

Wick and Abson Parish Council
Minutes of the virtual meeting held on 20th May 2021 at The Village Hall 7.15pm

Attendees:, Carolyn Williams (CW)- Chair, Gaive Golding (GG), Stuart Fowell (SF) ,Bronwen Dyson (BD) Simon Alway (SA) Peter Crew(PGC), Derek Bonas (DB)) Keith Hollister (KH), Cllr Steve Reade ,Clerk Jo Bray-Warner, and 5 members of the public

1.To NOTE apologies and receive/confirm declarations of interest:
Cllr Malcolm Watson

Declaration of interest: None
Non attendance :

2 . Public Participation – to RECEIVE and NOTE submission from the public.
None

2.1 Member of the public provided a newspaper article which he had removed from a local paper source. This contained details of another parish council and the activities they are taking regards to parking on grass verges. Chair thanked the resident and advised we would review the article however there are ongoing discussion with SGC for the challenges PC are seeing with parking issues.

2.2 Member of the public commented that trying to cross the road near the Drs Surgery can be very hazardous due to the speed of the traffic and suggested PC review installing a crossing.
Cllr S Reade advised the member of the public that a zebra crossing costs in the region of £100k and a beacon crossing £50k. Cllr Reade advised he had undertaken a walkabout with Highways on the 20th May reviewing the traffic speed and affecting the Parish see item 2.6.

2.3 Member of the public advised that he was Chair of the Village Hall committee and provided an update as to the improvement which had been made at the hall during lockdown, he advised the next project on their plan was to refurbish the toilets and requested clarity in requesting a grant from Parish Council.
Chair provided the context and process for requesting donations/grants from PC.

2.4 Member of the public advised Parish Council that the streetlight near 19 The Crescent required a new bulb as it was not working.
Clerk to report to Streetcare

2.5 Member of the public commented that the new planters which PC had funded and installed look fantastic in the village.
Chair advised that we have a number of resident looking after some of the planters and she had received request for more to be installed.
Chair requested planters to be an agenda item in June

2.6 Cllr S Reade provided an update which covered:

- He had undertaken a walkabout with Chris Harris from Highways that day reviewing the traffic speeds/traffic signage and various other traffic related issues affecting the parish. He advised that Highways would create a potential plan for actions to be taken and Cllr Reade would bring that back to a PC meeting in the future.
Clerk to add to June's agenda with a view to deferring if plan not ready.

3. To RECEIVE and NOTE a verbal report from the Clerk on activities since the last meeting
Streetcare issues:---

1.Resident has reconnected with clerk regarding the embankment on Riding Barn Hill- he has provided photos where the/ embankment has slipped onto pavement

Reported 09/02/2021 ref 1574754

SGC update- A job has been raised and it is in the system to clear the path as soon as possible.

SGC update 29/04/21 Done ticket to back edge paths on riding barn Hill-clerk checking with resident

Resident has confirmed and provided photographic evidence no action has been taken.

Emails sent to Streetcare 30/04/21 requesting immediate action-copied in Cllr Reade and Chair

Chased 05/05/21 as no response

2.Cllr CW requested clerk report 2 speed signs which have been knocked off poles along Abson Rd

Reported ref no 1574749

SGC update- Another job has been raised which will be done as soon as possible.

SGC update 29/04/21- Confirmed this has been undertaken

3. Cllr CW has reported a large pothole outside no 47 Naishcombe Hill

Reported to Streetcare 25/02/21 reference 1584683

SGC update This case has gone through as a container request, not a pot hole and there does not seem to be a request for a pothole to be filled outside of 47 Naishcombe Hill it will be reopened.

Update 26/03- still no action taken by SGC—chased this has now been allocated under the same reference no 1613904

SGC update 29/04/21- Confirmed actioned and filled

4.Cllr BD reported flytipping -A large no. of bin bags have been dumped on Oldbury Lane,They are situated by a small bridge in a dip. Coming along the road from the Poole Farm end of Wick, the bags are on the right hand side. Further along the lane is the sports ground on the left.

Reported to Streetcare 18/03/2021 reference 1604385

SGC update 29/04/21- Confirmed completed

5. Cllr CW reported a number of potholes on the junction of Naishcombe Hill and Milford Avenue

Await reference 1613904

6. PGC advised that the pavement outside no's 18-22 Mendip View are breaking up and require repair as potential trip hazard.

Reported to Streetcare 09/04/2021-await reference ref 1619527

SGC update 29/04/21 Sent letter to resident at 22 driving over path without drop kerb"

From Extraordinary meeting

Cllr BD requested road signs on the junction of Oldbury Lane, Barrow Hill and Coldharbour Lane.to be cleaned/repared

Reported to Streetcare 05/05/21 await reference

Outstanding actions from previous Meeting and Extraordinary meeting 04/05/21:

All planning responses returned to South Gloucestershire Council

8. Cllr SF requested identification of common land across the village to be added to the Parish Council masterplan

Clerk to add- added 09/04/2021

12. Following inspection by contractor, a quotation has been received for £585.00 to repair the internal mechanisms for the zip wire. The quote covered supply and installation.

Email sent to contractor 08/04/2021- await confirmation as to when work will be carried out

25/04/2021- Contractor confirmed awaiting part- should be completed Mid-May

16.2 Chair advised she had been contacted that there has been tree planting on common land on the junction of Lodge Rd, Holbrook Lane and Chesley Hill. Chair provided context for bringing this to Parish Council's attention.

Proposal by PGC to write letters to all adjoining properties advising these trees/shrubs will be required to be removed as they have been planted without permission.

Seconded GG

Request for clerk to compose a letter and confirm with Chair/Councillors- letter sent to councillors 09/04/2021

Letter confirmed by councillors- sent special delivery 14/04/2021

16.6 Chair has been advised that the grass verge on junction of Naishcombe Hill and Rock Road and that the heavy vehicles are driving over and eroding the bank/grass verge.

Clerk to contact SGC to request a bus kerb/wooden bollards to be installed.

Email sent to Highways 09/04/2021- await response

Response from Chris Harris

This is not an uncommon problem, we see it quite often. Most recently we have had this issue arise in the Hanham area where we recommended planting some saplings on the verge to prevent parking. Another option would be to provide planters, full of soil / plants. Either way, SGC now has a policy that precludes the use of posts or bollards, as these are unsightly and represent an on-going maintenance liability.

Clerk referred to Cllr CW who advised the bank is too steep to implement, therefore clerk reverted to Chris Harris who advised the most sustainable and permanent solution would be double yellow lines, but these would obviously need proper enforcement to be effective. To introduce these would need a Traffic Regulation Order funded by a scheme in the Council's Capital Programme, which might take some time to be prioritised.

17.2 PGC advised he had received comments that the residents at 80 Church Road are using the driveway/front garden to run a car repair/scrap business

Clerk to identify whether correct licenses have been obtained prior to reporting to Enforcement- enquiry raised with SGC 09/04/2021

SGC confirmed 14/04/2021 that there does not appear to be the correct licenses in place and therefore the licensing manager will investigate further rather than going to Enforcement

Update 27/04/21:

You have recently reported that you have had a complaint regarding an unlicensed Scrap Metal Dealership or Vehicle Dismantler/Repairer business being carried on at a residential property at 80 Church Road, Wick. You will understand that in view of Purdah, I am limited in my response but I can inform you that I have attended the premises, spoken at length to the occupier and investigated the allegation. I found no offences being disclosed and there was no licensable activity being carried out. I thus will not be taking any further action and I now consider the matter closed though a record of the complaint and its subsequent investigation will remain on file under Uniform Ref: SR21/000034/SCRAP

Closed

17.3 PGC commented that Siston Parish Council has installed various signage along common land stating 'owner by Parish Council' Cllr commented that this may be beneficial to Wick and Abson parish Council to install also.

Clerk to add as agenda in May and also contact Siston PC for supplier/costs.

Email sent and received from Siston PC details to be added to May's papers

17.4 KH commented that the adjacent wall in Brockwell park to the footpath is very stark in comparison to the rest of the park and wondered whether Parish Council could 'brighten this up'

Chair advised KH that the wall does not belong to PC however requested clerk to add to May agenda for further discussion

17.5 DB commented that he has been reviewing google earth and has noticed that Linden Lodge is listed as a hospitality business and that there are reviews for bed and breakfast facilities. DB commented that we had not seen a change of use from private to business and requested clerk to report to Enforcement.

Clerk has contacted Licensing 09/04/2021 to request whether the residence has the permitted licenses to run as a business. Clerk has noted from Cllr DB's details this is currently also advertised on AirBNB.

Await update

17.6 SF advised that there is a dead tree in the footpath which runs behind Milford Avenue. The tree stump is on SGC land and it is leaning towards the garden of 27 Milford Avenue.

Clerk to report

Reported to Simon Penfold Arboreal officer 09/04/2021- await response -chased 25/04/2021

Inspection with Chair undertaken 29/04/21

17.7 SF advised that he has received comments regarding the manholes within Brockwell Park. A resident has noted that at times these manholes overflow and debris spills into the park. SF requested clerk to contact Wessex Water and request these manholes be inspected and air tight covers to be added as they are in a childrens play area

Clerk contacted Wessex Water 09/04/2021 and provided detail- reference no 039184913001

Confirmation from Wessex Water received 12/04/2021 that this will be actioned and the target date for completion is 16th April 2021

Cllr SF advised that only one manhole cover has been changed. Reconnected with WW New refer 039275925001 raised- inspection should take place 30/04/2021 await update

Clerk contacted Wessex Water again 07/05/2021 who advised it has been closed again. Re-raised and have asked WW to contact Cllr SF to attend on site to provide the evidence of the problems new ref 039293571001

Cllr SF met Nick from Wessex Water in the park at 9:25 and showed him the manhole cover. It is sewage. The chamber is too shallow. Nick cleaned up the mess and is reporting it to his supervisor. There are 2 options: 1. Build it up with a couple more brick courses and add a capping cover, or 2. Just add a capping cover. His supervisor will decide.

12.1 Cllr CW advised we have lost 10-15 plants in the planters, Cllr CW requested Councillors to confirm if she were to replace the plants this is acceptable to all councillors. Compost requires topping up

All in agreement- Cllr CW to take forward.

Email sent to Lee Hayward SGC re topping up compost

Quotation rec'd £170.00- agreement sent to undertake work

Lee Hayward has confirmed he will provide quotation

12.4 Cllr PGC advised that we require a seat in the bus shelter on the junction of Oldbury lane/High Street.

Clerk to engage with SGC

Email sent to Richard Lewis (SGC) requesting quotation for additional seat

Richard has advised await quote from Handyman team

Enforcement

Chased all Enforcement for responses 25th April and 6th May

- 22 Riding Barn Hill re planning application PK17/4343/F

Cllr BD contacted clerk to advise that the landscaping of the property as commented on in the decision letter has as yet not been undertaken.

Await reference and update COM/20/0887/BOC

Chased for update 18/03/2021

Apr update

No details for the conditions as required have been submitted as yet and the deadline we set for this has now passed, I will review our position when I return from leave. I will update you further when I have determined our next steps.

- The Old Vicarage, 85 High St- Resident has contacted clerk to advise that two structures have been erected within the grounds. Clerk has ascertained that one has planning permission for a swimming pool, garage and office however no planning application for the other is visible on the SGC portal. Clerk has reported to Enforcement and awaiting an update

Reported 07/12/20 and updated reference no COM/20/0933/OD

Chased for update 18/03/2021

Apr Update

None received

- 19.5 Cllr SA requested clerk to report Woodside farm, Abson rd as it appears a car scrapyards business is being utilized at this property. Email sent to Enforcement 16/01/ requesting investigation Acknowledgement received from Enforcement reference no COM/21/0033/BUS

Chased for update 18/03/2021

'As this is a new case I have yet to fully review the information, due to recently working on a public inquiry. Our officer visited the site and noted the business operations potentially being carried out. However, the aerials of the site show that these activities may have been occurring for some time. Further investigations are needed, including checking the history of the site, which may also involve drafting and issuing a Planning Contravention Notice on the owners. However, as I note that you mention concerns over the business operating without permits, I can also advise to contact our licensing team as they may also be able to investigate your concerns. We will update you with the progress of the investigation when our next steps have been determined.'

- Notification received that the property The Rosary, Chesley Hill has an unauthorised residential planning use of an outbuilding. After review of the SGC planning portal under reference no PK16/3145/CLP and the application for a Certificate of Lawfulness Proposed for erection of single storey detached building to form

swimming pool and garage ancillary to main dwelling house. Photographic evidence has been provided to the PC which indicates this dwelling is being used for residential purposes.

Clerk has requested a case be raised by Enforcement- await reference ref COM/21/0306/OD

Footpaths

Cllr BD has provided detail from a resident regarding a blocked footpath near Wilton Farm

Cams ref 17162

March update- none received

Cllr BD requested the following be reported to PROW

During the winter months we have challenges with run offs from muck heaps which are too near a footpath as some never dry out completely. The problem has existed for years but would like this tackled to try and alleviate the challenges next winter.

The locations are as follows:

Where footpath LWA/6/10 meets PSN/33/20 off Lodge Rd. ref CAMS17272

Is along footpath PBN/26/20 in the neighbourhood of Highfield Pk.Fm and Cann Farm Ref . CAMS17273

We also have footpath no. PBN/26/20 which is ignored by the landowner who does not acknowledge the fact that the path should cross his field and we are hopeful you could contact landowner to advise of responsibilities.

PROW will contact landowner

SGC update for all of the above 27/04/2021

These issues haven't been resolved as yet.

We have been working with only one officer covering South Gloucestershire for the last couple of months so dangerous or potentially dangerous issues have taken precedence.

We do now have a new officer who will hopefully be in post within a month to take on more of the issues coming in and will be able to respond back on this.

MISC

Carpenters Arms- drainage- Cllr Reade has arranged for the sewers to be cameraed around the Carpenters to track the missing link. Also he has asked for any cross connections to be identified. The blue dotted line on the plan supplied by Wessex Water by the Carpenters is a private storm drain. I therefore expect its Streetcare's responsibility. Once I get the camera report, I will contact Streetcare.

4. To Note and confirm Minutes from April ordinary and Mays extraordinary meeting

Confirmed to be a true reflection

Proposed CW

Seconded SF

All in favour 8

Carried

5. Finance

Clerk has drawn up cheques in favour of:

J Bray-Warner Zoom License

HMRC PAYE

J Bray-Warner Additional hours- Parishioners meeting/AGM/Extraordinary meeting

SGC Grass Cutting

Greenfield Maintenance contractors re park expenditure

PAYE

C Williams

Clerk to request CW & DB to sign cheques.

6. To PROVIDE an update regarding Common Land on Chesley Hill and updates from Solicitors

Clerk advised that our solicitors had provided an update to state all required documents were being drawn up in readiness to take to court and that they are sourcing a Barrister.

Ongoing agenda item

7. To REVIEW and discuss common land around Rock Road

Cllr PGC provided context as to the agenda item and he had pre-circulated photographs regarding an implied widening of a driveway and requested Cllr comments.

Chair provided an historical view from a personal perspective.

Cllr BD advised she did not there was any challenge even if the driveway had been widened proportionally.

Discussion held

Chair advised she would visit the resident and discuss the situation and if necessary bring back to Parish Council.

8. To CONTINUE discussion regarding a masterplan for projects within Wick and Abson Parish

Clerk had pre-circulated the Parish Masterplan.

Chair requested any further comments- none received

Ongoing agenda item

9. To REVIEW the potential for adding VAS speed signs within the village

Clerk had pre-circulated documentation regarding the potential for installing VAS signage.

Cllr Reade (as per point 2.6) reiterated re his walkabout and that part of the plan would also inc speed signs to collect data as part of the overall evidence regarding speed limits/ongoing signage.

Will revisit VAS signs once the SGC plan has been shared.

10. To REVIEW locations and costs to install signage along common land

Clerk had pre-circulated costs to install signage as per May's request from council. Clerk had been in contact with Siston Parish Council to obtain the supplier Glasdon and approx. cost per sign £900.00 these would look to replicate the ones on Webbs Heath- adjoining parish.

Cllr SA commented he did not like the signage and we should review any other suppliers with a more rural feel.

Chair requested councillors to look at options across the internet and provide clerk with any suggestions/supplier and then we would re-agenda the item.

11. To OVERVIEW suggestions for improving the appearance of the wall in Brockwell Park

Cllr KH provided context to the agenda item and had pre-circulate suggestions for improving the wall in the park.

Chair advised that the wall was not Parish Council owned and belonged to the properties adjoining the wall.

12. To REVIEW replacing the defibrillator in Boyd Close

Chair provided context for the agenda item following a meeting with Passion First Aid representative and a notification from British Heart Foundation.

The BHF has introduced a new system for monitoring and using defibs and it has been discovered that the defib in Boyd Close the pads were out of date- Clerk and Chair had tried to order new pads but these are now unavailable to purchase as defib model has been decommissioned, also the battery was no longer working and no replacement could be sought. Rep from Passion First Aid provided clarity around the new models which the British Heart Foundation advise to purchase G5.s and provided a cost of £1645 plus VAT.

Chair proposed we replace the defib in Boyd Close with the recommended model

Seconded DB

All in favour 8

Clerk to contact Passion First Aid

Email sent requesting purchase of new defib and quotation for cost of a replacement bag 20/05/2021 -await update

13. To REVIEW and CONFIRM Insurance Premium for Parish Council liability insurance

Clerk had pre-circulated the cost of this years public liability insurance -quotation was £1390.44 compared to 2020 £1375.58.

Clerk requested confirmation to settle invoice for this years insurance.

Discussion held

Proposal by CW to accept quotation.

Seconded SF

All in favour 8

Clerk to advise Insurance company and settle invoice

14 To REVIEW Donation/Grant requests for the following groups:

Wick Pre-School: Friends of Wick School: Wick Football Club

Clerk had pre-circulate the applications which PC had requested from organisations and groups in Oct2020 for precept setting.

1. Wick Pre-School requested £5700.00 to fund a wooden shelter in the garden.

Discussion held

Councillors requested a minimum of one further quotation prior to reviewing the application

Clerk to advise

2. Friends of Wick School requested £6000.00 to finish the whiteboard upgrade within the school.

Discussion held

As PC had funded in previous years the other whiteboard Councillors confirmed funding again for the remainder.

Proposed GG

Seconded BD

All in favour 8

Clerk to advise and raise cq

3. Wick Football Club- requested £1100.00 to help cover the costs to draw up plans for improved floodlights and submit planning application.

Discussion held.

Parish Council cannot provide part of funding for a project and a donation/grant needs to be a tangible product at the end of the process.

Clerk to advise

15. To CONFIRM expenditure for new Parish equipment

Clerk had requested Parish Council to consider replacing the equipment used by both clerk and deputy clerk as both laptops are over 4 years old and also the printer is costly to run due to printer ink. Clerk requested a sum of £1500.00 be ringfenced for new equipment to be spent within next 6 months in this financial budgetary year- this had been factored into budget forecasting.

Discussion held

Proposal by CW to accept £1500.00 as ring fence monies

Seconded DB

All in favour 8

Clerk will review alongside deputy clerk requirements

16. To NOTE Correspondence

None

17. To RECEIVE short information items and oral updates from members

17.1 Chair provided an update regarding Wick Tidy Group and various meetings she has undertaken with SGC arboreal officer Simon Penfold. Chair advised that today she had undertaken a further walkabout with Simon and a contractor SGC use to review the superb work the tidy group have started in the park/stream but are now having challenges with bigger items and also dead trees.

Chair advised that SGC would cut back trees on their land and at the same time would remove dead trees from our land however Simon Penfold could not provide a full quotation at that time. The contractor advised that to support the work on our land he would remove the large debris in the stream and any items which required moving at a cost of £1800.00.

Chair requested council to approve the contractor quote of £1800.00 and also confirm (even without a full quote from SGC) the removal of dead trees in the park.

Discussion held

Requested seconded by SF

All in favour 8

Chair to advise Simon Penfold.

17.2 Chair advised that during her walkabout with Simon Penfold she reference the Wick Community Tree Group and the outstanding work they are doing in the village. Simon Penfold advised that when the group plan to undertake further planting they must engage with SGC in case of any utilities in the area.

Simon Penfold will provide contact details for the relevant dept which PC will pass onto Wick Community Tree group with an explanation.

17.3 Chair advised that she had received notification from a resident that a company called Camm had requested access to her property to review the situation of the road/barrier at the top of Naishcombe Hill. The resident advised

she had let the representatives review the current state of the road from her garden. The resident then informed Chair that the company had been contracted by SGC to undertake the work

Clerk to engage with Mike Johnson SGC for an update and request Mrs Golding be looped into the conversation as her land adjoins as well.

Email sent 20/05/2021

17.4 Cllr BD requested 2 items for June's agenda:

Current signage re Nature reserve

Parish Council consider a complaint to Enforcement due to lack of cooperation

Clerk to add to agenda

17.5 Cllr PGC advised that in conjunction with Planning application P19/7800/F Carpenters Arms that a condition of the works included no resident residing in the 'pub' part until planning decision confirmed.

After review of planning applications Clerk unable to locate condition Cllr PGC has reference and requested Cllr PGC to provide further clarity

17.6 Cllr KH requested clerk to engage with Simon Penfold arboreal officer regarding the horse chestnut trees outside the village hall. Cllr KH advised he feels they require cutting back due to size and proximity to road.

Clerk to contact arboreal officer

17.7 Cllr DB requested clerk report breakouts on the road on Chesley Hill from property Briarwood to New House Farm

Clerk to report

18. To RECEIVE and NOTE matters from members for inclusion in next meeting

Included in minutes

Meeting closed at 20:45