

# WOLSTON PARISH COUNCIL

2 Main Street, Wolston, Coventry CV8 3HJ  
Telephone: **02476 545515** E-mail: [wolstonpc@wolstonpc.co.uk](mailto:wolstonpc@wolstonpc.co.uk)

Parish Councillors are hereby summoned to attend the Annual Meeting of Wolston Parish Council to be held at 7:15pm on Thursday 4<sup>th</sup> May 2023 at the Baptist Church, 2 Main Street, Wolston



Dawn George  
Clerk  
27<sup>th</sup> April 2023

## NOTICE AND AGENDA

### Public Forum and Parish Matters (Commencing at 7.15pm)

For Councillors and members of the Parish and press to raise any issues or matters of concern with the Parish Council. The full Parish Council will commence after the public forum has been closed by the Chair – this will be no later than 7:30pm. A time limit of 5 minutes to speak per person may be imposed to keep to schedule, and this is at the Chair's discretion.

1. **Election of Chair 2023-24** - To elect a Chair for 2023-24
2. **To receive the Chair's Declaration of Acceptance of Office**
3. **Apologies and Acceptance of Reasons for Absence.** – To receive apologies.
4. **Declarations of Interest (existence and nature) on items on the Agenda** – Councillors to declare any personal and/or pecuniary interest on items on the agenda.
5. **Minutes** - To review and if appropriate, approve the minutes of the Parish Council meeting held on 6<sup>th</sup> April 2023.
6. **Election of Vice-Chair 2023-24** – To elect a Vice-Chair for 2023-24.
7. **To Agree Dates of and Venue/s for Council Meetings for the Year 2023-24**
8. **Co-option** – To discuss and consider co-option of a prospective councillor, to receive any expressions of interest and if appropriate, vote and c-opt a councillor.
9. **Policies and Procedures** –
  - a) To review, adopt and/or re-adopt (as appropriate) Parish Council Policies and Procedures
  - b) To discuss the use of a qualified locum clerk to enable all current governance documents to be updated and any new documents needed to be created and make any appropriate decisions. (TB)  
This will include the Standing Orders, Financial Regulations, Financial Risk Assessment, Data Protection Policy, Publication Scheme, Health & Safety Policy, Safeguarding Policy, GDPR and WBBJBC Terms of Reference. *(All documents are available on the Village website).*
10. **Election of Councillors onto Committees & Working Groups: 2023-2024** - To review membership of Committees and Working Groups and propose election of Councillors to Committees and Working Groups as appropriate.
11. **Time Capsule** – A reminder 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. (This item is for noting only).
12. **Coronation Mugs**  
To review the distribution of the 360 Coronation mugs, to consider whether more mugs need to be ordered, and to make any appropriate decisions.
13. **Finance** –
  - a) To approve accounts for payment for April 2023.
  - b) To note payments received and the latest bank reconciliation.
  - c) To receive a proposal from Cllrs Ball and Rainey for a procedure and Terms of Reference to approve payments to participating venues in the Warm Spaces Project (funded by the Awards For All National Lottery Community Fund).

- 14. 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 and . [www.warwickshire.gov.uk/planning](http://www.warwickshire.gov.uk/planning).  
To discuss and if appropriate comment on any planning applications received.
- a) Smiths Concrete Limited S73 application for the variation of conditions 1 and 7 of planning permission RBC/20CM010 dated 8th February 2022 to extend the time limit for processing and restoration by 3 years and to increase the total quantity of excavated mineral that can be processed on site by 200,000 tonnes at Wolston Fields Quarry, Wolston Lane, Wolston, CV8 3ES.  
LOCATION: Wolston Fields quarry, Wolston Lane, Wolston, CV8 3ES  
GRID REFERENCE: 439843.275027 Observations on this application before 11 May 2023.
- b) Smiths Concrete Ltd S 73 application for the variation of conditions 1, 5 and 6 of planning permission RBC/19CM005 to extend the time limit to complete sand and gravel extraction, importation of inert materials, and restoration by 3 years: to increase the total quantity of mineral extracted from the site from 1,200,000 tonnes nett to 1,400,000 tonnes nett: and to vary the total quantity of inert infill materials from 850,000 tonnes to 800,000 cubic metres at Wolston Fields Quarry, Wolston Lane, Wolston, CV8 3ES.  
LOCATION: Wolston Fields quarry, Wolston Lane, Wolston, CV8 3ES  
GRID REFERENCE: 439843.275027 Observations on this application before 11 May 2023.
- 15. Land Drainage Report**  
To consider the report from Mr Postlethwaite and make any appropriate decisions.
- 16. Delegates Reports** – To receive reports from Councillors (for information only). Any formal reports to be sent electronically to the Clerk for circulation to Councillors prior to the meeting.
- 17. Coronation Tree** – To receive a proposal that the replacement Jubilee Tree be additionally dedicated to the Coronation of King Charles 111, to consider other relevant proposals and to make any appropriate decisions.
- 18. 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 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.*
- 19. Human Resources (Staffing)**  
To discuss staffing issues, including the recruitment of a new Parish Council Clerk and Clerk for WBBJBC and make any appropriate decisions.
- 20. ICO Decision Notice** – To consider the recent ICO decision notice and make any appropriate decisions.
- 21. Future Agenda Items** – Councillors are requested 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.
- 22. Date of Next Meetings** – To confirm the date of Thursday 1<sup>st</sup> June 2023 for the next 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 and be put on the website and in the Main Street noticeboard three clear days before the meeting is held.