

**MINUTES OF THE MEETING OF WOLSTON PARISH COUNCIL
HELD AT THE BAPTIST CHURCH, 2 MAIN STREET, WOLSTON
THURSDAY 4th May 2023 AT 7:15PM**

PRESENT:

WPC: Cllrs T Willis, T Ball, L Wright, G Rainey, T Ramsay, S Dobinson, T Shirley, J Galliford, R Grainger and Mrs D George, Clerk and RFO

RBC: Cllr Derek Poole

16 members of the public

Parish Council meeting commenced at 7:15pm

1. **Election of Chair 2023-24** - To elect a Chair for 2023-24
Cllr Dobinson welcomed the attendees to the meeting and asked for nominations for the Chair.
Cllr Willis was nominated.
Proposal: To appoint Cllr T Willis as the new Chair of Wolston Parish Council
Proposed: Cllr Ramsay
Seconded: Cllr Grainger
Unanimous
Resolved: To appoint Cllr T Willis as the new Chair of Wolston Parish Council
2. **To receive the Chair's Declaration of Acceptance of Office**
Cllr Willis signed the Declaration of acceptance of office as Chair which was witnessed by the Clerk.
Cllr Willis gave a talk about his background and experience as a Borough Councillor, the experience that he would bring to the role and his vision for the future of Wolston PC.
Cllr Willis laid out his view of how the public forum would proceed in future.
Cllr Grainger proposed that a vote of thanks be given to the retiring Chair.
Proposal: That WPC give a vote of thanks for the retiring Chair, Cllr Dobinson.
Proposed: Cllr Grainger
Seconded: Cllr Rainey
7 in favour
2 abstained
Resolved: That WPC give a vote of thanks for the retiring Chair, Cllr Dobinson.
The Chair opened the Public Forum at 19:28
The Public Forum closed at 19:51
The Annual Meeting of WPC continued at 19:51
3. **Apologies and Acceptance of Reasons for Absence.** – To receive apologies.
Apologies were received and noted from RBC Cllr S Ward and WCC Cllr H Timms.
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.
Cllr T Shirley declared a blanket pecuniary interest as partner of Public Works Lead.
Cllr T Willis declared a blanket interest as a member of RBC and Planning Committee.
5. **Minutes** - To review and if appropriate, approve the minutes of the Parish Council meeting held on 6th April 2023.
Proposed – To approve the minutes of the Parish Council meeting held on 6th April 2023
Proposed: Cllr Wright
Seconded: Cllr Grainger
8 in favour one abstention
Resolved: To approve the minutes of the Parish Council meeting held on 6th April 2023
6. **Election of Vice-Chair 2023-24** – To elect a Vice-Chair for 2023-24.
Nominations: Cllr Rainey
Proposed: That Cllr Rainey be elected to Vice Chair
Proposed: Cllr Grainger
Seconded: Cllr Wright
Unanimous

Signed.....

Resolved: That Cllr Rainey be elected to Vice Chair

The Vice Chair signed the declaration of acceptance of office which was witnessed by the Clerk. The Vice Chair gave thanks to the retiring Vice Chair and thanked everyone for the nomination.

7. To Agree Dates of and Venue/s for Council Meetings for the Year 2023-24

The Chair asked if WPC could refrain from holding a meeting during August for a summer break. Cllr Rainey suggested WPC not reduce the number of meetings due to the back-log of work.

Proposed: WPC To meet at 7:15pm on the First Thursday of Every Month at the Village Hall

Proposed: Cllr Rainey

Seconded: Cllr Grainger

Unanimous

Resolved: WPC To meet at 7:15pm on the First Thursday of Every Month at the Village Hall.

8. Co-option – To discuss and consider co-option of a prospective councillor, to receive any expressions of interest and if appropriate, vote and co-opt a councillor.

Mrs. A Milne stepped forward and offered herself for co-option as a Parish Councillor.

Proposed: To Co-opt Mrs. A Milne as a Councillor to WPC

Proposed: Cllr Shirley

Seconded: Cllr Dobinson

8 in favour

1 against

Resolved: To Co-opt Mrs. A Milne as a Councillor to WPC

Cllr Milne signed the declaration of acceptance of office form which was witnessed by the Clerk.

9. Policies and Procedures –

a) To review, adopt and/or re-adopt (as appropriate) Parish Council Policies and Procedures

Proposed: WPC re-adopt the current policies and procedures temporarily until we have the updated documents which are covered in item b)

Proposed: Cllr Grainger

Seconded: Cllr Rainey

Unanimous

Resolved: WPC re-adopt the current policies and procedures temporarily until we have the updated documents which are covered in item b)

At the Chair's discretion Item 9 b) was moved into the private session after item 18.

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 existing documents are available on the Parish Council 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.

A discussion took place, it was acknowledged that Terms of Reference were required.

Proposed: To accept the groups as they stand until other Councillors can be consulted and elected to the groups in the next few weeks.

Defer to the next meeting. 1st June 2023.

Counter Proposal: WPC Re-adopt current Working Groups and defer to hold a closed meeting to discuss who is the right fit for each group and bring the agreed groups to be approved at the meeting on 6th July 2023

Proposed: Cllr Grainger

Seconded: Cllr Rainey

Unanimous

Resolved: WPC Re-adopt current Working Groups and defer to hold a closed meeting to discuss who is the right fit for each group and bring the agreed groups to be approved at the meeting on 6th July 2023

Signed.....

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). This item was Noted.
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.
A lengthy discussion took place regarding the production of the coronation mugs, whether all children in the parish should receive a mug and parents’ requests to purchase extra mugs. At the Chair’s discretion this item was moved to the private section after item 18 for further discussion.
13. **Finance** –
a) To approve accounts for payment for April 2023.
Proposed: To approve accounts for payment for April 2023
Proposed: Cllr Wright
Seconded: Cllr Grainger
8 in favour
2 abstentions
Resolved To approve accounts for payment for April 2023.
b) To note payments received and the latest bank reconciliation.
Proposed: To defer note of payments received and the latest bank reconciliation to June 2023 meeting and that in future they appear as two separate items for approval on the agenda.
Proposed: Cllr Willis
Seconded: Cllr Rainey
9 in favour
1 abstention
Resolved: To defer note of payments received and the latest bank reconciliation to June 2023 meeting and that in future they appear as two separate items for approval on the agenda.
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).
A discussion took place. At the Chair’s discretion this item was moved to the private section after item 18 for further discussion.
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 <https://planning.agileapplications.co.uk/rugby> or www.warwickshire.gov.uk/planning.
To discuss and if appropriate comment on any planning applications received. Chair Cllr Willis declared an interest as being on the RBC Planning Committee.
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 tons 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.
A discussion was held.
Proposed: That Cllr Wright prepare a letter on behalf of WPC raising observations on the planning application.
Proposed: Cllr Grainger

Signed.....

Seconded: Cllr Ramsay

7 in favour

3 Abstentions

Resolved: That Cllr Wright prepare a letter on behalf of WPC raising observations on the planning application.

- 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.

A lengthy discussion was held.

Proposed: That Cllr Wright prepare a letter on behalf of WPC raising observations on the planning application.

Proposed: Cllr Grainger

Seconded: Cllr Ramsay

7 in favour

3 Abstentions

Resolved: That Cllr Wright prepare a letter on behalf of WPC raising observations on the planning application.

- 15. Land Drainage Report** - To consider the report from Mr. Postlethwaite and make any appropriate decisions.

A discussion was held. A Member of the Public requested a copy of the report relating to drainage on the allotments site, it was agreed the report would be displayed on the Parish Council website.

Proposed: To send Mr. Postlethwaite's report to Spitfire and Wilcox Trust and for a copy of the report to be displayed on the parish council website.

Proposed: Cllr Ramsay

Seconded: Cllr Grainger

Unanimous

Resolved: To send Mr. Postlethwaite's report to Spitfire and Wilcox Trust and for a copy of the report to be displayed on the parish council website.

- 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. Cllr Dobinson – read out a statement from the Allotments Association and updated the council on the progress of plot 39b and surrounding area. Allotment Association to confirm if they would like to follow Mr Postlethwaite's advice regarding the drainage. Two trenches were dug for archaeological digs over two weeks. Cllr Rainey suggested we request a copy of the archaeological reports.

Action: Cllr Dobinson to request an early copy of the archaeological reports.

- 17. Coronation Tree** – To receive a proposal that the replacement Jubilee Tree be additionally dedicated to the Coronation of King Charles III, to consider other relevant proposals and to make any appropriate decisions.

A discussion took place.

Proposed: WPC plant an English oak tree in recognition of coronation of King Charles III

Proposed: Cllr Wright

Seconded: Cllr Grainger

Unanimous

Resolved: WPC plant an English oak tree in recognition of coronation of King Charles III

Signed.....

MOP Queried that the site proposed for the new WI bench on WCC Ground has been taken by another bench from the Bingo Group.

A discussion was held. The Chair will investigate and take this matter forward.

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.

Item 9 b) - To discuss the use of a CiLCA 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 current documents are available on the Parish Council website).*

Cllr Ball declared an interest. Cllr Ball reported that there is a very experienced CiLCA qualified locum available at £20.00 per hour who is available to do this work.

Item 12 - Coronation Mugs

Further discussion took place.

Proposed: WPC to purchase 180 more mugs and make them available to Wolston children who have not already received a mug, and then to village residents, using authority under LGA 1972, S.137.

Proposed: Cllr Willis

Seconded: Cllr Ball

Unanimous

Resolved: WPC to purchase 180 more mugs and make them available to Wolston children who have not already received a mug, and then to village residents, using authority under LGA 1972, S.137.

Item 13 c) Warm Spaces

Cllr Rainey reported on background of warm spaces lottery funding. A lengthy discussion took place. Cllr Rainey suggested WPC create a Working Group with Cllr Dobinson as Chair with representatives from each venue and a secretary to take minutes. Cllr Rainey recommended the NDP as a model.

Proposed: To defer Item 13 c) to a closed doors session to consider options for the Warm Spaces Project

Proposed: Cllr Rainey

Seconded: Chair Cllr Willis

9 in favour

1 abstention

Resolved: To defer Item 13 c) to a closed doors session to consider options for the Warm Spaces Project

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.

A discussion took place. The Chair recommended this item be drawn to a close until a discussion has taken place with the Clerk and this item be deferred to another meeting.

A discussion took place regarding the WBBJBC Clerk – Cllr Ball reported that the advert for the position had not yet been displayed on the WALC Website.

20. ICO Decision Notice – To consider the recent ICO decision notice and make any appropriate decisions.

Cllr Dobinson declared an interest.

Signed.....

An in-depth discussion took place regarding the ICO decision notice and other ICO requests for further information.

Cllr Ball reported that Templates are available to keep a record of all FOI requests which can be published. FOI requests could be an agenda item at each meeting going forward.

Cllr Shirley suggested that a register be kept of all visitors to the Parish Council Office to record dates and the reason for the visit. It was agreed to defer the decision on the date to respond to the ICO decision notice to a closed meeting within the next two weeks.

- 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.

Dyers Lane hedge

Severn Trent – FOI discharges into the Avon

John Simpson Close and the new Bench

Safety Bollards

Insurance Claim

- 22. **Date of Next Meetings** – To confirm the date of Thursday 1st 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.

Meeting closed at 22:40

SignedChair

Date.....

Signed.....

Notes on the public forum opened at 19:28

A Member of the Public

Condition 14 ref allotments - Chair asked if the comments could be emailed to the Clerk

Plot holders – soil is solid as concrete

The archeological digs are not on the website at all. The digs have taken place but there is no report on the website.

They put their comments directly on the planning portal.

Cllr Wright asked if it is all right to mention peoples' names in the minutes. Member of the Public is happy to have her name written in the minutes.

Cllr Ramsay – Made comment about planning – Cllr Willis will take forward.

Member of the Public asked people to speak louder.

Member of the Public read out an emotional statement and complaint about the condition of the Hedge in Dyers Lane.

Chair asked if he could come back to them with another councillor/s to meet to discuss what can be done to alleviate the problem. Cllr Galliford reported that she has personally erected a base fence – the hedge is growing back and the new plants are growing. Cllr Dobinson has discussed the problem with a contractor and has asked him to give us a report.

Greenways flayed the hedge. Cllr Wright removed the ivy and the dead trees and planted two year old whips. The trees removed were diseased elm trees.

Cllr Willis asked for this item to be placed on the Agenda at the June 1st Meeting. It was agreed that Cllrs Galliford and Wright would lead on that item.

Cllr Wright – extent of the building in the locality – the sewerage works caters for three villages. We should check how often the overflow is discharged into the river. Storm water from the new development site is currently discharged into the Brook. The depth of the drains are just over 2 metres – the attenuation pond is supposed to be gravity fed – how deep Cllr Wright suggested we ask the MP how many discharges have been made into the Avon over the last 5 years – Cllr Grainger offered to draft FOI letter for the Clerk to send to Severn Trent to ask how many times they discharge into the river. Cllr Shirley has witnessed sewage and water coming into gardens will lead on liaising with Brandon PC.

MOP3 – Remedial works to Ryton

Public forum closed at 19:51

Signed.....