

**Wick and Abson Parish Council**  
**Minutes of the meeting held on 14<sup>th</sup> March 2024 at The Village Hall 7.15pm**

Attendees:, Chair James Williams (JPW), Vice Chair Peter Crew (PGC) Keith Hollister (KH) Anne Kinsman (AK) , Bronwen Dyson (BD) Simon Alway (SA), Gaive Golding (GG), Ward Cllr Ben Stokes Clerk & Marilyn Palmer Jo Bray-Warner, and 7 members of the public

1. Chair to note apologies and receive/confirm declarations of interest in conjunction with Localism Act 2011.

Apologies

Stuart Fowell (SF)

Declarations of interest

1a. Chair to explain emergency procedures

Chair provided clarity around emergency procedures for the Village Hall in the event of evacuation

2. Updates from South Gloucestershire Council Ward Councillors

Cllr Palmer advised she had been reconnected with Enforcement regarding the fence on the High Street - Enforcement advised that they are still reviewing potential actions

Cllr Palmer advised that SGC have approved the revised planning for the Brabazon application – this is sited in Filton

Cllr Stokes commented that following PC request in February for him to chase long outstanding issues PC have with Streetcare and PROW he advised that a further inspection will be taken forward regarding the collapsed drain on Ketches Hill - the drains along Abson rd were cleared in Jan- Cllrs attested to this as to the drains appear to flowing more freely. PROW have reinstated a missing footpath sign at Watery Lane however this has been erected on a telegraph pole not aligned to the footpath

Cllr BD requested clerk connect with PROW and ask for this to be moved

3. Opportunity for the public as appropriate to address the Council.

3.1 MOP reference a streetlight not working near the fish and chop shop in Milford Avenue- this was reported in Feb under ref SGC-196305-C6W0 and SGC confirmed to clerk 16/02 this had been fixed.

Member of the public advised this was still not working- clerk to reopen

3.2 Member of the public requested clarity on activity in The Willows

Chair and Clerk advised that Parish Council had enlisted a contractor to remove the trees which were diseased through ash-die back following tree survey report commissioned by PC in 2023

3.3 Member of the public commented that a tree had fallen near 'The Weir'.

Cllr GG commented this had already been reported to SGC and he was aware John Morris (SGC) had this activity in hand, however advised resident this may take longer to clear than usual due to high activity within the team.

3.4 Member of the public commented regarding the pot holes along Naishcombe Hill- mainly along the 'seam of the road'

Chair confirmed this had been repaired previously and that he had again reported, Chair requested Cllr BS to report again and chase up

3.5 Member of the public commented regarding a blocked watercourse -previously raised in Jan under the bridge on Holbrook Lane

Clerk advised that it had been reported and she had spoken with SGC whilst they were on site. SGC had advised there is a work s order to clear however no timescales

3.6 Member of the public commented he had attended the Town and Parish Council forum regarding the consultation for SGC 4 year plan- he provided relevant outputs

3.7 Member of the public reported that a hazard bollard outside 21 Milford Avenue had been damaged and removed and subsequently gravel had been placed over the area where it was sited

Clerk to report

4. Clerks Report

**Streetcare Issues:**

1. Cllr PGC advised that outside the substation on Ketches Hill, Abson the trench has collapsed and requires repair reported to Streetcare 14/07/23 await reference SGC-179114-G9Y0  
SGC update 04/09- under review

Update SGC 20/11- 'We are looking into it'- clerk has chased 05/02 and requested Cllr B Stokes to support  
Please see update under agenda item 2

2. Cllr PGC advised that there are blocked drains on Abson Hill as the road is continuing to flood reported to Streetcare 14/07/23 await reference SGC-179119-S6Z1  
SGC update 04/09- Under review  
Update SGC 20/11- 'We are looking into it' clerk has chased 05/02 and requested Cllr B Stokes to support  
Re Reported January 2nd reference SGC- 200500-G5B2  
Please see update under agenda item 2- CLOSED
3. Wall in Brockwell Park, adjoining Willow Close. Clerk has requested SGC connect with resident to advise of the 'leaning wall' and for the potential for it to collapse into the park. This route is used as a short cut for residents taking children to Wick Primary.  
Awaiting ref 2118538  
Update 24/01/. SGC have advised this appears to be a private boundary wall and South Gloucestershire Council have no ownership,. This would be an issue for the Parish Council and owners of the wall to resolve. If you have tried contacting the owners without success, we would suggest you mitigate any issues by putting fencing at the area of concern.  
Following discussion at February's meeting correspondence sent to no's 1 and 2 Willow Close. Acknowledgement rec'd from one of the parties.
4. Member of the public advised that there has been flooding in the park car park and that the bridge is also in need of repair. Steve Reade advised this has already been reported under reference SGC-196305-C6W0
5. Member of the public reported streetlight not working near Fish & Chip shop in Milford Avenue  
Reported 09/02 reference SGC-202176-X6j0. SGC called clerk 09/02 to confirm  
SGC update 16/02- advised they have fixed or made safe the light

#### **Outstanding item from Previous meetings:**

All Planning applications responded to 09/02/2023

- Common Land- trees.  
Following the tree survey report and quotes received, following Sept meeting clerk has contacted National Grid to look at the trees encroaching the power cables to see if these can be addressed without cost to PC.  
Reported 19/09 reference 4873858, awaiting updates  
National Grid have advised not their cables- BT have inspected and currently will not cut back and have requested PC engage with contractor to undertake a 'careful' cut. Clerk has contacted Jake Cole and Jake has said he can do however clerk is still pursuing with BT. BT engineer has reconnected with Clerk and will undertake a report back to BT to see if they are willing to undertake the required work.  
Chased 12/11- chased 29/11 BT have come back they are awaiting a report  
Chased 15/12, chased 08/01  
BT have now attended the site and clerk has requested the contractor to review with a view to undertaking the work  
Contractor has advised work will commence w/c 4<sup>th</sup> March.  
Work will be completed by 11<sup>th</sup> March as confirmed by contractor
- Village Hall:
  - Terms of Reference between PC & VH- Amendments to be made and then confirmed by both parties.  
ToR still in progress
  - Buildings condition survey on March agenda to discuss next steps
- SGC requested confirmation of Brockwell park Maintenance contract- agreed at Feb meeting- clerk has advised 09/02/2024- SGC have acknowledged receipt
- Clerk has applied for Rural funding for Village Hall
- Clerk has applied for funding to support an additional defib in the village.  
Confirmation rec'd we have been awarded the match funding, however this is on a first come first serve basis.

Clerk has reached out to St Barts Church re siting- await update. For awareness we may miss the match funding opportunity and if Council wish to pursue support the full cost

- Clerk has reconnected with Community Payback team to support the regeneration project of the park- SGC still awaiting Probation service to confirm process.
- Clerk has requested update from police regarding activities they can take to support the reduction in speeding along the A420- response has suggested a Speedwatch group and revert to SGC for further support.
- Clerk has requested Cllr B Stokes to chase up longstanding items- Clerk reconnected with Cllr BS 27/02 for update
- Following approval for Youth provision contract to continue for 12 month rolling contract. Clerk has connected with contractor LPW- awaiting contract and payment methods.
- Following approval that PC will fund 1 hours hall hire for post the freecycle, clerk has advised Village Hall to add cost onto monthly invoice
- Following requests from Friends of Wick Village- Clerk has provided an update 09/02
- Additional planter outside the shops- following PC approval clerk has connected with Cllr BD to discuss logistics

## **ENFORCEMENT**

### 1. Field Opposite the Carpenters Arms

18/07/2022 Cllr GG & PGC raised that hoarding have been erected on the field opp Carpenters Arms and no planning permission has yet been received.

Cllr GG has reported to Enforcement under reference COM/22/0453/OD

*27/10/23 Cllr Palmer advised the appeal had been upheld and the hoarding is required to be removed by 27/11*

*10/02/24 Clerk requested any update from Cllr Marilyn Palmer & Ben Stokes. Cllr Ben Stokes advised that SGC are still looking to take via court route as taking 'immediate action' could encounter costs in the region of £11k*

3. Highfield Car Sales- Request from council to re-engage with SGC Enforcement regarding the encroachment of cars into the area to the side of the garage. email sent 09/11 chased 17/11- chased 11/01/2024

Acknowledgement received advising a new reference no has been allocated COM/24/0021/COU- a site visit will take place within the next 10 days

Chased 09/02

*Update I can confirm we carried out a site visit on 18th January 2024 and advised the operator of the business to remove the vehicles. I have since sent a follow up letter advising that we expect the vehicles to be removed within 14 days. I will continue to monitor the situation / carry out a follow up visit. We will then consider if formal action would be an appropriate next step should the breach continue.*

*Clerk advised enforcement 09/02 cars were still in situ- chased Enforcement 27/02 for update*

*I've had a discussion with the landowner. They got in touch after receiving my letter. They have agreed to comply but requested some additional time to arrange for the vehicles to be moved. I have accepted the end of March to comply, and they have agreed to this. I will pencil in a follow up visit for the end of next month by which point we expect for the matter to be resolved.*

## **Footpaths**

### 1. Missing footpath sign from A420 to Watery Lane

Reported to PROW 03/11/2022- CAMS 17959

Update 22/06/23

*Works are starting shortly at the bottom end to prevent deep mud which has been a long standing issue made worse by increase in equine use. I will look at your sign issue 17959 after. Water spotted at the top end is being investigated by others as they are doing drainage works- I don't foresee this being a regular occurrence but please advise if seen again.*

Clerk has requested Cllr B Stokes try to ascertain progress- please see update under agenda item 2

2. Following Cllr Dyson and Steven Burgess (Cotswold Warden) walkabout a request has been added to SGC PROW portal for new stile at grid ref LWA/45/10 East End

PROW ref 18384

3. Following Cllr Dyson and Steven Burgess (Cotswold Warden) walkabout a request has been added to SGC PROW portal for LWA/45/10 West End- Manor Rd. The stile in front of the stone bridge, part of the wood you step onto has broken off and needs replacing

PROW ref 18385

4. Request from resident to report LWA/43/10 between Clip and 67 Church rd. There is a tree which is sited on the footpath (the based is within the footpath boundary) which requires addressing- it is encroaching gardens and the footpath

Reference 18414

Cllr BD requested clerk to report footpath no LWA/11/20- Approximately midway along this footpath there is a gate, a wooden bridge and steep wooden steps. Something is required on the surface of the bridge to prevent people slipping and hurting themselves. Some of the steep wooden steps were replaced some time ago, but the remaining ones have now collapsed, and need replacing.

Reference 18433- update from SGC 24/11 Thank you for submitting a problem using the South Gloucestershire Rights of Way Management System. Your record has been accepted and is being processed

5. Request re footpath LWA/43/10- The footpath is extremely waterlogged and either hardcore or sustainable materials to be installed to make this passable.

Reference 18484

5. To note and confirm Minutes from February meeting.

Confirmed to be a true reflection

Proposed JPW

Seconded AK

All in favour 6

Cllr GG abstained from vote due to non-attendance at Feb meeting

6. Clerk to provide financial update for the Council and request cheques to be signed in accordance with bank mandate.

Payee	Rationale	Amount
J Bray-Warner	Reimbursement of cost of new planter	£706.80
SGC	Mowing of park x 2 invoices	£1352.04
Greenfields	Work in park post ROSPA report	£1753.20
Greenfields	1/4ly maintenance report	£94.80
J Cole	Work in The Willows- Common land post tree survey report	£3120.00
Wick & Abson Village Hall	Hall Hire	£190.00
Bailey & Partners	Buildings survey for Village Hall	£1944.00

8. Cllr SF to lead Council discussion as to progress with group activities centred around the regeneration of Brockwell Park Further to SF apologies for meeting- item deferred to April

8. Parish Council to review Building condition report for Village Hall and discuss next steps

Clerk pre-circulated as part of the papers the conditions report.

Chair provided a brief outline of findings from the report and commented on the 'bowing' wall and ventilation issues in the upstairs room. He advised that the report suggested enlisting a structural engineer to review the findings.

Chair advised clerk had sourced a structural engineer to undertake a review of the required work and also to review the roof structure to see if this would be sufficient for solar panels- if PC were successful in grant monies (previously minuted)

Quotation received for survey £675.00

Proposal to accept quote PGC

Seconded KH

All in favour 7

Clerk to request supplier to action

Chair advised that the current tenancy agreement is due to complete by Year End and he provided council an update as to PC responsibilities post the CIO for the VH. Chair advised there were a number of options with regards to negotiations with current tenants and suggested PC engage a survey to assess valuation of the rental property to understand open market value.

Proposal to connect with previous supplier to a cost up to £1000.00- Cllr GG

Seconded PGC

All in favour 7

Chair and Cllr KH offered to take forward the survey and also review a proposal to be brought back to council with a plan of activities regarding the current tenancy agreement- this will be an agenda item within 3 months

9. Parish Council to review and respond to Planning application no P24/00050/F Land North of Lodge Road

Clerk had pre-circulated details of planning application and requested council to preview prior to meeting to aid discussion

Discussion held

No Objection however PC would like to raise a concern regarding an increase in traffic movement along a single track road

10. Parish Council to review and respond to Planning application no P24/00585/CLE The Yurt, Old manor Farm ,Manor Road

Clerk had pre-circulated details of planning application and requested council to preview prior to meeting to aid discussion

Discussion held

No Objection

11. Parish Council to review and confirm approach for casual vacancy

Following the resignation of a councillor pre-Christmas 23, Council had requested this to be discussed at March's meeting.

Discussion held

JPW proposed to advise SGC of the intention to advertise and recruit for the current vacancy .

Seconded KH

All in favour 6

Cllr PGC abstained from vote

Clerk to connect with SGC

12. Parish Council to review request from Wick Sports Ground to install a litter bin at the entrance to the car park.

Clerk received a request from Wick Sports Ground to support and install an additional bin at the ground. The Sports Ground have a private company remove waste from the facility however WSG supplier will not remove dog waste and WSG are seeing an increase in dog waste in their bins.

Clerk advised Council that an approximate cost would be £1000.00 to purchase and install

Discussion held

The discussion centred around the potential to attract fly tipping due to rural location and council request clerk to connect with WSG regarding the installation of a pedestrian gate and also establish the date of the next committee meeting.

Proposal by JPW to install a bin outside the ground

Seconded – No support

Request to be declined

13. Parish Council to consider the following requests from Friends of Wick Village Group:

Clerk had received the following requests were discussed as a collective

Discussion held

13.1 Car Boot Sale 27th April- to utilise the car park for disabled parking only

Discussion held

Approved

13.2 Party in the Park 13th July- permission to have a 'farm trailer' or 'flat bed lorry' in the park

Discussion held

Approved

13.3 Christmas Lights switch on- confirmation Parish Council will financially support by covering the Village Hall fees

Discussion held

Approved subject to a cost of up to £75.00

Clerk to advise

Clerk emailed FOWV 14/03/2024

14. Parish Council to review and respond to SGC 4 year Council Plan consultation.

Clerk had pre-circulated link and requested Council to review to aid discussion

Discussion Held

Noted

15. Cllrs KH & SF to provide an update to discussions with landowner and the repair to the fence in Brockwell park

Following quotation from SGC to repair the fence at the top of Brockwell Park as discussed at Feb meeting, Cllrs & SF offered to visit the landowner to discuss further.

Cllr KH advised he had visited and spoken to landowner who confirmed he would repair the fence during Spring.

16. Cllr GG to provide update regarding closure of Wick Community Pub Group

Cllr GG advised the Wick Community Pub Group has now been closed out with the relevant bodies- the only outstanding activity is to confirm with FCA. He advised that the remainder of the grant donated by PC has been returned via BACS transfer at a sum of £3562.00.

Clerk confirmed receipt of funds into PC Bank Account.

17. Clerk and Councillors to provide update as to any correspondence received since last meeting:

17.1 Update from Avon & Somerset Police advising they are not able to support any further with regards to speeding traffic along the A420 and suggested PC look to set up a Speedwatch group.

Police also circulated an update report which clerk narrated at the meeting

17.2 Planning application P24/0595/CLP 1a London Rd- Demolition of existing conservatory and erection of single storey rear extension.

Clerk had pre-circulated details of planning application and requested council to preview prior to meeting to aid discussion

Discussion held

No objection

17.3 Planning application P24/00594/TRE SmokeAcre. 46 Church Rd- Works to fell no1 silver birch covered by STOP/9/96

Clerk had pre-circulated details of planning application and requested council to preview prior to meeting to aid discussion

Discussion held

No Objection

17.4 Notice of Planning decision P23/03487/F Land at the holding, Lodge Rd- Erection of 1 detached agricultural workstop/store and erection of side extension to existing building to form fodder store.

Approve with Conditions

17.5 Quotation received from Structural Engineer following completion of Building Conditions Survey on Village hall. Quotation amount £675.00 no VAT to visit property to inspect bowing wall- only visual inspection, review roof structure to support solar panels if grant application is successful and provide report with findings.

Discussed alongside agenda item 8 during meeting

17.6 Notice of Planning decision- Manor Cottage, Manor rd- Erection of a single storey extension- Approve certificate of lawfulness

17.7 Notice of Planning decision – The Close, Manor Rd- Erection of single storey extension- Approve certificate of lawfulness

17.8 Notice of Planning decision- 38 Church Rd- Erection of detached outbuilding- Approve with conditions

17.9 Clerk advised that W&A PC have a statutory duty to hold a Meeting of the Parish and requested confirmation of a proposed date with Council

Discussion held

Date of the meeting will be 18<sup>th</sup> April and clerk to connect with local groups to provide an annual update and circulate a notice requesting agenda items

18. Councillors to provide any updates and confirm any matters for inclusion at next meeting

18.1 Chair requested an agenda item in April to discuss the quotations received for potentially installing solar panels on the Village Hall

18.2 Cllr KH advised that there had been 3 resignations from the Village Hall committee and requested an agenda item to discuss at April's meeting

18.3 Cllr BD wished to express her dissatisfaction regarding the current state of the village, Cllr commented that road signs require cleaning/repair, litter picking by SGC appears to be almost non-existent and that drains and gutters require sweeping. Council also raised regarding the bollards by the Carpenters arms require cleaning and a litter pick.

Council suggested making a complaint to SGC against their publicised commitments and request confirmation of the timetable for:

Road Sweeping

Litter picking

Drain clearing

Road sign cleaning

Chair requested Cllr BD to take forward via email exchange 15/03/2024

18.4 Cllr GG requested clerk to connect with the Village Agent to see if they would be able to attend a meeting for further insight on how they can support the village

Meeting closed 21.25