

Wickwar Parish Council

Meeting of the Parish Council – Minutes

A meeting of the above Council was held on Wednesday 8th January 2019, at the Town Hall commencing at 7.00pm.

Attended:

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

Apologies:

Ward Councillor and Councillor P Trull

Clerk:

Mrs R Davis

Public time (20 minutes)

A parishioner reported a pot hole on the road outside the industrial estate (Alderley) to a Cllr before the meeting. The Cllr was advised to ask the parishioner to report it to South Gloucestershire Council. Another parishioner reported a pot hole outside the Cemex quarry. The Clerk was asked to check with Cllr Trull if this was due to be repaired by South Gloucestershire Council.

A parishioner explained that the Wickwar Combined Charity needs to be wound up and the remaining funds distributed (up to £300). This is being handled by one of the remaining trustees. It was suggested that the Clerk write to the trustee to offer the assistance of the Parish Council, and this be added to the next agenda.

1.01.20 To RECEIVE and DECIDE whether to accept apologies for absence and reasons given.

Cllr P Trull sent her apologies as she was attending another meeting. **It was proposed, seconded and RESOLVED to accept Cllr Trull’s apologies.**

2.01.20 To NOTE and RECORD Declarations of Interests relevant to this meeting.

Cllr Carroll declared an interest in item 8.1. It was RESOLVED that she remain at the table, but not take part in the vote.

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

It was proposed, seconded and RESOLVED to accept the minutes of the meeting held on Wednesday 4th December 2019. They were duly signed.

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

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

The report was noted.

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

No items required the public to be excluded.

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

The following decisions were noted.

6.1.01.20 P19/11372/RM Land At 83 Sodbury Road Wickwar Wotton Under Edge South Gloucestershire GL12 8NT. Demolition of existing outbuildings and erection of 2no.detached dwellings with access, appearance, landscaping, layout and scale to be determined. (Approval of Reserved Matters to be read in conjunction with outline permission PK18/0496/O). **Approve with conditions**

6.2.01.20 P19/16610/F 1 Turnpike Gate Wickwar Wotton Under Edge South Gloucestershire GL12 8ND
DESCRIPTION: Erection of single storey side extension to provide additional living accommodation.
Approve with conditions

6.3.01.20 P19/16951/F 8 Turnpike Gate Wickwar Wotton Under Edge South Gloucestershire GL12 8ND
DESCRIPTION: Erection of a two storey front and single storey rear extensions to form porch and additional living accommodation, to include installation of flue and raised deck with steps. **Split decision**

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

7.1.01.20 P19/19418/F 113 Inglestone Road Wickwar Wotton Under Edge South Gloucestershire GL12 8PH:
Erection of two storey side and single storey rear extension to form additional living accommodation.

It was proposed, seconded and RESOLVED to submit a neutral response.

7.2.01.20 P19/19419/F: 1 West End Wickwar Wotton Under Edge South Gloucestershire GL12 8LB:
Demolition of existing garage and erection of two storey side and rear and single storey rear extension to form additional living accommodation

It was proposed, seconded and RESOLVED to submit a neutral response.

8.01.20 Items for CONSIDERATION and DECISION

8.1.01.20 To CONSIDER and take a DECISION on quotations to fell the ash tree adjacent to the King George V Play Area and CONSIDER a proposal for replacement trees.

Cllr Carroll did not vote as she had declared an interest. **It was proposed, seconded and RESOLVED to accept the quote for £450.09 +VAT from Green Gorilla.**

8.2.01.20 To CONSIDER and take a DECISION on quotations for fire risk assessments of the Town Hall and King George V Pavilion.

It was proposed, seconded and RESOLVED to accept the quote for £400 + VAT for both assessments from Fram's Associates, subject to the Clerk obtaining evidence of relevant qualifications.

8.3.01.20 To NOTE the expenditure on fire extinguishers for the King George V Pavilion.

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

The likely expenditure falls under the £300 limit, although a final quote had not been received before the meeting. Cllrs confirmed that the Clerk could authorise the expenditure in consultation with the Chairman.

8.4.01.20 To NOTE risk assessments carried out for the King George V car park, play area, playing field and pavilion and take a DECISION on the actions identified.

The risk assessments for King George V car park, play area, playing field and pavilion were noted. **It was proposed, seconded and RESOLVED that the following mitigating actions, identified in the risk assessment documents, be taken:**

- **Install sign in the car park to warn that vehicles are parked at own risk (funding approved);**
- **Obtain quotations for replacement fixed litter bin for the car park;**
- **Clerk to complete a lone working risk assessment for all employees by Spring 2020;**
- **Arrange repair/ replacement of stiff extractor fan switch in the pavilion (funding approved);**
- **Obtain estimates for a building wiring inspection for the pavilion (and the Town Hall);**
- **Apply hot water warning stickers to two water heaters in the pavilion (funding approved);**
- **Council to create an earmarked reserve for repairs and replacement of play equipment in the 2020/21 budget;**
- **Include regular cutting back of nettles and trimming the play area side of hedge in the tender for grass cutting to be renewed Spring 2020;**
- **Obtain quotations for an arboriculturist to produce a tree report of all trees at the playing field, and make recommendations for a future inspection regime and tree maintenance requirements;**
- **Clerk to arrange removal of training goalpost (funding approved).**

8.5.01.20 To CONSIDER and APPROVE the revised Code of Conduct for Councillors, revised to reflect changes to the South Gloucestershire Council Code of Conduct.

It was proposed, seconded and RESOLVED to retain the Council’s existing Code of Conduct and to add in a new section about harassment for the SGC Code of Conduct. To be approved at a future meeting.

8.6.01.20 To NOTE the final version of the Village Welcome Pack and take a DECISION on printing and distribution arrangements.

It was proposed, seconded and RESOLVED that Cllr Fielding would proof read the final version of the Village Welcome Pack, and quotes for 50 and 100 copies should be obtained.

8.7.01.20 To CONSIDER South Gloucestershire Council’s response to requests to improve warning signs for the High Street weight restriction and take a DECISION on further action required.

Cllr Carroll reported that South Gloucestershire Council has reviewed the signage and confirmed that no new signs are necessary. Faded signs will be replaced and a missing sign on Peg Hill, Yate, will be replaced. PC Ken Hill and T Hamblett from South Gloucestershire Council will raise this issue at the next area CEF meeting.

8.8.01.20 To NOTE the CIL funding proposals identified by each Councillor and AGREE a date for a working party meeting to consider proposals in detail.

Cllrs noted possible CIL projects for further consultation. See appendix 2 for full list. **It was proposed, seconded and RESOLVED to set a date for a working party after the budget working party meeting has taken place, to consider the proposals in detail.**

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

8.9.01.20 To CONSIDER and take a DECISION on the process for updating the Football Club lease agreement.

It was proposed, seconded and RESOLVED that the Clerk draft a new agreement in consultation with Cllr Fielding and Cllr Carroll, to be considered at a future meeting.

8.10.01.20 To CONSIDER outline proposals for a VE Day community event grant scheme.

It was proposed, seconded and RESOLVED to set aside £500 in the 2020/21 budget for a VE Day event grant scheme. The Clerk will prepare an application form to be considered at the next meeting.

8.11.01.20 To CONSIDER and take a DECISION on the timescale and process for preparing new cremation plots in the parish cemetery.

It was proposed, seconded and RESOLVED to defer this item to a later meeting.

9.01.20 To RECEIVE a report from the Ward Councillor. (Attached to the minutes Appendix 3)

The report was noted.

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

10.1.01.20 King George V Playing Fields

Cllr Carroll confirmed that she is obtaining additional quotations for a trampoline, play house and see-saw, to be considered at the March meeting.

10.2.01.20 Wickwar Community Centre

The AGM will take place on 22nd January. Cllr Carroll is organising various housekeeping tasks to include installation of fingerguards on unprotected doors, moving a fire extinguisher and installing staff lockers. The preschool have tidied the outside area, but may need a new shed for storage.

10.3.01.20 Wickwar Town Hall. No report.

10.4.01.20 Wickwar Cemetery

The Clerk confirmed that the revised fees agreed at the 4th December 2019 meeting are now in operation. The cemetery regulations will be reviewed, but this is on hold until the autumn.

11.01.20 To RECEIVE the play equipment inspection for December.

The report for December was received.

12.01.20 To RECEIVE the register of correspondence received (list available at the meeting)

The register of correspondence was noted.

13.01.20 Requests for financial assistance. None received.

14.01.20 Burial matters. None.

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

15.01.20 To NOTE the monthly bank reconciliation for November 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 November 2019. It was duly signed.

16.01.20 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.

17.01.20 To NOTE the budget monitoring report to 30th November 2019, prepared by the Clerk. Chairman to sign as a true record.

The report was noted.

The meeting was closed at 9.35pm.

Wickwar Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
345		£72.00	£12.00	£60.00 30/09/19	SOCIETY OF LOCAL COUNCIL CLERKS - Agendas and Minutes webinar 18th and 25th Sept 19	
348		£221.83	£36.97	£184.86 20/11/19	South Gloucestershire Council - Oct - Dec 2019 2 bins + grass cutting	
349		£393.41	£65.57	£327.84 20/11/19	South Gloucestershire Council - Oct - Dec 2019 KGV dog and litter bins (4)	
335		£150.00	£0.00	£150.00 23/11/19	ROYAL BRITISH LEGION - POPPY APPEAL 2019	
333 D/DPLUSNE T_19_12_03		£28.20	£4.70	£23.50 03/12/19	PLUS NET - D/D Nov Town Hall Broadband	£28.20
334 BACSSGLO S_3804243 067		£175.00	£0.00	£175.00 04/12/19	South Gloucestershire Council - UNCONTESTED ELECTION FEE 2 MAY 2019	£175.00
344 D/DTESCO_ 19_12_23		£10.00	£0.00	£10.00 08/12/19	TESCO MOBILE - Mobile Dec bill	£10.00
341D/DOCTOPU SPAV_1912 09		£26.09	£1.24	£24.85 09/12/19	Octopus Energy - D/D Pavilion electric Dec 19	£26.09
342D/DOCTOPU STH_19121 2		£43.65	£2.08	£41.57 12/12/19	Octopus Energy - D/D Town Hall electric Dec19	£43.65
339		£7.99	£1.33	£6.66 19/12/19	R E DAVIS - HP Ink Dec	
340		£25.00	£4.17	£20.83 20/12/19	Bradley Stoke Town Council - First Aid Course P Trull	
352 BACSALCA		£20.00	£0.00	£20.00 07/01/20	ALCA - Playground inspection	£20.00

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

08-10/19-20				course 03/10/19
336	£51.21	£8.54	£42.67	08/01/20 R E DAVIS - Dec 19 exp claim Xmas lights sundries
337	£12.60	£0.00	£12.60	08/01/20 P TRULL - Dec 19 exp claim 1 First Aid mileage
338	£7.89	£0.00	£7.89	08/01/20 P TRULL - Dec 19 exp claim 1 primroses
343	£2,000.00	£0.00	£2,000.00	08/01/20 Wickwar Village Hall Committee - CIL grant for VH roof approved 04/12/19 Confidential
	£1,203.52	£0.00	£1,203.52	
Total	£4,448.39	£136.60	£4,311.79	

Signature
Date

Signature

08/01/20 03:26 PM Vs: 8.30.03

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Clerk's Report to the Parish Council Meeting – Wednesday 8th January 2020

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	Awaiting outcome of Jan agenda item
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.	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 Spring agenda
4.	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	Put on Feb agenda
5.	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	Completed – discuss with Lease Agreement
6.	04/10/19 11b KGV Play Area	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.	Councillor Carroll	Moved to Feb agenda

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

	Agenda Item	Action/ Description	Who	Progress
7.	04/10/19 11c KGV speed bumps	It was proposed, seconded and RESOLVED to approve funding for five speed bumps, one warning sign and post, plus fitting. Order speed bumps and arrange fitting.	Clerk	In progress
8.	04/10/19 11g climate change	Develop proposal for an environmental policy on climate change to be considered by the Council.	Councillor Trull	Moved to Spring agenda
9.	04/10/19 11n	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. Await feedback from S Glos Chief Exec ward walk on 30/09.	Clerk	On Jan agenda
10.	06/11/19 12b Town Hall Equality Act	It was RESOLVED that Cllrs Trull and Harris would investigate solutions to make the town hall compliant with the Equalities Act, reporting back to the Council by April 2020.	Cllr Trull Cllr Harris	Put on April agenda.
11	06/11/19 12e Health and safety/ risk management	It was proposed, seconded and RESOLVED that the clerk will draft a health and safety policy and carry out risk assessments of the Council's activities with support from Cllr Maidment. It was further RESOLVED to obtain three estimates for independent fire risk assessments and electrical testing of the town hall and pavilion.	Clerk Cllr Maidment	Risk assessments scheduled for Dec & Jan. Put on Jan & Feb agendas.
12	06/11/19 12i. closed and open cemeteries work ivy clearance	It was proposed, seconded and RESOLVED to accept the estimate of £400 subject to the Clerk having sight of the original written estimate, and the relevant insurance documents belonging to the contractors.	Clerk Cllr Fielding	In progress
13	06/11/19 12j.VE Day	It was proposed, seconded and RESOLVED to consider a proposal for a small grant scheme for community VE Day celebrations at a future meeting.	Clerk	On Jan agenda
14	04/12/19 10a King George V Playing Field	It was proposed, seconded and RESOLVED to invite the South Gloucestershire Council Tree Officer to a future meeting to discuss the Council's response to ash die back.	Cllr Carroll	Feb meeting
15.	04/12/19 12c Legionella risk assessment	It was proposed, seconded and RESOLVED to seek the opinion of a plumber with regard to work required to the cold water storage tanks. Three estimates to be obtained for any work required. It was further RESOLVED to approach T Gardner to remove the blind end pipe.	Clerk	For Feb meeting
16.	04/12/19 12e - land rear of 42 High Street	It was proposed, seconded and RESOLVED that the Clerk investigate the possibility of Wickwar Parish Council registering the land with the Land Registry.	Clerk	For Feb meeting

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

	Agenda Item	Action/ Description	Who	Progress
17.	04/12/19 12f – planting 3 small trees in Play Area	It was proposed, seconded and RESOLVED that Cllr Carroll source tree guards to protect the three small trees and report back to the Council before planting.	Cllr Carroll	Spring meeting

2. The Clerk has spent time this month carrying out risk assessments of the KGV playing fields. Next month risk assessments of the Town Hall and cemetery will be completed, as well as fire risk assessments of the pavilion and Town Hall (by contractors). Estimates for a wiring inspection of the town hall and pavilion will also be sought. The Village Welcome Pack will be distributed and further work to finalise the revised cemetery regulations will be carried out.
3. The Clerk’s appraisal was carried out in December. The Staff Committee will meet after the appraisal to consider the outcome, and will report back to the next appropriate meeting of the Council.

Appendix 2 – List of possible CIL projects for consultation

1. Convert ladies’ toilet at the Pavilion into a disabled toilet with a radar key so members of the public with radar keys can use it. The keys are easily accessible on the internet so would mean not just disabled but parents and children. A security light fitted inside and out.
2. Buy in five largish trees to plant in the recreation area KG5 to bring some shade as the ash tree is going e.g. limes which could be pollarded and kept tidy easily, aspen or maple left to grow away. If new trees are planted, purchase proper large cast or metal tree guards.
3. Replace wooden climbing tower in recreation area as its life is limited now with more rot appearing. Replace with a metal one.
4. Seesaw, toddler multi play and trampoline (some of the funding)
5. Get plans drawn up and passed for disabled toilet and small store cupboard for cleaning articles and necessary supplies for community rooms. This would be at the entrance making a small entrance area big enough to be wheelchair accessible and good for parents. (Suggested three times)
6. Refurbish the clock face on Town Hall as it is very faded now.
7. Start preparations for extending the cemetery i.e. fencing and any plans that need to be drawn up and passed. (suggested twice)
8. Replace existing metal multiplay by railway chimney or have a contractor to paint it properly with paint recommended for play equipment, as now there are sharp paint flakes that hurt children’s hands. So far none cut yet.
9. New dog bin by footpath at entrance to Pennington Rd and on the green at Cotswold View. Also consider plastic bag dispensers for new/ existing dog bins.
10. Replace one wooden bench in the open cemetery with a recycled plastic one.
11. Replace Balance Beam in play area KG5 with a recycled plastic one.
12. Tarmac some of the grassed area in the Buthay Lane for additional parking (only following consultation).
13. A new storage shed for the PTA.
14. Outdoor gym equipment at KGV (although could be funded via s106 money for sport) – (suggested twice.)

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

15. High Street bus shelter – possibly in the Town Hall doorway or a canopy extending from the Town Hall.
16. White entrance gates at start of proposed 20mph zone to slow traffic down.
17. Disabled access to the Town Hall/ refurbishment of the downstairs room. Consider feasibility for a Post Office counter here. Consider turning the ground level into a meeting place/small library for the over 55's. (suggested three times)
18. Tarmac unclaimed land at the end of the Buthay Lane for two parking spaces.
19. Investment in assets for a village show e.g. marquee (committee being set up to run this)
20. Further investment in the village hall roof/ other investment in the village hall.
21. Investment in the Youth Centre building and/or equipment.
22. Benches for community green spaces e.g. Amberley Way.
23. Install an all-weather 5 aside pitch. (Based on s106 money used for Pavilion)
24. Investment in one/two large scale projects (pavilion or Town Hall) alongside a larger number of small investment projects.

Appendix 3 - Councillor Pat Trull: Report December 2019

Community Fridge

Food waste is responsible for 10% of global greenhouse gas emissions. An estimated 15 million tonnes of food is wasted each year in the UK, enough to fill Wembley Stadium 18 times over. At the same time 4 million people live in food poverty in the UK. To tackle this issue in May 2016 Frome Town Council worked with Edventure and a team of volunteers to set up the UK's first community fridge. A community larder was launched in October 2018 to accommodate items that don't need r The success of the Fridge, has helped to inspire more than 60 community fridges to open across the country – linked in with Hubbub's Community Fridge network. It also featured on Jimmy and Jamie Oliver's Saturday Night Food Feast in 2017 and Country File in February 2019.

We always need more people to get involved. If you would like to volunteer or find out more contact Nikki at: fridge@edventurefrome.org or call Anna at Frome Town Council on 01373 488579. More details and an open source toolkit can be found at <https://edventurefrome.org/enterprises-initiatives/fridge/efrigeration>.

The above might inspire someone to start a similar project. It's pretty shocking to find out that food waste is responsible for 10% global greenhouse emissions.

Work underway on new supported living project for 18 young people

Work has started to convert the former care home at Woodleaze in Yate into a Young Person's Supported Living Scheme for 16-25 year olds, including care leavers, who need additional support to help equip them for independent living. The new facility, which will provide 18 self-contained units and space for a range of other support services to be delivered on site, is expected to open in May.

Young people will also be able to access a range of support and advice around key life-skills, and accessing training and job opportunities.

It's time to change

Chief Executive Dave Perry has signed the 'time to change' pledge showing the council's ongoing commitment to ending the stigma around mental health. We're extremely grateful to the four colleagues who shared their experiences with poor mental health

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

Western Power

The electricity and gas networks have come together again to help members of the public prepare in case they have a power cut or gas emergency this winter through its annual 'Be Winter Ready' campaign, which is launching on 2nd December.

We're contacting you as it would be great if you could help share this important information through your channels to help spread the word about the campaign.

While electricity supplies are very reliable, bad winter weather can cause damage and disruption. As the nights get colder and darker, the chance of experiencing severe weather becomes more likely. Storms, floods and other extreme conditions can cause damage to the electricity network and disrupt energy supplies.

We are therefore sharing this simple advice to help people prepare. To Be Winter Ready, we're urging the public to:

Know your free emergency numbers - in a power cut call 105 or, for a gas emergency, dial 0800 111999.

Prepare your home – keep a torch handy and get your appliances serviced by a Gas Safe registered engineer to prevent carbon monoxide poisoning. Vulnerable households can also get extra support by signing up to the Priority Services Register.

Keep your eyes open – keep an eye on the weather forecast and, if you have a power cut or a gas emergency, check on your neighbours.

The Priority Services Register

The Priority Services Register is a free service provided by the company and is eligible for anyone who is of a pensionable age, disabled, has children under 5 years old or relies on medical equipment.

As part of the service, customers are kept informed as much as possible of power cuts affecting their home and are given special help, if needed, through the British Red Cross.

The Priority Services Register offers peace of mind for vulnerable customers and their families and we do our very best to ensure that their needs are met at all times.

We already have 1.8 million customers on our register.

To find out more information or to register, please call us on 0800 096 3080 or visit www.westernpower.co.uk/psr.

See also <http://www.energynetworks.org/news/public-information/be-winter-ready-toolkit.html>

Councillor Pat Trull – pat.trull@southglos.gov.uk

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