

**Wickwar Parish Council**

**Meeting of the Parish Council - Minutes**

A meeting of the above Council was held on Wednesday 3<sup>rd</sup> July 2019, at the Town Hall commencing at 7.00 pm.

**Attended:**

Councillor S Isaac  
Councillor A Carroll  
Councillor A Pennington  
Councillor G Fielding  
Councillor C Maidment  
Ward Councillor and Councillor P Trull

**Apologies:**

Councillor M Harris

**Clerk:**

Mrs R Davis

1.07.19 Public time
1a. 07.19 The owner of Rose Cottage on Horwood Lane attended the meeting to explain that, on acquiring the property, he had removed the hedges to the front left-hand side of the property and tarmacked the area, which had been part of the highway. South Gloucestershire Council have since advised him that the land has a 'Stopping Up Order' on it. As he is selling the property, he wishes to purchase the land from the owner so that it can be used for parking, and he requested that the Parish Council consider supporting this purchase. Councillors thanked the owner for informing the Council about the situation and advised him that the Parish Council would not be statutory consultee in this process.
1b.07.19A Councillor reported on behalf of a parishioner that evidence of drugs misuse had been found at the King George V Playing Field. The Police have carried out some random patrols recently and did not find anything of note. It was agreed that this should be reported to the Police Neighbourhood Beat Team again.
2.07.19 To RECEIVE and DECIDE whether to accept Apologies for Absence. Councillor Harris sent his apologies for the meeting. <b>It was proposed, seconded and RESOLVED to accept Councillor Harris's apologies.</b>
3.07.19 To NOTE and RECORD Declaration of Interests relevant to this meeting. No Declaration of Interests were declared.
4.07.19 To AGREE whether the minutes of the last meeting should be signed as an accurate record of the meeting. Item 1a.06.19 was amended to reflect the fact that 'two parishioners' raised an issue under public time. <b>It was proposed, seconded and RESOLVED to accept the minutes of the meeting held on the 5<sup>th</sup> June 2019.</b> They were duly signed.

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

5.07.19 To CONSIDER and take a DECISION on an application for co-option.

Ward Councillor Trull left the room for the vote.

**It was proposed and seconded to co-opt Ward Councillor P Trull on to the Council. All Councillors were in favour and the matter was RESOLVED.**

Councillor Trull signed the Acceptance of Office form, witnessed by the Clerk, and joined the meeting table as a Councillor.

6.07.19 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.

7.07.19 To RECEIVE the register of correspondence received

Correspondence was received and noted.

**Planning**

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

8a.07.19 P19/6754/TCA 66 High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NP: Works to crown reduce 1no. silver birch tree by 1 metre, in Wickwar Conservation Area.  
**It was proposed, seconded and RESOLVED not to object to this application (neutral response).**

8b.07.19 P19/7176/TCA 42 High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NP: Works to crown reduce 1 no. Silver Birch tree by 3m in height and 1m in lateral spread, situated in the Wickwar conservation area.  
**It was proposed, seconded and RESOLVED not to object to this application (neutral response).**

8c.07.19 P19/7205/NMA Little Shortwood Farm Wickwar Road Yate Bristol South Gloucestershire BS37 6PA: Non-material amendment to PK16/3214/F to increase building dimensions.  
**It was proposed, seconded and RESOLVED not to object to this application (neutral response).**

**Reports**

9.07.19 To RECEIVE a report from the Ward Councillor. (Attached to the minutes)

The report was noted. Councillor Trull requested that the Council consider adopting an environmental policy at the September meeting.

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

10a.07.19 King George V Playing Fields

Councillor Carroll reported that, following confirmation of the successful REMR grant, three recycled plastic benches and litter bins have been ordered for the Playing Field, to be fitted before the summer holidays. A quotation has been obtained for two recycled plastic picnic tables (one to be funded by the REMR grant) to be considered for funding by the Council under item 13h. Councillor Carroll continues to chase the replacement of the two defective fencing panels.

10b.07.19 Wickwar Youth Club

No report.

10c.07.19 Wickwar Community Centre

Councillor Trull reported that a new bookings secretary has been recruited. She is applying for

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

funding for new LED lighting for the Olive Pollard Room. The Management Committee will next meet on 10<sup>th</sup> July 2019.

10d.07.19 Wickwar Town Hall

The Clerk reported that two estimates for the servicing of the fire extinguishers in the Town Hall have been obtained, and that the service would be completed as soon as possible.

11.07.19 To RECEIVE a verbal report from Councillors who attended the local Community Engagement Forum meeting on 24<sup>th</sup> June 2019.

Councillor Isaac and Councillor Maidment attended the meeting. Councillor Maidment fed back the following points from the meeting.

PC Ken Hill reported that sheds on the Sodbury Road had been broken into. Patrols had been carried out at the King George V Playing Field as requested by the Council. There were no people found in parked cars so the patrols were stopped. The Next Beat Surgery will be on 25<sup>th</sup> July 17.30 – 18.30 in the Town Hall.

Police representatives reported that there had been no issues with the open-air concerts that had taken place in the parish over the summer.

Villagers reported that the vehicle weight limit through the village was being flouted at night. It was agreed this should be an agenda item for a future meeting of the Council.

Trading Standards raised concerns that rogue traders have been targeting vulnerable people in their homes. They advised that for any work costing over £42 there is a cooling-off period. It was agreed this should be advertised on the Wickwar Forum Face Book page.

The re-opening of Charfield Station was discussed. A feasibility study is planned. 3000 new homes are planned for Charfield in the Joint Spatial Plan. New homes will have a substantial impact on surrounding parishes so the Parish Council will need to consider commenting on the planning applications as they come forward.

Individual blocked drains can be reported to South Gloucestershire Council. South Gloucestershire Council is currently consulting on its new Resource and Waste Strategy- 2020 and beyond. Individual Councillors can comment as can members of the public.

12.07.19 To RECEIVE the play equipment inspection.

The inspection was noted.

#### General business

13a.07.19 To CONSIDER and take a DECISION on the clock-winding arrangements whilst the town hall clock is being refurbished.

**It was proposed, seconded and RESOLVED to continue to pay the clock-winder whilst the clock is being refurbished.**

13b. 07.19 To NOTE and APPROVE the lease of the Buthay land to Merlin Housing Society Limited. Chairman and Clerk to sign.

**It was proposed, seconded and RESOLVED to sign the lease.** It was duly signed by the Chairman and the Clerk.

13c.07.19 To CONSIDER recommendations for online banking and AGREE a new bank.

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

<p><b>It was proposed, seconded and RESOLVED to transfer the Council’s bank accounts to Unity Trust Bank and to activate online banking.</b></p>
<p>13d.07.19 To NOTE outstanding actions identified in the internal audit report for 2018/19 and AGREE a working group to prepare recommendations to the Council.</p> <p>Councillor Fielding and Councillor Maidment expressed an interest in joining the group.  <b>It was proposed, seconded and RESOLVED to arrange a working group meeting in the autumn.</b></p>
<p>13e.07.19 To AGREE the purchase of a data projector for use in meetings.</p> <p><b>It was proposed, seconded and RESOLVED to approve funding of up to £200 for a bluetooth projector.</b></p>
<p>13f.07.19 To CONSIDER estimates for playground maintenance recommended in the ROSPA annual playground report and APPROVE funding.</p> <p>The Council considered two quotations as it had not been possible to obtain a third.  <b>It was proposed, seconded and RESOLVED to accept the quotation of £3841.20 (inc VAT) from GB Sports to carry out the following work:</b>          Replace the grass matting under the metal multi-play equipment          Replace the bearings on the roundabout          Make safe the ladder on the wooden climbing tower          Inspect the bolts on the basket swing and replace if necessary.</p>
<p>13g.07.19 To NOTE the outcome of the Council’s REMR grant application and APPROVE funding for the new play equipment identified and a picnic table.</p> <p><b>It was proposed, seconded and RESOLVED to approve funding for the bowl spinner, tango swing and picnic table, with the majority of the costs being covered by the REMR grant.</b></p>
<p>13h.07.19 To CONSIDER and take a DECISION on the estimate from Marmax for a second picnic table at King George V Playing Fields. (circulated)</p> <p><b>It was proposed, seconded and RESOLVED to approve funding for a second picnic table at King George V Playing Fields.</b></p>
<p>13i.07.19 To CONSIDER quotations for pitch maintenance and goal post repositioning at King George V Playing Fields and take a DECISION on the level of financial contribution from the Council.</p> <p>Councillor Fielding had viewed quotations for the work. He confirmed that the cost of moving the goalposts would be £500 and the costs for the pitch maintenance work, requested and approved at the previous meeting of the Council on 5<sup>th</sup> June 2019, would be £1000.</p> <p><b>It was proposed, seconded and RESOLVED to approve a payment to Wickwar Wanderers Football Club for moving the goalposts, upon receipt of an invoice.</b></p> <p><b>It was proposed, seconded and RESOLVED to approve a contribution of £500 towards pitch maintenance costs, to be paid in advance to Wickwar Wanderers Football Club.</b></p>
<p>13j.07.19 To CONSIDER and AGREE proposals for a public consultation on new play equipment and the future of the play area.</p> <p><b>It was proposed, seconded and RESOLVED to carry out a public consultation on new play equipment at the Wickwar Games event on 13<sup>th</sup> July 2019, and via an online survey during the month of August.</b></p>

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

13k.07.19 To DISCUSS and take a DECISION on possible sites for reduced verge cutting and wildflower sowing in the parish.
No decision was taken as further background research was required to identify potential sites. It was agreed to postpone this item to a future meeting.
13l. 07.19 To REVIEW and APPROVE an amendment to the Standing Orders regarding delegation to respond to planning applications.
<b>It was proposed, seconded and RESOLVED to amend Standing Order 15.b.xv to allow the Clerk to respond to planning applications requiring consideration before the next ordinary meeting of the Council, when the Chairman does not deem an extraordinary meeting to be necessary.</b>
13m.07.19 To REVIEW and APPROVE changes to the cemetery regulations.
<b>It was proposed, seconded and RESOLVED to amend the cemetery regulations to specify that kerbstones, gravel, slate and borders of any type, are not permitted.</b>
13n.07.19 To REVIEW and APPROVE renewal of membership of the Gloucestershire Playing Fields Association.
Item postponed to next meeting.
<b>Finance</b>
14.07.19 To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations. (These are listed in the attached payment schedule).
<b>It was proposed, seconded and RESOLVED that the payments in the schedule should be paid.</b>
15.07.19 To NOTE the monthly bank reconciliation for May 2019, and the Councillor check of the bank reconciliation. Chairman to sign as a true record.
<b>It was proposed, seconded and RESOLVED to accept the bank reconciliation for May 2019.</b>
16.07.19 To NOTE the budget monitoring report to 31 <sup>st</sup> May 2019, prepared by the Clerk. Chairman to sign as a true record.
<b>It was proposed, seconded and RESOLVED to accept the budget monitoring report to 31<sup>st</sup> May 2019.</b>
17.07.19 To NOTE action taken by the Clerk in relation to the credit balance on the Council's HMRC account.
The Clerk reported that she had alerted HMRC to the fact that the Council had erroneously claimed Employment Allowance during the two previous financial years. HMRC subsequently billed the Council for unpaid Employer National Insurance Contributions of £679.42. The amount was paid by cheque between meetings to avoid interest payments. The payment was approved as part of payment schedule.
18.07.19 To REVIEW and APPROVE changes to the asset register for 2019/20 and the total value of assets.
The Council noted that the total value of assets listed in the register was £74,275. <b>It was proposed, seconded and RESOLVED to approve the updated asset register.</b>
19.07.19 To REVIEW and APPROVE the Council's budget for 2019/20.
<b>It was proposed, seconded and RESOLVED to approve the Council's budget for 2019/10.</b>

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

20.07.19 To REVIEW and APPROVE the allocation of the Council's general and earmarked reserves for 2019/20.

**It was proposed, seconded and RESOLVED to allocate the Council's general and earmarked reserves for 2019/20 as follows:**

<b>General Reserve</b>	<b>£17,898.40</b>
<b>Earmarked Reserves</b>	<b>TOTAL - £36,760.77</b>
Elections	£2,000.00
Play area improvements	£15,000.00
Benches for King George V Play Area	£2,676.00
Refurbishment of Town Hall lower ground floor meeting room	£17,084.77
<b>Total Reserves</b>	<b>£54,659.17</b>

21.07.19 To APPROVE transferring a portion of the Council's reserves to a specified deposit account.

**It was proposed, seconded and RESOLVED that the Council should invest £15,000 of the Earmarked Reserves for refurbishment of the Town Hall, in a one-year fixed term savings bond with Hampshire Trust Bank.**

22.07.19 To REVIEW and APPROVE the upper limit for Section 137 funding for the 2019/20 financial year.

**It was proposed, seconded and RESOLVED to approve a maximum spend under section 137 for 2019/20 of £12,488.56.**

**The meeting end at 10.10pm.**

**Payment Schedule**

Tn no	Cheque	Gross	Vat	Net	Invoice	Details	Cheque	Total
						date		
205	002844	£679.42		£0.00	£679.42	03/06/19	Hm Revenue & Customs - NIC repayment of Employment Allowance 2017/18, 2018/19	£679.42
207	002845	£196.47		£32.74	£163.73	23/05/19	South Gloucestershire Council - Grass cutting and dog bins	
208	002845	£270.56		£45.09	£225.47	23/05/19	South Gloucestershire Council - Dog bins	£467.03
212	002846	£51.92		£0.00	£51.92	13/06/19	A S CARROLL - Expenses plants for horse trough	£51.92
211	002847	£27.97		£0.00	£27.97	16/06/19	P TRULL - Expenses plants for small village planter	£27.97
210	002848	£34.19		£0.00	£34.19	17/06/19	R E DAVIS - Expenses June ink & stationery	£34.19
213	002849	£229.50		£0.00	£229.50	17/06/19	Gloucestershire Association of Parish and Town Councils	£229.50

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

- Internal audit 2018/19 and mileage

214	002850	£137.31	£0.00	£137.31	26/06/19	HMRC - July Tax & NI R Davis, A Mackie	£137.31
216	002851	£160.00	£0.00	£160.00	10/07/19	ANNETTE MACKIE - April - July 2019 salary	£160.00
215	002852	£250.40	£0.00	£250.40	10/07/19	J CLEMENTS - June - July 2019 salary	£250.40
217	S/O REDAVIS19_07_10	£1,002.86	£0.00	£1,002.86	10/07/19	R E DAVIS - June 2019 salary	£1,002.86
<b>Total</b>		£3,040.60	£77.83	£2,962.77			

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_

**Clerk's Report to the Parish Council Meeting – Wednesday 3<sup>rd</sup> July 2019**

1. Please see progress against outstanding action points from previous meetings, below.

	Agenda Item	Action/ Description	Who	Progress
1.	03/04/19 1.Public time & 05/06/19	Building rubble on the pavement near the Town Hall. The owner has been contacted and has promised to move the rubble. Clerk to contact Streetcare to request removal if not done by 01/07/19.	Clerk	<b>Review at July meeting.</b>
2.	03/04/19 1.Public time & 05/06/19	Buthay parking area abandoned car – Clerk to follow up with named contact at Bromford following further reports from concerned residents. –	Clerk	<b>Resident given until 28/06/19 to remove. Clerk to chase and review at July meeting.</b>
3.	05/06/19 1.Public time	Footpath LWR2110 – temporarily closed due to work on development, but fences have been erected and a tree planted at the entrance to the path at Croft Cottage. Concerns this is pre-empting an application to divert the footpath. Ward Councillor to raise at PROW meeting/ with PROW Officer, and report back to parishioner and WPC.	Ward Councillor	<b>Ward Councillor has reported that consultation will take place.</b>
5.	03/04/19& 05/06/19 5.Clerk's report	Community infrastructure levy – Clerk to arrange meeting between Councillors and Greg Evans (South Glos) on a Weds evening.	Clerk	<b>July not suitable. Clerk will request Aug/ Sept dates from Councillors.</b>
6.	03/04/19 & 05/06/18 5.Clerk's report	New stile – Stile and installation ordered (adjacent to vehicle access gate to the Playing Fields.). C Marshall should fit this in the next week. Clerk to check if completed.	Clerk	<b>No progress as yet due to poor weather. Review at July meeting.</b>
8.	03/04/19	Cemetery noticeboard - Confirm cost of oak	Councillor	<b>Ongoing</b>

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

	Agenda Item	Action/ Description	Who	Progress
	&05/06/19 5. Clerk's report	noticeboard with K Bateman and organise a plaque to read: Handmade in Wickwar by Kevin Bateman 2019	A Carroll/ Clerk	
10.	08/05/19 &05/06/19 5.Clerk's report	Burial fees- Council to review the fees for the Burial Ground at a future meeting (July).	Clerk	<b>Postponed to Autumn</b>
11.	08/05/19 & 05/06/19 5.Clerk's report	CCTV & gate-closing arrangements - Consider CCTV at the September meeting of the Council, to allow time for the gate-closing arrangements to bed in. Council to review gate-closing arrangements In September.	Clerk	<b>September meeting</b>
12.	08/05/19 &05/06/19 5.Clerk's report	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. Dependent upon having a representative	Clerk	<b>Review at July meeting.</b>
15.	05/06/19 8. Planning	Planning - Clerk to submit enforcement complaint about 77 High Street on behalf of WPC.	Clerk	Completed.
18.	05/06/19 12e. Freedom of the Parish	Freedom of the Parish – Clerk to arrange certificates for two retired Councilor and invite to next Council meeting to receive.	Clerk	<b>Review at July meeting.</b>
20.	05/06/19 12i. KGV pitch maintenance	KGV pitch maintenance – Councillor Fielding to contact WWFC to confirm: <ul style="list-style-type: none"> <li>I. Goalposts can be moved by up to half a pitch width, but to avoid sprinkler tap in centre of the field.</li> <li>II. They should reseed and fill in holes before start of the next season.</li> <li>III. Please move the car-park opening sign on the pavilion back to the left-hand side.</li> </ul>	Councillor Fielding	<b>Quotations requested for review at July meeting.</b>

1. The AGAR has been submitted (annual accounts) to the external auditor. The period of public rights runs from 17<sup>th</sup> June to Friday 26<sup>th</sup> July.
2. Both Martin Summers and Ian Aldous have accepted the Freedom of the Parish Award. It remains to select a suitable date for the presentation.
3. Npower electricity contracts for the Town Hall and the Pavilion end in September 2019. The Clerk will test the market and report options to the September meeting.
4. Thanks to Councillor Carroll and the Trull family for volunteering to plant up the village flower troughs. They look wonderful.
5. The two dog bins requested last year have been fitted, but the Turnpike Gate bin has not been fitted where it was requested. Councillor Carroll has requested that it be moved.

#### **Report from Ward Councillor to Wickwar Parish Council Meeting – Wednesday 3<sup>rd</sup> July 2019**

Thank you for giving me the opportunity to give you my report and attending your meeting.

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



Although I give you a brief overview of what is happening in South Gloucestershire, I am in touch with your Clerk on a regular basis and send her any relevant information as and when I receive it.

Traffic hold ups for every commuter in South Glos is inevitable when road works have to be undertaken. Gypsy Patch Lane Bradley Stoke. Utility works being undertaken will hopefully be completed by early July.

Potholes on Wickwar roads similar to all roads in South Glos, should be reported via the South Glos web site or to the Parish Clerk or Ward Councillor. Roads appear to be in a very poor state of repair and the cost to bring them all up to a good standard would cost more than South Glos have in the budget at this present time. Sodbury Road reported as being in a poor state of repair. Frith Lane in places even worse.

#### Grants

We are always looking for funds for our local and village projects, including the Parish Council. South Glos Council have a Community Funds Project funding advice. Worth a phone call 01454 865865, or [www.southglos.gov.maf](http://www.southglos.gov.maf)

I would be very pleased to help where I can Each ward Councillor has a total of £3000 to help towards funding local projects, which is not a lot to go around but a little can go a long way. Please give me a call on 07742400467 or [pat.trull@southglos.gov.uk](mailto:pat.trull@southglos.gov.uk)

#### Environmental Issues

I have noted that some Parishes in South Glos have declared their own environmental emergency, along with the unitary authority South Glos. Small changes can mean a big difference to our environment. Protection of hedgerows, planting new trees where possible. We are going to lose all our ash trees in the next 5 years with ash die back. Encouraging the use of water butts and compost bins. Having an environmental policy that can be updated and improved upon. Look at Charfield Parish Council web site and get some ideas.

#### Quiet Lanes

I have sent the Clerk information on this and hopefully you might be able to consider this as a possibility for Wickwar.

I do try and keep up to date with Wickwar news and views as well as any planning applications received or in the pipeline.

Councillor Pat Trull

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