

**MINUTES OF THE MEETING OF WOLSTON PARISH COUNCIL
HELD AT THE VILLAGE HALL, WOLSTON, ON THURSDAY 7TH APRIL 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: Mr I Malins (guest speaker from Warwickshire Search and Rescue) and 9 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 7.50pm.

237. APOLOGIES FOR ABSENCE

The apologies of Cllr T Harvey-Smith and Cllr D Cross for health reasons were accepted. The apologies of Cllr Mrs Timms, Borough Cllrs Bearne, Poole and Willis, and Mrs C Malyon (NDP) were noted.

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

No declarations of interest were made for any items on the agenda. The Chairman advised that Councillors could declare an interest later in the meeting should this become apparent for any agenda item.

239. 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 3rd March 2022 and the Extraordinary Parish Council meeting held 24th February 2022. Changes to the draft minutes of these meetings requested by Councillors prior to the meeting had been seen by all Councillors. Following a brief discussion Cllr Wright proposed approving both sets of minutes, which was seconded by Cllr Milne and agreed by all those who had been present at the meetings.

RESOLVED: The minutes of the Parish Council meeting held on 3rd March 2022 and the Extraordinary Parish Council meeting held on 24th February 2022, having been approved for adoption by those who had been present at the meeting subject to the amendment, be signed by the Chairman.

240. ALLOTMENT LAND UPDATE

Cllr Miss Dobinson, Chair of the Allotment Working Group (AWG) advised that suggestions for road names for the new development had been collated and sent to RBC as agreed. She then provided an update about the proposed formalisation of the relationship between the Parish Council and the Wolston and Brandon Allotments and Gardens Association (WBAGA). The WBAGA have confirmed that they would like more of a formal agreement, including a document which highlights the responsibility and accountability of both parties, and makes it clear who is responsible for what.

An update was then given in relation to the meeting between representatives of the Parish Council, Spitfire and WBAGA. Cllrs and those in attendance had been given copies of the meeting notes. Cllr Miss Dobinson said the meeting had been a good example of the Parish Council and WBAGA working together, with the aim of also building a good working relationship with Spitfire. Cllr Miss Dobinson stressed that she had been quite firm with Spitfire in relation to the expectations (including deadlines, quality of work etc), and it had been agreed that members of the WBAGA would be used for information and their experience where appropriate – including the selecting of sheds/greenhouses and for work around the type and quality of soil being used, and what will be required to make sure it is suitable for ploholders.

The need for provision of safe and secure access to and around the site was also discussed, with a number of possible solutions being explored. The importance of a suitable Clerk of Works or similar was also agreed, which will initially be jointly funded by Rosconn and Spitfire. If the Parish Council decide they want the Clerk of Works to carry out more work or additional hours which may exceed the available funding, Councillors can agree later if they need to provide additional funding for this.

A discussion then took place about the contractors who would be carrying out the work on the allotments site, and the fact that quotes had been received by Spitfire from a number of contractors. In relation to the 'line of command/communication', Councillors agreed that Cllr Wright would be the representative from the Parish Council to liaise with the Clerk of Works. The Clerk of Works (who will be appointed by the Parish Council) will then be the 'single point of contact' with the Contractors/Spitfire, and will be responsible for reporting any issues and liaising between the Parish Council and Contractors/Spitfire. The Clerk of Works will provide updates to the Parish Council and will ensure all specifications are met to the required standards.

Cllr Wright raised concerns about the timescales, as he was under the impression that the work on the allotments site would be starting straight away. Following a discussion in relation to the concerns about delays, the Allotment Working Group agreed to put together a list of all concerns to be sent to Rosconn.

Cllr Wright then raised a query about the Wildflower Meadow on site, and the possibility that the landowner may be getting money from the Government as well as rent from the Parish Council if part of the land is registered as a Wildflower Meadow. Cllr Miss Ball said she would get more information on this and look into it. A question was asked about the queries and concerns that were raised when the allotment documents were due to be signed, and Cllr Miss Dobinson confirmed that all of the queries were raised with the Parish Council solicitor at the time, and addressed if appropriate. Councillors then discussed the request from WBAGA that some of the larger plots be split to make smaller plots. It was confirmed that the Clerk had raised a query with the Planning Officer, who has advised that the requests/changes would be submitted as part of a non-material amendment. The AWG agreed to follow this up.

241. HM QUEEN PLATINUM JUBILEE EVENT

Cllr Miss Ball is still looking into possible gifts for children, and is waiting for samples to show Councillors. Members of the public forum were asked their opinion, and the unanimous opinion was that a bookmark would be the most appropriate gift. A bookmark was also the most favoured option amongst Councillors.

A discussion then took place about the event on the playing field, and Cllr Miss Ball provided an update about the arrangements, including music, food, entertainment and displays.

Councillors then discussed a request from residents who wanted to raise money for a bench to be installed on the grass in front of John Simpson Close (facing the road). The Clerk confirmed that the WCC Locality Officer had no problem with the proposal, subject to the bench being included in the Parish Council insurance schedule and asset register. Cllr Wright proposed that the Parish Council support the residents request, as long as the Parish Council is included in the arrangements for purchase and installation of the bench, which was seconded by Cllr Grainger and all Councillors were in agreement.

Miss S Cross, who had raised the proposal on behalf of the residents thanked Councillors for their support.

242. FINANCE

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

Payments made in March 22				
Date issued	To whom payable	For what purpose	Cheque number	Gross amount
05/03/22	HSBC	Charge for account (£5) and cheques (9.20)		£14.20
01/03/22	EON Next	Pavilion Electric	106347	£14.53
01/03/22	Rugby Pest Control	Mole Control	106348	£72.00
01/03/22	Vision ICT Ltd	Data Backup	106349	£144.00
01/03/22	Mr P Dixon	Fuel, drill set, PPE and digging bar/breaker	106350	£168.11
08/03/22	WLCC	Rom Hire	106351	£40.80
08/03/22	Eco Plastic Wood Ltd	Picnic Table and Bollards (agreed 6/1/22 agenda item 171)	106352	£2,458.76
08/03/22	As Time Goes By	Clock (agreed 3/3/22 agenda 225)	106353	£5,544.00
08/03/22	Mr P Dixon	PPE	106354	£64.69
11/03/22	Wolston St Margarets Primary School	Donation agreed 3/3/22 agenda 220c	106355	£2,000.00
11/03/22	Miss S Dobinson	Photocopying (agreements for allotments)	106356	£9.78
18/03/22	Shell Energy Retail Ltd	Telephone and Broadband	106357	£29.06
18/03/22	WALC	End of Year Finance/Audit and VAT Training - Cllr Miss Ball	106358	£72.00
18/03/22	HMRC	PAYE	106359	£2,120.53
18/03/22	Employee 15	Staff Salaries and back pay (21-22) x 4	106360-3	£5,432.79
18/03/22	WCC Pension Fund	LGPS	106364	£1,843.57
23/03/22	Wolston Baptist Church	Office Rent	106365	£1,050.00
30/03/22	Expressive Writing	NDP proof reading document	106366	£900.00
30/03/22	Flamex Fire Protection Ltd	Annual Site Visit and Service	106367	£49.56
30/03/22	Water Plus Ltd	Water Supply	106368	£25.42
30/03/33	Morral Play Services	Play Inspection	106369	£178.20
30/03/33	Rotherham & Co	Disbursements (allotments)	106370	£74.00
31/03/33	Avon Planning Services Ltd	NDP work	106371	£840.00
				£23,146.00

Payments received in March 22			
Date Received	From whom	For what purpose ?	Amount
02/03/22	Rotherham and Co	Compensation and Legal Fees - allotments	£60,000.00
29/03/22	Warwickshire County Council	Green Shoots Fund	£12,000.00
			£72,000.00

Signed.....

a) *To approve/accept accounts for payment in March 2022.*

Following a discussion, Cllr Milne proposed accepting the accounts for payment, as listed above, which was seconded by Cllr Miss Ball and all Councillors were in agreement.

RESOLVED: The list of accounts for payment be accepted.

Cllr Wright noted that his request for £150 for storing three carvings on behalf of the Parish Council and providing cups of tea to the contractor had not been paid. A discussion took place and Councillors felt that receipts should be received for expenses to be paid, or a figure agreed in advance if Councillors want paying for their time or service (with the exception of mileage whereby miles driven will be checked before payments made).

Cllr Parker and Cllr Milne confirmed they would be happy to maintain the planters on the tree guard, and will just claim for their expenses for outgoings in the same way the Millstone and War Memorial gardeners do.

b) *To note payments received in March 2022:*

The payments received were noted. It was also agreed that the compensation for the WBAGA (£42,000) will be transferred to the WBAGA after their AGM once they have a more formal structure. It was noted that the Parish Council will have no input as to how the compensation is spent.

c) *To discuss internal audit requirements and agree on an internal auditor:*

It was agreed that M Spencer will be asked to carry out the internal audit again for the Parish Council, which was proposed by Cllr Wright, seconded by Cllr Parker and agreed unanimously.

d) *To discuss and make a decision in relation to membership of the Open Spaces Society.*

Following a discussion. Cllr Milne proposed renewing membership which was seconded by Cllr Grainger and all Councillors were in favour.

e) *Special Insurance for Kubota Mowing Machine*

Following a review of quotes, Councillors agreed to renew the insurance with Aviva via the insurance agent.

243. PLANNING

All Councillors were given the opportunity to review the application/s prior to the Parish Council meeting.

a) *R22/0203 – proposed two bay garage on existing hardstanding at Ferry Farm, London Road, Stretton-on-Dunsmore CV23 9HY.*

Following a discussion, Cllr Wright proposed supporting the application, subject to neighbour consultation. This proposal was seconded by Cllr Milne and agreed unanimously.

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

b) *R22/0201 – Erection of 48 dwellings (reserved matters application) at Wolston Allotments Site, Stretton Road, Wolston.*

Councillors discussed the application. It was noted that this was reserved matters

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

c) *R22/0265 – Part single, part two storey rear extension, and first floor side extensions to the property at 10 Elmdene Close, CV8 3JN.*

Councillors discussed the application. Cllr Parker then proposed supporting the application subject to neighbour consultation, which was seconded by Cllr Milne and all Councillors were in agreement.

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

244. PROGRESS REPORT

CCTV was discussed and the fact Britannic are still due to carry out the annual service, once the weather is not so damp. Cllr Grainger is following this up

It was noted that the lights to the War Memorial are now working. Thanks were given to Cllr Grainger for following this up with Western Power to rectify the problem.

Cllr Wright mentioned he had reported the footpath from John Simpson Close to Warwick Road to WCC, and is liaising with WCC about possibility painting the kerb yellow to make it more visible for partially sighted people.

The Clerk advised that the Scout Hut lease had been chased up again, but this will need monitoring and following up by Councillors.

245. CORRESPONDENCE

Councillors had all been given the opportunity to see the correspondence list prior to the meeting, and information had been given to Councillors who had requested more information prior to the meeting.

246. PARISH COUNCIL FACEBOOK PAGE AND NEWSLETTER

Concerns were raised about residents being able to make comments on posts on the Parish Council Facebook when it had originally been agreed that the page would be for information only. Cllr Miss Ball confirmed

comments could be turned off when a post is made, and that this could easily be done and would be the best option. Following a discussion, Cllr Grainger proposed that future posts be posted for information only, with the commenting option removed. This was seconded by Cllr Miss Ball and the motion was passed.

RESOLVED: For future Facebook posts to have the comments facility removed.

Cllr Milne then suggested that the Facebook page was not necessary as all updates are on the website, and so if there are continued problems the Facebook page should be de-activated. Cllr Wright agreed with Cllr Milne but suggested that the situation be reviewed in three months following the deactivation of commenting.

~~Councillors also discussed the recent concerns raised over an alleged fake Facebook page and confirmed that no further actions needed to be taken as the matter had been referred to the Monitoring Officer.~~

In relation to the Newsletter, Cllr Miss Ball said she had been looking into this over the past year or so, but suggested deferring the item until the new Parish Council is established, and all Councillors agreed with this.

247. PLAY AREA INSPECTIONS/REPAIRS

The Recreation Ground Working Group provided an update on the inspection report, and then discussed the possibility of an inspection and maintenance package with Sovereign Play – which would include three inspections a year and emergency repairs and maintenance. Councillors agreed to defer this agenda item until the new Parish Council is established.

RESOLVED: For the new Parish Council to consider a play inspection package.

248. GATE BY CHURCH WALK

Cllr Parker advised he had spoken to the Public Works Lead who had an idea of how to make the gate safe. The Recreation Ground Working Group had also spoken to the Public Works Lead. Following a discussion, Cllr Parker proposed that the Public Works Lead carry out the work as agreed, which was seconded by Cllr Wright and agreed unanimously.

RESOLVED: For the Recreation Ground Working Group to liaise with the Public Works Lead to arrange for the work to be carried out as agreed.

249. FIRST AID COURSES FOR VOLUNTEERS

This item had been discussed at the previous meeting and further quotes had been received. Councillors approved the quote from 'SaveLivesAtWork' who would provide training for up to 12 people at a cost of £629 plus VAT. It was agreed that 2-3 members from each of the volunteer groups who work on Parish Council or public land and on behalf of the Parish Council (including the Wolston Conservation Group, Wolston Wombles, War Memorial and Millstone Gardeners would be invited to attend, along with the Public Works Lead and if possible a couple of Parish Councillors. It was agreed that this item would be deferred until the new Parish Council are in place as new Councillors may wish to attend

RESOLVED: For the Parish Council to fund a First Aid course for a number of volunteers in Wolston.

250. CODE OF CONDUCT

Cllr Grainger provided an update on the work of the Policies and Procedures Working Group, and they are hoping to have a commented version of the Code of Conduct and a proposal for Councillors at a future Parish Council meeting. Councillors were asked to submit their individual comments to the Working Group as soon as possible.

251. STREETLIGHT UPGRADE

Cllr Grainger, who has been leading the project, advised that the work is now virtually complete. All test certificates etc. have now been received, and almost all streetlights have now been re-numbered. Geo-mapping data is also available, but as the work is not 100% complete, Cllr Grainger and the Clerk have retained a figure of £2430 which will not be paid until everything has been signed off. The extra lights in Bluemells and St Margarets carparks have also been upgraded and the question of who pays the electric costs for these lights still needs to be looked into further and resolved.

Cllr Grainger confirmed that there should be a saving of about 75% in relation to streetlight electric consumption – but due to the significant increase in electric costs at the moment the amount budgeted may need to be reviewed after the financial audit. Any lights that are seen to still have problems should be reported to Cllr Grainger as soon as possible, Councillors were reminded the lights should dim after midnight. The Chair mentioned he had read a report about concerns relating to lights dimming, but statistics showed that there were actually fewer thefts/car crime where lights were dimmed. It was also noted there had been a village wide consultation on the streetlights project before Councillors agreed to the scheme. Cllr Miss Ball asked for a vote of thanks to Cllr Grainger for all his work on this project.

252. WOLSTON, BRANDON AND BRETTFORD JOINING BURIAL COMMITTEE (WBBJBC)

A discussion took place about land supply for the WBBJBC, and it was confirmed there was no immediate pressing need, but in the next few years there will be a requirement to extend the cemetery. It was noted that land is proposed for safeguarding in the NDP, and Cllr Wright requested that the WBBJBC discuss the issue and request RBC safeguard land in the RBC Local Plan. It is likely the request to RBC will come via the Parish Council, as the Burial Authority. Cllr Grainger agreed to follow this up.

It was noted that the Clerk to WBBJBC, Mrs J Carter, had retired from her role. A local experienced Clerk had agreed to cover the role whilst the post is being advertised.

253. DELEGATES REPORTS

- a) CSW/Speeding – Councillors who are part of the CSW but are not standing for re-election in May agreed they are happy to stay part of the CSW scheme. Cllr Miss Ball confirmed she is still looking at the issue of speeding and is ensuring that the issues are part of the NDP ‘aspirations’.
- b) Recreation Working Group – It was agreed that this item was covered earlier in the meeting.
- c) Climate Change – Cllrs Miss Ball, Miss Dobinson and Grainger had attended a climate change session which they felt was extremely informative and interesting, and they provided a brief update. They confirmed the Parish Council need to consider the environment in all aspects of their decision making, from printing on paper, to cutting verges, to planting trees and how they can help residents and businesses become more environmentally friendly too. There is a video that they wish to play at the start of a future Parish Council meeting, that they think has a lot of impact.
- d) NDP – Cllr Miss Ball read out an email from Mr Rainey, Chair of the NDP Steering Group, which thanked Councillors for their ongoing support, and thanked the outgoing Parish Councillors for their contributions. The plan is progressing well, and will soon be at the consultation and referendum stage. It is hoped the new Parish Council will continue to support the NDP.
- e) Ling Hall Quarry – Cllr Fewkes confirmed that the next meeting of the liaison group will take place on 23rd June 2022. Cllr Wright is aware and will be attending on behalf of the Parish Council.

254. 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 staffing/HR issues

RESOLVED: There were no members of the public present at this time.

255. HUMAN RESOURCES (STAFFING)

It was noted that the Clerk to the Parish Council (Mrs Meede) and the Clerk to WBBJBC (Mrs Carter) had both handed in their notice. The Clerk to the Parish Council had agreed, on request, to carry out any essential tasks as much as possible and to maintain the Parish Council email account until a suitable replacement is found. It was noted her last official working day is 24th April 2022, although it was noted she has annual leave to take before this date. These posts are currently being advertised and it is hoped an interim Parish Council Clerk may be found whilst the recruitment process is ongoing (a local Clerk has agreed to cover for the WBBJBC for a three month period initially).

Recruitment for Youth Workers and a Clerk to the Salisbury Trust is still ongoing, and the HR Working Group are also obtaining advice about appointing a suitable Clerk of Works for the Allotments development.

A discussion took place about the probationary review for the Public Works lead. Cllr Wright proposed the HR Working Group are delegated to carry out the probationary review in line with the employee's contract, which was seconded by the Chair and agreed unanimously.

RESOLVED: For the HR Working Group to carry out the probationary review of the Public Works Lead.

256. 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
- Elections
- Fly tipping
- Footpath by Church
- Mole Control
- Donation to School
- Garage sites
- New clock
- Platinum Jubilee event
- New path (Dyers Lane playing field)
- Patient Reference Group
- Allotments (including appointment of Clerk of Works)
- Parish Council vacancies

257. FUTURE AGENDA ITEMS

Councillors discussed possible future agenda items. It was noted that due to the Annual Meeting of the Parish Council, Annual Parish Meeting and elections, some agenda items may not be discussed for a few months.

- Parish Council Newsletter
- RBC updated Code of Conduct
- Heart of England Community Fund panel members needed- Village sign planters at entrance to village
- Climate Change (June meeting)
- Insurance
- Tree planting/plaques for carvings
- installation of new clock
- Installation of new bollards
- Village Litter pick/spring clean
- Play Inspections/Repairs (including a possible play inspection package with sovereign)
- First Aid Training for volunteers/Public Works Lead/Councillors
- Gate by Church Walk

258. DATE OF NEXT MEETING/S

Councillors noted that the election is due to take place on 5th May, and there is a set timescale when the Annual Meeting of the Parish Council should take place after an election. It was mentioned that a local Clerk could possibly attend on 12th May 2022, which would fit the timescales for the Annual Meeting, and so Cllr Wright proposed that the Annual Meeting of the Parish Council and the Annual Parish Meeting take place on 12th May, which was agreed.

As there were no further items on the Agenda the Chairman declared the meeting closed at 10.20 pm.

Signed:..... Chairman

Date:

Councillors then thanked the Clerk for her service, and presented her with a card and gift. Thanks were also given to Cllr Harvey-Smith (the outgoing Chairman) for his service to the Parish Council and village over a vast number of years.

**Notes on the Public Forum and Parish Matters held during the
Parish Council Meeting on 7th April 2022.**

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

A resident gave their thanks to the Councillors not re-standing at the May election. It was then highlighted that a resident had written to the ICO regarding the publication of their plot number, as they had not been happy about the way a Councillor had handled their data and had not responded to them within the required timescale. It was noted that the concerns were not against the whole Parish Council. The Chair and Cllr Miss Dobinson explained that no names of any ploholders had been shared in any information given, but some plot numbers had needed to be detailed in the legal documents which would be in the public domain, and so had been mentioned in some correspondence. It was also noted that discussions including this information (and plot numbers) had been raised by the ploholder in the public forum of Parish Council meetings, where members of the public had been present. Apologies were given to the resident if they felt that anything had been personal, but it was stressed this was not intentional and no personal information not already in the public domain was shared.

A resident suggested that Councillors carry out a skills audit to ensure Councillors with the required skills are in the relevant Working Groups, so they can contribute effectively. It was also suggested that residents and members of groups in the village be asked their opinion on relevant matters, to ensure local knowledge and expertise is utilised. Councillors felt this was a good suggestion that could be looked into.

Signed.....

The Chair then welcomed and introduced Mr Ian Malins from Warwickshire Search and Rescue. The Parish Council had agreed to give a donation of £200 to Warwickshire Search and Rescue at a previous meeting, and Mr Malins had agreed to pick up the cheque and give a brief talk at this meeting.

Mr Malins provided information on the history and set up of the voluntary group, and talked through a scenario where they may be called upon to assist. A number of residents and Councillors also gave examples of where their services had been required locally. Mr Malins explained that the running costs for the service are around £12,000-£15,000 a year, and that there are 30-40 trained volunteer searchers who are available 24 hours a day. All support is appreciated to this vital service. After a question and answer session, Mr Malins left the meeting with the cheque and the Chair asked for thanks to be given to all the volunteers.

Another resident then gave their thanks to the outgoing Parish Councillors, and understood all the unseen work and time that goes on 'behind the scenes'. A request was made to keep up the communication between the Parish Council and WBAGA/plot holders, and to utilise the skills of certain plotholders.

As there were no further comments or questions, the Chairman declared the public forum part of the meeting closed at 7.50pm.