

## Wickwar Parish Council

### Meeting of the Parish Council - Minutes

A meeting of the above Council was held on Wednesday 5<sup>th</sup> June 2019, at the Town Hall commencing at 7.00 pm.

#### Attended:

Councillor S Isaac  
Councillor A Carroll  
Councillor A Pennington  
Councillor G Fielding  
Councillor M Harris  
Ward Councillor P Trull

#### Clerk:

Mrs R Davis

#### Apologies:

Councillor C Maidment

#### 1.06.19 Public time

1a.06.19. Two parishioners raised a concern about footpath LWR2110 which crosses the Belway Homes development, and is temporarily closed. During the closure a fence has been erected across the footpath entrance/ exit at Croft Cottage and a tree has been planted in the path. The parishioner expressed concern that these actions pre-empt an application and formal decision on the diversion of the footpath. Councillor Trull agreed to report this to the PROW Officer at South Gloucestershire Council and feedback to the Council and to the parishioner directly.

1b.06.19 A parishioner asked about progress with the removal of building materials being stored on the pavement adjacent to the Town Hall. The Clerk confirmed that the owner had been contacted and had agreed to move the materials. The Clerk also confirmed that removal of the materials by South Gloucestershire StreetCare services would be requested, if they had not been moved by 1<sup>st</sup> July 2019.

1c.06.19 A Councillor asked, on behalf of parishioners, when the abandoned car in the Buthay Lane car park leased to Bromford would be removed. The Clerk reported that Bromford's Neighbourhood Coach for the area would be contacted to request removal again, once she returned from annual leave on 10<sup>th</sup> June.

1d.06.19 A Councillor asked on behalf of parishioners when the new post box outside Wickwar Youth Centre would be operational. The Clerk confirmed that she would contact Royal Mail to ask.

1e.06.19 A parishioner asked when the public consultation on traffic calming measures for the Wickwar High Street would take place. The Clerk reported that South Gloucestershire Council have been in touch with the Parish Council to confirm that the consultation on the proposed measures should take place in the autumn of 2019.

2.06.19 To RECEIVE and DECIDE whether to accept Apologies for Absence.

Councillor Maidment sent his apologies for the meeting because he was in ongoing discussions with the Monitoring Officer regarding the level of detail required on the Register of Interests form. As the issue remained unresolved he did not feel that it was appropriate to attend the

---

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

meeting.

**It was proposed, seconded and RESOLVED to accept Councillor Maidment’s apologies.**

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

Councillor A Carroll declared an interest in item 8a, potential enforcement issue at 77 High Street Wickwar, as she lives in the neighbouring property.

4.06.19 To AGREE whether the minutes of the last meeting should be signed as an accurate record of the meeting.

**It was proposed, seconded and RESOLVED to accept the minutes of the meeting held on the 8<sup>th</sup> May 2019.** They were duly signed.

5.06.19 To NOTE the Clerk’s Report on matters arising from previous minutes/ not covered elsewhere on the agenda, and take decisions as necessary. (attached to the minutes)  
The report was noted.

6.06.19 Planning – For the Council to NOTE following planning decisions:  
The Council noted the following decisions.

6a.06.19 P19/2741/LB Westend House West End Wickwar Wotton Under Edge South Gloucestershire: Partial demolition of 1no. internal wall to form enlarged opening to kitchen. **Approve with conditions.**

6b.06.19 P19/1356/F: 77 High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NP: Erection of first floor extension above existing detached garage to form storage room. **Approve with conditions.**

6c.06.19 P19/3421/F: Pound Barn West End Wickwar Wotton Under Edge South Gloucestershire: Erection of two storey front extension. Erection of two storey and single storey rear extensions to form additional living accommodation. **Split decision.**

7.06.19 Planning – For the Council to REVIEW and COMMENT on the following planning applications received before the meeting.

7a.06.19 P19/4201/LB- Birdsbush Farm Wickwar Road Yate Bristol South Gloucestershire: Installation of wall plate to gable end, paint rendered walls, replace plastic gutters with cast iron and replace bitumen flashing with lead.

**It was proposed, seconded and RESOLVED to support to this application.**

7b.06.19 P19/5102/TRE 4 High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NE: PROPOSAL Installation of water pipe through the root protection zone of 1 no. Ash tree covered by Preservation Order SGTPO06/14 dated 01st July 2014.

**It was proposed, seconded and RESOLVED to object to this application on the grounds that the tree would be damaged.**

7c.06.19 P19/5258/RM Land South Of Horwood Lane Wickwar Wotton Under Edge South Gloucestershire GL12 8NY: Erection of up to 90no. dwellings with access, parking, landscaping, public open space, drainage and associated infrastructure with details of the appearance, landscaping, layout and scale (Approval of Reserved matters to be read in conjunction with planning permission PK17/4552/O).

**It was proposed, seconded and RESOLVED to comment on the application as follows. Wickwar**

---

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

**Parish Council is concerned that there will be an accident risk from vehicles heading north, turning into the development. Wickwar Parish Council is also concerned about the safety of pedestrians and cyclists crossing from the footpath to Frith Lane on the opposite side of the road. A safe crossing point to Firth Lane is essential.**

7d.06.19 PK18/2795/F 3 Frith Lane Wickwar Wotton Under Edge South Gloucestershire GL12 8PB  
PROPOSAL Non-material amendment to PK18/2795/F to reduce the number of side elevation windows from 3 to 2 including rotation from portrait to landscape and add an additional landscape window to the front elevation.

**It was proposed, seconded and RESOLVED to support to this application.**

8.06.19 Planning – for the Council to DISCUSS and take a DECISION on the action required in relation to the following potential enforcement issues:

8a.06.19 77 High Street, Wickwar

Cllr Carroll left the table for this discussion in line with the code of conduct.

**It was proposed, seconded and RESOLVED to submit an enforcement complaint about recent alterations to the property which have been carried out without planning permission. The alterations are as follows: removal of the pebble dashing to the external front of the house; building of a second dormer window in the roof; apparently putting in a new window at the front of the property.**

8b.06.19 2 Amberley Way, Wickwar

Councillors expressed concern that the recently installed access gates at the property were dangerous due to poor visibility for vehicles exiting the gates, and for vehicles approaching the gates. South Gloucestershire Council have confirmed that planning permission was not required and the gates comply with Highway regulations.

9.06.19 To RECEIVE a report from the Ward Councillor. (Attached to the minutes)  
The report was noted.

10.06.19 To RECEIVE verbal reports from Councillors who are Trustees of Committee members of the organisations listed below, and to take decisions are necessary:

10a.06.19 King George V Playing Fields

Councillor Carroll reported that the two defective fencing panels have not been replaced and she will follow this up.

10b.06.19 Wickwar Youth Club

No report.

10c.06.19 Wickwar Community Centre

The next meeting will take place on 10<sup>th</sup> July. A decision will be taken on removing the outdoor wooden equipment and all parties need to agree what they want from the outdoor space. The centre has been approached to find storage for two table tennis tables to enable the local club to play there, but there is currently no space for this.

10d.06.19 Wickwar Town Hall

No report.

---

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

11.06.19 To RECEIVE the play equipment inspection.  
The inspection was noted.

**12.06.19 General Business**

12a.06.19 To REVIEW and APPROVE the insurance renewal schedule for 2019/20.

**It was proposed, seconded and RESOLVED to approve the insurance schedule for 2019/20.**

12b. 06.19 To REVIEW progress with co-opting a seventh Councillor and take a DECISION on the action required.

**It was proposed, seconded and RESOLVED to continue advertising and use the Wickwar Village Facebook Forum to advertise the post.**

12c.06.19 To AGREE a working group to consider the Council's reserves and make recommendations to the Council.

Two Councillors volunteered.

**It was proposed, seconded and RESOLVED to convene a working group to make recommendations to the next Council meeting about the allocation of the Council's reserves and how reserves should be invested.**

12d.06.19 To NOMINATE a second ALCA representative to attend area group meetings and the AGM.

**It was proposed, seconded and RESOLVED that Councillor Fielding should be the second ALCA representative for Wickwar Parish Council, to share attendance at meetings with Councillor Isaac.**

12e.06.19 To REVIEW and take a DECISION on awarding the Freedom of the Parish to Councillors that stood down at the May election.

**It was proposed, seconded and RESOLVED to award Mr M Summers and Mr I Aldous the Freedom of the Parish.**

12f.06.19 To REVIEW and take a DECISION on whether to renew membership of the Gloucestershire Playing Fields Association.

The Clerk will consult others on the benefits of membership and report back to the July meeting.

12g. 06.19 To REVIEW and APPROVE renewal of Clerk's membership of the SLCC.

**It was proposed, seconded and RESOLVED to renew the Clerk's membership of the SLCC.**

12h.06.19 To DISCUSS and take a DECISION on the request to hold the village fair at the King George V Playing Fields on 31<sup>st</sup> August 2019.

The item was not discussed as the organisers have decided to apply to hold the event at the Playing Fields in 2020.

12i.06.19 To DISCUSS and take a DECISION on the action required to maintain and improve the pitches at King George V Playing Fields.

Councillor Fielding reported that he had met with two committee members from the football club. They have obtained an estimate of £600 per goalpost to move these a distance of half a pitch. They have committed to fill in the divots and reseed the pitch. Progress will be reported at the next meeting.

12j.06.19 To RECEIVE a summary of the ROSPA annual playground report and AGREE the actions

---

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

required.

The Clerk will contact the manufacturer of the basket swing to seek advice about how often it should be serviced.

**It was proposed, seconded and RESOLVED to consider estimates and/ or quotations for the work required, at the July meeting.**

12k.To REVIEW and take a DECISION on the estimate from Marmax for the provision of benches at King George V Playing Fields.

**It was proposed, seconded and RESOLVED to accept the estimate of £2995.84 and for the Parish Council to fund the benches in full if the grant application to REMR was unsuccessful.**

12l.To CONSIDER and AGREE an inscription for the cemetery noticeboard which will be handmade by K Bateman.

**It was proposed, seconded and RESOLVED to adopt the following inscription 'HANDMADE IN WICKWAR BY KEVIN BATEMAN 2019'**

**13.06.19Requests for financial assistance** - To CONSIDER and take a DECISION on the application for grant aid from 1<sup>st</sup> Wickwar Scouts.

**It was proposed, seconded and RESOLVED to award the 1<sup>st</sup> Wickwar Scouts £250 towards the costs of tents for their summer camp.**

**14.06.19Burial matters** - To CONSIDER and take a DECISION on an out of parish request to purchase a burial plot.

Councillor Fielding left the meeting at 9.45pm.

**It was proposed, seconded and RESOLVED to decline the request for an out of parish purchase of a burial plot.**

Finance

15.06.19To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations. (These are listed in the attached payment schedule).

**It was proposed, seconded and RESOLVED that the payments in the schedule should be paid.**

16.06.19 To NOTE the monthly bank reconciliation for April 2019, and the Councillor check of the bank reconciliation. Chairman to sign as a true record.

**It was proposed, seconded and RESOLVED to accept the bank reconciliation for April.**

17.06.19 To NOTE the budget monitoring report to 30<sup>th</sup> April 2019, prepared by the Clerk. Chairman to sign as a true record.

**It was proposed, seconded and RESOLVED to accept the budget monitoring report to 30<sup>th</sup> April.**

18.06.19 To NOTE action taken by the Clerk in relation to the credit balance on the Council's HMRC account.

Councillors noted that the Council had erroneously claimed Employment Allowance during the two previous financial years, but had also paid its employer National Contributions. The Clerk has alerted HMRC, but warned there may be a payment of approximately £600 to be made to HMRC to cover the small amount of Employment Allowance claimed.

19.06.19 To REVIEW and APPROVE changes to the asset register for 2018/19. Deferred to the next meeting.

20.06.19 To REVIEW and APPROVE the Annual Governance Statement for the year 2018/19

---

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

(Section 1). Chairman to sign.

**It was proposed, seconded and RESOLVED to approve the Annual Governance Statement for the year 2018/19.** The Chairman duly signed.

21.06.19 To REVIEW and APPROVE the Accounting Statement for 2018/19. (Section 2). Chairman to sign.

**It was proposed, seconded and RESOLVED to approve the Accounting Statement for the year 2018/19.** The Chairman duly signed.

22.06.19 To REVIEW the report from the Internal Auditor.  
Deferred to the next meeting.

23.06.19 To REVIEW and APPROVE the upper limit for Section 137 funding for the 2019/20 financial year.  
Deferred to next meeting.

Meeting closed at 10pm.

### **Clerk's Report to the Parish Council Meeting – Wednesday 5<sup>th</sup> June 2019**

1. Please see outstanding action points from previous meeting below and progress against them.

Agenda Item	Action/ Description	Who	Progress
03/04/19 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) 08/05/19 Clerk to write letter and contact Streetcare	Clerk	Property visited. Streetcare to be contacted if not removed by 01/07/19
03/04/19 Public time	Buthay parking area abandoned car – Clerk to follow up with Bromford following reports from concerned residents. 08/05/19 Clerk to contact again.	Clerk	Contacted again
03/04/19 4. Clerk's report	Community infrastructure levy – Clerk to arrange meeting between Councillors and Greg Evans (South Glos) regarding CIL after local elections	Clerk	Contacted and will confirm to Councillors
03/04/19 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
03/04/19 10 Online banking	Clerk to investigate options for alternative banks that will offer dual signing with online banking. Report to next meeting with a view to changing banks as soon as possible.	Clerk	Postponed to July meeting
03/04/19 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 and charge for materials – report to June

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

			meeting
03/04/19 10. Projector	Clerk to investigate three options/ estimates and bring recommendation to next meeting (possible blue tooth connection)	Clerk	Postponed to July meeting
08/05/19 16. Burial fees	Council to review the fees for the Burial Ground at a future meeting (July).	Clerk	July meeting
08/05/19 30. CCTV & gate closing arrangements KGV	Consider CCTV at the September meeting of the Council, to allow time for the gate-closing arrangements to be in. Council to review gate-closing arrangements In September.	Clerk	September meeting
08/05/19 30. Joint Cycling Strategy Group	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.	Clerk	Contacted and awaiting response
08/05/19 30. Crest for Wickwar Parish Council	Confirm that it can be used without incurring a cost.	Councillor Fielding	June meeting

2. The Clerk has received two requests to use the pavilion and toilet facilities in July. The first is from First Wickwar Scouts who have requested to use the pavilion for their sports evening on Thursday 4th July 5.30-7pm. The second request is from the Wickwar Games Committee who wish to use the pavilion for the Games on Saturday 13<sup>th</sup> July. Usually there is no charge. The Clerk will prepare a simple hire agreement, and suggests that the Council request a deposit for the key and/ or cleaning (£10).

The Wickwar Games committee have also requested use of the trestle tables from the Town Hall. Most of these are currently being used for Town Hall sale items. **Are the Council happy to ask for these to be cleared and to lend them to the Games committee?**

3. Community Infrastructure Levy – Suggestions have been received from 1<sup>st</sup> Wickwar Scouts. The Clerk also notes that Rangeworthy Parish Council have requested project ideas for their CIL in the Parish News. The Clerk has been in touch to request a meeting with South Gloucestershire Council about the rules regarding this funding, and will update at the meeting. The Council will need to agree how they will identify projects at a future meeting.
4. Section 106 Wickwar High Street road safety improvements - The clerk requested a brief update from Nick Jeanes at South Gloucestershire District Council. He confirmed that Highways have been active on the High Street. Firstly a gang carried out a detailed topographical survey of various points where Highways are proposing island, speed tables etc, and secondly some of the drainage team surveying the existing drainage runs, so Highways know where they can connect any new gullies.

Nick has had the topography results back but is still awaiting the drainage information. Once he has this he will be in a position to draft up some more detailed plans for the proposals, and after that Highways will look to open a consultation, hopefully in the Autumn.

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

5. A new post box has been erected outside the Youth Club. It is not yet in operation and there is, as yet, no information regarding when this will happen.
6. Responding to planning applications with a deadline before the next meeting of full Council. ALCA have confirmed the following with regard to this issue. **Two councillors cannot make a decision, the minimum is three and it has to be at a meeting, not by email. With regard to the alternative arrangements, the Council can delegate responsibility for responding to planning applications between meetings to the Clerk.**  
  
The Clerk will endeavour to request extensions to the response deadline wherever possible. In the event that this is not possible and the Chairman does not deem an extraordinary meeting necessary, the Standing Orders need to set out the procedure. An amendment will be proposed at the July meeting.
7. Councillors will be issued with printed copies of the latest Standing Orders, Financial Regulations and Code of Conduct for their files, at the June meeting.
8. The Clerk would like to request annual leave from Monday 5<sup>th</sup> - Friday 9<sup>th</sup> August 2019 (one week).

**Report from Ward Councillor to Wickwar Parish Council meeting: 5th June 2019**

Dear Councillors

So far so good. Everyday there is a new committee to attend and all the relevant training to go with it. Lots of on line e modules to sit through as well. I must say it's very exciting and interesting.

I think I am still in a little bit of shock actually being elected.

My particular expertise I have decided is Public Rights of Way and will be the Lead Member for my party on this committee. Along with the Licensing Committee, which I will sit alongside with other Members and Officers to help make decisions on more complex cases. There will be more to come, but these are my two main interests at the moment.

I know there is in the ongoing Planning Application in Wickwar P19/5258/RM which is ongoing. I will be objecting to this mainly under environmental issues. Considering we are going through an environmental emergency, fundamentally this development is lacking. The windows are not triple glazed, lack of solar panels, cavity wall and roof insulation is apparently at bare minimum. I have been told that the cheaper and rentable housing will not have the standard of insulation that the more expensive housing. South Glos Council Planning and Building control can address these issues but for some reason do not as far as I can see. They should dictate what the developers should be doing and not the other way around,

I am pleased to tell you at the moment South Glos has about a 6 year land supply. This will enable communities to have more punch power when it comes to objecting to speculative planning applications, as we have seen over recent years in Wickwar and other local villages. We are now experiencing some of the more recent applications being refused.

As you might be aware certain South Glos Schools have been found to be below average with GCSE and A level results. This is apparently being addressed. But still the lack of funding is ongoing. I think this will be an issue for some time to come.

Regards Councillor Pat Trull

---

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