

**MINUTES OF THE ANNUAL MEETING OF WOLSTON PARISH COUNCIL
HELD VIRTUALLY VIA ZOOM ON THURSDAY 6TH MAY 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 Mrs White, Cllr L Wright, and Mrs M Meede (Clerk).

Plus: Mrs C Malyon (NDP) and 10 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 6.45pm.

1. ELECTION OF CHAIRMAN 2021-22

Cllr Fewkes asked if there were any nominations for the role of Chairman to the Parish Council. Cllr Grainger asked if Cllr T Harvey-Smith would be willing to stand for a further year, and when it was confirmed he would be willing, Cllr Fewkes proposed that Cllr T Harvey-Smith be elected as Chairman for the next financial year, which was seconded by Cllr Milne. Cllr Fewkes asked if there were any other nominations. Cllr Wright nominated himself, but there was no seconder for this proposal. Cllr Fewkes therefore asked for a vote on the proposal that Cllr T Harvey-Smith be re-elected, and the vote confirmed that all Councillors agreed unanimously. Cllr Milne thanked Cllr Harvey-Smith for being willing to continue his work as Chairman.

RESOLVED: Cllr T Harvey-Smith be re-elected as Chairman for 2021 – 2022.

2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr T Harvey-Smith thanked all Councillors for their support. He then duly signed the Declaration of Acceptance of Office, which was witnessed on Zoom before all Councillors and the Proper Officer of the Council (the Clerk and Responsible Finance Officer (RFO) – Mrs M Meede).

RESOLVED: The Chairman's declaration was duly signed and witnessed as appropriate. The Clerk will sign the document at the earliest opportunity.

3. APOLOGIES FOR ABSENCE

RESOLVED: The apologies of Cllr Mrs Timms and Borough Cllrs Poole and Bearn were noted.

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

Cllr Fewkes and the Chairman declared an interest in agenda item 15 (grant request from WLCC). The Chairman advised that Councillors could declare an interest later in the meeting should this become apparent for any agenda item.

5. APPROVAL OF MINUTES OF MEETINGS HELD ON 1ST APRIL 2021 AND 29TH APRIL 2021

All Councillors had been given the opportunity to review the minutes prior to the Parish Council meeting.

- a) Minutes of the meeting held on 1st April 2021 – Following a brief discussion, Cllr Fewkes proposed approving the minutes of 1st April 2021 which was seconded by Cllr Wright and the motion was passed.

RESOLVED: The minutes of the Parish Council meeting held on 1st April 2021, having been approved for adoption by those who had been present at the meeting, be signed by the Chairman.

- b) Minutes of the Extraordinary meeting held on 29th April 2021 – A discussion took place about the minutes and some amendments were proposed. Cllr Miss Dobinson proposed that the word 'serious' be inserted before the word 'complaints' in a sentence in the Public Forum section of the minutes. This was seconded by Cllr Miss Ball and agreed. Cllr Wright proposed the wording be changed in the section at the end of agenda item 235 (allotments). This proposal was not seconded.

Cllr Milne proposed the minutes of 29th April 2021 be approved, subject to the word 'serious' being added to the section in the public forum. This proposal was seconded by Cllr Miss Dobinson and the motion was passed.

RESOLVED: The minutes of the Extraordinary Parish Council meeting held on 29th April 2021, having been approved for adoption by those who had been present at the meeting subject to the amendment as proposed by Cllr Miss Dobinson, be signed by the Chairman.

Cllr Wright read out a section of some NDP minutes, which stated that Cllr Grainger had confirmed he would not speak in support of the allotments application or on behalf of the applicant at the Appeal Hearing. Cllr Grainger confirmed this is still the case, and he will not be speaking in support of the application. Cllr Miss

Dobinson agreed that she and Cllr Grainger would simply be answering any questions that the Inspector asks of the Parish Council, and they will not be speaking for or against the development, or giving their opinions. Cllr Miss Ball felt what had been agreed at an NDP meeting was a matter for the NDP and not the Parish Council.

6. ELECTION OF VICE-CHAIRMAN FOR 2021-22

Cllr Grainger asked Cllr Fewkes if he would be willing to be re-elected as Vice-Chairman. After Cllr Fewkes confirmed he would be willing, a proposal was received from Cllr Grainger to re-elect Cllr G Fewkes as the Vice Chairman. This was seconded by Cllr Milne. No other nominations were received. A vote was taken and all Councillors were in favour of the appointment.

RESOLVED: For Cllr G Fewkes be elected as Vice Chairman for the 2021-2022 financial year.

7. TO AGREE DATES OF AND VENUE FOR COUNCIL MEETINGS FOR THE FOLLOWING YEAR

The Clerk reported that, after 6th May 2021, Town and Parish Council's can no longer hold formal meetings via Zoom. Advice has been given by WALC about future meetings which may need to be held face-to-face, including having essential items only on the agenda to keep meetings short, and ensuring venues are Covid safe. Following a brief discussion, Cllr Grainger proposed deferring this item until the guidance is clearer. This was seconded by Cllr Parker and agreed unanimously.

RESOLVED: For this agenda item to be deferred until guidance about future meetings is clear.

8. GENERAL POWER OF COMPETENCE (GPC)

A discussion took place about the GPC. Councillors then agreed that the Parish Council was still eligible and Cllr Parker proposed re-adopting the General Power of Competence, which was seconded by Cllr Fewkes and the motion was passed.

RESOLVED: The Parish Council confirmed eligibility & re-adopted the General Power of Competence.

9. POLICIES AND PROCEDURES/GOVERNANCE DOCUMENTS

Councillors were able to review the existing policies and procedures prior to the meeting. Cllr Parker requested new cover sheets for certain policies, to show when they were last re-adopted. This was agreed. A discussion took place about the need to update certain policies, including Safeguarding and the Financial Regulations. Cllr Miss Dobinson agreed to assist the Policies and Procedures Working Group where necessary. The new draft Standing Orders were discussed, including making some areas easier to understand. It was agreed that endorsing the draft new Standing Orders should be deferred to a future meeting – Councillors were asked to get any comments on this document to the Clerk within the next two weeks. After a further discussion about all policies and procedures, Cllr Grainger proposed re-adopting all current Parish Council policies and procedures – including the Standing Orders and Financial Procedures, whilst noting that some do need updating this year. This was seconded by Cllr Parker and agreed by Councillors.

RESOLVED: For all Parish Council policies to be re-adopted/adopted as appropriate (including Standing Orders, Financial Regulations/Financial Risk Assessment, Data Protection, Health & Safety and the Publication Scheme)

10. ELECTION OF COUNCILLORS ONTO COMMITTEES AND WORKING GROUPS 2021-22

The Chairman asked all Councillors to give due consideration to the Working Groups and Committees they are on, to ensure they are giving (and can continue to give) the required time and dedication required. Councillors were reminded that membership of any group is voluntary. Councillors were also asked to consider if any groups are no longer required, or if new groups should be formed to deal with any ongoing issues in the village. Following a discussion, Councillors agreed to inform the Clerk of any proposed changes to the document within the next two weeks. Cllr Wright asked if he could join Cllr Fewkes representing Wolston on the Ling Hall Liaison Group. He felt both quarry groups should be looking at the landfill tax, and a discussion took place about the landfill and backfill taxes, and what it could mean for Wolston. This change was agreed, and both quarry liaison groups agreed to look into the issue raised by Cllr Wright.

A discussion took place, and Councillors agreed that each Working Group should provide a Terms of Reference, and each group was asked to provide this to the Clerk within the next two weeks.

The Chairman proposed deferring this agenda item to a future Parish Council meeting, when all Councillors will have reviewed the groups and their membership of any groups, and for groups to agree their Terms of Reference. This was seconded by Cllr Miss Dobinson and agreed unanimously.

RESOLVED: For this agenda item to be deferred to a future Parish Council meeting. For Councillors to review the document and let the Clerk know of any proposed changes within the next two weeks. For

current Working Groups to meet and arrange for their Terms of Reference to be given to the Clerk within the next two weeks.

11. TIME CAPSULE

Councillors noted that a time capsule was buried in dedication to the Queen's Diamond Jubilee on 12th July 2014. It was buried by the Children of St Margaret's Primary School under the Diamond Jubilee tree guard - to remain there for a period of 70 years. It is due to be excavated on Saturday 1st July 2084.

12. ALLOTMENT LAND

Cllr Miss Dobinson confirmed that the Statement of Common Ground had been agreed by the Parish Council. She also confirmed that the Parish Council had written to the RBC Chief Officer for Legal and Governance in relation to the allotment land Asset of Community Value, to confirm the Parish Council wishes to formally express an interest in the asset, and would like to register as a potential bidder.

13. FINANCE

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

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

Payments made in April 21				
Date Issued	To whom payable	For what purpose	Cheque number	Gross Amount
09/04/2021	Wolston Conservation Group	Grant - agreed 01/04 agenda item 223	106126	£384.00
09/04/2021	Mr P Owen	Fuel	106127	£50.89
15/04/2021	Shell Energy Retail Ltd	Phone/Broadband	106128	£28.99
15/04/2021	Rugby Pest Control	Mole Control	106129	£72.00
15/04/2021	WALC	VAT 2 Training - Clerk	106130	£18.00
15/04/2021	Mrs M Meede	Printer ink, Land Registry x3	106131	£44.98
15/04/2021	BHIB	Parish Council Insurance	106132	£854.72
21/04/2021	Parish Council Employees	Staff Salaries	106133-5	£2,262.62
21/04/2021	HMRC	PAYE	106136	£180.68
21/04/2021	WCC Pension Fund	LGPS	106137	£357.39
21/04/2021	EON	Electric - Streetlights	106138	£2,685.12
21/04/2021	EON	Electric - Pavilion	106139	£12.60
				£6,951.99

Following a brief discussion, Cllr Fewkes proposed approving the accounts for payment, which was seconded by Cllr Milne and all Councillors agreed.

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

Cllr Wright raised a query about the BT line which goes under the playing fields, and if the Parish Council is entitled to any money for this. The Clerk agreed to look into the matter.

b) *To consider payments received for April 2021 and note latest bank reconciliation.*

Payments received in April			
Date Received	From whom	For what purpose ?	Amount
	RBC	Precept	£47,930.00
			£47,930.00

RESOLVED: The payment received as listed above and the latest bank reconciliation were noted.

14. PLANNING

The Parish Council had not been notified about any new planning applications. However, Cllr Parker highlighted a possible new application in Paddocks Close (R21/0311) which the Parish Council had not been consulted on, and the Clerk will chase this up.

15. GRANT REQUEST

Councillors reviewed a grant request that had been received from WLCC. The Chairman and Cllr Fewkes had declared an interest in this item. Following a brief discussion, Cllr Wright proposed approving a grant of £1500, which was seconded by Cllr Milne and the motion was passed..

RESOLVED: For a grant of £1500 to be given to WLCC for the 2021-22 financial year.

16. PROGRESS REPORT

It was confirmed that the wood carvings from the fallen lime tree should be installed within the next couple of weeks. A discussion then took place about the area around 'Sally's Hole' being drained. This area is 'designated local wildlife space' and marshland encourages birds to an area. It was agreed that the Clerk should approach the Environment Agency to ensure they are aware of the work being carried out here. It was

also agreed that the Clerk will write to the developers of the Priory Barns to ask permission for a couple of Councillors to carry out a site visit/inspection of the area.

17. CORRESPONDENCE

Cllr Wright raised concerns about an area of land along Stretton Lane which he believes may be turning into a traveller site. A discussion took place, and Councillors wanted to ensure that any changes to the use/status of land were authorised, and so it was agreed that the Clerk would write to RBC to confirm what planning conditions were on the site at the top of Stretton Road.

18. DELEGATES REPORTS

- a) Footpaths – Cllr Parker reported that he had met with the Foreman at the Quarry site, and had a walk round the site, including the footpaths. It was agreed that the maps are not as clear as they could be, and this is being looked into. Cllr Parker will check up on progress, and is happy to walk round with other Councillors when possible.
- b) Communications – Cllr Miss Ball advised there is no further progress on the newsletter as yet, but more information is being gathered and a sample should be available soon.
- c) Policies and Procedures Working Group – Cllr Grainger explained that work is still ongoing, and there is a lot of information to review and work through. He is pleased Cllr Miss Dobinson has agreed to assist the group, especially in relation to Safeguarding.
- d) Streetlights – Cllr Grainger reported that he has nearly completed the grant application, and Invitations to Tender will be going out soon. He agreed to advise Councillors about other villages nearby which have similar street lanterns to those the Parish Council will be getting.
- e) Wolston Village Hall – Cllr Miss Ball is now the Parish Council representative on the Committee/Trustees. She will get details of the new Committee when available. Cllr Wright expressed his thanks to the Chairman, who has been on the Village Hall Committee for the last 17 years, and he hoped the new members could continue with the work in keeping the Village Hall an essential asset.

19. 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. Councillors are reminded they can submit articles/information at any time, and do not need to wait for Parish Council meetings.

Cllr Wright agreed to write a piece on traffic in the village, and asking residents to assist with traffic surveys.

20. FUTURE AGENDA ITEMS

Councillors were reminded that guidance had been given to only include urgent items on the agenda for the next few months, when meeting face-to-face. Due to this, some agenda items mentioned may not be discussed for a couple of months. A discussion took place about the order of agenda items, and it was agreed that the Clerk and Chair will meet to discuss what they feel is best.

- Dates and venues of Parish Council meetings for 2021-22 - Working Groups
- Policies and Procedures (including Standing Orders and Financial Regulations)
- Traffic, Speeding and the CSW

21. DATE OF NEXT MEETING/S

It was agreed that the date of the next meeting will be determined by Government guidelines and advice from WALC and NALC. The Clerk will advise Councillors as soon as information is known, and any meeting will be advertised in the usual way.

As there were no further items on the Agenda the Chairman declared the meeting closed at 8:50 pm

Signed:..... Chairman

Date:

Notes on the Public Forum and Parish Matters held during the Annual Meeting of the Parish Council Meeting on 6th May 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.

Mrs Malyon provided an update on the NDP. She advised that the NDP Working Group had not received any formal feedback from RBC as yet, but a meeting will be set up with RBC, Avon Planning Services and the Chair and Project Manager of the NDP to discuss the document. The group are then likely to be given actions to work on. Mr Wongsam has now been instructed to carry out work on the final design and formatting of the document.

A representative from the Scouts attended the meeting, and was happy to report their groups are now meeting face-to-face again. It was mentioned that the Scout Hut is not currently accessible for those with disabilities, and so the Scouts were seeking permission to make the building accessible. They were also hoping to extend the compound fencing, to enable more cars to park and have extra space within the fenced area. The Scouts are also looking to replace a couple of the external doors in the near future.

Following a brief discussion, Councillors were generally supportive of the proposals put forward by the Scouts, but asked for more formal proposals to be submitted for consideration at a future Parish Council meeting.

The lease was also raised, and the Scouts will chase this up to ensure the signed lease is sent to the Parish Council's Solicitor.

Cllr Parker advised that he is getting ready to fill the planters around the tree guard in the centre of the village. He was thanked for his work.

As there were no further comments or questions from anyone else, the Chairman declared the public forum part of the meeting closed at 6.45pm