

**MINUTES OF THE MEETING OF WOLSTON PARISH COUNCIL
HELD AT THE VILLAGE HALL, WOLSTON, ON THURSDAY 6th JANUARY 2022 AT 7.00PM**

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

Plus: 2 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.

163. APOLOGIES FOR ABSENCE

The apologies of Cllr T Harvey-Smith, Cllr D Cross, Cllr Milne and Cllr Miss White for health reasons were accepted. The apologies of Cllr Mrs Timms and Borough Cllrs Bearne, Poole and Cllr Willis were noted.

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

Cllr Miss Ball declared an interest in agenda item 167c (grant request-Village Hall). The Chairman advised that Councillors could declare an interest later in the meeting should this become apparent for any agenda item.

165. 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 2nd December 2021 and the Extraordinary meetings held on 16th and 22nd December 2021 prior to this meeting, and changes requested by Councillors prior to the meeting had been seen by all Councillors. Following a short discussion Cllr Grainger proposed approving the minutes of 2nd December, which was seconded by Cllr Parker and agreed unanimously. Cllr Grainger then proposed approving the minutes of the extraordinary meeting held on 16th December which was seconded by Cllr Miss Ball and agreed unanimously. Cllr Wright noted that there was a typo in the minutes of 22nd December (the word 'so' should be replaced with 'no' in agenda item 161). This change was made. It was then proposed by Cllr Parker that the minutes of the 22nd December be approved, which was seconded by Cllr Wright and all Councillors were in agreement.

RESOLVED: The minutes of the Parish Council meetings held on 2nd, 16th and 22nd December, having been approved for adoption by those who had been present at the meeting subject to the amendment, be signed by the Chairman.

Thanks were given to Cllr Miss Dobinson for taking the minutes during the extraordinary meetings in the absence of the Clerk.

166. ALLOTMENT LAND UPDATE

Cllr Miss Dobinson, Chair of the Allotment Working Group (AWG), confirmed that all documents had now been proof read by all parties and the Parish Council solicitor was now happy to commend all documents be signed by the Parish Council, with the exception of one clause in the lease relating to indemnity (if any plot holders do not vacate their plot on surrender or termination of the lease). At the current time there is one plot holder on the north side, and one plot holder on the south side who have not agreed to surrender their lease.

167. FINANCE

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

a) To approve accounts for payment in December 2021.

Date issued	To whom payable	For what purpose	Cheque number	Gross amount
02/12/21	Rugby Pest Control	Mole Control	108288	£72.00
10/12/21	EON	Electric - Streetlights	108289	£1,088.23
10/12/21	EON	Electric - Pavilion	108290	£16.87
10/12/21	cancelled	cancelled	108291	£0.00
10/12/21	Wolston Baptist Church	Office Rent	108292	£1,050.00
10/12/21	WALC	Code of Conduct Training (Cllr Milne/Cllr Fewkes)	108293	£60.00
10/12/21	WLCC	Room Hire	108294	£71.40
10/12/21	Lakeside	Grasscutting - November	108295	£480.00
10/12/21	Parish Council Employees x 4	Staff Salaries (inc WBBJBC)	108296-9	£2,660.92
10/12/21	HM Revenue & Customs	PAYE	108300	£481.63
10/12/21	WCC Pension Fund	LGPS	108301	£637.80
14/12/21	Mr R Grainger	HM Land Registry Search	108302	£6.00
16/12/21	EON	Streetlight repair - Lammas Court	108303	£34.80
16/12/21	Shell Energy Retail Ltd	Phone/Broadband	108304	£29.76
16/12/21	Mr P Owen	Fuel (mileage)	108305	£48.60
16/12/21	Wolston Baptist Church	Parish Office Window Repair	108306	£230.00
				£6,968.01

Signed.....

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

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

A discussion then took place about the Parish Council Zoom account following a query from a resident, and Councillors considered whether the account was still required and cost effective. Councillors all agreed Zoom was a useful tool for the Parish Council to have, and also agreed that local (formal/established) groups could use the account via the Clerk. Miss Ball then proposed getting an annual membership rather than monthly, which should be more cost effective. This proposal was seconded by Cllr Parker and agreed unanimously.

RESOLVED: For the Parish Council to move to an annual Zoom membership.

b) *To note payments received in December 2021:* There were no payments received to note.

c) *Grant requests:* It was agreed to defer this item so formal grant applications could be received.

168. PLANNING

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

a) *R21/1232 -Conversion of loft to habitable space including installation of 4no. Velux windows at 8 Arderne De Gray Road, Wolston. CV8 3LQ*

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

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

169. PROGRESS REPORT

It was noted that Eagles Arboriculture had removed the Christmas tree free of charge once again. Thanks were given.

WCC have now installed the new bollards outside the properties before the School on the Church Lane.

Potholes around Wolston were discussed. Cllr Miss Ball explained it was easy to report online as you walked round the village. It was felt this would be a good idea and a few Councillors could walk round together. The Clerk requested that she be advised of any particularly bad areas so she could also liaise with WCC, and she also agreed to ask WCC if they would attend a 'walk around' with a few Councillors to highlight the main issues and concerns.

The replacement of the village clock was discussed, and the difficulties gaining access to the property due to Covid. Cllr Wright also felt that requiring ongoing access to a private property may be problematic. Councillors therefore agreed to consider a stand-alone clock which could also be a feature for the Queen's Platinum Jubilee. The Clerk agreed to get possible options sent to Councillors for consideration before the next Parish Council meeting.

170. 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.

171. STREET FURNITURE

Cllr Parker advised that he and Cllr Milne had walked around the village looking at bollards, and felt that about 8 would need replacing and around 24 bollards would need modifying (cutting off the rotten sections and reducing the bollards in height). The possibility of using ecoplastic bollards was discussed, and the reconfiguration of some bollards so the new bollards would not look out of place. It was felt the ecoplastic bollards could be cost effective as the initial outlay was comparable with wood and they should be maintenance free. It was recognised some of the bollards would be used in the conservation area and so consideration would need to be given to this. Following a discussion about trialling the new type bollards and considering the costs and quotes, it was proposed by Cllr Wright to purchase 20 of the ecoplastic wood bollards, which was seconded by Cllr Grainger and agreed unanimously.

Councillors then discussed picnic benches. It was mentioned that a picnic bench in Dyers Lane Playing Field may encourage people to congregate here in the evenings/night times. It was also felt however it would be better for people to sit round the picnic bench than using the toddler play area, and the bench could be sited in view of the CCTV. Based on the information and costs provided, Cllr Grainger proposed purchasing one of the picnic benches with wheelchair/pushchair access. This was seconded by Cllr Miss Ball on the condition it is installed after the CCTV has had its annual maintenance. All Councillors were in agreement.

RESOLVED: For 20 ecoplastic wood bollards and one ecoplastic wood picnic bench to be ordered.

172. WARWICKSHIRE SEARCH AND RESCUE

Councillors discussed the information they had received, and took an interest in how they could assist. Following a discussion, the Chair proposed a donation of £200, which was seconded by Cllr Grainger and agreed unanimously. It was also suggested that a representative be asked to a future Parish Council meeting to talk to Councillors. Cllr Miss Ball agreed she would confirm the Village Hall could be used as a central point if someone went missing in the area, and would also confirm the Parish Council 'emergency box' was still accessible and complete.

RESOLVED: For a £200 donation to be given to Warwickshire Search and Rescue.

RESOLVED: For the Village Hall to be a central point (if agreed by the Village Hall committee).

The Clerk will ask a representative to a future Parish Council meeting to talk to Councillors.

173. HM QUEEN PLATINUM JUBILEE EVENT

A discussion took place again about the possibility of having a free standing clock in the centre of the village. It was agreed Councillors should review any information prior to the next Parish Council meeting.

Cllr Miss Ball advised she has been liaising with the Wolston Events group who are looking to hold an event on the Playing Fields. Lots of local groups and organisations have expressed an interest in getting involved. If any Councillors are interested, they should let Cllr Miss Ball know.

174. DELEGATED POWERS TO THE CLERK

Councillors reviewed the powers that were delegated to the Clerk at the start of the Covid-19 pandemic. It was noted that the Clerk had not used any powers without first obtaining full approval from Councillors via email. Following a discussion, Cllr Wright proposed removing the delegated powers, which was seconded by Cllr Grainger and agreed unanimously.

RESOLVED: For the additional powers delegated to the Clerk during the Covid-19 lockdown period to be rescinded.

175. RECOGNITION OF MISS CHELSIE GILES

Following a discussion, Cllr Miss Ball proposed that it may be more appropriate to recognise Miss Giles during one of the summer events, perhaps by unveiling the proposed new clock or similar. Councillors were in agreement, and it was suggested there could be a plaque to confirm the unveiling had been by Miss Giles.

176. DELEGATES REPORTS

- a) Streetlights – Cllr Grainger confirmed there had been some delays due to logistical supply problems, but that the contractors should be on site within the week to start the work. It was also explained there are additional lights in St Margarets and Bluemels parking areas which need to be factored in.
- b) Recreation Working Group – Members of the Working Group present agreed they would need to meet to appoint a new Chair and also to discuss the play inspection report. Dog fouling was also discussed, including the amount of dog mess in the bins.
- c) Policies and Procedures Working Group – It was advised that the group will be meeting to discuss updating policies, including Standing Orders and Financial Regulations.

177. 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 two agenda items 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: There were no members of the public present at this time.

178. ALLOTMENT LAND

Cllr Wright had raised some queries earlier in the meeting which would go to the Allotment Working Group (AWG) to look into. A discussion then took place about the clause which is causing the main delays, which relates to indemnity and the Parish Council solicitor is insistent the Parish Council does not agree to. A discussion then took place about information some plot holders were requesting, including financial information from the Allotments Association relating to the Management Building and more information about timescales and what is involved with each phase of the works. Councillors agreed that the Allotments Association should be asked for a full profit and loss statement for the last two years, and a projected cashflow/financial forecast

for the next 5 years (which should include the proposed new building and rents etc.). Councillors also agreed that the Allotments Association should have an established and formal Committee within the next month. Cllr Wright also suggested that Spitfire Homes be asked to attend a meeting with Councillors, to discuss the works, phases and the concerns of Councillors and residents. Councillors understood why plot holders are anxious and have serious concerns, and also recognised many plot holders are keen to get onto their new plots before the next growing season.

Cllr Miss Dobinson proposed that the Allotments Association be urgently requested to provide the financial information required, and to form a properly structured Committee. This was seconded by Cllr Wright and agreed unanimously. Cllr Wright then proposed that Spitfire Homes (via Rosconn) be invited to meet with Councillors and provide more information about the works involved with each phase. This was seconded by Cllr Grainger and all Councillors were in agreement.

RESOLVED: For the Allotments Association to be requested to form a properly structured Committee, and to provide the financial information requested as soon as possible.

RESOLVED: For Spitfire Homes (via Rosconn) to be asked to provide more information about the work involves with each phase (include timescales) and be asked to meet with Councillors.

179. HUMAN RESOURCES (STAFFING)

A discussion took place about delegating authority to the HR Working Group to undertake annual staff performance and salary reviews, the probationary review of new staff and to recruit two or three Youth Workers. Following the discussion Cllr Miss Dobinson proposed that the HR Working Group be given this delegated authority, which was seconded by Cllr Parker and agreed unanimously.

RESOLVED: For the HR Working Group to be delegated authority to undertake annual staff performance and salary reviews, probationary reviews and to recruit two or three Youth Workers.

180. 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.

- Grant funding (including Police Commissioners grant and funding workshop)
- Youth Worker vacancies

181. 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.

- Nativity scene by War Memorial at Christmas
- Draft minutes being available in the Parish Office prior to Parish Council meetings
- Footpath to play area on Dyers Lane Playing Field
- Gate by Church Walk.
- Climate Change (Feb/March meeting)
- Quarry (March meeting)

182. DATE OF NEXT MEETING/S

The Chairman confirmed that the next Parish Council meeting is due to take place on 3rd February 2022 – Venue and time to be confirmed. If an interim/Extraordinary meeting is required then the agenda will be put on the website and in the Main Street noticeboard three days before the meeting is held.

As there were no further items on the Agenda the Chairman declared the meeting closed at 9.50 pm.

Signed:..... Chairman

Date:

**Notes on the Public Forum and Parish Matters held during the
Parish Council Meeting on 6th January 2022.**

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

A query was raised about the possibility of residents seeing the draft minutes before the Parish Council meeting. It was explained that, as changes can sometimes be made to the draft meetings before they are approved, Councillors had previously agreed they should not be available prior to meetings. It was agreed this item would be put on the next Parish Council agenda to discuss whether residents could view hard copies in the Parish Office before meetings.

The grant for the Village Hall was then discussed, and it was noted that the grant also covers a set amount to cover the rent for hiring the hall for Parish Council meetings.

A question was then asked about the financial viability of the proposed new building on the proposed new allotment site. Cllr Miss Dobinson confirmed that costings would be worked out and shared when available, and Councillors recognised that plot holders are concerned about the long-term future of the allotment site. Cllr Miss Dobinson also explained that the legal documents were nearly ready for signing, and the Parish Council solicitor was now only concerned about one clause in the lease. A discussion then took place about the amounts of money the social committee of the Allotments Association had raised in the past, and it was recognised that the figure previously given may have been the amount raised over a number of years rather than a 12 month period.

The Chair was then given a letter (which was read out) from RBC Legal Services relating to an alleged fake Facebook page. Cllr Wright proposed adjourning the meeting so this could be discussed by Councillors which was seconded by Cllr Grainger and agreed unanimously. A copy of the letter was handed to Councillors and, following a discussion, the Chair proposed that the letter be referred to the HR Working Group for investigation and any findings reported back to the Parish Council for determination. This proposal was seconded and agreed unanimously.

A discussion then took place about the allotment land and Cllr Wright raised concerns which included issues relating to drainage, access, timescales, and what access and work will be carried out/required during each phase of the proposed works. Councillors agreed that plot holders need to be assured they will all have usable and workable plots when they get back on site, and any land drainage required is carried out first.

The Clerk advised she had received confirmation from Borough Cllr Poole that there has been a prosecution from fly tipping at the rear of the Manor Estate garages. The offender admitted their guilt and had been issued with a fixed penalty. Cllr Parker then advised Councillors that Average Speed Cameras are being installed in Binley Woods.

As there were no further comments or questions, the Chairman declared the public forum part of the meeting closed at 7:40pm.