

WOLSTON PARISH COUNCIL

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Minutes of the Meeting of Wolston Parish Council held at 7:15pm on Thursday 1st August 2024 at The Baptist Church, 2, Main Street, Wolston CV8 3HJ

Present: Cllr Willis (Chair), Cllr Rainey (Vice Chair), Cllr Milne, Cllr Wright, Cllr Ball, Cllr Galliford, Cllr Dobinson and Ms L. Knowles (Acting Clerk)

Members of the public: 9

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.

63. Apologies. – To receive apologies.

Apologies received from Cllr. Osmond & Cllr. Ramsay

Apologies from Cllr. Mrs Timms (RBC)

64. 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 interest as a Rugby Borough Councillor and Parish Councillor as the two may not always be aligned C and PC terms of agenda items

Cllr. T Ball declared interest in item 65b on agenda as author of the minutes and also an interest in item 71b.

Cllr. J. Galliford declared an interest in allotments as a plot holder.

Cllr. S. Dobinson declared an interest Robinson in allotments and Community Centre.

Point of information raised by Cllr. Wright regarding retention of recording of meetings as a matter of safeguarding of councillors.. Cllr. Willis to investigate with RBC Communications Team.

65. Minutes –

a) To review and if appropriate, approve the minutes of the Parish Council meeting held on 11 July 2024

Proposal by Cllr. Willis to defer item to 5th September meeting

Seconded: Cllr. Wright

All agreed with no comments.

b) To review and if appropriate, approve the minutes of the Extra Parish Council meeting held on 18th July 2024

Proposed approval of the minutes of Extra Parish Council meeting on 18.7.24 : Cllr. Willis

Seconded: Cllr. Rainey

For: 3

Against: 1

Abstentions: 3

Motion carried

66. 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 expressions of interest

67. Finance –

a) To approve payments for July 2024.

Cllr. Rainey This financial reports covers the cross over period between previous clerk leaving and post being taken over. All payments are cleared for the period of tenure of previous clerk.

No payments to present for approval.

New Financial Regulations are drafted and ready for distribution to councillors by the end of next week for resolution in September.

Matters related to finance for the new clerk are to be resolved during the next month
Nothing outstanding that is of an issue.

Cllr. Ball: All councillor and staff expenses claims must be presented to the full council before any payment is made. Also, councillors cannot sign their own cheques.

Proposed approval of July 2024 payments: Cllr. Wright

Seconded: Cllr. Rainey

For: 2

Against: 4

Abstentions: 1

b) To note payments received.

Item deferred

c) To consider a Grant Application from Wolston Leisure and Community Centre for the £1,700.00 and make any appropriate decisions.

Cllr. Rainey: Leisure Centre submitted a grant application for replacement of carpets and a further application for funding for the Luncheon Club. Initial applications lacked supporting information. Following a meeting of councillors and the Centre Manager, the supporting information was received the day before this meeting (31.7.24) and has been circulated to councillors.

The applications now have supporting documents but still lack enough depth of detail to support recommendation for granting a substantial sum of money.

Cllr. Wright proposed that Item 67c and 67d (both are on the same grant application) be deferred.

Seconded: Cllr. Willis

For: 6

Abs:1

d) To consider a Grant Application from Wolston Leisure and Community Centre for £1500.00 and make any appropriate decisions.

See above 67c)

- 68. 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.**

2 planning applications have been received but after publication of the agenda.

1. Grounds Farm for prior approval for grain store building. Prior approval not required.
2. Marston Hall Farm – change of use of building.

As councillors are not familiar with the details of the planning applications, discussion unable to take place.

Clerk to contact RBC to request extension on period of consultation.

- 69. Allotments – To receive an update from the Allotments Working Group on the current position of all outstanding matters and make any appropriate decisions. (SD)**

Cllr. Dobinson: sent out email to councillors earlier this day to update on meeting with Spitfire re. snagging list and rabbit fencing. The Parish Council may wish to decide if it wishes to continue to pursue these issues.

Cllr. Willis: reminded that if we intend to make a Freedom Of Information request that we must ensure that it is made to an organisation that can respond to the request. Private organisations are not required to respond.

Cllr. Ball: enquired as to date for meeting. Cllrs. to submit availability or weeks that have been circulated and the most appropriate date will be selected.

Cllr. Wright: Parish Council have made a commitment to the residents to pursue the cause of the flooding and leak of sewage. If a FOI can not be pursued then we need to be able to ask the questions and seek the answers from Spitfire on behalf of residents.

Cllr. Willis: Clarified that although Spitfire do not respond to Freedom of Information requests, Declan Mallen has expressed an open door policy and availability to answer any questions and work in collaboration. Meeting is to be arranged. The Parish Council is fully committed to work in the best interests of residents.

Cllr. Dobinson: enquired if PC want to make a decision as to whether or not PC continues to pursue the outstanding issues re. allotments.

Cllr. Ball proposed that a decision is deferred until a meeting has taken place with the Allotment Committee so that decision can be based on what is needed in order to move forward.

Seconded: Cllr. Milne

For: 6

Abs: 1

70. CCTV – To receive an update on service provision/maintenance (TR/TW)

Cllr. Willis: Meeting has taken place with Cllr. Goodwin at Long Lawford re. system used there.

Cllr. Ramsay to report back in full in September.

71. Working Group Delegates Reports and Recommendations – To receive timely and headlines and consider any recommendations from working groups including, Youth Club (SD), Youth Club

Cllr. Dobinson: Results of interviews: A Youth Leader has been appointed

No youth worker has been appointed.

Now making contact with other resources to seek youth worker.

Cllr. Ball: has figures for salary and cost to parish.

Flood Action Group (TW),

Meeting of group comprised of Residents, Borough Councillors, County Councillors and Parish Councillors. Now tasked with approaching each agency to get update on the actions they have taken in terms of prevention for the future. This information will be shared when received.

A group of residents will target houses to ensure previously affected residents are prepare in short term responses.

Cllrs. have been provided with the Flood Action plan. The next step is to identify residents and assign roles as to who does what in similar circumstances and ensure that individuals know what their role is. Preparation is key.

Councils are proving to be effective, e.g. an individual reported a blocked drain on FB reported blocked drains – BC will come out and do sweeping and then refer to county who will carry out the greater depth work.

Cllr. Wright: There is still outstanding work which was promised by County Council which would improve water drainage when it rains and thereby prevent flooding i.e. in Coalpit Lane.

ACTION: Cllr. Willis to pursue this with Borough Council.

Cllr. Dobinson: Warwickshire County Council offered a resilience flood grant fund to those residents affected the flood. The application for the fund needs a survey, however there are no surveyors available. Cllr. Willis to raise issue with RBC.

Cllrs Wright & Willis assess Coalpit Lane.

Neighbourhood Development Plan Group (GR),

Cllr. Rainey: wishes register and minute thanks to Roger Ingles for amazing amount of work he has carried out to resurrect the plan that was in need of resuscitation. He has tackled and addressed almost every problem. We now have a document that has been accepted and commended by County.

Cllr. Ball: Meeting on 23.7.24. Now going to consultation with document, circulated to all councillors ref 6.4 will take in comments to move forward. The next meeting will put together of actions assigned to individuals and costs. 9.9.24 will start consultation.

MOP: Still work to be done to reach point of consultation and communicating to the

community. RBC and Avon Planning (consultants) have been supportive in comments and guidance and supportive documents.

Cllr. Rainey: The timeframe is ambitious and we have a substantive document we believe in.

Cllr. Wright: Reiterated thanks and stated that at a BC meeting the NP outweighed the local plan on housing development.

Open Spaces Working Group (GR),

Cllr. Rainey: There are a number of issues outstanding. We now have a very good playing surface in recreation site. The Recreation Site requires a separate meeting to discuss development; scout hut, the pavilion, request for disabled footpath around outside, remedial repairs. Cllr. Rainey will prepare a document for Open Spaces Group to agree. This will be submitted to council for with suggestion to be taken up as Special Measures.

Other Issues - 10 areas in village that require Open Spaces decisions. There is a need to list and prioritise the works to be carried out with some moving in to next year's budget. Cllr. Rainey proposes to prepare document for Open Spaces Group, get general consensus during this month and circulate for debate at next meeting.

Finance Working Group (GR),

Wolston JFC was given a grant last year to transfer from Recreation Ground to the Leisure Centre. JFC now proposing two teams split between the two ground for training and payment for winter training. Second meeting is required to clarify before making recommendations.

Communications Group (TR), and make any appropriate decisions.

Cllr. Ball: has circulated arrangements for events.

Clerk to submit Road Closure Applications for Remembrance Sunday and Christmas Lights switch on.

Village email: set up on free trail at moment.

Live streaming of PC Meetings – details circulated to councillors Questions- who is supplying and running the recordings and what happens at the point when public is excluded. The supplier will go out to quote and it will be ensured that all requirements are met. A councillor will operate the recording. Members of public will be invited to be filmed if presenting a question. No recording in closed session.

Quarterly newsletter.

No update.

Increase use of Parish Council FB page.

Cllrs Ball & Ramsay to draw up plan for use.

Communication Strategy

Four Cllrs. signed up. Work will start on document in September.

Support for FLAG

Support will be provided as requested.

NB. Working Group Leads to send highlight report/update electronically to the Clerk for circulation to Councillors prior to the meeting.

Traffic Issues

Gary Strain from Warwickshire Road Traffic will be attending in village Hall on 14.8.24 to offer training in using the speed gun to councillors and residents.

Cllr. Ball: requests report from Burial Board following their meetings.

72. Events/Communications

a) Remembrance Sunday – To discuss and make any appropriate decisions regarding the closure of Main Street and any costs incurred. (TB)

Cllr. Ball: Road Closure from 10:30 – 11:15 Road Closure application to be submitted to RBC. Will await specified rules RBC regarding road closure and who take responsibility.

Currently working with the two Churches.

Cllr. Wright: questioned if POC is paying for the road closure?

Cllr. Ball: It will be a RBC closure which is chargeable. Frequently RBC do not charge for Remembrance Sunday. Need to wait for response from RBC.

b) Christmas Lights Switch on – To discuss and make any appropriate decisions regarding the date of the event and any budget requirements including purchase of tree. (TB)

Cllr. Ball: Mayor has verbally accepted invitation. Salvation Army agreed. Awaiting response from school. Road Closure provides for stalls being put out in area outside Baptist Church subject to consultation with owners of properties in the area, road closure in this area from 11:00a.m. to 8:00p.m.

Parking available at village hall and down to the church.

CJ Events will manage the admin aspects of the event – will provide 22 stalls at a charge of £40 per stall. £7.50 per stall to be returned to PC. (PC will decide where the monies will be awarded). Security can be provided at a cost of £150. PC will provide marshals but a nominated person will have ultimate responsibility for organisation.

All information has been submitted to Finance Group. Cllrs Willis & Ransay supported from COMMS area. Cllrs. Milne and Rainey support from Finance Group. All comes within budget.

Cllr. Willis proposed: accept the quote from CJ Events to provide 22 market stalls, the erection and disassembly and collection of said stalls at the cost of £694.25.

Seconded: Cllr. Milne

For: 5

Against: 1

Abs: 1

Cllr. Wright: expressed request that villagers be given opportunity and priority for having a stall if requested.

Cllr. Rainey: In order to secure priority for villages, they could have 1-week advance notice of the opportunity to apply for a stall.

c) Village Email – To discuss and make any appropriate decisions regarding the set up and costs relating to an Email service to all village residents. (TB)

Trial email has been set up. Test emails have been sent out. Communication will go out to let residents know about signing up for the newsletter. 2500 email addresses available – 1 per household. Open only to residents – no businesses.

Cllr. Willis: Reminder to all councillors - If using PC email address for personal communications mark in subject box.

Cllr. Wright: Who is providing the service?

Cllr. Dobinson: Can we use email for advertising a village event, vacancy etc.

Cllr. Ball: updating website is the role of the clerk. Emails will go out as and when required with full consultation between Comms group and the clerk. Clerk will ultimately be responsible for any communications that go out under Parish Council banner. Responses to emails will be wolstonpc. Advertising any Parish Council activities will go out via the email.

73. 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.

Proposed: Cllr. Wright

Seconded: Cllr. Willis

For: 6

Abs – Cllr. Milne (not present)

74. 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.

a). To provide an update on recruitment to the vacancy of the Clerk/RFO to WPC and make any appropriate decisions. (LW)

Acting Clerk remained present in meeting.

Cllr. Wright: Awaiting a meeting of all councillors to discuss the appointment of the new clerk.

Cllr. Ball: Will arrange a date next week for the meeting.

b). To confirm and note appointment of staff for the youth club with terms and conditions agreed. (SD)

Cllr. Dobinson: Proposes confirmation of appointment of Youth Leader and approval to go ahead with DBS check and references.

Cllr. Wright: Do we have the information requested by Finance Group to confirm we have the funding for appointment?

Discussion of source of financing for the position of Youth Leader – some in PC budget, some provided by Warwickshire County Council Youth Service and the youth Club hold some funds from previous youth club.

Cllr. Rainey: proposes to meet with Cllr. Dobinson to produce a document detailing the finances to ensure funding for the position of 4 hours a week.

Cllr. Wright withdrew proposal to defer decision until facts are confirmed.

Cllr. Willis: proposed amendment: To confirm and note appointment of Youth Leader with Terms and Conditions agreed subject to the recommendations from the Chairs of the Finance and HR Group that all appropriate requirements have been met.

Seconded: Cllr. Ball

For: 7

c). To note interim arrangements for line management of Public Works Lead by Chair of the Parish Council. (TW)

Cllr. Willis will take up line management of Public Works Lead and will be withdrawing from HR group.

Cllr. Ball: suggests if meetings are held with PWL that 2 councillors are present as no member of staff is reportable to a member of the council neither of which is on the HR Group.

Cllr. Willis: This line management of PWL is an interim arrangement and need not have this requirement.

75. Future Agenda Items – Councillors are requested to use this opportunity to raise items for future agendas. NB. Councillors are reminded that this is not an opportunity for debate or decision-making.

Proposed Items:

Skateboard park

Positioning of CCTV cameras.

Leisure Centre lease/agreement between WCC and Wolston PC – copy of lease to be circulated by Cllr. Ball.

76. Date of Next Meetings – To consider and confirm the date of 5 September 2024 as the next Parish Council meeting at The Village Hall, 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.

Village hall

Proposer: Cllr. Wright

Second: Cllr. Willis

For: 7

Finish: 21:42