

WOLSTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Wolston Parish Council
held at 7:15pm on Thursday 13th June, 2024
at The Baptist Church, 2, Main Street, Wolston

Present: WPC Councillors: Mr T Willis (Chair), Mr G Rainey (Vice Chair), Mrs A Milne, Mr L Wright, Mr S Osmond, Ms T Ball, Ms J Galliford, Ms S Dobinson and Mrs D George (Clerk)

Five members of the public.

The Chair welcomed all in attendance and the meeting began with the Public Forum at 7.15pm

The WPC Meeting began at 7:53pm

- 21. Apologies.** – To receive apologies.
Apologies received from Cllr Simon Ward, Cllr Terry Ramsay, Cllr Derek Poole and Cllr Heather Timms,
- 22. 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 L Wright declared a non-pecuniary Interest in item 25 f) as he attends the Baptist Chapel
Cllr T Willis Councillor declared a blanket interest in anything pertaining to Rugby Borough Council as a Borough Councillor.
Cllr J Galliford declared a pecuniary interest in item 30 as an allotment holder.
- 23. Minutes -** To review and if appropriate, approve the minutes of the Parish Council meeting held on 16th May 2024.
Proposal: To approve the minutes of the Parish Council meeting held on 16th May 2024
Proposed: Cllr T Ball
Seconded: Cllr G Rainey
7 in favour
1 abstention
Resolved: To approve the minutes of the Parish Council Meeting held on 16th May 2024
- MOP (currently a member of the FLAG working group) offered to join as a volunteer for additional working groups once they were published.
- 24. 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.
No volunteers stepped forward for co-option.
- 25. Finance –**
a) To approve amended payments for April 2024.
Proposal: To approve amended payments for April 2024.
Proposed: Cllr T Ball
Seconded: Cllr G Rainey
Unanimous
Resolved: To approve amended payments for April 2024.

b) To approve payments for May 2024 – A discussion took place regarding grass cutting in April 2024.

Proposal: To approve payments for May 2024 subject to checking grass cutting in April 2024.

Proposed: Cllr T Ball

Seconded: Cllr G Rainey

Unanimous

Resolved: To approve payments for May 2024 subject to checking grass cutting in April 2024

c) To note payments received.

None noted.

d) To note latest Bank Reconciliation

Latest Bank Reconciliation was noted and signed.

e) To consider distribution of reserves and make any appropriate decisions. A discussion took place regarding the provision for the youth club.

Proposal: To agree reserves as at 31st March 2024 of Ringfenced Reserves £55,000 for half of precept, Earmarked Reserves £29,500.00 for Upgrade of Pavilion, £5,000.00 for Election, £38,412.00 for Allotments Surrender of Lease, £1,856.00 Warm Spaces Project Return to National Lottery, £4,000.00 Youth Club Start Up Grant, £3,137.00 General Reserves.

Proposed: Cllr T- Ball

Seconded: Cllr A Milne

Unanimous

Resolved: To agree reserves as at 31st March 2024 of Ringfenced Reserves £55,000 for half of precept, Earmarked Reserves £29,500.00 for Upgrade of Pavilion, £5,000.00 for Election, £38,412.00 for Allotments Surrender of Lease, £1,856.00 Warm Spaces Project Return to National Lottery, £4,000.00 Youth Club Start Up Grant, £3,137.00 General Reserves.

f) To consider Grant Application from the Baptist Church and make any appropriate decisions. A discussion took place regarding the grant application and clarification is required on the amount requested and in the wording of the application to ensure that the money is for the quoted works only.

It was agreed to defer this item to the next meeting.

g) To consider the process to access Heart of England Grants.

A discussion took place regarding the fund and what is available to the community.

Some information is available at [Applying for Grants | Heart of England Community Foundation \(heartofenglandcf.co.uk\)](https://www.heartofenglandcf.co.uk).

Action: WPC obtain information on who is on the board and the constitution.

26. **Policies and Procedures –**

WPC to re-adopt all Parish Council Policies and Procedures as currently defined with the understanding that certain policies will be reviewed in this financial year. This will include Financial Risk Assessment, Standing Orders, Financial Regulations, Data Protection Policy, Publication Scheme, Health & Safety Policy, Safeguarding Policy, GDPR and WBBJBC Terms of Reference. *(All documents are available on the Village website).*

Proposal: WPC to re-adopt all Parish Council Policies and Procedures as currently defined with the understanding that certain policies will be reviewed in this financial year. This will include Financial Risk Assessment, Standing Orders, Financial Regulations, Data Protection Policy, Publication Scheme, Health & Safety Policy, Safeguarding Policy, GDPR and WBBJBC Terms of Reference.

Proposed: Cllr G Rainey

Seconded: Cllr T Ball

Unanimous

Resolved: WPC to re-adopt all Parish Council Policies and Procedures as currently defined with the understanding that certain policies will be reviewed in this financial year. This will include Financial Risk Assessment, Standing Orders, Financial Regulations, Data Protection Policy, Publication Scheme, Health & Safety Policy, Safeguarding Policy, GDPR and WBBJBC Terms of Reference.

- 27. AGAR 2023-2024** – To consider, complete, approve and, if appropriate, sign the Annual Governance Statement 2023/2024 as part of the annual return. **RFO/TW/ALL** Cllr G Rainey noted that The Internal Auditors Report had been received, circulated to councillors prior to the meeting, and that the work carried out by the Clerk in preparation for the AGAR 2023/2024 had received a very favourable response in the report from the Internal Auditor.

Section 1- the Annual Governance Statement 2023/2024 - each question was read out and approved by the Council.

Question 1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Proposal: To answer Yes to Question 1 of the Annual Governance Statement 2023/24

Proposed: Cllr T Ball

Seconded: Cllr S Dobinson

Unanimous

Resolved: To answer Yes to Question 1 of the Annual Governance Statement 2023/2024

Question 2 We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness

Proposal: To answer Yes to Question 2 of the Annual Governance Statement 2023/2024

Proposed: Cllr G Rainey

Seconded: Cllr J Galliford

2 abstentions

6 in favour

Resolved: To answer Yes to Question 2 of the Annual Governance Statement 2023/2024

Question 3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

Proposal: To answer Yes to Question 3 of the Annual Governance Statement 2023/2024

Proposed: Cllr L Wright

Seconded: Cllr G Rainey

6 in favour

1 abstention

1 against

Resolved: To answer Yes to Question 3 of the Annual Governance Statement 2023/2024

Question 4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations

Proposal: To answer Yes to Question 4 of the Annual Governance Statement

2023/2024

Proposed: Cllr L Wright

Seconded: Cllr T Willis

Unanimous

Resolved: To answer Yes to Question 4 of the Annual Governance Statement 2023/2024

Question 5 We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Proposal: To answer Yes to Question 5 of the Annual Governance Statement 2023/2024

Proposed: Cllr L Wright

Seconded: Cllr S Dobinson

7 in favour

1 against

Resolved: To answer Yes to Question 5 of the Annual Governance Statement 2023/2024

Question 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Proposal: To answer Yes to Question 6 of the Annual Governance Statement 2023/2024

Proposed: Cllr L Wright

Seconded: Cllr S Dobinson

Unanimous

Resolved: To answer Yes to Question 6 of the Annual Governance Statement 2023/2024

Question 7. We took appropriate action on all matters raised in reports from internal and external audit.

Proposal: To answer Yes to Question 7 of the Annual Governance Statement 2023/2024

Proposed: Cllr L Wright

Seconded: Cllr G Rainey

1 abstention

7 in favour

Resolved: To answer Yes to Question 7 of the Annual Governance Statement 2023/2024

Question 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements

Proposal: To answer Yes to Question 8 of the Annual Governance Statement 2023/2024

Proposed: Cllr L Wright

Seconded: Cllr G Rainey

6 in favour

1 against

1 abstention

Resolved: To answer Yes to Question 8 of the Annual Governance Statement 2023/2024

Question 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the

fund(s)/assets, including financial reporting and, if required, independent examination or audit.

Proposal: To answer N/A to Question 9 of the Annual Governance Statement 2023/2024.

Proposed: Cllr. L. Wright

Seconded: Cllr. G. Rainey

For 7 in favour

1 against

Resolved: To answer N/A to Question 9 of the Annual Governance Statement 2023/2024.

The AGAR 2023/2024 was duly completed, the Section 1 Annual Governance Statement 2023/2024 was approved and signed by the Chair and the minute recorded.

- 28. Election of Councillors onto Committees & Working Groups: 2024-2025** - To review membership of Committees and Working Groups and propose election of Councillors to Committees and Working Groups and make any appropriate decisions. A discussion took place regarding membership of the working groups, Cllr S Osmond and Cllr L Wright requested to be removed from some groups. Cllr G Rainey stated Cllr L Wright's presence on the groups, particularly as a trustee to the Village Hall, would be sorely missed. The list was amended to reflect the changes.

Proposal: To approve the amended membership of Councillors of Committees and Working Groups 2024/2025.

Proposed: Cllr L Wright

Seconded: Cllr G Rainey

Unanimous

Resolved: To approve the amended membership of Councillors of Committees and Working Groups 2024/2025.

- 29. Flooding update** – To receive an update from Parish Council Working Group (TW/TR/SO)

Cllr S Osmond commented representation of FLAG at the meeting in Wellsbourne and the previous visit to Shipston to view their plan.

Next meeting to regroup – review information gathered from visits – work out what is appropriate for Wolston – choosing the right options for the group in terms of short, medium and long term goals. On Tuesday – practical “Scrapes” – slow the flow of water - C Hall – moving forward the practicality of the governance of the group – the steering group to be small and a wider core of people. Communication with the community is essential. Numbers of membership is gradually reducing.

Cllr S Dobinson – suggested three water flows in Gloucester was reduced to two which caused Tewksbury, Stratford and Warks to begin flooding. Action FLAG contact Hydrologist, Brinklow.

Cllr T Willis – the Tuesday meeting was mainly focussing on long term action.

Getting in place a plan so that we can respond to events. Agencies are on board including Severn Trent.

Cllr L Wright – reported that Severn Trent responded to the FOI that they were not responsible for sewerage entering properties on 2nd January 2024. Proposed that WPC write to the third party regarding the sewerage influx. Environment Agency were going to formulate a letter for WPC to send.

Cllr S Dobinson asked did the drains burst open?

Cllr G Rainey – The main drain at the back of the houses in Brook Street were overflowing with sewerage.

Cllr T Willis – Manhole covers burst open. Severn Trent this evening were very quick to confirm that sewerage was their responsibility and not flooding.

- Cllr T Ball – copies of maps of drainage should be available.
 Cllr G Rainey asks if FLAG will need some finance from WPC and other Member Councils, this will have to be included in budgeting.
 Cllr T Willis – at next FLAG Meeting Church Lawford would like to join.
- 30. Allotments** – To receive an update from the Allotments Working Group on the current position of all outstanding matters including the Compound Licence and make any appropriate decisions. (SD) A discussion took place.
Proposal: WPC to accept and sign off by Rotherham's and two members of the WPC the latest draft version of compound licence provided by Spitfire and request the Solicitor to complete and request funds.
Proposed: Cllr S Dobinson
Seconded: Cllr T Ball
Unanimous
Resolved: WPC to accept and sign off by Rotherham's and two members of the WPC the latest draft version of compound licence provided by Spitfire and request the Solicitor to complete and request funds
 Cllr S Dobinson reported that there are issues with Spitfire. Allotment Association working relationship has been continued.
 Cllr G Rainey – queried the documents.
 Cllr T Willis encouraged the Working Group to ask for help from the Borough if required.
 Cllr L Wright – suggested that before entering into the agreement, to research back why the WPC took over the allotments from the allotments association.
 A discussion took place regarding the SLA – the Allotment Association not being a legal entity.
 Cllr T Ball – WGABA never entered into an agreement with WPC or leaseholders, and requested Cllrs to email the risks as they are perceived.
 Cllr G Rainey - suggested the view on the Chair of the Allotment Association's take on the situation is very different. Cllr T Willis – this will be discussed at a pre-meeting next month.
- 31. Youth Club** - WPC consider immediate recruitment of a youth leader and a youth worker as well as volunteers for 1st September 2024 as per SD paper of 27th October 2023 and make any appropriate decisions (SD).
 Cllr S Dobinson investigated costs at venues, Youth Service and local clubs.
 Cllr G Rainey queries the first document being an old business plan.
 Cllr S Dobinson reported the hours have been increased, Binley Woods Youth Club have their own management and budget. A collaboration of WPC Youth Club and Binley Woods Youth Club would be purely to aid recruitment.
 Cllr G Rainey queried the updated figures. There should be no delay in Cllr S Dobinson progressing with the setting up of the Youth Club. Cllr S Dobinson stated that Marketing will be free and that there is a resident Youth Worker in the village.
 Cllr L Wright requested a joint meeting with Binley Woods to discuss funding. The Leisure Centre should do more. Cllr T Willis noted that the extra services provided by WPC should be reflected in a larger precept.
Proposal: That WPC is happy to proceed with linked recruitment for a Youth Leader and Youth Worker to commence 1st September 2024.
Proposed: Cllr S Dobinson
Seconded: Cllr T Ball
Unanimous
Resolved: That WPC is happy to proceed with linked recruitment for a Youth Leader and Youth Worker to commence 1st September 2024.

32. **Coronation Mugs** – To consider wider distribution the coronation mugs within the community of Wolston Village and make any appropriate decisions. (TB)
Proposal: To extend the distribution of coronation mugs to all residents of Wolston
Proposed: Cllr T Ball
Seconded: Cllr S Osmond
7 for 1 against
Resolved: To extend the distribution of coronation mugs to all residents of Wolston
33. **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 www.planningportal.rugby.gov.uk. To discuss and if appropriate comment on any planning applications received.**
34. **Open Spaces** – To receive an update from the Open Spaces Group and make any appropriate decisions on:- Cllr G Rainey reported on progress.
a) Repairs to Play Area Equipment Dyers Lane Recreation Ground quote for repairs have been obtained. We have a proposal for DDA swings.
b) Pavilion – Problem with the pavilion. We need to install DDA path – we need to put together a joined up proposal which comprises all the issues. There is a priority list. In the short term Cllr Ramsay will do some remedial work in the Pavilion to make it safe to use. No plan in place. Cllr Ball suggested that a previous Cllr would be willing to join a working group to assess the issues and input to plan for Pavilion.
c) Repairs/Maintenance to Skate Park Equipment – remedial repairs to skate park Cllr Wright has obtained quotes.
d) Wolston JFC -
e) WPC to consider carrying out a feasibility study to acquire additional land for recreation purposes as resolved at the Annual Parish Meeting of 2nd May 2024(LW) It was agreed that working group be created. Action Write to RBC to request land.
Proposal: WPC to carry out a feasibility study to acquire additional land for general recreation purposes as resolved at the Annual Parish Meeting of 2nd May 2024
Proposed: Cllr L Wright
Seconded: Cllr T Willis
Four 4
Abstentions 3
1 against
Resolved: WPC to carry out a feasibility study to acquire additional land for general recreation purposes as resolved at the Annual Parish Meeting of 2nd May 2024
Cllr L Wright volunteered to carry out the feasibility study.
35. **Working Group Delegates Reports and Recommendations** – To receive updates and consider recommendations from working groups including, Neighbourhood Development Plan Group (GR), Finance Working Group (GR), Communications Group (TR), Ling Hall Wolston Fields Liaison Group (LW), and make any appropriate decisions. Any formal reports to be sent electronically to the Clerk for circulation to Councillors prior to the meeting.
- NDP – Cllr G Rainey
The document is prepared to send for consultation which will be sent electronically to Cllrs tomorrow. Executive summary is needed, consultation and referendum.
The document is comprehensive and incorporates many of the suggested amendments. Consultants have reviewed the documents three times and have approved the document. Cllr T Ball is leading on the consultation.

Cllr L Wright queried the graphics and whether there were any volunteers.
Cllr G Rainey – the graphics are not as big a problem and will be done in-house in conjunction with the artist. Meeting with RBC is to be arranged.
Communications – Cllr T Ball reported upcoming events - Litter pick, remembrance Sunday 10th November 2024 NDP Referendum. Christmas Lights Switch On. Cllr T Ball has attended courses – needs a mission statement – what the WPC is for.
Investigated bulk email 1000 emails will be £10.00 per month and will look at quotes for new Notice Boards. The Communications Group will support FLAG and the Youth Club.

CCTV – Cllr T Willis and Cllr T Ramsay will be visiting Long Lawford to consider the arrangements they have and if they can be applied to WPC.

36. 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.

Members of the public left the meeting

Reason for Exclusion – The exclusion is on the grounds that items of business to be discussed are likely to include discussions about staffing.

37. Human Resources (Staffing) – To receive any updates on any items of business that are likely to include staffing discussions and to make any appropriate decisions. (LW)

This item is confidential.

This Item is confidential. The page has been left blank intentionally.

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Resolved: That WPC support the Clerk to gain the CiLCA qualification.

- 38. 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.

Future Agenda Items

PA Housing

Cllr T Ball will forward her items to Clerk

- 39. Date of Next Meetings** – To consider and confirm the date of 11th July 2024 as the next Parish Council meeting at The Baptist Church, Main Street, Wolston 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.

Proposed Cllr T Willis

Seconded: Cllr T Ball

7 for 1 against.

Resolved the date of the next WPC meeting will be Thursday 11th July 2024 at the Baptist Church, Main Street, Wolston at 7:15pm

Meeting closed at 22:17

Notes on the Public Forum began at 7:15pm

MOP – Trees are hanging over the footpath, not able to walk with an umbrella along the alley way joining the footpath on the Manor Estate at the bottom end near the school.

Cllr Ball – there will be no hedge cutting until after 1st September 2024 due to nesting season.

Cllr Wright – If it is essential for safety i.e. gateways to fields, junctions – necessary works can be carried out – assessing if there are any nesting birds prior to working.

Cllr A Milne stated that it will be sort out as it is her hedge.

Chair – Thanked MOP and stated WPC will look at this.

MOP – Parent and resident of the village Recreation ground grass long during half term – children cannot play football.

The dogs are fouling the recreation ground but the dog mess cannot be identified due to length of grass.

Cllr Wright – contractor comes weekly.

Cllr Ball – It is part of the PWL to ensure that the contractor cuts the grass, there should be a record of it.

Chair – we will look at records of grass cutting.

MOP – There are holes on recreation ground which cannot be seen when the grass is long. Children playing football have turned their ankles in the holes when practicing football. If there was earth available they could be filled in.

Cllr G Rainey has had conversations with JFC. Stated that responsible dog owners do not leave mess. Every Morning he sees the animals walking across the rec ground. There are 60-70 people every day using the park to walk their dogs. There are foxes, rats and a badger who comes from the river and digs holes.

MOP – I pick up dog mess prior to football practice to safeguard the children. Dogs should not be left off the lead as this frightens the children. Some time ago this issue was debated but nothing came of it.

Cllr G Rainey - We will check the cuts. Last week the debris there is overgrown from not being cut – this will be mulched as we do not collect the grass. We have asked for a schedule of dates we will ask the cuts to coincide with your schedule. We are cutting to a good standard once a week.

MOP – last weeks cut was good, the week before was not as it was very long.

Cllr L Wright – we aimed for Wednesday every week. The gentleman cutting the field now takes a pride in what he does.

MOP – I am here as a parent of a child cannot play on the rec ground because it was overgrown.

Cllr G Rainey – we will check the schedule of cuts – apologies.

MOP – If I notice a hole I will fill it in

Cllr G Rainey – Tell us what you need and we will provide it, however we cannot get the rec ground to pitch standard.

MOP – Needs to be cut regularly.

Cllr T Ball will speak to Brinklow Haulage and request some top soil.

Cllr T Willis – It is important for WPC to understand the current climate conditions has an effect on our responsibilities. There are budget constraints.

MOP – What is your maintenance plan of Rec Ground over the years. Aeration of the ground and drainage helps.

Cllr T Willis - ~What is your question?

MOP – Problem is the access – Aeration tractors are too big.

MOP Agenda Item 31 b) Why are you looking at acquiring more recreational ground when you cannot look after the one you have.

Cllr A Milne – a playing field is not appropriate for dog walkers.

Cllr L Wright - we have had quotes for aeration and fertilisation. Closing the ground has to be considered. The dark clumps in ground are where the dogs urinate the mower cannot grab it.

Cllr T Ball – Question about CSW – three volunteers available. Chair asked Cllr T Ball to bring a proposal to the meeting.

Cllr G Rainey – We have tried to put a plan in place to make the pitch as good as possible, however we have had the worst weather for the last two months. We need to address the pavilion, DDA compliance perimeter path. Open Spaces Group have looked at all of the issues. Please join us at the Open Spaces Group. We were not aware of this requirement pre budget setting. Cllr L Wright has done well to accommodate. The grass cutting now is as good as it can get. Would welcome help from the mop. It is a complex problem and would welcome MOP.

The last three meetings the Chair has pleaded with members of the public to join the working groups and have had not one volunteer.

Chair Thanked Cllr G Rainey and MOP for bringing this to the attention of WPC.

Maintenance Plan will be taken away and decision taken as to what can be done within the resources.

Public Forum closed at 19:53.