

**MINUTES OF THE MEETING OF WOLSTON PARISH COUNCIL  
HELD VIRTUALLY VIA ZOOM ON THURSDAY 1<sup>ST</sup> APRIL 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: Borough Councillor Poole, 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 7.05pm.

**216. APOLOGIES FOR ABSENCE**

The apologies of Cllr Mrs M White for reasons of ill health were accepted.

The apologies of Cllr Mrs H Timms and Borough Councillors Bearne and Mrs Bragg were noted.

**217. 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.

**218. 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> March and the Extraordinary meeting held on 25<sup>th</sup> March 2021 prior to the meeting on 1<sup>st</sup> April 2021.

Minutes of 4<sup>th</sup> March 2021 - Following a brief discussion Cllr Parker proposed approving the minutes which was seconded by Cllr Miss Dobinson and the motion was passed.

Extraordinary Minutes of 25<sup>th</sup> March 2021 – Councillors reviewed the minutes, Cllr Milne then proposed approving the minutes which was seconded by Cllr Miss Dobinson and the motion was passed.

**RESOLVED: The minutes of the Parish Council meeting held on 4<sup>th</sup> March 2021, and the minutes of the extraordinary meeting held on 25<sup>th</sup> March 2021, having been approved for adoption by those who had been present at the meeting, be signed by the Chairman. The Zoom recording for these meetings will now be deleted.**

**219. 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 is still with RBC for the 'health check' of the draft plan, and initial comments are good. Some feedback received to date has been expected, and once the plan has been returned from RBC it will be seen again by Avon Planning Services and the Co-Ordination Working Group – who will carry out any further work as necessary. Once approved by the Steering Group, the plan will then come to the Parish Council (as the Qualifying Body). Mrs Malyon confirmed that comments previously submitted by Councillors had been considered, and reiterated that Councillors will be consulted on the document once again, before its formal submission. Mr Wongsam has been instructed by the NDP to carry out work on the plan in relation to layout, formatting and artwork.

Councillors were advised that the NDP Project Manager will be writing to the Planning Inspectorate in relation to the Allotment Land appeal, to update them on the current position of the NDP.

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 are all working so hard on the document.

**220. ALLOTMENT LAND**

Cllr Miss Dobinson confirmed that, as previously agreed, a letter had been sent to the Planning Inspectorate to advise 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.

The Parish Council has been informally advised that the appeal is likely to take place on 13<sup>th</sup> May 2021 – but are awaiting confirmation from RBC. The Parish Council have also been advised by Godfrey-Payton that they have contacted RBC to advise of the intention to sell part of the allotment land (Which is a registered Asset of Community Value) should the appeal be successful. The Parish Council should be formally advised of this intention by RBC.

Councillors were then advised that Mr Ray French had resigned as Chair of the Allotments Association, and so the Working Group will be liaising with Mr Joe Taylor and Mrs Julia Bearne going forward.

Cllr Miss Ball asked about the Allotments Association website, and when it will be fully up and running again. Cllr Grainger advised he is administrator for the Wolston Village Website, and can only put up information he is given – he was requested by the Allotments Association to take their pages offline for updating and has been chasing for more information, he will update the site when the information is received.

## 221. FINANCE

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

### a) To approve accounts for payment in March 2021.

Date Issued	To whom payable	For what purpose	Cheque number	Gross £
08/03/2021	Banner Group Lts (Staples)	Replacement for cheque 106085 - stamps and cleaning materials	106085	£45.18
08/03/2021	Godfrey-Payton	Allotment Land rent	106086	£1,590.00
08/03/2021	Rugby Pest Control	Mole Control	106087	£72.00
08/03/2021	DLP Planning Ltd	Professional fees - Priory Barns	106088	£415.80
08/03/2021	Vision ICT Ltd	Data Backup	106089	£144.00
08/03/2021	Lakeside	Flail hedge cutting	106090	£84.00
08/03/2021	Moule and Co Ltd	Allotment land representation (work to date)	106091	£1,634.34
08/03/2021	WALC	VAT training - Clerk	106092	£30.00
08/03/2021	Mrs M Meede	Stamps, Zoom (x2), laptop service	106093	£94.18
08/03/2021	Greenways Garden Services	Ditch clearance - playing fields	106094	£380.00
08/03/2021	WALC	Social Media training - Cllr Grainger	106095	£30.00
18/03/2021	Open Spaces Society	Annual subs/membership	106096	£45.00
18/03/2021	Shell Energy Retail Ltd	Phone/Broadband	106097	£28.99
18/03/2021	EON	Repairs to PL 44, 41 Main Street	106098	£72.00
18/03/2021	Parish Council Employees	Staff Salaries	106099-01	£2,260.12
18/03/2021	HMRC	PAYE	106102	£284.46
18/03/2021	WCC Pension Fund	LGPS	106103	£357.39
18/03/2021	Mrs M Meede	Litter Pickers, Litter hoops and Land Registry	106104	£336.60
18/03/2021	Boden and Ward	War Memorial cleaning, pointing and treating	106105	£720.00
18/03/2021	Vita Direct	Cleaning supplies for Pavilion and bin bags	106106	£177.22
18/03/2021	PD Fencing (P Dixon)	Fence installation - playing fields	106107	£4,710.00
18/03/2021	Cancelled		106108	£0.00
18/03/2021	Banner Group Lts (Staples)	Cleaning equipment	106109	£5.87
18/03/2021	Mr P Owen	Sundries, fixings	106110	£35.69
18/03/2021	EON	Pavilion Electric	106111	£8.79
30/03/2021	Arco Ltd	Powerclean (jet wash) 50lt	106112	£93.05
30/03/2021	WALC	Annual subs/membership	106113	£790.00
30/03/2021	Fields in Trust	Annual subs/membership	106114	£65.00
30/03/2021	Rugby Borough Council	Supply and installation of bin on Main St	106115	£315.00
30/03/2021	Community Heartbeat Trust	New battery for one AED, new pads x 2 for both AED's	106116	£424.80
30/03/2021	EON	Streetlight Maintenance	106117	£676.15
30/03/2021	Mrs M Meede	Zoom monthly subscription	106118	£14.39
30/03/2021	Marsh Commercial	Insurance - Kubota	106119	£329.14
30/03/2021	Paul Nicholas Design	NDP - artwork/layout/design (up to 60 pages)	106120	£300.00
30/03/2021	EON	Replacement streetlight Priory Road	106121	£1,419.38
30/03/2021	WALC	Training - End yr accounts and audit - Clerk	106122	£36.00
30/03/2021	Water Plus	Water Supply Pavilion	106123	£24.07
30/03/2021	P Bird	Kubota and machinery parts and maintenance	106124	£208.39
31/03/2021	Moule and Co Ltd	Allotment land representation (work to date)	106125	£519.96
				<b>£18,776.96</b>

Following a discussion, the Chairman proposed approving the accounts for payment, which was seconded by Cllr Milne. Cllr Wright asked for a recorded vote. The Chairman, Cllr Milne, Cllr Miss Ball, Cllr Cross, Cllr Miss Dobinson, Cllr Grainger, Cllr Fewkes and Cllr Parker were in support, Cllr Wright was against. The motion was passed.

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

### b) To note payments received in March 2021 and the latest bank reconciliation:

Date Received	From whom	For what purpose ?	Amount
	Allotments Association	Allotment land rent	£1,590.00
	HMRC	VAT reclaim	circa £7000
			<b>£8,590.00</b>

The payments received as shown above and the latest bank reconciliation were noted.

Signed.....

**222. PLANNING**

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

- a) *R21/0089 – Demolition of existing dwelling including rear projection, and erection of replacement dwelling with associated parking area and landscaping at Mickle Hill Farm, Fosse Way, Wolston. CV8 3GD.*

Councillors discussed the amended plans, and it was noted the Parish Council did not object to the original application. Cllr Parker proposed supporting the application, which was seconded by Cllr Miss Ball and agreed unanimously.

**RESOLVED: For the Parish Council to support this application, subject to neighbour consultation.**

- b) *Priory Barns Development – To receive an update and decide if any further actions from the Parish Council are required.*

It was noted that RBC had not responded as yet to the letter sent detailing the concerns of Councillors about the development. Councillors then discussed further concerns about the adjacent land to the development, and any possibility that the adjacent land (including the Ancient Scheduled Monument) may be developed in the future. Cllr Grainger said he would be happy to liaise with the Open Spaces Society and Fields in Trust, and he also suggested the Parish Council could write to Historic England about the concerns. Cllr Wright supported this idea, and highlighted the fact the NDP have proposed this area as a Local Green Space. Following a further discussion, Cllr Grainger proposed the Parish Council write to Historic England, which was seconded by Cllr Wright and agreed unanimously.

**RESOLVED: For the Parish Council to write to Historic England to highlight concerns about any possibility of adjacent land to the Priory Barns being developed (including the Ancient Scheduled Monument).**

**223. GRANT REQUEST**

Councillors discussed a grant request that had been received from the Wolston Conservation Group for work carried out in the Spinney, including quotes and the accounts for the group. The grant had been provisionally agreed in the December budgeting meeting, and Councillors discussed how well used the Spinney is and that it is an asset to Wolston. Cllr Wright then proposed approving the grant request for £384, which was seconded by Cllr Milne and agreed unanimously.

**RESOLVED: For a grant of £384 to be awarded to the Wolston Conservation Group for work carried out in the Spinney**

**224. WAR MEMORIAL**

Councillors Fewkes and Grainger reported that they had met with the Electrician and War Memorial Gardeners to discuss the possibility of installing illumination/low lighting at the War Memorial. A discussion took place and it was agreed the lighting should be soft and low level – so as not to impact on any residences. A timer will ensure the lights are turned on and off at appropriate times, and a sensor can also be installed to help with this. After reviewing the quotes and options, Cllr Wright proposed instructing J&T Electrical (Terry Ramsay) to carry out the work. This was seconded by Cllr Milne and the motion was passed unanimously.

**RESOLVED: For J&T Electrical to instructed to carry out the illumination work at the War Memorial.**

**225. VILLAGE FEATURE**

Councillors discussed the correspondence from the Wildlife Trust about the funded opportunity to have a 'village feature/art piece' in Wolston. Options for a feature included a mosaic on the Village Hall external wall, mill wheel carving/stone, village sign and a feature for the village entrance. Cllr Miss Ball proposed that the preferred options of a mosaic, mill wheel and village entrance feature be put forward, which was seconded by Cllr Milne and agreed unanimously.

**RESOLVED: For the preferred agreed options to be put forward to the Wildlife Trust artists.**

**226. COMMUNITY OWNERSHIP FUND**

Cllr Wright said he wanted to ensure land and facilities in the village were protected where possible. It was noted that under the new Government proposals relating to the 'Community Ownership Fund', the land must be under threat and it was also recognised that the Parish Council is unable to purchase land under this scheme. The Community 'Right to Buy' scheme was also discussed, and Cllr Wright said he would look into this further and get information for the Parish Council to consider. It was felt that, once more information is received, that a Working Group should be set up to consider if any scheme is suitable and relevant in Wolston.

**227. 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. A query was raised about the solar panels at Ling Hall Quarry, and it was noted that approximately 9000 had been fitted.

**228. 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.

**229. DELEGATES REPORTS**

- a) Parish Council Communications (including Facebook and the Newsletter) – Cllr Miss Ball provided a sample newsletter for review by Councillors. A discussion took place, and it was agreed that a trial newsletter should be sent to all residents after the Annual Meeting of the Parish Council, and feedback would then be sought from residents.
- b) Community Speed Watch (CSW) – Cllr Grainger advised that the CSW were still liaising with the Police and were chasing up a meeting so the CSW could progress as soon as possible.
- c) Standing Orders and Financial Regulations – Councillor Grainger advised that the Policies and Procedures Working Group were still working on updating the documents, and hoped to have them ready for the Annual Meeting of the Parish Council.
- d) Streetlighting – Cllr Grainger confirmed that the formal offer of loan had been received from Salix, and the invitations to tender would be sent to 6 contractors in the next few weeks, who will be invited to submit a bid. Councillors were asked to let Cllr Grainger know as soon as possible if they had any issues or items to be included in the Invitation to Tender. Cllr Grainger confirmed that the luminaires in the specification were a cool/soft light rather than a harsh light.
- e) Wolston Village Hall – The Chair advised that the Village Hall Committee had arranged a meeting the following week, and were looking to open the hall for regular users from 12<sup>th</sup> April 2021 in line with Covid Regulations. Cllr Grainger reported on a training session he had recently attended in relation to re-opening halls, and he provided information on another free session being held on 8<sup>th</sup> April – the information will be shared with members of the Village Hall Committee. It was confirmed that the Parish Council have no responsibility for the Village Hall, and it is managed by the Committee/Trustees.
- f) Salisbury Trust Bungalows – The Chair reported that a structural survey of the bungalows has taken place in the past, and another survey will be arranged in the near future – as Covid restrictions allow. It was noted that one bungalow has a problem with condensation and mould, but the occupants have advised the Trust they are happy to wait until it is safe for people to enter their property in order to deal with the issue.

**230. 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.

- Voting cards (explanation of duplicate cards)
- War Memorial illumination
- New streetlight luminaires
- Litter picking

**231. FUTURE AGENDA ITEMS**

It was noted that the next meeting is likely to be the Annual Meeting of the Parish Council, and so only urgent additional agenda items will be included. Agenda items for future meetings include:

- Community Right to Buy
- Village Clock

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

The Chairman confirmed that the next Parish Council meeting will take place on Thursday 6<sup>th</sup> May 2021 at 6.30pm via zoom.

As there were no further items on the Agenda the Chairman declared the meeting closed at 9:15 pm.

Signed:..... Chairman

Date: .....

Signed.....

**Notes on the Public Forum and Parish Matters held during the  
Parish Council Meeting on 1<sup>st</sup> April 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 discussion took place about the re-opening of the Village Hall, and it was confirmed the Committee would be meeting, and were aiming to open the hall for regular users in line with Covid regulations.

A resident highlighted the 'Window Wonderland' initiative, where residents decorate their front window/s so people can walk round and have something to look out for. It was suggested that Wolston could get involved this Christmas, and Cllr Miss Ball agreed to raise the idea with the Wolston Events Committee as something they could organise for Christmas 2021.

Borough Cllr Poole, advised that RBC is likely to go under re-structuring (of Cabinet and Senior Officers), but after the elections in May 2021 they will know more and be able to advise further.

Cllr Poole then reported that Borough Cllr Mrs Bragg will be stepping down as one of Wolston and the Lawford's Borough Councillors in May, as she is moving out the area. Councillors were sad to hear the news, and asked Cllr Poole to pass on their thanks to her for all her work.

RBC are looking into the issue of fly tipping and are aware of the ongoing issues, they will look to prosecute where possible and are looking into options to resolve the concerns.

Cllr Milne highlighted concerns in relation to contacting RBC by telephone, and a discussion took place about making it more user friendly to report issues and contact the relevant department within RBC.

Cllr Milne then advised that he had been approached by a resident with a concern about the new fencing in Dyers Lane. Cllr Miss Dobinson said all residents had been spoken to about the fencing, and it was noted that a lot of positive comments had been made to Councillors, the Lengthsman and the Clerk about the new fencing, and many positive comments had also been seen on Social Media. In general the response to the new fencing has been highly positive, not only from dog owners, but also the football team and residents with children who feel the fencing gives a visual barrier and makes the playing fields safer. Other positive comments have included the fact the fencing has tidied up the area and makes the playing fields look more cared for and safe.

As there were no further comments or questions, the Chairman declared the public forum part of the meeting closed at 7.05pm

*Note: Borough Councillor Poole and Mrs C Malyon (NDP) gave their apologies and left the meeting at this point.*

Signed.....