

**MINUTES OF THE MEETING OF WOLSTON PARISH COUNCIL  
HELD VIRTUALLY VIA ZOOM ON THURSDAY 4<sup>th</sup> MARCH 2021 AT 6.30 PM**

**All Parish Council meetings will be held virtually via Zoom until further notice, in accordance with Government Regulations.**

**PRESENT** Cllr T Harvey-Smith (Chair), Cllr G Fewkes (Vice-Chair), Cllr Miss T Ball, Cllr D Cross, Cllr Miss S Dobinson, Cllr R Grainger, Cllr J Milne, Cllr A Parker, Cllr L Wright, and Mrs M Meede (Clerk).

Plus: Cty Cllr Mrs Timms, Borough Cllrs A Bearn and Mrs S Bragg, Mrs C Malyon (NDP) and 5 members of the public.

After members of the public and Councillors had been given the opportunity to raise any issues, the Chairman thanked everyone for attending, and the Parish Council meeting commenced at 7.10pm.

**194. APOLOGIES FOR ABSENCE**

The apologies of Borough Cllr Poole were noted.

**195. DECLARATIONS OF INTEREST (existence and nature) for items on the Agenda**

No declarations of interest for any item on the agenda were made. The Chairman advised that Councillors could declare an interest later in the meeting should this become apparent for any agenda item.

**196. APPROVAL OF MINUTES OF THE PARISH COUNCIL**

All Councillors had been given the opportunity to review the minutes of the Parish Council meeting held on 4<sup>th</sup> February 2021 prior to the Parish Council meeting.

Following a brief discussion Cllr Parker proposed approving the minutes which was seconded by Cllr Milne and the motion was passed.

**RESOLVED: The minutes of the Parish Council meeting held on 4<sup>th</sup> February 2021, having been approved for adoption by those who had been present at the meeting, be signed by the Chairman. The Zoom recording for this meeting will now be deleted.**

**197. NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)**

Mrs Malyon from the NDP was invited to speak on this agenda item by the Chair, and all Councillors were in agreement with this.

Mrs Malyon reported that the draft NDP had been received back from Avon Planning Services (APS) following its 'health check' and she advised that APS were pleased with the plan and gave positive feedback. On the recommendation of APS, the NDP Project Manager forwarded the draft NDP to RBC in order for them to carry out their 'health check'. Whilst Councillors were pleased the plan was progressing, a concern was raised that the plan had been sent to RBC without endorsement from the Parish Council (as the NDP is a Working Group of the Parish Council). It was explained that this was not the formal submission to RBC, which will take place once the Parish Council has endorsed the document. The Chair confirmed that Councillors will have an opportunity to review and endorse the plan, but that for expediency and on the recommendation of APS, the draft NDP was having its 'health check' by RBC first to ensure there are no major issues to be addressed. Mrs Malyon also reassured Councillors that, once any necessary amendments are made following the RBC 'health check', the Parish Council will be consulted, and that the NDP are following the project plan – which includes this step.

A further query was made in relation to the comments Councillors made on the draft plan the last time they reviewed it, and for confirmation that the comments had been considered and included in the plan as appropriate. Mrs Malyon advised that, as far as she was aware, the NDP Working Group and APS had considered the comments, and she would find out what had been included.

Cllr Miss Ball confirmed that the NDP was within budget, and is unlikely to spend all of the money allocated to them within the Parish Council budget.

Cllr Grainger also mentioned he would be speaking Mr Wongsam about the artwork and presentation of the final document.

The latest highlight report is available for viewing on the village NDP website ([www.wolstoneighbourhoodplan.co.uk](http://www.wolstoneighbourhoodplan.co.uk)) or from the Parish Council Clerk. Thanks were given to Mrs Malyon for attending the meeting and for her help, and to the NDP team who were all working so hard on the project.

**198. ALLOTMENT LAND**

Cllr Miss Dobinson reported that the Allotment Working Group (AWG) have been through numerous documents (recent and past) with a fine-tooth comb to make sure everything agreed over the last few years still stands and is fully documented and nothing has been forgotten or dropped. One outcome of this is that Rosconn have been asked to confirm again details of the S106 Agreements, including about the Community Fund. Rosconn have agreed to give the Parish Council written legal confirmation that the Community Fund will form part of the S106 Agreements. At the appropriate time, the AWG will ensure that items such as this are added to the letter to be sent to the Planning Inspectorate (which was agreed at the last Parish Council meeting).

Cllr Miss Dobinson advised that the AWG have met Moule & Co via Zoom to clarify and confirm details including the current situation on the allotments, rent holiday request, S106 agreement contents, details of current and proposed new lease, new Heads of Terms and different scenarios if the appeal is successful or unsuccessful. Moule & Co have also had a Zoom meeting with Rosconn and Godfrey Payton and are keeping the AWG up-to-date. The AWG are also still liaising with the Allotments Association and plot holders.

A question was raised about the Small Holdings and Allotments Act, and a request was then made for all information relating to the allotments to be forwarded to all Councillors. Cllr Miss Dobinson said she would try to find the information about the Act, but that it would be impractical to send all information, and she reminded Councillors that they can ask questions of the AWG at any time during the month and it doesn't need to wait until a Parish Council meeting, where the information is not to hand. She also felt that as the AWG had been tasked and delegated to do the work, they should be allowed to get on with the task and she assured Councillors that a summary and update will be provided at Parish Council meetings – where all relevant information will be shared. The AWG is working hard behind the scenes to try and get the best outcome.

It was then re-confirmed that RBC will be supporting and defending their decision at the appeal, and although details of the S106 Agreements will be forwarded to the Planning Inspectorate, the final decisions will be at the discretion of the Planning Inspector.

Cllr Miss Dobinson stated that as RBC has now published details of the appeal by Rosconn against RBC's refusal of planning permission, as agreed at the last Parish Council meeting the AWG will arrange for the previously agreed letter to be sent to the Planning Inspectorate and will ensure details of the S106 Agreement (including the Community Fund) are included in the letter.

**RESOLVED: For the Parish Council to write to the Planning Inspector (as agreed at the last Parish Council meeting) to confirm that Wolston Parish Council does not wish to be party to the appeal, but the original decision taken by the Parish Council in relation to the appeal and the response to RBC still stands. Information about the S106 Agreement and the Community Fund will also be included.**

**199. FINANCE**

Councillors reviewed and discussed the accounts for payment and considered payments received.

a) *To approve accounts for payment in February 2021.*

Expenditure				
Date Issued	To whom payable	For what purpose	Cheque number	Gross Amount
01/02/2021	Flamex Fire Protection	Annual site visit (and works) Pavilion 2021	106068	91.56
01/02/2021	Flamex Fire Protection	Annual site visit (and works) Pavilion 2020	106069	49.56
01/02/2021	Mr P Owen	Bark Chippings	106070	58.95
01/02/2021	Rugby Pest Control	Mole Control	106071	72.00
01/02/2021	WALC	Training - Cllr Milne	106072	60.00
01/02/2021	Staples	CCTV posters and signs	106073	32.80
01/02/2021	Rugby Borough Council	2 x green bins	106074	80.00
01/02/2021	SLCC	Annual membership	106075	166.00
19/02/2021	EON	Pavilion electric supply	106076	8.79
19/02/2021	Shell Energy	Phone and broadband	106077	29.95
19/02/2021	Parish Council Employees	Staff Salaries	106078-80	2,260.12
19/02/2021	HMRC	PAYE	106081	284.46
19/02/2021	WCC Pension Fund	LGPS	106082	357.39
19/02/2021	Mr P Owen	Fuel	106083	39.57
19/02/2021	Staples	Stamps and cleaning materials	106084	45.18
				<b>3,636.33</b>

Following a discussion Cllr Milne proposed approving the accounts for payment, which was seconded by Cllr Fewkes and the motion was passed.

**RESOLVED: The accounts, as listed above, be approved.**

Cllr Wright raised a query about VAT and using contractors that are not VAT registered. It was confirmed that the Parish Council claims back VAT when appropriate, and follows HMRC regulations.

b) *To note payments received in February 2021 and the latest bank reconciliation:*  
There were no payments to consider. The latest bank reconciliation was noted.

## **200. PLANNING**

All Councillors were given the opportunity to review the applications prior to the Parish Council meeting.

a) *R21/0133 – Repair works to bridge at Bretford Bridge , A428, Rugby Road. CV23 0LB*

Following a brief discussion, Cllr Fewkes proposed supporting the application, which was seconded by Cllr Parker and agreed unanimously.

**RESOLVED: For the Parish Council to support this application.**

b) *Priory Barns*

The Clerk confirmed that the letter to the Planning Officer in relation to Planning Application R20/0965 has been sent to RBC, and the second letter (to the RBC Head of Growth and Investment) will be ready for review by Councillors within the next couple of days.

## **201. RECREATIONAL FACILITIES**

a) *Fencing around Dyers Lane Playing Fields.* Cllr Cross advised that the hedging had now been flailed as agreed at the last Parish Council meeting, and the fencing will be installed over the next couple of weeks. The fencer has asked that the fencing be left alone when installed, and the wire fixings not to be altered. A discussion took place and it was suggested that once the fence is installed, it may be appropriate to plant some whips to fill in any gaps.

Cllr Miss Dobinson confirmed she has spoken to residents along Brook Street, and they are all happy with the proposals.

b) *Area by the skate park.* A discussion took place about the area of land, and the quotes for installing boundary posts and cleaning the land. Following the discussion, Cllr Wright proposed that no further work takes place to the land at the moment (in terms of rotavating and removing vegetation). This was seconded by Cllr Fewkes and the motion was passed. This does not include the removal of ivy from the trees.

**RESOLVED: For the land to be left alone for the current time. For Lakeside to be asked to continue with the removal of ivy from the trees.**

Cllr Grainger then proposed that the quote from PD Fencing to install boundary posts be installed. This was seconded by Cllr Milne, but the motion was rejected.

**RESOLVED: For no boundary posts to be installed at this time.**

## **202. VILLAGE CHRISTMAS TREE**

Cllr Miss Dobinson advised that a resident had asked her to enquire if the Parish Council would like a Christmas tree they have in their garden. Following a discussion, it was felt a permanent Christmas tree may not be appropriate in the conservation area, and it was also noted that the area where the Christmas tree goes has very shallow soil as it is on top of a former road (and so a rooted tree may not be suitable). However, Cllr Miss Dobinson was asked to thank the resident for their offer, and it was suggested that the Allotments Association may be able to accommodate the tree. Cllr Milne then proposed continuing getting a cut tree in Wolston each year, which was seconded by Cllr Fewkes and the motion was passed.

**RESOLVED: For Wolston to continue having a cut Christmas tree brought in and removed annually.**

## **203. KERBING AROUND THE VILLAGE GREEN**

Councillors Milne and Parker reported that they had recently met with the Locality Officer to discuss the damage to grass in the centre of the village being caused by vehicles driving on the grass. They had discussed various options, including putting granite setts down to protect the area. Cty Cllr Mrs Timms has been approached to see if her County Councillor funding can be used for this project, and the Clerk agreed to contact both Cty Cllr Mrs Timms and the Locality Officer to see if the work will be possible.

## **204. GRASS CUTTING CONTRACT**

A discussion took place about the 2021 grass cutting contract. Following a discussion it was agreed that Lakeside will be asked to revert back to their pre-Covid schedule of cutting the playing fields once a week, and the rest of the areas in the village they are contracted to cut every two weeks. The Lengsthman will resume cutting the centre of the village.

**205. PROGRESS REPORT**

The Progress report was noted. The Chair reminded Councillors that this item should be for information only, and queries should be raised with the Clerk prior to the Parish Council meeting, or via email to all Councillors. Cllr Wright asked about bollards being needed in certain areas to stop vehicles parking on grass. Councillors were reminded that Cllr Mrs Timms has asked for photographs to be sent to her showing any issues.

**206. CORRESPONDENCE**

The correspondence list was noted. Councillors who wanted additional information on items on the list had requested and received this from the Clerk prior to the meeting.

**207. DELEGATES REPORTS**

- a) Parish Council Communications (including Facebook and the Newsletter – Cllr Miss Ball reported that the new Parish Council Facebook page had received a positive response, with great engagement from residents. A discussion took place about the new Newsletter which Councillors had previously agreed to produce, including what could be included and the format of any newsletter. Cllr Miss Ball said the cost of printing would be approximately £230 (for 2000 copies) and the cost of delivery will be about £120. Cllr Miss Ball agreed to get a sample newsletter to Councillors for the next Parish Council meeting.
- b) Standing Orders and Financial Regulations – Councillor Grainger advised that the Policies and Procedures Working Group have met to discuss the updates, and advised they are again using the NALC Model as a base. A discussion took place about needing to clarify where a Notice of Motion can and should be used, and the possibility of adding in a section for ‘Questions pursuant’. Cllr Grainger has been speaking to the Head of Democratic Services to get better clarity on certain issues.
- c) Development of Garage Sites – Cllr Grainger provided an update on a recent virtual meeting he had attended with RBC Property Management Unit about the proposed development of the two garage sites on Manor Estate. It is proposed by RBC that work will start in Wolston by the end of 2021, and that any housing will be based on local need and fall under the social housing category. RBC have confirmed they will work closely with the Parish Council in relation to any proposals.
- d) Streetlighting – Cllr Grainger explained that he has been working on an ‘Invitation to Tender’ (ITT) and feels the Parish Council should be ready to go to tender in about six weeks time. The Parish Council has already formally registered an Expression of Interest for the Salix loan. The target date for works to be carried out is October 2021.

**208. PARISH COUNCIL COMMUNICATIONS (INFORMATION FOR SHARING)**

Councillors discussed items for uploading to the village website, the Parish Council Facebook page and for inclusion in the Avon Grapevine. Cllr Grainger appreciates Councillors providing him with information and articles for the website as soon as they are available – rather than waiting for the Parish Council meetings.

- New Fencing on Dyers Lane Playing Fields
- Green House Gases Tool (Carbon Omissions)
- Litter Picking – request for volunteers to contact the Clerk.
- Window Wanderland (promote)

**209. FUTURE AGENDA ITEMS**

- Carrying out work/spending money on other people’s land
- Update on Speed Watch (delegates report)
- Illumination of the War Memorial
- Flooding
- Village Hall update

**210. DATE OF NEXT MEETING/S**

The Chairman confirmed that the next Parish Council meeting will take place on Thursday 1<sup>st</sup> April 2021 at 6.30pm via zoom.

As there were no further items on the Agenda the Chairman declared the meeting closed at 9:30 pm.

Signed:..... Chairman

Date: .....

**Notes on the Public Forum and Parish Matters held during the  
Parish Council Meeting on 4<sup>th</sup> March 2021.**

The Chairman welcomed everyone to the meeting and invited representations from all who were present. The Chairman explained that the meeting would be recorded for the use of the Parish Council Clerk only, and the recording would be deleted once the minutes of this meeting were approved.

A query was raised about the re-opening of the Village Hall. The Chairman, who is also on the Village Hall Committee, confirmed that they are aiming to open the hall for regular hirers in line with Government regulations (subject to the risk assessments continuing to be satisfactory). A discussion took place about the Committee membership, including the fact a couple of new residents will be joining the Committee, and that an advert will soon be placed in order to find a replacement for the previous Village Hall Administrator/Co-Ordinator.

Cllr Miss Ball raised a query about the Village Neighbourhood Watch Co-Ordinator and how to re-start the scheme. Cty Cllr Mrs Timms advised that Binley Woods have recently set up their own scheme in conjunction with the village PCSO, and suggested Wolston do similar. Following a discussion, Cllr Miss Ball said she would look into this option.

Cty Cllr Mrs Timms reported on the Green Shoots Grant Scheme which is currently open, and Cllr Grainger said he would also share information about a new online tool which shows information about local Green House Gas Emissions, which may be of interest. She then advised that she will look to see if there are funds available in her County Councillor fund for the granite setts for the centre of the village, and will update the Clerk.

Borough Cllr Mrs Bragg confirmed there is currently no update about the solar panels at Ling Hall, but she will update Councillors as soon as she hears anything. She also agreed to provide information to Councillors about a health survey which can be shared with residents.

Borough Cllr Bearne provided an update on fly tipping, which is a nationwide problem, and the Borough Council is aware of the problems in the area. RBC is looking at covert tactics, especially in the persistent hot spots. WCC are also working with trading standards and the Environment Agency in relation to enforcement actions.

As there were no further comments or questions, the Chairman declared the public forum part of the meeting closed at 7.10pm

*Note: Cty Cllr Mrs H Timms and Borough Councillors Bearne and Mrs S Bragg and Mrs C Malyon (NDP) gave their apologies and left the meeting at this point.*