

Wickwar Parish Council

Meeting of the Parish Council – Minutes

A meeting of the above Council was held on Wednesday 2nd October 2019, at the Town Hall commencing at 7.00pm.

Attended:

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

Apologies:

Ward Councillor and Councillor P Trull

Clerk:

Mrs R Davis

Public time (Duration 20 minutes maximum)

Representatives from the Cemex quarry, Wickwar, gave a presentation on future expansion plans. The current quarry will run out of limestone by the end of 2022. A joint planning application to extend the quarry will be submitted by the Tortworth Estate (landowners) and Cemex, before the end of 2019. This will enable extraction to continue, with no changes to the operation of the quarry.

A number of parishioners asked questions about the upcoming consultation on a new traffic management scheme for Wickwar.

1.10.19 To RECEIVE and DECIDE whether to accept apologies for absence and reasons given. Councillor Trull sent her apologies as she was attending another South Gloucestershire Council meeting.

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

2.10.19 To NOTE and RECORD Declarations of Interests relevant to this meeting. No interests were declared.

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

An error was noted under 13m.09.19. The contract with Octopus Energy was agreed for 24 months and not 48 months as stated in the draft minutes. The minutes were amended.

It was proposed, seconded and RESOLVED to accept the minutes of the meeting held on 2nd October 2019 with the amendment. They were duly signed.

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

4.10.19. To RECEIVE the Clerk's Report on matters arising from previous minutes/ not covered elsewhere on the agenda. (Attached to minutes Appendix 1)

The report was noted.

5.10.19 To determine which items, if any, of the Agenda should be taken with the public excluded.

The public were excluded for item 11I as the discussion related to personnel.

Planning

6.10.19 Planning - For the Council to NOTE the following planning decisions

The following decisions were noted.

6a.10.19 P19/10066/TCA

87 High Street Wickwar Wotton Under Edge South Gloucestershire GL12 8NP: Works to crown reduce 1no Eucalyptus Tree by 7-9 metres to leave a finished height of 8 metres and radial spread of 6 metres situated within the Wickwar Conservation Area.

Decision - No objection

6b.10.19 P19/09996/F

Pound Barn West End Wickwar Wotton Under Edge South Gloucestershire

Erection of two storey front extension and single storey rear link extension to provide additional living accommodation. Installation of front canopy and first floor window. (Resubmission of P19/3421/F)

Decision - Approve with conditions

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

7a.10.19 P19/12246/RM

PL12A And PL13 A North Yate New Neighbourhood South Gloucestershire BS37 7PZ

Erection of 155 no. dwellings, 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)

It was proposed, seconded and RESOLVED not to respond to this application.

Reports

8.10.19 To RECEIVE a report from the Ward Councillor. (Attached to the minutes Appendix 2)

The report was noted.

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

9a.09.19 King George V Playing Fields

Lots of positive feedback has been received about the improvements to the playing field and play area, specifically the new benches and play equipment. Councillor Carroll has asked the grass cutting contractor to cut the inside of the play area hedge as brambles are growing into the play area. The rest of the hedge between the play area and the WPFA field will be cut in late October.

9b.09.19 Wickwar Youth Club

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

No report.

9c.09.19 Wickwar Community Centre

The management committee has discovered that scale from the school boiler is building up in the kitchen tap. This is being followed up with the school. The chair of the management committee is meeting with Tiddlypeeps Preschool to organise storage of the preschool equipment in the centre.

9d.09.19 Wickwar Town Hall

The gutters are due to be cleaned.

10.10.19 To RECEIVE the play equipment inspection for September.

The reports for July, August and September were received.

11.10.19 Items for CONSIDERATION and DECISION

11a.10.19 To CONSIDER and take a DECISION on the purchase of Windows 10 Professional (which includes encryption software) to protect the Council’s data from cyber-attacks, and an external hard drive for backing up data.

It was proposed, seconded and RESOLVED that the Clerk should upgrade the software on the Council lap top to Windows 10 Professional and purchase a 1 terabyte external hard drive for backing up data.

11b.10.19 To CONSIDER and take a DECISION on quotations for three new pieces of equipment for the King George V Play Area, following feedback from the recent online consultation.

Local Government (Miscellaneous Provisions) Act 1976, s. 19

It was proposed, seconded and RESOLVED that two additional quotes for the three pieces of proposed play equipment be sought and presented to the Council, before funding for the three pieces is approved.

11c.10.19 To CONSIDER and take a DECISION on proposals for speed humps and signage along the access lane to the King George V Playing Field.

Local Government and Rating Act 1997, s. 30

It was proposed, seconded and RESOLVED to approve funding for five speed bumps, one warning sign and post, plus fitting.

11d.10.19 To CONSIDER and take a DECISION on quotations for a legionella risk assessment of the King George V Pavilion.

Local Government Act 1972 (Miscellaneous Provisions) Act 1976 s. 19

It was proposed, seconded and RESOLVED to obtain one further estimate for a legionella risk assessment, and to approve funding of up to £350, for this to be carried out by a contractor selected by the Clerk.

11e.10.19 To CONSIDER and take a DECISION on whether to obtain quotations for work to clear the ivy and overgrown trees and shrubs in the closed cemetery.

Local Government Act 1972, s.215

It was proposed, seconded and RESOLVED to obtain three quotations for work to clear the ivy and overgrown trees and shrubs in the open and closed cemeteries.

11f.10.19 To CONSIDER how the parish will mark the 75th Anniversary of VE Day on Friday 8th May 2020 and AGREE a working party to plan for the event.

This item was deferred to the next meeting.

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

11g.10.19 To CONSIDER and take a DECISION on whether to adopt the proposed environmental policy on climate change.

This item was deferred to a later meeting.

11h.10.19 To CONSIDER and take a DECISION on funding additional grass-cutting for the verges on North Street/ Inglestone Road.

Highways Act 1980, s. 96

It was proposed, seconded and RESOLVED to approve funding for additional grass-cutting of the verges on North Street/ Inglestone Road, at a cost of £505 per year plus annual increases.

11i.10.19 To CONSIDER and APPROVE renewing associate membership of the CVS South Gloucestershire.

It was proposed, seconded and RESOLVED to renew associate membership of CVS South Gloucestershire.

11j.10.19 To CONSIDER and take a DECISION on the proposed charges for the use of the King George V Pavilion.

It was proposed, seconded and RESOLVED to continue to charge £5.00 per session (am, pm or evening) for use of the pavilion by outside bodies, plus a deposit of £25. There will continue to be no charge for village-based voluntary groups.

11k.10.19 To REVIEW and UPDATE the cemetery regulations to clarify the fees due.

It was proposed, seconded and RESOLVED to add the following wording to the Cemetery Regulations: 'If an application for Burial is approved for a non-resident of the village, all fees will be doubled.'

11l.10.19 To CONSIDER and take a DECISION on future gate opening arrangements for the King George V Playing Fields.

It was proposed, seconded and RESOLVED to discontinue daily opening and closing of the gate for the King George V Playing Fields from 1st December 2019.

11m.10.19 The CONSIDER and take a DECISION on whether to organise a tree planting event during National Tree Week 23rd November – 1st December 2019.

It was proposed, seconded and RESOLVED not to take part in the tree planting event this year.

11n. 10.19 To CONSIDER and take a DECISION on what action the Parish Council should take with regard to flouting of the weight limit through the village, particularly at night.

It was proposed, seconded and RESOLVED to consider what further action could be taken to enforce the weight limit through the village, at a future meeting.

12.10.19 Items for Information only

12a.10.19 To RECEIVE the register of correspondence received
The register of correspondence was received.

Requests for financial assistance

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

13.10.19 To CONSIDER and take a DECISION on the application for grant aid from St Johns Ambulance.

Local Government Act 1972, s.137

It was proposed, seconded and RESOLVED to make a donation of £75 to St John Ambulance.

Burial matters

14.10.19 To APPROVE the purchase of an Exclusive Right of Burial IRO Wintle (plot 402)

It was proposed, seconded and RESOLVED to approve the purchase of an Exclusive Right of Burial IRO Wintle. The ERB was duly signed.

15.10.19 To CONSIDER and take a DECISION on the purchase of a cremation plot IRO D Small (non resident)

It was proposed, seconded and RESOLVED to approve the purchase of cremation plot IRO D Small. The ERB was duly signed.

Finance

16.10.19 To NOTE the monthly bank reconciliation for August 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 August 2019. It was duly signed.

17.10.19 To 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.

18.10.19 To NOTE the budget monitoring report to 31st August 2019, prepared by the Clerk. The report was noted.

19.10.19 To CONSIDER and APPROVE increasing the King George V Playing Fields budget from £5000 to £7663, to incorporate the REMR grant award of £2663.

It was proposed, seconded and RESOLVED to increase the King George V Playing Fields budget from £5000 to £7663, to incorporate the REMR grant award of £2663.

20.10.19 To CONSIDER and APPROVE virement of £2676 from the earmarked reserves (Benches for King George V Play Area) to the King George V Playing Fields budget, to make an overall Playing Fields budget of £10,339.

It was proposed, seconded and RESOLVED to vire £2676 from the earmarked reserves (Benches for King George V Play Area) to the King George V Playing Fields budget, to make an overall Playing Fields budget of £10,339.

The meeting was closed at 10.10pm.

Wickwar Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
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Signed.....Chairman.....Date

261	£50.00	£0.00	£50.00	26/05/19	GLOUCESTERSHIRE PLAYING FIELDS ASSOC. - 2019/ 20 annual subscription
255	£25.00	£0.00	£25.00	01/08/19	CVS - Annual Associate Membership CVS South Glos
256	£48.00	£8.00	£40.00	07/08/19	Active Electrical - PAT testing at pavilion
270	£393.41	£65.57	£327.84	08/08/19	South Gloucestershire Council - July - Sept KGV dog and litter bins (4)

01/04/19

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total	
271		£221.83	£36.97	£184.86	08/08/19	South Gloucestershire Council - July - Sept 2 bins + grass cutting	
240		£213.60	£35.60	£178.00	14/08/19	WALKER FIRE UK - TOWN HALL EXTINGUISHER SERVICING	
262		£360.00	£60.00	£300.00	03/09/19	PKF LITTLEJOHN LLP - 2018/19 Limited assurance Review (External Audit)	
266 D/DPLUSNE T19_09_10		£28.20	£4.70	£23.50	03/09/19	PLUS NET - D/D Aug Town Hall Broadband	£28.20
274		£300.00	£0.00	£300.00	04/09/19	WICKWAR PCC - Donation towards Fireworks 2019	
275		£100.00	£0.00	£100.00	04/09/19	yate & district heritage centre - Donation 2019/20	
265		£10.00	£0.00	£10.00	08/09/19	TESCO MOBILE - Mobile Sept bill	
269		£450.00	£75.00	£375.00	16/09/19	PRESTIGE GROUNDS - Grass cutting KGV 31.05.19 - 23/07/19 (5 cuts)	
272		£36.62	£6.10	£30.52	16/09/19	Octopus Energy - Pavilion electricity initial d/d	
263		£2,474.00	£412.33	£2,061.67	17/09/19	G B SPORTS AND LEISURE - Supply and fit spinner bowl and tango seat	
264		£3,841.20	£640.20	£3,201.00	18/09/19	G B SPORTS AND LEISURE - Maintenance to roundabout, timber climber and metal multiplay	
257		£25.50	£4.25	£21.25	22/09/19	Octopus Energy - Town Hall electricity initial d/d	
276		£250.00	£0.00	£250.00	23/09/19	M Trull - Watering hanging baskets 1st June - 30th Sept 2019	
258		£12.60	£0.00	£12.60	25/09/19	R E DAVIS - Sept expenses A3 printing	
259		£22.05	£0.00	£22.05	25/09/19	R E DAVIS - Sept expenses mileage for training	
260		£7.99	£1.33	£6.66	25/09/19	R E DAVIS - Sept expenses HP Instant Ink	
277		£369.00	£61.50	£307.50	27/09/19	R E DAVIS - R Davis expenses	

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

	£1,140.09	£0.00	£1,140.09
Total	£10,379.09	£1,411.55	£8,967.54

Paid between meetings

20/08/19 £250 Donation to 1st Wickwar Scout Group Cheque No. 002853

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

- 01/08/19 £46.88 Npower, Pavilion electricity
- 01/08/19 £36.60 Water Business, Pavilion water
- 27/08/19 £35.00 Npower, Town Hall electricity

Signature
Date

Signature

Appendix 1 Clerk’s report

Clerk’s Report to the Parish Council Meeting – Wednesday 4th September 2019

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

	Agenda Item	Action/ Description	Who	Progress
1.	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	To be arranged before Christmas
2.	03/04/19 &05/06/19 5. Clerk’s report	Cemetery noticeboard - Confirm cost of oak noticeboard with K Bateman and organise a plaque to read: Handmade in Wickwar by Kevin Bateman 2019	Councillor A Carroll/ Clerk	Ongoing
3.	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	Postponed to November
4.	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	On Oct agenda
5.	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	Set date for ceremony
6.	05/06/19 12i. KGV pitch maintenance	KGV pitch maintenance – Councillor Fielding to contact WWFC to confirm: I. Goalposts can be moved by up to half a pitch width, but to avoid sprinkler tap in centre of	Councillor Fielding	I.,II completed. III remains outstanding.

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

	Agenda Item	Action/ Description	Who	Progress
		the field. II. They should reseed and fill in holes before start of the next season. III. Please move the car-park opening sign on the pavilion back to the left-hand side.		
7.	03/07/19 11. CEF feedback	Trading Standards have 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. - Advertise on the Wickwar Forum Face Book page.	Councillor Carroll/ all	To be completed
8.	03/07/19 13k, wildflowers	Research possible verges for reduced cutting/ wildflowers and bring proposals to a future meeting.	Clerk/ Councillor s Carroll & Trull	Clerk to put on later agenda
9.	04/09/19 13a. KGV Consultation	Research CCTV provision at an isolated site like the Playing Field to get an idea of cost and issues.	Clerk	Contacted and awaiting response – put on Nov agenda
10.	04/09/19 13c. Football club goal posts	It was proposed, seconded and RESOLVED to approve funding for the full cost of repositioning the goalposts, as specified by the invoice when it is received. Invoice to be requested.	Councillor Fielding	Awaiting confirmation of the cost and the invoice.
11.	04/09/19 13d KGV pitch maintenance	It was proposed, seconded and RESOLVED to approach Wickwar Wanderers Football Club to request that the Clerk organise pitch maintenance for the 2019/20 season.	Councillor Fielding	Awaiting feedback from WWFC.
12.	04/09/19 13p. Planning in Plain English Training	It was proposed, seconded and RESOLVED to arrange a Planning in Plain English course, provided by ALCA, for the whole Council in the Town Hall.	Clerk	Booked for Weds 9th Oct 7 – 9pm Town Hall

2. Unfortunately, due to a staff member leaving, South Gloucestershire Council's consultation on traffic calming proposals for Wickwar has been postponed. It had been due to run from 19th September to 10th October 2019. A replacement engineer has now been recruited. The outgoing engineer did not think that a short delay in running the consultation would have too of an impact operationally.
3. A speed visor has been ordered to monitor traffic speeds along the Downs Road. The latest information from South Gloucestershire Council is that a speed reminder sign has been booked for installation during October 2019, under the bend warning sign opposite Westend Road facing east bound traffic. In addition, South Gloucestershire Council have ordered two warning signs which will aim to reduce speeding along the Downs Road. The sign that had been proposed to go on the land opposite the entrance to Hill House is on hold, whilst the Parish Council awaits feedback from the Wickwar Playing Fields Association. A representative had expressed concern that the sign might obstruct visibility for those using the access lane for the King George V and Wickwar Playing Fields.

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

4. As reported at the last meeting, the first residents have moved in to the Belway Homes development on the southern edge of the village. The Clerk has drafted an outline for a welcome leaflet from the Council, which Councillor Fielding is currently redrafting. A draft version should be ready for approval at the November meeting. It was suggested at the last meeting that this could be sent out with a Christmas card before the end of the year.
5. A working group meeting has been scheduled for Friday 18th October to work through some of the recommendations from the internal auditor. The priority is to put in place contracts for those staff without them.
6. The new bank account is open and the signatories have accessed the online banking system successfully. The direct debits and standing orders have been transferred across from the old account, but the account balance has yet to be transferred. £10,000 has been transferred by cheque to the new account to enable the October payments to be made. If no progress is made soon, it may be necessary for the signatories of the old account to close it and authorise the transfer of funds. The delay is down to Nat West Bank not responding to the transfer instruction from the new bank.
7. Once the bank accounts have been transferred, the sum of £15,000 will be transferred to a one-year fixed term savings bond with Hampshire Trust Bank, as agreed at the July meeting.
8. The Clerk is due to attend a one-day Cemetery Legal Compliance course on Weds 9th October. The review of charges for the parish cemetery, and a more general review of the cemetery regulations, has been delayed until the November meeting.

Appendix 2- Report from the Ward Councillor

Report to Wickwar Parish Council Meeting: Wednesday 2nd October 2019

Councillor Pat Trull

Chipping Sodbury and Cotswold Edge

New way for South Gloucestershire residents to improve their health and wellbeing.

People in South Gloucestershire have a new and easy first point of contact for improving their health and wellbeing, through One You South Gloucestershire.

The One You South Gloucestershire website provides up-to-date tips and apps to help individuals make simple changes to improve overall health and wellbeing including reducing alcohol intake and managing stress. There is also a quit smoking service, guidance on healthy eating and practical advice on how to work towards a healthy weight.

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

This service can be accessed online with a helpline open during office hours where a trained health advisor can help. Visit the website today at <https://oneyou.southglos.gov.uk/> or call on 01454 865337.

Cabinet Member for Adult and Public Health Cllr Ben Stokes said: “We have been offering many of these services for a few years, but this is the first time we have pulled them into a single resource allowing people to access information for themselves or speak to an adviser if they wish. We recognise that many health conditions are linked such as low physical activity and poor mental health, so by bringing these services together we can support our residents to make multiple and long lasting changes to improve their health.”

Dr Jonathan Evans, GP at the Leap Valley Surgery in South Gloucestershire, said: “I would like people to know that the One You South Gloucestershire team is here to help them make better choices to improve their health. As a GP, I know from talking to my patients that they understand what unhealthy behaviour is, but it's not always easy to make a change in our busy lives. One You South Gloucestershire can help with tips, tools and encouragement to help the population of South Gloucestershire to make healthy choices.

“One You South Gloucestershire is not an alternative option to visiting a GP, but rather a service which helps people to play a part in managing their own health and wellbeing effectively and prevent any potential health conditions from occurring.”

Helen Venning from Hanham, said: “I’ve been going to the Five Ways to Wellbeing workshops, the support and advice they have provided has been really helpful. Attending the workshops has got me out and about, making me feel less isolated and more independent. They have also given me helpful tips on my diet and I found out about a local singing group which I have joined. This has further boosted my confidence and I’ve made new friends.”

One You South Gloucestershire is a free service for all adults over the age of 18 who are a South Gloucestershire resident or registered with a GP practice in South Gloucestershire.

This service is managed by South Gloucestershire Council and partners (including GP surgeries, pharmacies and Southern Brooks Community Partnerships) and is funded by South Gloucestershire Council and the Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group (BNSSG CCG).

For more information see <https://oneyou.southglos.gov.uk/>

South Glos Council Economic Briefing 2019

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

The latest [South Gloucestershire Economic Briefing](#) is now available on the council website.

Key findings include:

- 80.7% of the working age population are in employment, higher than the national rate of 75.6%
- The official unemployment rate is 3.1%, lower than the national rate of 4.1%
- The median annual earnings for residents working full-time is £30,720, higher than the national average (£29,869)
- The median house price is £270,000 which is considerably higher than the England average (£240,000)
- Just over 5,000 children (10.2% of those under 16 years of age) live in low-income families - considerably lower than the national average (17%)
- In 2018, 41.1% of South Gloucestershire's working aged residents had achieved the equivalent of NVQ Level 4 or above
- In June 2019, 130 new small businesses started up in the district

Just some interesting information about the County we live in.

JSP

A very brief update on the JSP (Joint Spatial Plan). The Inspector has written a formal letter and has outlined his issues with the plan. This is going to be a long haul to get the plan into a workable document. I will keep you all up to date. There will be lots of cross-party discussions and gnashing of teeth. This involves all of us, our environment and community.

Over 50's Forum

Here is some information for you. There are a great many of us over 50, but even if you are much younger information is always beneficial. There is an over 50's Forum. Did you know about this? There is a lot of help and information out there and this is the perfect forum. I advise you to find out more. If you do not have the internet or prefer a paper copy of their newsletters I can organise that for you.

Please read below a short extract from their latest magazine.

I have to say I am concerned that the numbers attending our local meetings seem to be dwindling. Please tell me why? If there are topics you want tell me, please. If you don't like the way we run things tell me. We are there to hear your voice and provide information. If we don't see you and try to deliver what you require, we aren't maximising your voice. Ring and leave a message if I don't answer on 07967 102141 or text if you have a mobile phone, email southglosover50s@gmail.com and of course our postal address is South Gloucestershire Over 50's Forum, The Clock Tower, Tower Lane North, Warmley, BS30 8XU. All thoughts and comments welcome. This is not a staffed office. Margaret Slucutt, Chair

I will be attending the next Forum. I believe they have a lot to give and information at any age is essential. I will keep you updated.

Monday 11th November at Ridgewood Community Centre, Yate, BS37 4AF from 10 am to 12 noon

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