

**MINUTES OF THE MEETING OF WOLSTON PARISH COUNCIL  
HELD AT WOLSTON LEISURE AND COMMUNITY CENTRE ON THURSDAY 3<sup>rd</sup> JUNE 2021 AT 7.00 PM**

**This meeting was held 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, and Mrs M Meede (Clerk).

Plus: Borough Councillor Poole and 3 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 7.20pm.

**22. APOLOGIES FOR ABSENCE**

The apologies of Cllr Mrs M White for reasons of ill health and Cllr Wright for personal reasons were accepted. The apologies of Cllr Mrs H Timms and Borough Councillors Bearne and Willis, and Mrs Malyon (NDP) were noted.

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

Cllr Miss Ball declared an interest in agenda items 29c) and 31c). The Chairman advised that Councillors could declare an interest later in the meeting should this become apparent for any agenda item.

**24. 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 6<sup>th</sup> May prior to this 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 6<sup>th</sup> May 2021, having been approved for adoption by those who had been present at the meeting, be signed by the Chairman.**

**25. TO CONSIDER INTERNAL AUDITORS REPORT**

All Councillors were given a copy of the Internal Auditors report for the financial year ending 31<sup>st</sup> March 2021.

The Auditor had concluded that the systems of internal control are effective, with no matters arising which needed to be reported to the Parish Council.

Councillors were pleased with the way the Parish Council finances are so open and transparent, and were pleased with the outcome of Internal Audit. Cllr Milne proposed accepting the report, which was seconded by Cllr Cross and agreed unanimously.

**RESOLVED: It was agreed that the Internal Auditors report be accepted.**

**26. TO CONSIDER, COMPLETE, APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT 2020/21 AS PART OF THE ANNUAL RETURN.**

A discussion took place in relation to the completion of the annual return. The Chairman read out and Councillors discussed each statement within 'Section 1 - Annual Governance Statement' and provided a positive response to each statement within this section. Cllr Grainger proposed that the Section 1 of the Annual Return be signed by the Chairman and RFO, which was seconded by Cllr Fewkes and all other Councillors supported the proposal. The document was duly signed as appropriate.

**RESOLVED: For Section 1 (Annual Governance Statement) to be completed and signed by the Chairman and RFO.**

**27. TO CONSIDER, COMPLETE, APPROVE AND SIGN THE ACCOUNTING STATEMENTS 2020/21 AS PART OF THE ANNUAL RETURN.**

In view of the fact the accounts had been checked by the Internal Auditor, certified by the RFO, and the figures matched the end of year bank reconciliation and financial documents, Councillors were satisfied that 'Section 2 of the Accounting Statement' could be signed. Cllr Cross proposed that Section 2 of the Annual Return be signed as appropriate, which was seconded by Cllr Parker and all Councillors were in agreement.

**RESOLVED: For Section 2 (Accounting Statements) to be signed by the RFO and Chairman.**

**28. TO REVIEW AND RE-ENDORSE THE 2021-22 BUDGET**

Following a review of the End of Year 2019-20 budget, it was established that the proposed 2021-22 budget is still valid and a realistic budget for the Parish Council, and the information included and the expected income were unchanged from the budgeting meeting in December 2020, with the exception of an increase in rent for

the larger Parish Council office. Cllr Grainger proposed re-endorsing the budget (including the increase for office rent) which was seconded by Cllr Miss Dobinson and agreed unanimously.

**RESOLVED: For the 2021-22 budget to be re-endorsed and approved.**

## 29. FINANCE

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

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

Date Issued	To whom payable	For what purpose	Cheque number	Gross Amount
10/05/2021	Vision ICT Ltd	Operation Forth Bridge & Menai Bridge	106140	£84.00
10/05/2021	Mrs M Meede	Zoom subscription April	106141	£14.39
10/05/2021	Moule & Co	Professional Fees	106142	£1,276.92
10/05/2021	Mr T Ramsay	War Memorial Lights	106143	£830.00
10/05/2021	WLCC	Grant agreed 6/5 agenda item 15	106144	£1,500.00
10/05/2021	WALC	Planning Training - Cllr Miss Ball	106145	£60.00
10/05/2021	Shell Energy	Broadband/Phone	106146	£28.99
18/05/2021	EON	Electric - Pavilion	106147	£13.10
18/05/2021	Vision ICT Ltd	Web Hosting	106148	£492.00
18/05/2021	Parish Council Employees	Staff Salaries	106149-51	£2,287.12
18/05/2021	HMRC	PAYE	106152	£256.08
18/05/2021	Cancelled	Cancelled	106153	£0.00
18/05/2021	Cancelled	Cancelled	106154	£0.00
18/05/2021	Lakeside	Grass Cutting	106155	£816.00
18/05/2021	Lakeside	Ivy removal from trees	106156	£150.00
18/05/2021	Mr P Owen	Fuel	106157	£39.47
18/05/2021	WCC Pension Fund	LGPS	106158	£357.39
24/05/2021	Rugby Pest Control	Mole Control	106159	£72.00
24/05/2021	WALC	Planning/Cllr Training-Cllr Miss Dobinson	106160	£33.60
24/05/2021	Mrs C Payne	Millstone Flower Beds	106161	£51.77
24/05/2021	MS Audit & Consultancy	Internal Audit	106162	£250.00
24/05/2021	EON	Electric Statement Streetlights	106163	£614.54
24/05/2021	Mrs M Meede	Zoom subscription May	106164	£14.39
				£9,241.76

Following a discussion, Cllr Milne proposed approving the accounts for payment, which was seconded by Cllr Miss Dobinson and agreed unanimously.

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

b) *To note payments received in May 2021 and the latest bank reconciliation:*

There were no payments received to note, and the latest bank reconciliation were noted.

c) *To discuss and make a decision on the grant application request received for Wolston Events*

Following a discussion and a review of the grant request application, the Chairman proposed the grant of £157.49, which was seconded by Cllr Grainger and agreed unanimously.

**RESOLVED: For a grant of £157.49 to be awarded to Wolston Events.**

## 30. REPLACEMENT OF DAMAGED STREETLIGHT ON MANOR ESTATE

Councillors discussed the recent damage to a streetlight on Manor Estate, along with quotes to get it replaced. Councillors felt that this light could be replaced as part of the scheme to upgrade other streetlights in the village, especially as the project should be complete whilst the evenings are still relatively light. Cllr Grainger proposed deferring the work so it can be included in the upgrading scheme, and this was seconded by Cllr Parker and agreed unanimously. The Clerk agreed to write to residents near the light to advise them on the situation.

**RESOLVED: For the damaged streetlight to be included in the streetlight upgrade scheme, and for residents to be advised about the situation.**

## 31. PLANNING

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

a) *R21/0408 Single storey front extension to property at 17 Paddocks Close, Wolston. CV8 3GW*

Councillors discussed the application before Cllr Milne proposed supporting the application subject to neighbour consultation. This was seconded by Cllr Fewkes and all Councillors were in favour

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

- b) R21/0382 Part two storey part first floor side and rear extension to property at 5 Kelseys Close, Wolston. CV8 3GS

Following a discussion, Cllr Grainger proposed supporting the application subject to neighbour consultation, which was seconded by Cllr Fewkes and agreed unanimously.

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

- c) R21/0437 Proposal for a 1.5 storey side extension to property with the implementation of dormer windows on both elevations. The erection of a brick and timber wall at 3 John Simpson Close, Wolston. CV8 3HX

Cllr Miss Ball had declared an interest in this agenda item. Councillors discussed the proposals, and Cllr Milne proposed supporting the application which was seconded by the Chairman and agreed unanimously.

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

- d) R21/0471 Prior approval for extension at 4 Hawthorne Close, Wolston CV8 3HN

Councillors discussed the application which had been received for information only at this stage, and felt they would support it subject to neighbour consultation. This was proposed by Cllr Parker, seconded by Cllr Milne, and agreed unanimously.

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

- e) R21/0452, R21/0453 and R21/0548 – applications for Marston Mill Farm, Priory Road. Wolston. CV8 3FX

Councillors discussed the applications. One proposal had been removed from the RBC Planning Portal and this has been chased up. Concerns were raised about the traffic and volume of vehicles due to the proposals, and Councillors were cautious of developments for anything other than residential. The public footpath was also discussed, and it was felt this could be an issue if it was used by vehicles. Councillors were keen for the footpath to remain useable.

**RESOLVED: For the Parish Council to highlight concerns to the Planning Officer, which include traffic, and maintaining the public footpath.**

### **32. DATE OF NEXT MEETING/S**

The Chairman confirmed that the next Parish Council meeting is due to take place on Thursday 1<sup>st</sup> July 2021 at 7.00pm at Wolston Leisure and Community Centre

As there were no further items on the Agenda the Chairman declared the meeting closed at 7.55 pm.

Signed:..... Chairman

Date: .....

### **Notes on the Public Forum and Parish Matters held during the Parish Council Meeting on 3<sup>rd</sup> June 2021.**

The Chairman welcomed everyone to the meeting and invited representations from all who were present.

Borough Cllr Poole reported that fly tipping is on the increase in Wolston, and is now happening in new places too. It is an ongoing issue which they are aware of.

He then advised that he has spoken to the Police who are more than willing to attend future Parish Council meetings when Covid allows, and he provided an update on recent Police activity at the top of Stretton Road.

Cllr Poole advised that RBC have recently purchased a drone, which can be used in all aspects of Council work, including planning and inspections of sites. The drone will be available for hire along with its pilot, and this will be advertised in the near future.

An update was then given on the parking and traffic concerns within Wolston. Cllr Poole explained that footpaths, roads and highways are a County Council issue, and he is in regular contact with Cty Cllr Mrs Timms to see what, if anything, can be done. He also noted that the Police have requested signs to be installed by the School zig zag lines on Main Street, in order for them to be able to use enforcement and issue tickets.

Speeding is also an issue which the Borough and County Council are aware of, and they have been liaising with the Police. Chicanes and speed cushions were discussed, and it was also noted that members of the Community Speed Watch team are being retrained in July.

Signed.....

A discussion took place about parking, and Cllr Miss Ball agreed to raise the subject with the Village Hall Committee, who may be able to advertise the parking spaces behind the Village Hall.

Cllr Miss Ball then provided an update on the NDP. The Health Check has now been completed by RBC and the document together with comments received from RBC have been distributed to members of the Co-ordination and Steering Groups. The feedback has been positive, and once some work has taken place in relation to the points raised by the Health Check, the document will come to the Parish Council for consultation, before Reg 14 (public consultation) takes place.

As there were no further comments or questions, the Chairman declared the public forum part of the meeting closed at 7.20pm

*Note: Borough Councillor Poole gave apologies and left the meeting at this point.*