



**Wickwar**  
Parish Council

**Wickwar Parish Council**  
c/o 22 Inglestone Road  
Wickwar  
Wotton-under-edge  
Gloucestershire  
GL12 8NH

**Clerk: Rachel Davis**  
**07895 527353**

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### AGENDA

All Councillors are hereby summoned to attend a meeting of Wickwar Parish Council to be held

at: 7.00pm  
on: Wednesday 6<sup>th</sup> November 2019  
at: Wickwar Town Hall.

Signed Clerk to the Council:

Dated: 30<sup>th</sup> October 2019

Public time (Duration 20 minutes maximum)
1. To RECEIVE and DECIDE whether to accept apologies for absence and reasons given.
2. To NOTE and RECORD Declarations of Interests relevant to this meeting. Members are reminded to declare any interest on any item on this Agenda at this point or at any point during the meeting in accordance with Wickwar Parish Council's Code of Conduct.
3. To AGREE whether the minutes of the last meeting should be signed as an accurate record of the meeting.
4. To RECEIVE the Clerk's Report on matters arising from previous minutes/ not covered elsewhere on the agenda. (circulated)
5. To determine which items, if any, of the Agenda should be taken with the public excluded.
<b>Planning</b>
6. Planning - For the Council to NOTE the following planning decisions P19/09122/F Ladys Wood Shooting School Mapleridge Lane Yate South Gloucestershire BS37 6PW: Creation of new access road. <b>DECISION - Approve with conditions</b> P19/09916/F Poplar Farm Poplar Lane Wickwar Wotton Under Edge South Gloucestershire: Creation of vehicular access track. <b>DECISION – Approve with conditions</b>

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

P19/13059/F

Castle House Sodbury Road Wickwar Wotton Under Edge South Gloucestershire GL12 8NR: Conversion of former care home to form 9no residential units, with car parking, bin and bike storage, and associated works.

P19/13060/LB

Castle House Sodbury Road Wickwar Wotton Under Edge South Gloucestershire GL12 8NR: Internal and external alterations to facilitate conversion of former care home to form 9no residential units.

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).

P19/14361/RM

Parcels P14e North Yate New Neighbourhood South Gloucestershire: Erection of 4 no. buildings to form a mix of 52 no. flats and 6 no. retail units (Class A1) with roads, parking and associated works with appearance, landscaping, layout, scale and access to be determined. (Approval of Reserved Matters to be read in conjunction with outline permission PK12/1913/O as amended by PK17/4826/RVC).

Reports

8. To RECEIVE a report from the Ward Councillor. (Circulated)

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

9a. King George V Playing Fields

9b. Wickwar Youth Club

9c. Wickwar Community Centre

9d. Wickwar Town Hall

10. To RECEIVE a report on the Community Engagement Forum 14/10/19 (Circulated)

11. To RECEIVE the play equipment inspection for October. (Circulated)

12. Items for CONSIDERATION and DECISION (see agenda report)

12a. To REVIEW and COMMENT on the consultation on the Wickwar Traffic Management Scheme [https://consultations.southglos.gov.uk/consult.ti/Wickwar\\_TM\\_Scheme/consultationHome](https://consultations.southglos.gov.uk/consult.ti/Wickwar_TM_Scheme/consultationHome)

12b. To CONSIDER and take a DECISION on the action required to ensure that the Council meeting room complies with the Equalities Act 2010.

12c. To CONSIDER and take a DECISION on the formation of a staffing committee and arrangements for the Clerk's annual appraisal.

12d. To CONSIDER and take a DECISION on the proposal for a working group to carry out a review of the cemetery fees and regulations.

12e. To CONSIDER and take a DECISION on the proposal to develop a Health and Safety Policy and to seek quotations for fire risk assessments of the Town Hall and pavilion.

12f. To CONSIDER and take a decision on the proposed timetable for approval of the 2020-21 budget.

12g. To CONSIDER and APPROVE the Clockwinder employment contract. (circulated)

12h. To CONSIDER and APPROVE the quotation for the EDGE finance accounting package (2019 – 2024)

12i.To CONSIDER and take a DECISION on quotations for work to clear the ivy and overgrown trees and shrubs in the closed and open cemeteries. (Papers circulated) Local Government Act 1972, s.215
12j1.To CONSIDER how the parish will mark the 75 <sup>th</sup> Anniversary of VE Day on Friday 8 <sup>th</sup> May 2020 and AGREE a working party to plan for the event. (Papers circulated)
12K.To take a DECISION on whether to renew membership of the CPRE.

<b>13. Items for Information only</b>
13a. To RECEIVE the register of correspondence received (list available at the meeting)
<b>Requests for financial assistance</b>
14. To CONSIDER and take a DECISION on the application for grant aid from Wickwar Village Hall Committee. (circulated) Local Government Act 1972, s.137
<b>Burial matters</b>
15. To APPROVE the purchase of an Exclusive Right of Burial (cremation) IRO Summers
16. To APPROVE the purchase of an Exclusive Right of Burial (cremation) IRO Griffin
<b>Finance</b>
16. To NOTE the monthly bank reconciliation for September 2019, and the Councillor check of the bank reconciliation. Chairman to sign as a true record. (Circulated)
17. To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations. (These are listed in the attached payment schedule).
18. To NOTE the budget monitoring report to 30 <sup>th</sup> September 2019, prepared by the Clerk. Chairman to sign as a true record. (Circulated)
<b>19. Items for the next agenda</b>

## Wickwar Parish Council

### Expenditure transactions - payments approval list start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
281		£75.00	£0.00	£75.00 28/08/19	St John Ambulance - Donation	
280	D/D ICO	£35.00	£0.00	£35.00 23/09/19	INFORMATION COMMISSIONER - D/D Data Protection Renewal 2019/20	
278		£3,204.60	£534.10	£2,670.50 25/09/19	Cumbria Clock Company - Balance of Town Hall clock overhaul	
279		£200.00	£0.00	£200.00 27/09/19	ALCA - Being a Good Councillor training 25/09/19	
294		£25.00	£0.00	£25.00 02/10/19	Gloucestershire Wildlife Trust - Annual subscription 2019/20	
282		£28.20	£4.70	£23.50 03/10/19	PLUS NET - D/D Sept Town Hall Broadband	
284		£38.56	£1.84	£36.72 03/10/19	Npower - Pavilion electricity Final bill to 15/09/19	

285	£25.77	£1.23	£24.54	04/10/19	Npower - Town Hall electricity final bill to 21/09/19
291	£1,186.40	£0.00	£1,186.40	04/10/19	Public Works Loan Board - Nov loan repayment
283	£11.11	£0.00	£11.11	08/10/19	TESCO MOBILE - Mobile Oct bill
290	£177.12	£29.52	£147.60	08/10/19	CommuniCorp - 2 X Freedom of the Parish scrolls
292	£373.45	£0.00	£373.45	08/10/19	CHRIS MARSHALL - KGV stile
295	£200.00	£0.00	£200.00	17/10/19	ALCA - Planning in Plain English training 09/10/19
293	£7.99	£1.33	£6.66	19/10/19	R E DAVIS - HP Ink October
286	£58.29	£0.00	£58.29	23/10/19	P TRULL - P Trull October expenses Freedom of the Parish
287	£20.90	£0.00	£20.90	23/10/19	P TRULL - P Trull October travel expenses
288	£73.80	£0.00	£73.80	23/10/19	R E DAVIS - R E Davis October travel expenses
289	£179.61	£0.00	£179.61	23/10/19	R E DAVIS - RE Davis October Expenses Freedom of the Parish
	£1,839.89	£0.00	£1,839.89		Confidential
<b>Total</b>	£7,760.69	£572.72	£7,187.97		

Signature  
Date

Signature

**Direct Debits paid in September 2019 (not appearing on payment schedule)**

02/09/19 £36.50 Water Business, Pavilion water

02/09/18 £41.56 Water Business Park Field

02/09/18 £49.58 Water Business Town Hall

26/09/19 £35.00 Npower, Town Hall electricity