

**MINUTES OF THE MEETING OF WOLSTON PARISH COUNCIL
HELD AT THE VILLAGE HALL, WOLSTON, ON THURSDAY 3rd FEBRUARY 2022 AT 7.15PM**

PRESENT Cllr G Fewkes (Chair), Cllr Miss T Ball, 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 and Borough Cllrs Bearn, Poole and Cllr Willis, and 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.

The Chairman then advised all present that a minutes silence would be held out of respect and in memory of Mrs Edna Henderson, a former Parish Councillor who had recently passed away. Following the minutes silence Cllr Wright, who had been a Parish Councillor at the same time as Mrs Henderson, said a few words about her dedication and commitment to the Council and to Wolston. She will be sadly missed.

183. APOLOGIES FOR ABSENCE

The apologies of Cllr T Harvey-Smith and Cllr D Cross for health reasons were accepted. The apologies of Mrs C Malyon (NDP) were noted.

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

Cllr Miss Ball declared a personal interest in agenda item 202 and Cllr Wright declared an interest in agenda item 187c). The Chairman advised that Councillors could declare an interest later in the meeting should this become apparent for any agenda item.

185. 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 6th January 2022 prior to this meeting, and changes requested by Councillors prior to the meeting had been seen by all Councillors. Cllr Wright asked for confirmation to be in the minutes that all Councillors had been given the opportunity to read correspondence received from a resident in the public forum. This was agreed. Cllr Wright proposed that subject to this amendment the minutes be approved. This was seconded by Cllr Grainger and agreed by all those who had been present at the meeting.

RESOLVED: The minutes of the Parish Council meeting held on 6th January 22, having been approved for adoption by those who had been present at the meeting subject to the amendment, be signed by the Chairman.

186. ALLOTMENT LAND UPDATE

Cllr Miss Dobinson, Chair of the Allotment Working Group (AWG), confirmed that the AWG had met via Zoom after the past Parish Council meeting to address some of this issues raised, including questions raised by Cllr Wright during and after the last Parish Council meeting. An update was then given in relation to the allotments drop-in sessions, which had proved to be a success with good teamwork and collaboration between Parish Councillors and the Allotments Association. Thanks were given to all of those involved. It was noted that lots of positive comments and feedback had been given, along with some constructive concerns and challenging questions – which were all welcomed. The atmosphere in general was positive, even amongst those who were against the proposed development, and there will be some concerns that will be fed back to the developers. A discussion then took place about the documents, and the fact the solicitors from all parties are still working together to resolve some issues.

Cllr Miss Ball raised some queries about the financial information received from the Allotments Association, and following a discussion it was felt these should be raised direct with the Allotments Association who should be asked to look into the concerns. Cllr Miss Ball agreed to contact the treasurer.

Cllr Miss Dobinson asked Councillors to give consideration to possible road names for the new proposed development. A discussion took place and some possible suggestions were put forward, including a request from Cllr Wright that the Queen and the Platinum Jubilee be recognised. It was agreed that the Clerk will ask the Planning Officer what the process would be for naming the roads, and it was also suggested that the Allotments Association should be involved with the process (once the process is known).

187. FINANCE

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

a) To approve accounts for payment in January 2022.

Date issued	To whom payable	For what purpose	Cheque number	Gross amount
02/01/22	HSBC	Bank Charges for account (£5) cheques (25=£10)		£15.00
05/01/22	EON	Streetlight Maintenance	106307	£702.66
05/01/22	Water Plus Limited	Water Supply - Pavilion	106308	£25.63
05/01/22	Mrs Meede	Zoom Subscription	106309	£14.39
05/01/22	Rugby Pest Control	Mole Control	106310	£72.00
05/01/22	WALCC	Room Hire x 2	106311	£102.00
05/01/22	Banner Advantage (Staples)	Stationery	106212	£130.12
05/01/22	EON Next	Electric Supply - Pavilion	106313	£10.78
14/01/22	SLCC	Membership	106314	£171.00
14/01/22	WALC	Climate Training - Cllr Miss Ball (Jan)	106315	£36.00
14/01/22	Miss S Cross	Wolston Womblers hi vis embroidery	106316	£16.00
14/01/22	DM Payroll Services	Payroll Services	106317	£90.00
14/01/22	Fosse Security	Pavilion Alarm - annual service/maintenance	106318	£73.50
14/01/22	Shell Energy Retail Ltd	Broadband/phone	106319	£60.48
14/01/22	WLCC	Room Hire	106320	£71.40
14/01/22	Mrs Meede	Zoom Annual Subscription	106321	£99.55
14/01/22	PC St Margarets PCC	Photocopying Allotment Documents/lease etc	106322	£195.90
28/01/22	Parish Council Employees	Staff Salaries x 3	106323-5	£2,702.51
28/01/22	HMRC	PAYE	106326	£163.06
28/01/22	WCC Pension Fund	LGPS	106327	£714.77
28/01/22	WALC	Climate Training - Cllr Grainger (March)	106328	£36.00
28/01/22	Warks Search and Rescue	Donation agreed 6/1/22 agenda 172	106329	£200.00
28/01/22	Npower Commercial Gas Ltd	Electric Supply - streetlights	106330	£1,713.37
				£7,416.12

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 - Lamas 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

It was noted that the annual fee for Zoom (at a reduced price of under £100 for the year) would provide a significant saving over the previous £14.39 being paid monthly. 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 January 2022: There were no payments received to note.

c) Grant request from the Village Hall: Councillors discussed the grant application form which had been received, and also discussed the Village Hall finances, including the significant improvements needed

Signed.....

to the building. Cllr Milne then proposed awarding the £1500 which was in the budget, which was seconded by Cllr Grainger and agreed unanimously.

RESOLVED: For a grant (which also covers use of the hall for Parish Council meetings) of £1500 to be awarded to the Village Hall.

d) *Donation Request from St Margaret's School:* Councillors discussed the request, which was to support the School reducing the cost for parents in providing swimming opportunities for children at the school. Cllr Parker felt that swimming was an essential skill, especially as Wolston has a river close by and a Brook running through the village. Cllr Milne agreed that supporting extra-curriculum activities such as this would be a great benefit to children and families in the village. Cllr Wright highlighted the fact not all local children attend St Margaret's School and felt that although he supported a donation in principal, it should be a contribution rather than the Parish Council funding the whole scheme. He also felt more information including a justification was required. Cllr Grainger agreed that more information should be received, and suggested that the School be asked to complete the grant/donation request form that other organisations and groups are required to submit. Cllr Wright confirmed he would be happier to support a proposal if this form was completed, and other Councillors agreed. The Clerk was asked to send the form to the School for completion before the next Parish Council meeting.

e) *To discuss new bank charges from HSBC and increased electricity costs*

The Clerk advised that HSBC is now charging a monthly administration fee plus a fee per cheque written. The Policies and Procedures Working Group are still looking at moving the Parish Council accounts in order to be able to use electronic banking facilities.

The Clerk then reported that the Parish Council streetlight account had moved to Npower (after they had been bought out by EON) and the electric charges had also increased (as they are Nationally at the moment) which is likely to have an impact on the electricity costs in the 2022-23 budget.

188. PLANNING

There were no planning applications to review.

Councillors discussed concerns about the seemingly excessive works taking place by the Priory, including vehicles and bonfires. Following a discussion it was agreed that Cllr Miss Ball and the Chairman would meet outside the Parish Council meeting, and report any specific concerns to the Clerk as felt required.

189. PROGRESS REPORT

A discussion took place about the CCTV in the playing field, and the possible need for a new camera. It was also suggested a new camera could be placed on the Pavilion by the Gas House to get a better view of the path. Cllr Grainger agreed to get a quote for a new camera.

A discussion took place about the potholes on the Church Lane. It was confirmed that the land belongs to the Wilcox Trust, but is a Public Right of Way. Reports to the PRoW Officer are now carried out online. Councillors can report direct or come to the Parish Office to report via the Clerk so exact locations can be logged.

190. 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.

It was noted that the Royal British Legion are looking to make wreaths more environmentally friendly.

191. HM QUEEN PLATINUM JUBILEE EVENT

Cllr Miss Ball advised that work is ongoing to get people involved, and to invite all local groups to meetings to decide who will do what, and when. It was confirmed that the event will be free. A gift for local children was then discussed and Councillors felt that a bookmark would be a nice token. Cllr Miss Ball agreed to speak to the School to discuss a possible design before forming a possible Working Group with other Councillors in order to bring a proposal to a future Parish Council meeting. The Clerk confirmed she had emailed all Councillors information about a variety of companies who produce bespoke bookmarks.

192. VILLAGE CLOCK

Councillors had been given the opportunity to review specifications and quotes from three companies prior to the meeting. Cllr Wright suggested a freestanding two-faced clock which could be placed within the tree guard would look nice. A discussion took place about the clocks, and also where the tree could be relocated to. The Clerk also highlighted the fact this location was in the conservation area, but Cllr Wright confirmed he had spoken to RBC who advised him there would be no problem, especially as it is for the Platinum Jubilee.

Following a discussion a review of the budget, Cllr Wright proposed purchasing a clock up to £5000 + installation and VAT, which was seconded by Cllr Parker and the motion was passed. It was also agreed to opt for a clock from Shires or Time Goes By, depending of delivery and installation times.

RESOLVED: For the Clerk to liaise with two companies and arrange for a clock to be purchased.

193. NEW PATH – DYERS LANE PLAYING FIELD

It was agreed to defer this agenda item until quotes had been received for installing a path in the playing field.

194. PUBLIC SPACE PROTECTION ORDER (PSPO)

A discussion took place about the information from RBC in relation to extending the current PSPO's for three years. Councillors confirmed they had no comments or changes to report.

195. GATE BY CHURCH WALK

Councillors recognised that the gate rails were damaged and rusted and could be dangerous. Following a discussion Cllr Miss Ball suggested that the Public Works Lead be asked to look at the gate to see if the damaged parts could be removed. If he is unable to remove the damaged sections, Cllr Wright proposed that P Bird be asked to remove or cut them off. Cllr Grainger seconded the proposal that the damaged sections be removed by either the Public Works Lead or P Bird and Councillors unanimously agreed. The Clerk will advise Councillors when the damaged sections have been removed so they can review if any other work is required.

RESOLVED: For the damaged sections of the gate to be removed.

196. WOLSTON NATIVITY SCENE

Cllr Miss Ball asked for this item to be deferred for more information to be obtained. All Councillors agreed.

197. PARISH COUNCIL DRAFT MINUTES

A query had been raised by a resident about the draft minutes being made available to residents before Parish Council meetings and it was also noted that changes can be made to minutes right up until they are endorsed at Parish Council meetings. Cllr Wright raised concerns but after a discussion proposed that residents could view a hard copy of the minutes by appointment in the Parish Council 3 working days prior to a Parish Council meeting (once the agenda is published). This was seconded by Cllr Parker and agreed unanimously. It was confirmed that the minutes would have to be read and left in the Parish Office and could not be taken away.

RESOLVED: For the draft minutes to be available for viewing in the Parish Office once the agenda has been published.

198. CLIMATE CHANGE

Councillors discussed how the Parish Council could become more environmentally friendly and help combat climate change. It was recognised it may not be as simple as just planting trees. Cllr Grainger advised he had assisted with a sustainable energy study relating to greenhouse gases, and advised that to get more information on greenhouse gases emitted by Wolston or Brandon and Bretford then the Community Carbon Calculator could be viewed at: <https://impact-tool.org.uk/>

Councillors recognised that Cllrs Miss Ball, Miss Dobinson and Grainger were attending an awareness/training session in March, and so it was agreed to defer this agenda item until after they had attended the session and could bring some proposals to a Parish Council meeting. It was also felt that the Parish Council could hold a public meeting in the future for interested parties and encourage groups (especially young people) to become involved.

199. DELEGATES REPORTS

- a) Streetlights – Cllr Grainger reported that the work to upgrade the streetlight lanterns was almost complete, but Western Power are still required to carry out some work to restore power to some lights. He also advised that there are some lights on the Bluemels estate which were not on the original list. Cllr Grainger confirmed he had asked if there would be additional costs and had been advised there were no extra costs at present.
- 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.
- 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 (including online banking)

200. 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.

201. ALLOTMENT LAND

Cllr Miss Dobinson confirmed that the documents were not ready for signing at the current time and were still trying to work around an indemnity clause. Councillors agreed they would want the Parish Council solicitor to commend all the documents before they would consider signing them.

Cllr Wright stressed he still wanted to see the schedule of works, including information about the hedges and drainage. Cllr Miss Ball also raised concerns about the financial viability, and confirmed she would put her concerns in writing to the Allotments Association Treasurer.

Following a discussion, it was agreed that Councillors should put any concerns they have in writing to the Allotment Working Group, and highlight issues and concerns before Parish Council meetings so answers can be sought and decisions made as appropriate.

Councillors then discussed the continued need for a Land Agent, before Cllr Grainger proposed no longer using the Land Agent and deciding in the future whether to instruct a company again. This was seconded by Cllr Miss Dobinson and the motion was passed.

RESOLVED: To no longer use a Land Agent for the Allotments Land proposals, but to get quotes and instruct again in the future if required.

202. HUMAN RESOURCES (STAFFING)

The HR Working Group are currently starting the process of looking to recruit new Youth Workers for the Youth Project, and also advertising the role of Clerk to the Burial Board. Cllr Miss Ball expressed an interest in this role. The Clerk then left the room whilst her role was discussed. It was later noted that Councillors had unanimously agreed on a process to follow.

203. 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.

- Pothole reporting
- Streetlights
- Climate Change

204. 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.

- Footpath to play area on Dyers Lane Playing Field
- Quarry (March meeting)
- Gate by Church Walk.
- Search and Rescue (April meeting)

205. DATE OF NEXT MEETING/S

The Chairman confirmed that the next Parish Council meeting is due to take place on 3rd March 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 10.10 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.

Signed.....

Cllr Poole reported that Avian Flu had 'hit the Borough', and advised that if any dead birds are found they are not touched and that the Environmental Health Department are informed. There have been no reports in Wolston as yet. Fly tipping was also highlighted as a major problem, especially for Wolston and The Lawfords which is the number one target area in the borough. The total cost to the Borough in 2020-21 was £221,00, which has to be paid for by tax payers. A discussion took place about the drones and covert cameras, but it was noted that for the Enforcement Team or drones to be deployed they have to have some intelligence and it is not always likely that the offenders will be caught in the act. It was also reported that some of the cameras have been removed or damaged by perpetrators. Drones are being used for other tasks within the Borough, including Planning Enforcement, and they are proving to be worthwhile.

It was reported that the Police and Crime Commissioner is currently setting the yearly precept/annual budget. The Panel voted against an increase of £10 per Band D property, but it is still possible there will be a rise.

WCC are also still in the process of setting their final precept.

Cllr Wright raised concerns about dead trees on Brandon Lane and asked about who would be responsible. He was advised that the land owners had Riparian ownership.

Cllr Willis provided an update on the A428 road closure, and advised it was hoped the road would be open (one lane at a time with traffic lights) after the initial work was complete. He also confirmed that draining in this area had been looked at in conjunction with Church Lawford Parish Council. Other road closures in February include part of School Street in Wolston for a couple of days.

Cllr Willis advised that he was chasing up the works to follow the vegetation clearance on Manor Estate, and also reported that the Rugby Sports Award nominations close on 25th February 2022.

Cty Cllr Mrs Timms reported that WCC have launched the Young Green Shoots competition following the success of the Green Shoots grant scheme. Other grant opportunities including the Social Impact Fund were also discussed.

Cllr Wright stated he had been asked to raise concerns about the fact there is no footpath to Bilton School for students to use safely. Cty Cllr Mrs Timms confirmed this has been looked into in the past but it is not possible to install a suitable and safe footpath, but that there is a safe way to walk (just a little longer).

Cllr Miss Ball highlighted a spate of recent house break-ins in Binley Woods, and Cty Cllr Mrs Timms confirmed that the ANPR should be installed in Binley Woods imminently.

A question was raised about the Facebook issue raised at the last Parish Council meeting, and the Chairman advised the matter would not be discussed in the public forum and the resident would be contacted when appropriate.

The Clerk confirmed that Mrs Malyon from the NDP had given her apologies for this meeting, but would provide a written report for Councillors to provide an update.

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