



**Wickwar**  
Parish Council

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

Clerk: **Rachel Davis**  
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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 4<sup>th</sup> March 2020  
at: Wickwar Town Hall.

Signed Clerk to the Council:

Dated: 27<sup>th</sup> February 2020

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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. (circulated)
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.

**Planning**

6. Planning - For the Council to NOTE the following planning decisions

6.1 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.

**Approve with Conditions.**

6.2 P19/19419/F - 1 West End Wickwar Wotton Under Edge South Gloucestershire GL12 8LB

DESCRIPTION: Demolition of existing garage and erection of two storey side and rear and single storey rear extension to form additional living accommodation.

**Approve with conditions.**

6.3 P19/13059/F Castle House Sodbury Road Wickwar Wotton Under Edge South Gloucestershire: Conversion of former care home to form 9no residential units, with car parking, bin and bike storage, and associated works. & P19/13060/LB Internal and external alterations to facilitate conversion of former care home to form 9no residential units.

**Approve with conditions.**

7. For the Council to NOTE the following delegated responses to planning applications received between meetings

7.1 P20/01908/F School Yard 2 High Street Wickwar South Gloucestershire GL12 8NE: Replacement of collapsed section of boundary wall.

**Neutral response submitted.**

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

8.1 P20/00924/LB Dairy Cottage Hall End Farm Hall End Lane Wickwar Wotton Under Edge: Retention of internal and external alterations to include the installation of internal diving walls, creation of doorway between house and outbuilding and replacement of external wooden panelling.

8.2 P20/02741/F Land At Wickwar Road South Gloucestershire: Erection of a temporary rural workers dwelling, with associated works.

#### **Items for decision**

9. Items for CONSIDERATION and DECISION

9.1 To CONSIDER and APPROVE the proposed draft briefing note on the 2020/21 precept, for publication. (Tabled at the meeting)

9.2 To CONSIDER the fire risk assessments for the Town Hall and King George V Pavilion carried out on 04/02/20 and to APPROVE the actions identified. (circulated)

9.3 To CONSIDER the tree survey of the King George V Playing Field site carried out on 26/02/20 and to APPROVE the actions identified. (circulated)

9.4 To CONSIDER and APPROVE the proposed Council Risk Management Policy (including Financial Risk Management Policy) and risk register. (circulated)

9.5 To CONSIDER and APPROVE the proposed Small Grants Policy for 2020/21. (circulated)

9.6 To CONSIDER and take a DECISION on quotations for new play equipment at the King George V Playing Field and APPROVE funding. (circulated)

9.7 To APPROVE the amended wording of the Cemetery Regulations. (circulated)

9.8 To CONSIDER and APPROVE a proposal to combine the Annual Spring Clean (25/04/20) with the launch event for the Wickwar Environment Group and to combine the publicity.

9.9 To CONSIDER South Gloucestershire Council's Protocol for marking the death of a senior national figure and take a DECISION on which parts of the protocol will be implemented in the parish. (circulated)

9.10 To CONSIDER and AGREE actions required in relation to recent pot hole reports and ongoing problems with the condition of road surfaces within the parish.

9.11 To CONSIDER and APPROVE reviewing the online mapping provided by The Ramblers to determine whether there are historic rights of way in Wickwar Parish that should be reinstated/registered before 2026, by means of a working party.

9.12 To CONSIDER and APPROVE the formation of a working group to put forward proposals to the Council for the refurbishment of the Town Hall.

9.13 To CONSIDER and take a DECISION on the timetable for preparing new cremation plots and extending Wickwar Cemetery.

9.14 To CONSIDER and APPROVE the planting of new trees on the King George V Playing Field and other Parish Council land by the Wickwar Environment Group. (Tabled at the meeting)

## **Reports**

10. To RECEIVE a report from the Ward Councillor. (Tabled at the meeting)

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

11.1 King George V Playing Fields

11.2 Wickwar Community Centre

11.3 Wickwar Town Hall

11.4 Wickwar Cemetery

12. To RECEIVE the play equipment inspection for February. (Tabled at the meeting)

## **Items for information only**

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

14. To RECEIVE the timetable for the end of financial year preparations. (Tabled at the meeting)

15. To note the date of the Annual Village Spring Clean (Saturday 25<sup>th</sup> April 10am – 12pm) and the Annual Meeting of the Parish (Wednesday 20<sup>th</sup> May 7pm ).

## **Requests for financial assistance**

16. To CONSIDER and take a DECISION on the VE Day grant application from Wickwar Social Club. (Circulated).

## **Burial matters**

17. None.

## Finance

18. To NOTE the monthly bank reconciliation for January 2020, and the Councillor check of the bank reconciliation. Chairman to sign as a true record. (Circulated)
19. To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations. (These are listed in the attached payment schedule).
20. To NOTE the budget monitoring report to 31<sup>st</sup> January 2020, prepared by the Clerk. Chairman to sign as a true record. (Circulated)

## Items for the next agenda

**Please note: Meetings take place in the first-floor meeting room which is only accessible via stairs. If you would like to attend the meeting, but are unable to use the stairs, please advise the Clerk as soon as possible so that the meeting can be moved downstairs.**

# Wickwar Parish Council

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

Tn no	Cheque	Gross	Vat	Net Invoice date	Details
389	BACS20030 4CPC	£26.22	£0.00	£26.22 08/07/19	Charfield Parish Council - Attendance at Being a Good Councillor Training 04/07/19
372	BACS20030 4FOAHS	£1,555.70	£0.00	£1,555.70 24/01/20	Friends of Alexander Hosea Primary School - CIL grant for new storage shed
374D/DOCTOPU STH_20020 1		£16.10	£0.77	£15.33 01/02/20	Octopus Energy - D/D Town Hall electric Jan 2020
373D/DOCTOPU SPAV_2002 04		£27.54	£1.31	£26.23 04/02/20	Octopus Energy - D/D Pavilion electric Jan 20
371	BACS20021 0SLCC	£126.00	£21.00	£105.00 07/02/20	SOCIETY OF LOCAL COUNCIL CLERKS - SLCC practitioner conference 26/02/20
PAID BETWEEN MEETINGS					
364	D/DTESCO_ 200224	£10.00	£0.00	£10.00 08/02/20	TESCO MOBILE - Mobile Feb 20 bill
375	BACS20030 4BF	£237.96	£39.66	£198.30 12/02/20	BRISTOL FIRE - Fire extinguishers and fitting for pavilion
377	BACS20030 4SGC1	£221.83	£36.97	£184.86 12/02/20	South Gloucestershire Council - Jan -March 2020 2 bins + grass cutting
378	BACS20030 4SGC2	£393.41	£65.57	£327.84 12/02/20	South Gloucestershire Council - Jan - March 2020 KGV dog and litter bins (4)
379	BACS20030 4FRAMS1	£264.00	£44.00	£220.00 16/02/20	FRaMS Associates (PM) Ltd - Fire Risk assessment TH

380BACS20030£216.00 4FRAMS2	£36.00	£180.00	16/02/20	FRaMS Associates (PM) Ltd - Fire Risk assessment Pav
385 BACSREDA VISINK_Feb 20	£7.99	£1.33	£6.66 19/02/20	R E DAVIS - HP Ink Feb (reclaimed)
376 BACS20030 4DH	£270.00	£45.00	£225.00 24/02/20	D HOWSE - Removal of old goalposts KGV
381 BACS20030 4EIT	£48.00	£8.00	£40.00 24/02/20	Edge IT Systems Limited - EOY webinar 17/02/20
391 BACS20030 4DH1	£576.00	£96.00	£480.00 24/02/20	D HOWSE - KGV PLAY AREA GRASS CUTTING 2019
392 BACS20030 4DH2	£1,344.00	£224.00	£1,120.00 24/02/20	D HOWSE - CEMETERY GRASS CUTTING 2019
390 BACS20030 4WTC	£350.00	£0.00	£350.00 26/02/20	WOTTON TREE CONSULTANCY - TREE CONDITION SURVEY KGV FEB 2020
	£1,429.76	£0.00	£1,429.76	Confidential
<b>Total</b>	£7,120.51	£619.61	£6,500.90	

Signature

Signature

Date

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

02/01/20 £1.50 Water Business, Pavilion water