

**MINUTES OF THE EXTRA ORDINARY MEETING OF WOLSTON PARISH COUNCIL
HELD AT BRANDON AND WOLSTON VILLAGE HALL, MAIN STREET, WOLSTON
THURSDAY 30TH MARCH 2023 AT 7:15PM**

Present:

WPC: Cllr T Ramsay, Cllr T Ball (Chair for this meeting), Cllr L Wright, Cllr R Grainger, Cllr T Shirley, Cllr J Galliford, Cllr J Rainey, Cllr T Willis, Dawn George (Clerk and Minute Taker)

4 members of the public

233	<p>Apologies and acceptance To receive apologies. Apologies were noted and accepted from Cllr S Dobinson and Cllr H Timms</p>
234	<p>Declarations of Interest (existence and nature) on items on the agenda. Councillors to declare any personal and/or pecuniary interests on items on the agenda.</p> <p>Cllr T Ramsay 237c and 244 Cllr J Rainey 237 Cllr T Ball 237 Cllr T Shirley 244 in part Cllr L Wright 237</p>
235	<p>Minutes of the Parish Council To review and, if appropriate, approve the minutes of the Parish Council meeting held on 2nd February 2023.</p> <p>Minutes 2nd February 2023 A discussion was held.</p> <p>Proposal: That the minutes of 2nd February 2023 be approved subject to alterations to Minute 196. Proposed by: Cllr Wright Seconded by: Cllr Grainger 4 confirmations Resolved: That the minutes of 2nd February 2023 be approved subject to alterations to Minute 196.</p>
236	<p>Budget 2023-24 –To approve the adjustments to reserves for 2023-2024 and make any appropriate decisions.</p> <p>Cllr Grainger proposed general reserves of £55K and an additional £3,500.00 to be added to the ring-fenced reserves for the Pavilion and that the movement of reserves as circulated to Councillors be approved.</p> <p style="text-align: right;">c £40,000 ringfenced for allotments. £10,000.00 ringfenced for warm spaces.</p> <p>Proposal: That the movement of reserves £55,000.00 in general reserves, and an additional £3,500.00 for the Pavilion be approved. Proposed by: Cllr Grainger Seconded by: Cllr Wright Abstained: Two abstentions Rest in favour c £40,000 ringfenced for allotments. £10,000.00 ringfenced for warm spaces. Resolved: That the movement of reserves £55,000.00 in general reserves, and an additional £3,500.00 for the Pavilion be approved.</p>
237	<p>Finance - To receive, consider and if appropriate approve applications for grants.</p>
a	<p>To review and if appropriate approve two grant requests from the Brandon and Wolston Village Hall.</p> <p>A discussion was held. Cllr Grainger stated that we should not in future accept retrospective grant applications. Cllr Rainey informed councillors that after the Covid restrictions were lifted immediate remedial work was done to get the income streams back on track. Cllr Rainey apologised for not applying for this in advance. Cllr Grainger suggested that when the Policies and Procedures Group are reviewing the Policies and Procedure they put in a caveat about retrospective applications for grants. Cllr Willis suggested that when the policies and procedures are reviewed that we refer to an authority such as WALC for 100% conviction.</p> <p>Proposal: That WPC approve Brandon and Wolston Village Hall Grant for £4860.00</p>

Signed.....

	<p>Proposed: Cllr Wright Seconded: T Ramsay Abstained: 2 abstentions Rest in favour. Resolved: That WPC approve Brandon and Wolston Village Hall Grant for £4860.00</p>
b	<p>To review and if appropriate approve a donation to Brandon and Wolston Village Hall in respect of use of the hall for Parish Council Meetings</p>
	<p>Proposal: That WPC Approve Brandon and Wolston Village Hall donation of £1500.00 Proposed by: Cllr L Wright Seconded by: Cllr T Ramsay Abstained: 1 abstention Rest in favour. Resolved: That WPC Approve Brandon and Wolston Village Hall donation of £1500.00</p>
c	<p>To review and if appropriate approve the request from Wolston St Margaret's Primary School.</p>
	<p>Proposal: WPC approve Wolston St Margaret's Primary School Swimming transport grant of £1000.00 for next year's budget Proposed by: Cllr J Rainey Seconded by: Cllr R Grainger Abstained: 2 abstentions Rest in favour. Resolved: WPC approve Wolston St Margaret's Primary School Swimming transport grant of £1000.00 for next year's budget</p>
238	<p>AGAR – To consider the queries raised by PKF Littlejohn regarding the submission of the Annual Governance Statement 2021/22 and make any appropriate decisions.</p>
	<p>Proposal: To defer item 238 to the next meeting Proposed: Cllr L Wright Seconded: Cllr R Grainger Unanimous. Resolved: To defer item 238 to the next meeting.</p>
238	<p>Planning - Councillors are to review planning applications prior to the Parish Council meeting. All planning applications and consultations can be viewed on the RBC Planning Portal Website. To discuss and if appropriate comment on any planning applications received.</p>
a	<p>R23/0228 at THE HALL, PRIORY HILL, RUGBY ROAD, WOLSTON, COVENTRY, CV8 3FZ Change of use from office (Use Class E(g)(ii)) to a State-funded school. Consultation responses by 24-Mar-2023</p>
	<p>T ~Willis declared an interest as being part of the planning department at RBC – but remained in the meeting and would not comment. A discussion was held. Planning officer from Rugby Borough Council department has informed the chair that no other details are available. The planning officer said she has tried to contact the applicant. The same company owns the Priory and the Hall. We can request further information and demand to speak to the developer. There is a question of the school being operating for the last few months. T Willis suggested as a Borough Councillor that Cllrs should be aware that there is a Call-in process. There is a time frame.</p>
	<p>Proposal: To explain to RBC WPC have considered the matter but do not have enough information to make an informed decision, WPC request additional information which will be considered at the meeting on 6th April 2023 and that WPC request that this application be called in to our Rugby Borough Councillors. Proposed by: Cllr L Wright Seconded by: Cllr T Ramsay Abstained: 1 abstention Resolved: To explain to RBC WPC have considered the matter but do not have enough information to make an informed decision, WPC request additional information which will be considered at the meeting on 6th</p>

Signed.....

b	<p>April 2023 and that WPC request that this application be called in to our Rugby Borough Councillors R23/0319 at 96, MAIN STREET, WOLSTON, COVENTRY, CV8 3HP Cut down and remove the copper beech tree in the small front garden of 96 Main Street. It is a large tree, which is still growing and is not appropriate to where it is. It is not possible to trim it to confine its spread to the garden of number 96 and also retain its shape. It has been professionally pruned in the past in an attempt to restrict the spread of the tree but because of its nature this has encouraged even denser growth around the areas trimmed. It is planned to replace the copper beech tree with more appropriately sized plants such as a small tree/bush and other plants that encourage wildlife and are also proportionate to small space in which they will be within. Consultation responses by 3rd April 2023</p>
	<p>A discussion was held. Cllr Grainger commented it is a big tree in a small space in the open conservation area. Proposal: That WPC support this application. Proposed: Cllr R Grainger Seconded: Cllr L Wright Unanimous. Resolved: That WPC support this application.</p>
240	<p>Amenity Grass Cutting To receive an update on Amenity Grass Cutting Quotes and make any appropriate decisions. (LW & TB)</p>
	<p>Proposal: Cllr T Ball as Chair proposed that item 240 be moved to after the exclusion of press and public item 243. Proposed by: Cllr Ball Seconded by: Cllr R Grainger 1 abstention Rest in favour. Resolved: To move item 240 to after the exclusion of press and public item 243.</p>
241	<p>To receive an update on and consider playground equipment quotes and make any appropriate decisions. (LW)</p>
	<p>Cllr L Wright reported good progress with William Cree.</p> <p>Cllr L Wright looked at the other areas, replacement handles are very expensive, suggested we should investigate where Rugby Borough Council get their supplies.</p> <p>Cllr Rainey – suggested that as WPC are currently awaiting the annual compliance inspection report it makes sense to defer any decisions on repairs. Suggest we do any urgent immediate maintenance and remedial work, and wait for the professional report from the Annual Compliance Inspection taking place in April 2023.</p>
	<p>Proposal: That Cllr Wright bring to the next meeting any immediate remedial works required, and that WPC defer any other works until the report from the Annual Compliance Inspection taking place in April 2023 has been received. Proposed: Cllr J Rainey Seconded: Cllr T Ramsay Abstained: 1 abstention Rest in favour. Resolved: That Cllr Wright bring to the next meeting any immediate remedial works required, and that WPC defer any other works until the report from the Annual Compliance Inspection taking place in April 2023 has been received.</p>
242	<p>To Agree Dates of and Venue/s for Council Meetings for the Year 2023/24 to be published on the village website.</p>
	<p>Proposal: That the Annual Meeting of Wolston Parish Council is held on 4th May 2023. Proposed: Cllr T Ball Seconded: Cllr T Ramsay Unanimous Resolved: That the Annual Meeting of Wolston Parish Council is held on 4th May 2023. Proposal: That the Annual Parish Meeting is held on 18th May 2023 at a venue to be determined. Proposed: Cllr J Rainey</p>

Signed.....

	<p>Seconded: Cllr R Grainger Unanimous Resolved: That the Annual Parish Meeting is held on 18th May 2023 at a venue to be determined.</p>
243	<p>Exclusion of Press and Public. In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council is invited to Resolve that the press and public be excluded from the meeting during consideration of the following agenda item owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information. Reason for Exclusion – The exclusion is on the grounds that items of business to be discussed relate to personnel and staffing.</p> <p>Cllr T Ball read out item 243, members of the public left the meeting.</p>
244	<p>Human Resources (Staffing) To discuss staffing issues (including additional hours worked during 2022-2023) and consider the HR Working Group's recommendations and make any appropriate decisions.</p> <p>Cllr T Shirley declared an interest in part as advised by WALC and the Monitoring Officer. Cllr T Willis asked, when making decisions like these, can you resist the challenge if you stay? A discussion was held regarding declaring an interest. Cllr T Shirley remained in the room while Cllr T Ball read out the HR Report.</p> <p>Cllr T Ball Suggested an annual leave calendar for employees and councillors be published online for example Breathe HR. Cllr T Ball suggested a review of training needs for both employees. Cllr T Ball reported that the Advert for Joint Burial Board Clerk will go up with WALC and also suggested the burial board clerk work from the Wolston Parish Office.</p> <p>A discussion was held regarding review of excess hours worked, FOI requests, job specifications, standing orders, policy and procedures, asset register. It was agreed that many documents need to be reviewed and updated and would need input from the parish council.</p> <p>Proposal – To pay the employees for Toil time, excess hours worked and holiday pay and to carry over agreed hours annual leave to next year's allocation as per the previously circulated documents. Proposed: Cllr Ball Seconded: Cllr Grainger Abstained: 1 abstention Against: 1 against. 1 In Part Rest in favour.</p> <p>Resolved: To pay the employees for Toil time, excess hours worked and holiday pay and to carry over agreed hours annual leave to next year's allocation as per the previously circulated documents.</p> <p>Action: HR Working Group to look at job specifications and work with employees regarding hours worked and look at costs of getting a locum.</p> <p>A discussion was held regarding terms of reference and mandates for the HR Group. It was suggested that all members of the HR group should undertake training.</p> <p>A further discussion took place regarding the backlog of work and the need to update policies and procedures.</p> <p>Proposal: That WPC investigate sourcing externally a CILCA qualified locum to aid with specific projects as directed by the Clerk. Proposed: Cllr R Grainger Seconded: Cllr J Rainey Unanimous Resolved: That WPC investigate sourcing externally a CILCA qualified locum to aid with specific projects as directed by the Clerk.</p>
240	<p>Amenity Grass Cutting (Item 240 moved to after the exclusion of press and public). To receive an update on Amenity Grass Cutting Quotes and make any appropriate decisions. (LW &</p>

Signed.....

	<p>TB)</p> <p>Cllr L Wright explained the three sealed bid quotes and compared the costs. Cllr J Rainey explained the bids and specifications. Cllr R Grainger asked if the specification was based on his map and schedule of work – it was. Cllr L Wright recommended WPC award to contract to the contractor with the lowest bid which was Lakeside Landscapes Ltd.</p> <p>Proposal: WPC accept Lakeside Landscapes Ltd quote as per the maps, schedule and detailed specification and appoint them to undertake the amenity grass cutting for WPC this year. Proposed: Cllr L Wright Seconded: Cllr J Rainey Unanimous Resolved: WPC accept Lakeside Landscapes Ltd quote as per the maps, schedule and detailed specification and appoint them to undertake the amenity grass cutting for WPC this year.</p> <p>A discussion took place on how to manage the amenity grass cutting contractor’s performance.</p> <p>Proposal: For the public works lead and head of open spaces group to create key performance indicators for the contractor to be monitored monthly between them by arrangement. Proposed: Cllr T Ball Seconded: Cllr J Rainey Unanimous Resolved: For the public works lead and head of open spaces group to create key performance indicators for the contractor to be monitored monthly between them by arrangement</p> <p>Action: Clerk to contact WCC to report bins on Bloors and Priory Housing development are not being emptied.</p>
<p>245</p>	<p>Future Agenda Items Councillors are asked to use this opportunity to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision- making.</p>
<p>246</p>	<p>Date of Next Meetings To confirm Thursday 6th April 2023 for the next regular meeting of the Parish Council at the Village Hall at 7:15pm. If an interim meeting is required, an agenda will be sent to Councillors, put on the Parish Council website and in the Main Street noticeboard three clear days before the meeting is held</p>
	<p>Meeting closed at 10pm</p>
	<p>SignedChair Date.....</p>



Signed.....

OPEN FORUM NOTES

It was requested by a member of the public that the points raised at the public forum held at 6pm on Thursday 24th March 2023 be listed here.

Member of Public

- A Requested that the notes of the public forum be recorded.
- A Requested appointment to view last year's accounts.
- A Update on Allotments
- B Items 242 Venues on Agenda.
- B Zoom not allowed. Average Age of residents is 40 so WPC are missing a large part of the electorate. It would be better if meetings were live streamed. Suggested live streaming of Parish Council Meetings -
- B Has listened to the recording of the Parish Council Meeting and challenged the AGAR. Minutes are not yet available. February Minutes – Agar – 196 does not reflect what is on the recording.
- Cllr Willis agreed it is an excellent idea – not many parish councils have the resources to fund this. Cllr Ball offered to share info with Clerk. Chair agreed we would look into live streaming.
- A Binley Woods purchased a web cam and streamed their meetings during covid. People were very interested.
- C Was against the development of the site of the allotment – the site is refurbished but it is waterlogged. Third of the site is not possible to grow on. We need a more forceful attempt on getting something done about the drainage at the site. Drainage ditch has 2ft of water in it. There is a lake under the soil and it needs a professional to come and have a look at the site. Contacted Henry Biddington-to ask if they could confirm that there is no contamination in the water. Mr Warren RBC will have a look at the site next week. Please can we engage the contractor to resolve the issue.
- Chair – asked Cllr Willis to follow up with planning department – post covid has resulted in a large back logue of work.
- Cllr Rainey – Re meeting with Spitfire – discussion was exactly the same as C indicate so we are no further forward.
- Can we ask Cllr Willis to go back and check the original spec for the drainage system – aqua furs at 12 inches below the surface –
- A Has been in touch with H Biddington – to ask if the excess water could be tested for toxins to make sure that the water is not contaminated with the illegally dumped waste barrels. There is an eye witness to the dumping of the waste.

Signed.....