

**MINUTES OF THE ANNUAL MEETING OF WOLSTON PARISH COUNCIL
HELD AT WOLSTON BAPTIST CHURCH ON THURSDAY 12TH MAY 2022 AT 7.30PM**

PRESENT: Ex-Cllr G Fewkes (*Chair - part*), Cllr R Grainger, Cllr L Wright, Cllr Miss S Dobinson, Cllr C Humphreys and Mrs J Hancox (*Acting Clerk*)

Plus: County Cllr Mrs H Timms, Borough Cllr Willis, Borough Councillor Poole and 11 members of the public.

After members of the public and Councillors had been given the opportunity to raise any issues, Cllr Fewkes thanked everyone for attending, and the Parish Council meeting commenced at 7.30pm.

1. ELECTION OF CHAIR 2022-23

The Chair asked for nominations for the position of Chair of Wolston Parish Council for 2022-23. Nominations were received from Cllr Wright and Cllr Miss Dobinson. Both Councillors were given the opportunity to express the skills they would bring to the role and their reason for their nomination. The nomination for Cllr Miss Dobinson was seconded by Cllr Grainger. Cllr Humphreys felt he was unable to second a nomination as he was new to the Parish Council and didn't know people well enough yet, meaning there was no seconder for Cllr Wright's nomination. A vote took place and Councillors voted 2-0 in favour of Cllr Miss Dobinson's appointment as Chair of the Parish Council for 2022-23. Cllr Fewkes declared Cllr Miss Dobinson as Chair with immediate effect, and Cllr Miss Dobinson took over the Chair of the meeting.

RESOLVED: Cllr Miss Dobinson be elected as Chair for 2022-23

2. TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Miss Dobinson duly signed the Declaration of Office before all Councillors and the Proper Officer of the Council (the Acting Clerk to Council – Mrs J Hancox).

RESOLVED: The Chair's declaration was duly signed and witnessed as appropriate. The Acting Clerk countersigned the document.

3. APOLOGIES AND ACCEPTANCE OF REASONS FOR ABSENCE

RESOLVED: The apologies of Cllr Miss Ball were noted.

4. DECLARATIONS OF INTEREST (EXISTENCE AND NATURE) ON ITEMS ON THE AGENDA

The Acting Clerk declared an interest in item 18 on the agenda and advised that she will leave the meeting for this discussion.

5. MINUTES

All Councillors had been given the opportunity to review the draft minutes of the Parish Council meeting held on the 7th April 2022. Cllr Wright proposed the following changes:

240a – to read 'Cllr Wright noted that his request for £150 for storing three carvings on behalf of the Parish Council.....'. Cllr Wright added that his invoice had been lost by the Parish Council. Cllr Miss Dobinson replied that she was not aware of that issue, she understood that the invoice had not been submitted for payment.

244 – Cllr Wright asked for clarification of the nature of the payment to the CCTV service provider. Cllr Grainger advised that the payment was for the annual service of CCTV equipment carried out on Monday this week.

246 – Cllr Wright proposed that the wording be changed to 'Councillors confirmed that no **further** actions be taken in relation to an alleged fake Facebook page, as the matter had been referred to the Monitoring Officer. Cllr Grainger added that this prevents the matter being discussed further at this meeting.

252 – Cllr Wright suggested that the line 'but it was agreed the WBBJBC should discuss this issue first' is removed. Cllr Grainger added that letter has not yet been sent as it was sensible to wait for the new Council to be in place before it was actioned.

Removed

Signed: *Sharon Dobinson*

Removed

255 – Cllr Wright noted that he personally conveyed thanks to the Chairman at this meeting and that the Clerk was thanked and given a gift on behalf of the Parish Council and asked for this to be added to the minutes.

Cllr Grainger proposed that the minutes be approved, subject to Cllr Wright's suggested amendments and this was seconded by Cllr Wright and the motion was passed.

RESOLVED: The minutes of the Parish Council meeting held on 7th April 2022, having been approved for adoption by those who had been present at the meeting subject to the amendments as proposed by Cllr Wright, be signed by the Chair.

6. ELECTION OF VICE CHAIR 2022-23

Cllr Miss Dobinson asked Cllr Wright if he would be happy to accept a nomination. Cllr Wright declined the nomination. After discussion Councillors agreed to defer the election of Vice Chair for 2022-23 to the next meeting when a full complement of Councillors will be present.

RESOLVED: The election of Vice Chair for the 2022-23 financial year will be deferred to the next meeting of the Parish Council.

7. TO RECEIVE ALL COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Grainger, Cllr Wright and Cllr Humphreys duly signed the Declaration of Office before all Councillors and the Proper Officer of the Council (the Acting Clerk to Council – Mrs J Hancox). Cllr Miss Ball to sign and submit her document at the next meeting.

RESOLVED: The Councillors declaration was duly signed and witnessed as appropriate. The Acting Clerk countersigned the documents. Cllr Miss Ball to sign and submit her document at the next Parish Council meeting.

8. DECLARATION OF PECUNIARY INTERESTS

Cllr Wright and Cllr Miss Dobinson completed, signed and submitted Register of Members' Interest Forms. Cllr Grainger, Cllr Humphreys and Cllr Miss Ball to complete and submit forms within the next 28 days.

RESOLVED: Cllr Grainger, Cllr Humphreys and Cllr Miss Ball to complete and submit Register of Members' Interest Forms within the next 28 days.

9. CODE OF CONDUCT

Cllr Wright, Cllr Grainger, Cllr Miss Dobinson and Cllr Humphreys signed and submitted a copy of the Code of Conduct. Cllr Miss Ball to submit her document at the next meeting. Cllr Grainger advised that the Code of Conduct is currently under review.

RESOLVED: Cllr Miss Ball to sign and submit a copy of the Code of Conduct at the next Parish Council meeting.

10. TO AGREE DATES OF AND VENUE/S FOR COUNCIL MEETINGS FOR THE YEAR

Cllr Grainger proposed that Parish Council meetings take place on the first Thursday of each month in Wolston Village Hall. He added that due to the Jubilee Bank Holiday the next meeting will have to be deferred by a week to the 9th June. As the Village Hall isn't available on that date Cllr Grainger offered to find an alternative venue. Councillors agreed that for all Parish Council meetings the Public Forum will commence at 7pm with the Parish Council meeting following at 7.30pm. Cllr Grainger added that historically the Baptist Church have not charged us for using their room for meetings and proposed that going forward, we make payment to them of £50 per meeting when using the facility. This was seconded by Cllr Humphreys.

RESOLVED: Parish Council meetings to take place on the first Thursday of very month in Wolston Village Hall, with the exception of next month (due to the Bank Holiday), which will be deferred by a week to the 9th June 2022. Cllr Grainger to book a suitable venue. A payment of £50 per meeting to be paid to the Baptist Church when we use it as a venue for a meeting.

11. POLICIES AND PROCEDURES

Councillors were able to review the existing policies and procedures prior to the meeting. Cllr Grainger proposed re-adopting all current Parish Council policies and procedures – including the Standing Orders and Financial Procedures, whilst noting that some do need updating this year. This was seconded by Cllr Wright and agreed by Councillors.

Signed: *Shân Dobinson*

RESOLVED: For all Parish Council policies to be re-adopted/adopted as appropriate (including Standing Orders, Financial Regulations/Financial Risk Assessment, Data Protection, Health & Safety and the Publication Scheme).

12. ELECTION OF COUNCILLORS ONTO COMMITTEES AND WORKING GROUPS: 2022-23

Cllr Miss Dobinson proposed that this item be deferred to the next meeting when a full complement of Councillors will be present. This was seconded by Cllr Grainger and agreed by Councillors.

RESOLVED: To defer the election of Councillors onto Committees and Working Groups for 2022-23 to the next meeting of the Parish Council.

13. TIME CAPSULE (for information)

Councillors noted that a time capsule was buried in dedication to the Queen's Diamond Jubilee on 12th July 2014. It was buried by the Children of St Margaret's Primary School under the Diamond Jubilee tree guard - to remain there for a period of 70 years. It is due to be excavated on Saturday 1st July 2084.

14. FINANCE

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

a) To endorse accounts for payment in April 2022

Wolston Parish Council				
Payments made in April 2022				
Date Issued	To whom payable	For what purpose	Cheque number	Gross Amount
7.4.22	Zeta Specialist Lighting	Streetlight upgrade to LED	106372	£62,293.32
7.4.22	E.On Next	Electricity - Pavilion	106373	£13.12
7.4.22	Rugby Pest Control	Mole Control	106374	£72.00
7.4.22	Chagos Consulting	Parish Online training - Cllr Grainger	106375	£45.00
7.4.22	Lakeside	Grasscutting - March	106376	£846.00
7.4.22	Open Spaces Society	Membership fee 2022	106377	£45.00
7.4.22	WLCC	Room hire and refreshments - 31st March	106378	£103.20
22.4.22	Mrs M Meede	Expenses	106379	£7.50
22.4.22	Staples (Banner Advantage Ltd.)	Stationery	106380	£281.56
22.4.22	Marsh Commercial	Aviva insurance	106381	£348.44
22.4.22	Shell Energy	Telephone and broadband	106382	£37.81
2.5.22	Walsgrave Contractors Ltd.	Recreation ground - footpaths	106383	£7,927.20
2.5.22	WALC	Code of Conduct training - Cllr. Grainger	106384	£36.00
2.5.22	WALC	4 x training courses - Cllr. Dobinson	106385	£144.00
2.5.22	Mrs M Meede	Expenses	106386	£159.00
2.5.22	Mrs M Meede	Expenses	106387	£14.39
2.5.22	Parish Council Employees	Staff salaries	106388-90	£2,310.99
2.5.22	HMRC	Tax and NIC	106391	£330.50
2.5.22	WCC	Staff pensions	106392	£656.39
2.5.22	Rugby Pest Control	Mole Control	106393	£72.00
				£75,743.42

Cllr Wright asked if the payment relating to the street lighting upgrade project is the final payment and can Councillors have sight of the invoice. Cllr Grainger confirmed that the invoice amount is in accordance with the original quote supplied and that there are nine additional columns that require upgrade that weren't included on the original survey. He added that a retention is being held as there is a small amount of work still to be completed. Cllr Wright asked what proportion of the £62,000 is the responsibility of the Parish Council? Cllr Grainger confirmed that a cheque has been written payable to the company who have undertaken the work for the whole value of the work, as originally quoted. The Parish Council sourced a 5-year interest free loan of £32,670 from Salix, and an additional £12,000 grant from Warwickshire County Council's Greenshoots Fund. Cllr Wright asked if there is a breakdown available showing this level of

Signed:.....

detail? Cllr Grainger explained that the Finance Report from last month's Parish Council meeting shows the receipts in respect of the loan/grant but that a copy of the invoice/receipts can be supplied if necessary. Cllr Miss Dobinson pointed out that as we currently have no Clerk in post it has been challenging to provide paperwork in advance of the meeting however going forward we will aim to have the detail circulated to Councillors in advance of the meeting. She added that the payments requiring endorsement have already been made. Cllr Miss Dobinson proposed that the accounts for payments be endorsed, and this was seconded by Cllr Grainger.

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

b) *To note payments received and the latest bank reconciliation*

Payments received in April 2022			
Date Received	From whom	For what purpose ?	Amount
7.4.22	RBC	Precept	£49,065.00
21.4.22	RBC	Amenity grass cutting grant	£4,875.00
			£53,940.00

Cllr Miss Dobinson proposed that the end of year bank reconciliation be considered at the next meeting, this was seconded by Cllr Grainger.

RESOLVED: The payments received, listed above were noted. The end of year bank reconciliation to be considered at the next meeting of the Parish Council.

15. PLANNING

Cllr Grainger advised that the detailed planning application for the northern half of the allotment site is now available on the Rugby Borough Council Planning Portal (Reference:R22/0201). He raised concerns around possible errors in the report from Savills, justifying the number and types of houses needed. This makes no reference to the Wolston Housing Needs Survey and there is no preference to one bed houses, yet these were part of the original approval. Cllr Grainger proposed writing to the Planning Officer highlighting these concerns. This was seconded by Cllr Wright and asked to have sight of the letter before it is sent. Cllr Grainger offered to draft a letter and circulate the report along with his comments.

RESOLVED: Cllr Grainger to draft letter to the Planning Officer highlighting our concerns around the errors in the planning application for the northern half of the allotment site. Cllr Grainger to circulate the Savills Report along with his comments.

16. DELEGATES REPORTS

a) Allotment Development – Cllr Miss Dobinson reported regular meetings with Spitfire Homes and the Allotment Association Committee which is building good relationships and giving us the opportunity to challenge things. The contractor for clearing the south side of the site and Phase 1 works has been appointed to a local contractor with allotment experience. We hope to have an independent person appointed to work directly with Spitfire Homes and the contractor. Cllr Wright remains the Parish Council's 'nominated person' for these works and will report back to Parish Council meetings. Cllr Grainger added that it has been challenging to find a suitable person to take on that role, there has been three responses, one of which was referred by Rugby Borough Council, but they are all located a fair distance away. Cllr Grainger offered to circulate the details of the applicants so that approval of the appointment can take place outside of a meeting, ensuring the person is available to start as soon as required. Cllr Wright suggested approaching Bernhards to ask if they have any operatives able to undertake that role. Cllr Wright and Cllr Grainger agreed to liaise on this to share ideas and contacts.

RESOLVED: Council agreed that the appointment of the Allotment Clerk of Works is to be undertaken outside of the meeting to ensure the person is in post ahead of the Phase 1 works commencing. The appointment will be endorsed at the next Parish Council meeting.

b) Street Lights – Cllr Grainger reported that the project is virtually complete, we are now waiting for the contractor to renumber the columns. He added that the retention payment won't be released until all of the work has been completed.

Signed: *Sharon Dobinson*

c) CCTV – Cllr Grainger advised that the annual service of the CCTV cameras has been done, the network video recorder has been moved to a new secure location and new camera has been installed over the recreation ground. We have also had a replacement battery fitted in the uninterruptable power supply.

d) Play area inspection and repairs (Sovereign Play) – all Councillors were asked to scrutinise the play area inspection and maintenance report ahead of the next meeting for discussion and approval. Cllr Wright raised concerns around some potentially unsafe play equipment at Dyers Lane and William Cree play areas. After discussion Councillors agreed that this equipment should be taken out of action until it is repaired, and that Paul Dixon could undertake that work.

RESOLVED: Paul Dixon to take the unsafe play equipment at Dyers Lane and William Cree play areas out of action until it is repaired. All Councillors to scrutinise the play areas inspection and maintenance report ahead of the next meeting.

e) Village planters – Cllr Wright asked for an update on the maintenance of the planters on the entrances to the village. Cllr Miss Dobinson said she was unsure but offered to find out.

17. 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.

The clerk left the meeting for this item.

18. STAFFING (HR MATTERS)

- Cllr. Grainger advised that Jane Hancox, who had expressed an interest in covering the role of temporary Clerk for Wolston PC, had indicated that she had reconsidered her offer and decided not to proceed. She indicated that the job scope was a lot larger than she had anticipated and she would not be able to fit in the work for Wolston PC along with her other commitments.
- Parish Council Clerk: the post is already advertised on social media, notice boards and the WALC website. Cllr. Wright suggested that RBC should also be contacted to enquire whether they had any staff that may be interested in covering the position of Clerk.
Resolved: Cllr. Grainger agreed to contact RBC as soon as possible and invite them to consider identifying a member of staff who may wish to take on the role on a temporary basis
- Clerk for WBBJBC: Jane Hancox has accept the position, initially on a temporary basis but has indicated that she would be happy to accept the permanent role of Clerk for the Joint Burial Committee, as this was a much smaller role.
- Youth Workers: the job description and person specification from Binley Woods Youth Club has been adapted; terms & conditions need to be decided before advertising on social media and through youth work networks known to Cllr Dobinson; Cllr Humphreys expressed interest in these positions & Cllr Grainger agreed to send him the details.
- Allotments 'Clerk of Works': Cllr Grainger reported progress to date, including delays in receiving the CVs of prospective candidates. Other ideas were suggested which will be pursued urgently with a view to having someone in place in time for the appointment of Spitfire's contractor for clearing the south side and Phase 1.
Resolved: Cllrs. Agreed in principle to proceed with consideration of candidates as soon as possible, and that this appointment could be made outside a formal meeting, subject to Cllrs receiving all the relevant information for each candidate.
- Public Works Lead: The probationary review was carried out successfully on 6th May by Cllrs. Milne, Cross and Grainger, who confirmed that the probationary period was satisfactory and that Paul Dixon had been offered permanent appointment.

Signed: 

Resolved: Cllrs. endorsed the permanent appointment of Paul Dixon to the position of Public Works Lead.

19. PARISH COUNCIL COMMUNICATIONS

Councillors discussed items for uploading to the village website, the Parish Council Facebook page and inclusion in the Avon Grapevine.

- A428 opening
- Jubilee street parties
- Bin collection dates
- Allotments

Cllr Wright suggested the resurrection of the Parish Newsletter and it was noted that Cllr Miss Ball had made a similar proposal to circulate one bi-annually. Councillors agreed to discuss this at the next meeting when Cllr Miss Ball will be present.

Cllr Wright asked if the files stored on the Parish Council computer are backed up? Cllr Grainger confirmed that an automatic back up to an external source takes place on a regular basis. Cllr Wright asked where the sealed envelope with the password is currently held? Cllr Grainger advised that this is located with ex-Councillor Harvey-Smith and Cllr Miss Dobinson offered to visit to collect it. Cllr Wright asked if the CCTV provider is able to check the recordings from their office and if we have authorisation from the police to allow us to view the cameras? Cllr Grainger replied that all original recordings are stored in the office on the network recorder, and that we have permission from Rugby First to record the images but not to view them. Cllr Wright asked if the cameras could see into properties on the other side of the road? Cllr Grainger confirmed they do not. Cllr Wright asked where the tenancy agreement with the Baptist Church is located? Cllr Miss Dobinson replied that at this stage she was unsure but that she would find out. Cllr Wright suggested a meeting with the organisers of the Party in the Park Jubilee celebration to ensure we have a clear agreement around responsibilities. Councillors agreed that Cllr Miss Ball, Cllr Wright and Cllr Humphreys would attend on behalf of the Parish Council.

RESOLVED: Cllr Miss Ball to arrange a meeting with the organisers of Party in the Park for a briefing around events planned for the day, expected number of cars/visitors etc. Cllr Wright and Cllr Humphreys to also attend.

Cllr Wright raised concerns over unsatisfactory work undertaken by Lakeside in respect of the grass cutting around the village and proposed a meeting with them to discuss our concerns. Cllr Grainger offered to set up a meeting, Cllr Wright and Cllr Humphreys also offered to attend, along with the Public Works Lead.

RESOLVED: Cllr Wright to arrange a meeting with Lakeside to discuss concerns around the grass cutting in the village. Cllr Wright, Cllr Humphreys and Public Works Lead to attend.

20. FUTURE AGENDA ITEMS

Councillors discussed possible future agenda items.

- Endorse the Allotment Clerk of Works
- Approve the play inspection and maintenance contract

21. DATE OF THE NEXT MEETING

Councillors agreed the next meeting of the Parish Council will take place on Thursday 8th June 2022, Cllr Grainger to book and confirm the venue.

As there were no further items on the agenda the Chair declared the meeting closed at 9.15pm.

Signed: Shan Dobinson Chair Date: 9-6-2022

Notes on the Public Form and Parish Matters held during the Parish Council Meeting on 12th May 2022

Borough Cllr Willis updated the meeting on RBC matters and explained that the A428 at Church Lawford has re-opened six weeks ahead of time. The current bin strike has been extended to mid-June. Black bins should all have been emptied. Blue and green bins will not be emptied until the end of strike (22nd June for green bins and 28th June for blue bins). Recycling centres are open with skips for mixed waste. A booking

Signed: Shan Dobinson

system in operation. Village dog/waste bins will be dealt with as and when they can be, in the meantime the public are urged to take their waster home and put it in their black bins. County Cllr Mrs Timms added that the Hunters Lane Centre is open additional hours but retaining the booking system, it is possible to book on the day. Warwickshire County Council has put a skip in Hunters Lane to take blue recycling. Garden waste can't be taken if it has food waste mixed in with it. Fresh garden waste can go into Hunters Lane. The same arrangements apply for Cherry Orchard in Kenilworth.

Cllr Miss Dobinson and Cllr Grainger have emptied the public dog and waste bins in the village and plan to repeat that before the Jubilee celebrations and would welcome any help.

A resident asked if there will be any recompense for the green bins? County Cllr Mrs Timms replied that it will be considered when the strike is over.

Applications for road closures to hold Jubilee Street parties need to be submitted as soon as possible.

Cllr Wright referred to the £2million written off by Warwickshire County Council in overpaid pensions, and asked for clarification around the time period? County Cllr Mrs Timms replied that she was unsure but offered to find out.

Cllr Grainger asked for more detail on the failed merger between Warwick District Council and Stratford Town Council? County Cllr Mrs Timms explained that it was felt that there was too much distance between the cultures in both councils and the finance. One council has housing stock, the other has no such mortgage and it would have been difficult to equalise them through a merger of the rates process. The only realistic way of doing it would be to both councils down and create a new one.

A resident referred to the Sasha Noble Facebook account and asked how the Parish Council had reached the decision that no further action needed to be taken? Cllr Fewkes replied that as the matter has been referred to the Monitoring Officer at Rugby Borough Council it is not permitted for the matter to be discussed any further by the Parish Council, and for that reason it cannot be discussed in a public forum. Two residents were asked to leave the meeting at this point. Cllr Grainger explained that where matters relating to the Code of Conduct have been referred to the Monitoring Officer (Head of Legal Services) at Rugby Borough Council, we are not legally permitted to discuss the matter.

County Cllr Mrs Timms advised that applications from local community projects for the Councillors Grants are open until the 29th May 2022.

As there were no further comments or questions the Chair declared the public forum part of the meeting closed at 7.22pm.

Signed:.....

Shan Dobinson