

**MINUTES OF THE MEETING OF WOLSTON PARISH COUNCIL
HELD AT THE VILLAGE HALL, WOLSTON
THURSDAY 1ST June 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

WCC: Cllr H Timms

16 members of the public

Parish Council meeting commenced at 7:34pm

23. Apologies and Acceptance of Reasons for Absence. – To receive apologies.

Apologies were received from Borough Cllr S Ward and WPC Cllr A Milne.

24. 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 Willis declared an interest in anything pertaining to planning.

Cllr L Wright declared an interest in item 33 planning A and B

Cllr Shirley declared a blanket pecuniary interest in that the WPC Public Works Lead is her partner.

25. Minutes - To review and if appropriate, approve the minutes of the Parish Council meeting held on 4th May 2023.

Proposal: That the minutes of the Parish Council meeting held on 4th May 2023 be approved.

Proposed: Cllr T Ball

Seconded: Cllr R Grainger

Unanimous

Resolved: That the minutes of the Parish Council meeting held on 4th May 2023 be approved.

26. 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 and make any appropriate decisions. **TW**

Cllr T Willis made an appeal to the public asking members of the community to become part of the working groups and to give a thought to any groups where you think your skills will help.

Cllr T Shirley asked if this could be posted on the website. Cllr Willis suggested once the groups are agreed and Chairmen appointed WPC will advertise for volunteer members.

Cllr R Grainger proposed WPC defer the approval of groups and asked if during the next 3-4 weeks each WG could come back with the Terms of Reference for each group.

Counter proposal: Councillors to declare and submit their interest in the Working Groups my Monday 5th June 2023.

Proposed: Cllr T Ball

Seconded: Cllr T Shirley

Unanimous.

Resolved: Councillors to declare and submit their interest in the Working Groups my Monday 5th June 2023.

33. At the discretion of the Chair, Cllr T Willis, Item 33 Planning was moved to this section. Cllr Wright declared an interest and moved to the public area of the meeting. 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. To discuss and if appropriate comment on any planning applications received. **TW**

Signed.....

- a) R23/0388 at FIELD SIDE BUNGALOW, DYERS LANE, WOLSTON, COVENTRY, CV8 3HE for Lawful development certificate for an existing use Occupation of dwellinghouse in breach of condition 2 (agricultural occupancy) attached to planning permission 774/14 dated 8th December 1969. Consultation responses should be sent to euan.hardy@rugby.gov.uk by 09-Jun-2023.

Cllr Rainey declared he could not take part in this discussion as he has not been able to read any background information.

Cllr T Willis read out the feedback and guidelines regarding this item.

Cllr G Rainey understood that this was a legal resolution between the planning and the applicant and the Parish Council and the Public have no influence on the application.

Cllr T Willis suggested that if there is a considered opinion that the site has been used for agricultural purposes then that evidence must be brought forward. If there is no comment to be made it is simple. Cllr Willis directed members of the public who wished to make comments to the planning portal.

A discussion took place.

Cllr T Willis reported that conjecture and speculation is not part of the planning.

Proposal: That WPC make no comment on planning item R23/0388.

Proposed: Cllr T Ball

Seconded: Cllr R Grainger

6 For

2 Abstentions

Resolved: That WPC make no comment on planning item R23/0388.

- b) R23/0351 at Land to the rear of 62-70, SCHOOL STREET, WOLSTON, COVENTRY, CV8 3HF for Erection of an Agricultural Barn.

Cllr T Ball:- Commented that there was no agricultural justification for the application, no environmental impact assessment, that the field was previously grazed by horses. Cllr T Ball asked what is to be stored in the barn, mentioned vehicle access and service, without this information it is difficult for the Parish Council to make a comment on whether there are any material considerations. As the Architect and the Applicant were present in the public forum, the Chair, Cllr T Willis invited them to take part and answer any questions raised. A discussion took place. Cllr Rainey declared an interest in that he is familiar with the applicants. Cllr Willis suggested that the information requested by Cllr Ball be provided to the planning caseworker. Cllr T Ball Proposed that WPC ask for an extension on giving comment until the information requested is received. A lengthy discussion took place.

Proposal: That WPC ask for an extension to the deadline pending receipt of the information requested.

Proposed: Cllr T Ball

Seconded: No seconder, so proposal was invalid.

Cllr T Shirley proposed that having looked at the planning information she was able to make a comment on the application and asked if other Cllrs felt able to do the same.

Counter Proposal: WPC support R23/0351 at Land to the rear of 62-70, SCHOOL STREET, WOLSTON, COVENTRY, CV8 3HF for Erection of an Agricultural Barn.

Proposed: Cllr T Shirley

Seconded: Cllr T Ramsay

6 in favour

1 against

1 abstention

Resolved: WPC support R23/0351 at Land to the rear of 62-70, SCHOOL STREET, WOLSTON, COVENTRY, CV8 3HF for Erection of an Agricultural Barn.

Cllr L Wright rejoined the meeting at 20:11

27. Finance – RFO

- a) To endorse accounts for payment for May 2023.

Proposal: To endorse the accounts for payment in May 2023.

Proposed: Cllr T Ball

Signed.....

Seconded: Cllr R Grainger

Unanimous

Resolved: To endorse the accounts for payment in May 2023.

b) To note payments received

Proposal: To note payments received

Proposed: Cllr T Ball

Seconded: Cllr R Grainger

Unanimous

Resolved: To note payments received

c) To agree latest bank reconciliation

Proposal: To agree latest bank reconciliation

Proposed: Cllr T Ball

Seconded: Cllr R Grainger

Unanimous

Resolved: To agree latest bank reconciliation

Proposal: A Vote of thanks to the Clerk for the hard work put into producing the accounts.

Proposed: Cllr S Dobinson

Seconded: Cllr R Grainger

Unanimous

- 28. Objections to AGAR 2021/2022** - To note receipt of three objections to the AGAR 2021/2022 upheld by the external auditors. Members will need to consider whether any of the issues need to be reflected in the 2022/23 responses on the Annual Governance Statement (i.e. Assertion 4 must be a 'No' response in any case and the agenda paper supporting the discussion of the AGS should take members through all the mandatory requirements on pages 8 – 14 of the Practitioners' Guide – any that have not been met throughout the year must lead to a 'No' response to the relevant assertion. **RFO/TW/ALL**

Proposal: To note receipt of the three objections to the AGAR 2021/2022 upheld by the external auditors.

Proposed Cllr Wright

Seconded Cllr Grainger

Unanimous

Resolved: To note receipt of the three objections to the AGAR 2021/2022 upheld by the external auditors.

- 29. AGAR 2022-2023** – To consider, complete, and, if appropriate, approve and sign the Annual Governance Statement 2022/23 as part of the annual return. **RFO/TW/ALL**

The Clerk reported that Internal Auditor had completed the Annual Internal Audit Report and that she had completed section 2 – the Accounting Statements 2022/2023. The Chair, Cllr T Willis read out each of the assertions in Section 1 of the Annual Governance Statement and the Council voted on each individually.

Proposal: To Answer Yes to Assertion 1 of the AGAR 2022/2023

Proposed: Cllr L Wright

Seconded: Cllr R Grainger

Unanimous

Resolved: To Answer Yes to Assertion 1 of the AGAR 2022/2023

Proposal: To Answer Yes to Assertion 2 of the AGAR 2022/2023

Proposed: Cllr L Wright

Seconded: Cllr R Grainger

Unanimous

Resolved: To Answer Yes to Assertion 2 of the AGAR 2022/2023

Proposal: To Answer Yes to Assertion 3 of the AGAR 2022/2023

Proposed: Cllr L Wright

Seconded: Cllr R Grainger

Signed.....

Unanimous

Resolved: To Answer Yes to Assertion 3 of the AGAR 2022/2023

Proposal: To Answer No to Assertion 4 of the AGAR 2022/2023

Proposed: Cllr R Grainger

Seconded: Cllr T Ball

Unanimous

Resolved: To Answer No to Assertion 4 of the AGAR 2022/2023

Proposal: To Answer Yes to Assertion 5 of the AGAR 2022/2023

Proposed: Cllr L Wright

Seconded: Cllr S Dobinson

5 in Favour

3 Against

1 Abstention

Resolved: To Answer Yes to Assertion 5 of the AGAR 2022/2023

Proposal: That WPC put a caveat on the yes vote on Assertion 5 that the documentation was out of date, WPC considered but did not deal with the recommendations as the internal audit took place in February 2023.

Proposed : Cllr T Ball

Seconded: Cllr T Ramsay

Unanimous

Resolved: That WPC put a caveat on the yes vote on Assertion 5 that the documentation was out of date, WPC considered but did not deal with the recommendations as the internal audit took place in February 2023.

Proposal: To answer Yes to Assertion 6 of the AGAR 2022/2023

Proposed: Cllr L Wright

Seconded: Cllr R Grainger

8 in Favour

1 Abstention

Resolved: To answer Yes to Assertion 6 of the AGAR 2022/2023

Proposal: To Answer No to Assertion 7 of the AGAR 2022/2023

Subject to a caveat that we have taken the advice from the internal auditor and we are working towards implementing the points raised within the 2022/2023 audit report.

Proposed: Cllr T Ball

Seconded: Cllr R Grainger

Unanimous

Resolved: To Answer No to Assertion 7 of the AGAR 2022/2023

Subject to a caveat that we have taken the advice from the internal auditor and we are working towards implementing the points raised within the 2022/2023 audit report.

Proposal: To Answer Yes to Assertion 8 of the AGAR 2022/2023.

Proposed: Cllr L Wright

Seconded: Cllr S Dobinson

8 in Favour

1 against

Resolved: To Answer Yes to Assertion 8 of the AGAR 2022/2023.

Cllr T Ramsay raised a query regarding CCTV. Cllr L Wright raised a query regarding a contractor refund, and a missing donation which could not be included as Parish Council income.

Proposal: To tick box N/A on Assertion 9 of the AGAR 2022/2023 explaining to the

Signed.....

external auditor that we are holding third party money not necessarily a trust and seek guidance from the internal auditor.

Proposed: Cllr T Ball

Seconded: Cllr R Grainger

Unanimous

Resolved: To tick box N/A on Assertion 9 of the AGAR 2022/2023 explaining to the external auditor that we are holding third party money not necessarily a trust and seek guidance from the internal auditor.

Cllr Grainger asked that we explain to the external auditor that we have re-assessed our asset base and it is based on replacement values.

Proposal: To defer approval of the AGAR 2022/2023 to another meeting.

Proposed: Chair, Cllr T Willis

Seconded: Cllr L Wright

Unanimous

Resolved: To defer approval of the AGAR 2022/2023 to another meeting.

Cllr Wright would like clarification on who is responsible for the insurance on the Leisure Centre.

- 30. Policies & Procedures Update** – to agree appointment of locum (Cllr Ball to provide details) and make any appropriate decision. **TB This item to be deferred to the closed session at the discretion of the Chair.**
- 31. Dog Control** – To consider the formation of a Temporary Working Group further to recent dog on dog incidents and agree actions to address and make any appropriate decisions. **TW** Cllr Wright reported that one heavy dog pulled a lady over. The owner left and did not return with her details to the wounded dog's owner had no dog insurance and had to pay a considerable sum in vet fees. Cllr Wright is concerned by the insurance implications of letting dogs use the field.

Chair offered to ask the RBC dog warden to come and speak here regarding this subject and clarify the responsibilities of dog owners and whether we are liable in letting dog walkers use the field. Cllr Dobinson suggested the speaker address all the village dog walkers at an open meeting not a Parish Council Meeting.

Chair called this item to a close.

- 32. Dyers Lane Hedge** – To receive an update on the condition and progress of Dyers Lane Hedge, debate and make any appropriate decisions. **ALL**
- Cllr Wright reported that Covid prevented hedge cutting at the correct time. Thickness of the hedge prevented the current contractor from trimming it properly. The hedge was of Elm, Ash and Ivy, with a majority of thick elm timbers in the hedge. We attempted to fill the hedge with whips, cleared the bottom, cut back the debris. The cutting back has brought growth to the lower part of the hedgerow. There are still some dead parts. The hedges are covered with cleavers, this needs attention. The temporary sight screen at the back has helped the situation. The new planted whips need to be watered.
- Chair requested the Open Spaces Group and Cllr Dobinson to update us on what the next steps should be. A contractor was asked to provide a report on the hedge. Work was done to a reasonable standard, it needs more whips to be put in in the Autumn and the contractor will be happy to quote for this.
- Cllr Rainey – reported that the hedge is flourishing and the new whips are doing very well. The problem is that it was not flailed for three years due to covid. The verge has returned now that the hedge has been trimmed. Cllr Rainey agrees that we need to increase the whips and to maintain the hedge to prevent the Ivy from killing the new trees. Cllr Galliford suggested the hedge should have been laid properly and the rest of the ivy removed. The Chair, Cllr T Willis, requested that the working groups come back with updates and progress

Signed.....

at the next meeting. Cllr Rainey reported that it is not the only hedge in the village that has been left unmaintained. Cllr Rainey left the meeting at 21:25
Chair brought this discussion to a close.

34. Delegates Reports – To receive updates from Working Groups, inc. Allotment Working Group, Open Spaces Group, HR Group, Policies & Procedures Group, NDP and Comms Group as appropriate. **ALL**

Allotment working group – Cllr Dobinson reported on the progress of Spitfire and plots to be developed and drainage issues. Good working relationship between the Parish Council and the Allotment Association. Snagging list is still ongoing. Cllr Dobinson is requesting the archaeological digs report. Cllr T Willis stated he had visited the allotment site and everything seemed to be moving in the right direction. The residents there seemed satisfied with the way things were progressing.

Cllr Grainger requested that the finance working group review the updated asset register and decide which items need to be included within the insurance policy. Action: to inform the clerk of the amendments to the insurance.

Cllr T Ball reported Wolston Fields Quarry were happy to receive visitors to the site. They are willing to contribute to the cost of the Village Christmas Tree. Cllr Wright proposed that WPC write to Mr Featherstone Dilke with a copy to the planning department to ask if the water feature could be left in situ.

Cllr Wright suggested that the NDP is dragging on. NDP to be presented to WPC in August 2023.

35. 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.*

36. Human Resources (Staffing) – To receive any updates on any items of business that are likely to include staffing discussions, including the potential recruitment of a new Clerk for WBBJBC and make any appropriate decisions.

HR Group

Proposal: WPC officially recognise that the Clerk's resignation has been withdrawn

Proposed Cllr L Wright

Seconded: The Chair, Cllr T Willis

Unanimous

Resolved: WPC officially recognise that the Clerk's resignation has been withdrawn

The HR Group need to address some issues and will compile a report to be presented to the next closed doors meeting. Terms of reference have been agreed, training courses have been secured.

Joint Burial Committee has advertised JBC Clerk's position.

HR Group to review hours for Public Works Lead and Clerk.

30. Policies & Procedures Update – to agree appointment of locum (Cllr Ball to provide details) and make any appropriate decision. **TB At the discretion of the Chair This item was deferred to the closed session.** Cllr T Ball gave a comparison of costs of hiring a Locum to review and produce WPC policies and procedures and to act as a Mentor for the Clerk, Cllrs requested a CV and a reference from the prospective Locum, HR group to action.

Proposal HR Group progress the use of a Locum to produce Policies and Procedures and act as a mentor for the Clerk

Proposed: Cllr T Ball

Seconded: Cllr L Wright

Unanimous

Signed.....

Resolved: HR Group progress the use of a Locum to produce Policies and Procedures and act as a mentor for the Clerk.

Chair, Cllr T Willis asked the HR Group to address the issue of the hours of the Public Works Lead and the Clerk

37. 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
- Bench
- AGAR 2022/2023
- Objections to Agar
- Closed Doors Meeting to discuss planning etiquette.
- Remembrance Service
- Christmas
- Youth Club
- IT Support

38. Date of Next Meetings – To confirm the date of Thursday 6th July 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.

Meeting Closed at 22:22

SignedChair

Date

Signed.....

Notes on the Public Forum Held at 7:15pm on Thursday 1st June 2023

Chair welcomed the public forum

Cllr D Poole RBC

Cllr H Timms WCC

Cllr Poole

It has been a hectic time with the recent elections. In the last week there were many calls re missing collections of Green Bins, this is caused by a computer glitch in the cab of the collection lorry. Rugby Borough Council have agreed to empty all green bins until the glitch is resolved.

People waiting 40 minutes on hold to speak to RBC via telephone. This has been reported at the leadership meeting.

29 Car parking machines – not working with the app or the coins. Company is in Sweden and any spare parts require 8 weeks delivery.

New machines will replace the faulty ones.

Cllr H Tims

As local members of the parish we are working hard on your behalf.

Road closures and road works are continuing in this area, and are necessary to get the job done quickly.

Cllr Shirley

Asked about the sewage works – there have been problems, Severn Trent say no new work planned. Severn Trent are likely to be digging up the new path at Brandon. Cllr Timms stated that the sewerage pipe does not go under the path. The pipe is too small and will be made larger to accommodate extra use but it will be either side of the bridge.

Cllr Wright

Discharges into the River Avon – a resident has been researching. Concerns after the visit is how far the public access will be within the wildlife trust area still owned by the Dilke estate.

Cllr H Timms

We have had a presentation from Severn Trent in the past but Cllr Timms has asked that money be given to improve the footpath.

Cllr Timms and Cllr Poole left at 19:28

Resident complained about the overhang of hedge by the co-op. Clerk reported that County

Signed.....

Highways North have been informed.

Resident complained about the Kissing Gate and footpath – Clerk reported that the landowner has been informed of this and the gate will be replaced and following that, the pathway will be repaired by WCC.

Resident complained about the grass in the brook – blanket weed. – WPC will pick this up.

Public Forum Closed at 19:34

Signed.....