once weather allows.	Councillor A Carroll	Completed
9. KGV	New stile - Clerk to order stile and installation from C Marshall adjacent to vehicle access gate to the Playing Fields.	Clerk	Completed – awaiting date for installation
9. KGV	Pavilion keys – Councillor Carroll to request keys from Pat and Councillor Summers to request key from Cricket Club. If two sets cannot be recovered, Clerk to borrow set from the Football Club and arrange for two more sets to be cut. (Once keys recovered Councillor Summers to arrange PA testing of kettle and urn as per monthly playground inspection report.)	Councillor A Carroll/ Councillor M Summers / Clerk	Front door and kitchen door padlock keys cut – need to fix wooden kitchen door locks as keys won't work
10a. Date of meeting	Clerk to confirm date of Annual Meeting of the Parish and Annual Meeting of the Parish Council, and advertise in Parish News. – 8 <sup>th</sup> May 7-8pm, 8 – 8.30pm AGM, 8.30pm Parish Council meeting	Clerk	Completed
10 Online banking	Clerk to investigate options for alternative banks that will offer dual signing with online banking. Report to May meeting with a view to changing banks as soon as possible.	Clerk	Postponed to June meeting

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

10. Internal audit	Clerk to arrange Internal Audit as per 2 <sup>nd</sup> estimate (GAPTC Internal Audit Service). If they cannot meet the external auditor timescale, arrange with provider of 3 <sup>rd</sup> estimate (Iain Selkirk).	Clerk	GAPTC engaged, Audit will take place in May
10 - REMR application for KGV	Angie Carroll to send estimates for equipment listed in the bid to the Clerk. Councillor Maidment to provide feedback on bid.	Councillor A Carroll & Councillor C Maidment	Completed
10. Section 106 open spaces	Councillor I Aldous to speak to WWFC about possibility of using the far pitch at KGV for a future hard court (multi use games area/ tennis court) as part of S106 bid.	Councillor I Aldous	Completed. WWFC had suggestions about surface and requested to be consulted
10. Cemetery noticeboard	Councillor A Carroll to obtain an estimate from K Bateman for a wooden replacement. To be considered at a later meeting.	Councillor A Carroll	K Bateman will make the noticeboard in oak and charge for materials – report to June meeting
10. Projector	Clerk to investigate three options/ estimates and bring recommendation to next meeting (possible blue tooth connection)	Clerk	Postponed to June meeting

2. The Annual Village Spring Clean was a great success, with almost 50 participants and 17 bags of rubbish collected. It was pleasing to note how little litter there was around the village. The woods were a hotspot and there were more large items e.g. from building work ‘around the world’. Thanks to all for their support.
3. Councillor Carroll reported that the pavilion overflow pipe has broken off (wall by car park) and water is trickling behind the shutter and damaging the window sill. T Gardner will look at it w/e 5<sup>th</sup> May.
4. Time has been spent chasing the dog bins ordered for opposite the youth club and Turnpike Gate, as well as chasing Streetcare to add the Youth Club bin to their collection schedule. If these issues aren’t resolved by the end of May, Councillor Carroll will escalate to the new ward councillors.

Rachel Davis

Clerk

2<sup>nd</sup> May 2019

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