

**MINUTES OF THE MEETING OF WOLSTON PARISH COUNCIL
HELD AT THE VILLAGE HALL, WOLSTON, ON THURSDAY 4th NOVEMBER 2021 AT 7.15PM**

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

Plus: Cty Cllr Mrs Timms, Borough Cllr Willis, 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 7:40pm.

106. APOLOGIES FOR ABSENCE

The apologies of Cllr T Harvey-Smith, for personal reasons were accepted.

The apologies of Borough Cllrs Bearne and Poole were noted.

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

Cllr Wright declared a personal interest in agenda item 121. The Chairman advised that Councillors could declare an interest later in the meeting should this become apparent for any agenda item.

108. APPROVAL OF MINUTES OF THE PARISH COUNCIL

All Councillors had been given the opportunity to review the minutes of the Parish Council meeting held 7th October 2021 prior to this meeting, and changes requested by Councillors prior to the meeting had been seen by all Councillors. Cllr Wright asked for a couple of changes which were agreed, these changes were to confirm that he 'strongly advised and proposed that the Parish Council be guided by their solicitor' rather than 'insisting' and the other change was to confirm Councillor Grainger had been present while a meeting had taken place on the allotments site the month before, rather than a few months before the October meeting. Subject to these changes being made in the minutes, Cllr Parker proposed approving the minutes, which was seconded by Cllr Wright and the motion was passed.

RESOLVED: The minutes of the Parish Council meeting held on 7th October 2021, having been approved for adoption by those who had been present at the meeting subject to two amendments being made in the minutes, be signed by the Chairman.

109. ALLOTMENT LAND UPDATE

Cllr Miss Dobinson, Chair of the Allotment Working Group (AWG), advised that the group had been continuing to liaise with the Parish Council solicitor, which included work to finalise the wording of the legal documents.

On Wednesday 13th October, Cllr Miss Dobinson had attended a meeting between the Parish Council solicitor and the solicitors for Rosconn and the Crew Wilcox Trust, to work through outstanding areas for agreement. Representatives of the Trust, Godfrey Payton, Rosconn, the Parish Council and the Allotments Association were in attendance to observe and, if necessary to answer any questions. All Councillors then received the summary notes of this meeting, and in summary Cllr Miss Dobinson felt the Parish Council solicitor presented a clear case for key points in the negotiations and good progress was made.

On the strong advice of the Parish Council solicitor, on 18th October, letters from Rosconn and the Allotments Association with a covering note from the Parish Council were hand delivered or posted to all plot holders; this explained the next steps in the surrender of the plot leases vacating of the allotments and the implications if this was not achieved. A further email was later sent by the Allotments Association to plot holders clarifying the situation further.

Cllr Miss Dobinson then advised that the geotechnical report of the ground investigation (carried out in July to September 2021) states it was 'completed in general accordance with BS EN 1997-2:2007 Eurocode 7 – Geotechnical Design Part 2: Ground investigation and testing. This states that for a large area site and for geotechnical purposes, the investigation positions should be less than 60m apart in a grid spacing. This requirement of the code was complied with, albeit the existing allotment usage restricted/precluded access in some areas of the site.

For contamination assessment, there is no specific guidance for investigation frequency/spacing, however investigation positions are determined based on the Conceptual Site Model to assess contaminant linkages (source, pathway, receptor assessment) and target sources identified and/or as a general reasonable coverage where no specific sources are identified. No elevated levels of contaminants were recorded on site and therefore no further testing has been recommended'. It was then explained that RBC would be responsible for determining if the investigations were carried out to the required standards.

Cllr Wright raised some queries about what was discussed at the meeting between the solicitors and the legal situation, but was reminded this agenda item was for information only and any questions about the lease or legal issues could be raised at a later agenda item.

110. VEGETATION CLEARANCE ON MANAOR ESTATE

It was noted that RBC had now cleared the vegetation on Manor Estate, which had exposed a lot of land and work would be required to make the area usable. Miss Sonya Cross, who had been working with the Clerk and RBC to get the work carried out and who was also representing the local residents and Wolston Wombles was invited to speak by the Chairman. She explained that the Wolston Wombles had already carried out a litter pick on the area, and the aim for the land was to make it a community area, with perhaps a wildflower meadow, some grassed areas and possibly a picnic area. All ideas are welcomed. A vote of thanks was given to Sonya for her ongoing work and perseverance with this project.

A discussion then took place about the garage sites and areas on Manor Estate that had been put forward for possible development, and the impact this may have on the plans for improving the area. Miss Cross felt this shouldn't cause a problem and could be worked around. Cllr Miss Ball said should would liaise with Miss Cross outside of the Parish Council meeting to discuss any possible issues.

111. FINANCE

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

a) To approve accounts for payment in October 2021.

Date issued	To whom payable	For what purpose	Cheque number	Gross amount
07/10/21	Mrs Meede	Zoom subscription	106247	£14.39
07/10/21	Miss S Cross	Wolston Wombles hi-vis vests and embroidery	106248	£132.70
07/10/21	RBC	Summer Play Scheme	106249	£408.00
07/10/21	EON	Streetlights	106250	£105.50
07/12/21	Mr Cooper	Play equipment repair	106251	£25.00
11/10/21	RBL Poppy Appeal	Donation (wreaths) agreed 7/10/21 agenda item 95	106252	£500.00
11/10/21	EON	Electric - streetlights	106253	£1,088.23
21/10/21	WLCC	Room Hire	106254	£107.40
21/10/21	Mr T Ramsay	Install RBC for CCTV - Dyers Lane	106255	£145.00
21/10/21	Shell Energy Retail Ltd	Telephone and Broadband	106256	£28.99
21/10/21	Parish Council Employees	Staff Salaries (inc WBBJBC)	106257-8	£1,319.55
21/10/21	HM Revenue & Customs	PAYE	106259	£213.83
21/10/21	WCC Pension Fund	LGPS	106260	£357.39
21/10/21	WALC	Annual Conference - Cllr Milne	106261	£12.00
28/10/21	DM Payroll Services	Payroll Services	106262	£90.00
28/10/21	WALC	Planning Training - Cllr Miss Dobinson	106263	£60.00
28/10/21	Rugby Pest Control	Mole Control	106264	£72.00
				£4,679.98

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

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

b) To note payments received in October 2021:

There were no payments received to note.

112. PLANNING

There were no planning matters to discuss.

113. PROGRESS REPORT

A discussion took place about possible training for communities involved with closing roads for community events, and it was agreed this could be looked into for future years.

The Clerk agreed to chase up the annual play inspection report again.

114. CORRESPONDENCE

Councillors had been given the opportunity to review the correspondence list prior to the Parish Council meeting, and receive details of correspondence they were interested in. The Clerk confirmed that RBC had been informed about the request to review the village boundary.

115. WOLSTON CHRISTMAS

It was confirmed that the Christmas tree (including delivery and installation) had been organised as agreed at the last Parish Council meeting. A Cherry Picker was also reserved (approximately £300) for Saturday 20th November (the order would need confirming) and a discussion took place about the costs involved for hiring this and someone to operate the machinery. Councillors then discussed purchasing mince pies for the switch on event. Cllr Milne proposed acceptance of the the costs for the Cherry Picker, staffing and mince pies be endorsed, which was seconded by Cllr Miss Dobinson and agreed unanimously.

RESOLVED: For the Cherry Picker to be ordered and the costs for the machinery, staffing and mince pies to be approved.

Cllr Miss Ball confirmed she had organised the road closure for the event, and then reported on the 'Wolston Windows' initiative where residents will be invited to decorate a window in their home and there will be a competition for the best window. Following a discussion it was then proposed by Cllr Miss Ball that the Parish Council purchase two gift vouchers (£30 and £20) as prizes for the competition. This was seconded by Cllr Milne and agreed unanimously

RESOLVED: For gift vouchers to be purchased as prizes for 'Wolston Windows'.

116. REMEMBRANCE SUNDAY

A brief discussion about Remembrance Sunday took place. Cllr Miss Ball confirmed she had organised the road closure for Remembrance Sunday and the Clerk confirmed the wreaths had been received and distributed as agreed.

117. BUDGET (INCLUDING REVIEW) AND PRECEPT 2022-23

Councillors were all given a copy of the 2021-22 budget and expenditure to date, which showed how much had been spent so far in each budgeted area, and the percentage left to spend. Following a brief discussion, Cllr Grainger proposed that this agenda item be deferred and Councillors should advise the Clerk of any proposed changes to the next budget before the next Parish Council meeting (including any projects to take place in the next financial year and an estimated amount for any such projects/initiatives). This proposal was seconded by Cllr Parker and agreed unanimously.

RESOLVED: For Cllrs to advise the Clerk of any budget considerations for the 2022-23 financial year.

118. BOLLARDS ON THE CHURCH LANE BY THE SCHOOL

The Clerk advised that WCC had agreed to replace the damaged bollards on the path as you walk to the school. WCC need to ensure a safe way for children to get to school. A discussion took place about the other bollards along to the lane to the Church, and Councillors agreed to have a look at how many new bollards they felt would be needed along this stretch. It was agreed this agenda item should be deferred to the next Parish Council meeting.

119. HM QUEEN PLATINUM JUBILEE EVENT

It was noted that nothing official had been published as yet for this event, and so Councillors agreed to defer the agenda item to a future Parish Council meeting.

120. RECOGNITION OF CHELSIE GILES

Councillors discussed how Wolston can give recognition to Chelsie Giles, a 2021 Olympic bronze medallist who has a strong connection to Wolston. Cllr Miss Ball advised she had asked the family for suggestions and is awaiting their feedback, and she therefore requested that the item be deferred to the next Parish Council meeting so she could liaise with Chelsie and her family properly. All Councillors agreed.

Cllr Wright mentioned that another resident had achieved a 'Gold' award at the Chelsea Flower Show, and Councillors agreed it would be nice for a letter to be sent to the resident recognising their achievement.

121. DELEGATES REPORTS

- a) Road Safety Group – Cllr Miss Ball advised this is ongoing and requested the item be deferred.
- b) Parish Council Newsletter – Cllr Miss Ball advised this is ongoing and requested the item be deferred.
- c) Streetlights – Cllr Grainger provided an update on the work Zeta had been doing on columns and luminaires around Wolston. It was noted that vegetation would need to be cut down around some columns for access to be gained. Cllr Wright then raised a question about the need for some of the work to take place on the columns, as he said he had contacted the company and had been advised it was not necessary. Cllr Grainger advised he would follow up on this query. A request was made for any

queries or questions to be raised before Parish Council meetings so answers could be given at meetings.

- d) Salisbury Trust – Cllr Wright raised a question about a resident’s property. Following a discussion, Cllr Fewkes and Cllr Miss White agreed to liaise with Cllr Miss Ball about any issues outside the Parish Council meeting.

122. EXCLUSION OF PRESS AND PUBLIC

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council was invited to Resolve that the press and public be excluded from the meeting during consideration of the following item owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

Reason for Exclusion – The exclusion is on the grounds that items of business to be discussed are likely to include discussions about a lease, items of a commercially sensitive nature, staffing and legal advice.

RESOLVED: For members of the public still present to leave the meeting for the next agenda items.

123. ALLOTMENT LAND

Mrs J Bearne, Chair of the Allotments Association, had been invited to partake in this agenda item to give advice and information as required.

Cllr Miss Dobinson advised that the Agreement for Surrender, Lease and Works, the new Lease and the Licence are virtually complete apart from some minor amendments. Unfortunately the documents had not been received before the meeting as hoped, as they were only given to the Parish Council solicitor today and understandably he wants to do a final check.

Cllr Miss Dobinson explained that the Agreement for Surrender, Lease and Works, is at this stage the most crucial. The last change that has been agreed and needs to be included is a clause to take account of the fact that, as things stand, the Parish Council cannot give total vacant possession as not all plot holders had agreed to surrender their lease. Therefore, even if Councillors had the documents this evening, they could not agree them because the Parish Council cannot offer total vacant possession. A discussion then took place about the legalities around partial vacant possession, and the Licence (which is the licence for the area of land to be occupied).

If the Parish Council is unable to give full vacant possession of the site, it is anticipated that the other party would then issue a 12 months’ notice to vacate, thus delaying everything by a year. The landowners may then withdraw all the current offers on the table and, if they were to give a new lease in November 2022, it would probably be the same 1991 lease.

Following a further discussion, Cllr Miss Dobinson proposed that the Clerk should advise the Parish Council solicitor of the current situation, and ask that he advised the solicitor for the other side that at the current time we can only offer partial vacant possession. It was also proposed that an Extraordinary Meeting be held on Tuesday 9th November 2021 if the documents are received on time. These proposals were seconded by Cllr Milne and agreed unanimously.

RESOLVED: For the Clerk to update the Parish Council solicitor on the Parish Councils current position, and for an Extraordinary Meeting to be held on 9th November if the documents have been received.

124. HUMAN RESOURCES (STAFFING)

An update from the HR Working Group was received and it was noted that all candidates had now been interviewed but had not been informed of the decision as yet. It was noted that the decision about filling the vacant position had been delegated to the HR Working Group, and, following a discussion, they agreed to update Councillors as soon as possible. The Chairman proposed the HR Working Group continue with their delegated powers to fill the position, which was seconded by Cllr Parker and Councillors agreed.

RESOLVED: For the HR Working Group to continue with their delegated powers to fill the vacancy, and continue to update the Parish Council.

125. 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.

- Allotments Land

- Christmas Light Switch on

- Vegetation Clearance (Manor Estate)

- Budget (2022-23) – groups who require grants

126. 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.

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|-----------------------------------|-------------------------------------|
| - HM Queen Platinum Jubilee Event | - 2022/23 Budget/Precept |
| - Bollards on the Church Lane | - Recognition of Chelsie Giles |
| - Clerk's delegated powers | -Climate Change (Feb/March meeting) |
| - Rent for WLCC land | |

127. DATE OF NEXT MEETING/S

The Chairman confirmed that the next Parish Council meeting is due to take place on Thursday 2nd November 2021 at 7.15pm at Wolston Village Hall. If an interim/Extraordinary meeting is required then the agenda will be put on the website and in the Main Street noticeboard three clear days before the meeting is held.

As there were no further items on the Agenda the Chairman declared the meeting closed at 9:55 pm.

Signed:..... Chairman

Date:

**Notes on the Public Forum and Parish Matters held during the
Parish Council Meeting on 7th October 2021.**

The Chairman welcomed everyone to the meeting and asked if there were any representations from anyone present at the meeting.

Mrs C Malyon, who was representing the Neighbourhood Development Plan (NDP) Working Group, advised that work was ongoing and the work area leads are working on comments from the consultancy company. The next step after this will be the editing and proof reading.

A question was raised about the fact the allotment land was an Asset of Community Value (ACV) and a query was raised about whether a bid had been submitted. Cllr Miss Ball advised that an expression of interest to bid had been made, but not a formal bid as the Action Group felt they did not have all the relevant information from the Land Agents in order to do so.

Borough Cllr Willis provided details about the Consultation on the Transformation of Rugby Town Centre which closes next week, and also gave an update on fly tipping in the area. Cllr Willis then reported on the arrangements for Remembrance Sunday and Armistice Day in Rugby Town, and then advised that RBC would be looking to uplift the rubbish collected following the vegetation clearance on Manor Estate.

Concerns were then raised about potholes and a damaged gate on the Church Lane, and Cty Cllr Mrs Timms asked Councillors to email any information to the Clerk, so the details could then be forwarded onto her and the Locality Officer. Cllr Wright then asked about the yellow markings on the roads indicating where work is required to take place, and Cty Cllr Mrs Timms confirmed work was carried out on a priority basis, and also on an area basis so all work is looked at in the same area at the same time.

Cty Cllr Mrs Timms then provided Councillors with details of some grant opportunities, including the Social Value Impact Fund. She also noted that Wolston Parish Council had been successful with their grant application to the Green Shoots Fund for LED lighting.

As there were no further comments or questions, the Chairman declared the public forum part of the meeting closed at 7.40pm.

Signed.....