

Minutes of Wolston Parish Council Meeting Thursday 5th September 2024

Start: 7:15p.m.

Venue: Brandon & Wolston Village Hall, Main Street, Wolston CV8

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.

Meeting started: 7:29

Present: Cllr. RAINEY (Vice-Chair), Cllr. DOBINSON, Cllr. RAMSAY, Cllr. BALL, Cllr. WRIGHT. Cllr. MILNE. L. KNOWLES (Acting Clerk)

Members of public:4

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| 77. | Apologies - To receives apologies
Apologies received from Cllr. Willis, Cllr. Wright, Cllr. Galliford
Borough Cllrs: WARD, POOLE |
| 78. | 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. Ball – Christmas event (item 88b)
Cllr. Dobinson – as trustee of Wolston Leisure and Community Centre
Cllr. RAMSAY -allotments |
| 79. | Minutes:
Minutes from July meeting were not approved due to issues in the changeover to new clerk which slowed down some procedures.
PC like to record their appreciation of the acting clerk at stepping in under difficult circumstances.
a)To review and if appropriate, approve the minutes of the Parish Council meeting held on 11 July 2024.
Proposed: Cllr. OSMOND (subject to amendment of date)
Seconded: Cllr. MILNE
For: 5
Against:0
Abstentions: 1
b) To review and if appropriate, approve the minutes of the Parish Council meeting held on 1 August 2024.
Proposed: Cllr. MILNE
Seconded: Cllr. BALL
For: 4
Against:0
Abstentions:2 |
| 80. | 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 expression of interest
The 1 vacancy is advertised in Grapevine magazine and on Wolston Village website. COMMS Group will put out a note on FB. |
| 81. | Finance
a). Adoption of financial regulations.
Cllr. Ball presented item stating that the Financial Regulations have been submitted to the Finance working Group and has received the endorsement of the working group.
Proposal: That Wolston Parish Council accepts the new Financial Regulations version 1 as circulated dard 9 th August 2024. |

	Proposed: Cllr. BALL Seconded: Cllr. MILNE For: 6 Against:0 Abstentions:0 b). To approve payments for July 2024. Were deferred at last meeting due to not being able to access electronic documents. Duplicated item explained – only one payment made. Cllr. Ball excuses herself self - making proposal due to conflict of interest in other areas capacities. Proposed: Cllr. DOBINSON Seconded: Cllr. MILNE For:4 Against:1 Abstentions:1 c). To approve payment for August 2024. Cllr. Ball abstains due to conflict of interest. Proposed: Cllr. OSMOND Seconded: Cllr. MILNE For:5 Against:0 Abstentions:1 d). To approve Councillors expenses for payment One item: expenses for Cllr. BALL – taken to Finance Group – • printer ink for PC printer and own printing expenditure on behalf of PC. • payment for NDP website which had to be made online. Total: £138.34 Approval of councillor expenses is part of the new Financial Regulations. Proposed: Cllr. MILNE Seconded: Cllr. DOBINSON For:5 Against:0 Abstentions:1 e). To note payments received. The VAT refund was received in September. The second half of the precept is due in the next month. Tracking of movement of monies will be resolved with online banking. The new Financial Regulations propose quarterly bank reconciliation reports. Cllr. RAINEY: as this reconciliation is not resolved it is to be presented again at next meeting and from that point as a quarterly report. g). To consider a Grant Application from Wolston Leisure and Community Centre for £1,275.00 for new carpet to hall, stairs and landing (Gross cost £1594.71) and make any appropriate decisions. Proposing a grant of taken VAT back net amount given Proposal: To support the WLCC with a grant of £1275 for replacement of carpet (net cost-VAT is taken off). This is the second part of improvement project for WLCC. Proposed: Cllr BALL Seconded: Cllr. OSMOND For:4 Against:1 Abstentions:1
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	Grant approved h). To consider a Grant Application from Wolston Leisure and Community Centre for £500.00 for the provision of the October and December Luncheon Club and make any appropriate decisions. This is in respect of a request for £1700 for a bimonthly luncheon club. This was considered too much for the PC to provide. Approx.20 people go to function and it is not just for Wolston residents. Meeting with representatives of Trustees Cllr. RAINEY: The Fantastic idea. Numbers presented they have made significant loss for last 2 years, facilities which give an income are closed the day before and day after to allow for preparation and clearing up. Look at intention and demographics – records not accurate regarding attendance. PC is offering support and monitor where expenses go and actual cost. 2 events will be monitored – is it worth pursuing in this form or look at other options. Cllr. Osmond asked how it will be reviewed. Cllr BALL & RAINEY have offered support in planning. preparation and review and if a different business model might support. The intention will be to help support the project so that it is successful. One issue is that all staff are paid employees thereby incurring a cost. Cllr. BALL has supported with ideas for raising money. Cllr Ramsay recognised the need serious support if with financial support is running at a loss. Cllr. DOBINSON explained that it was more successful before COVID, many have stopped since. (approx. attendees before COVID, approx. 18 at last event). Proposal: The Parish Council give grant of £500 for the next 2 luncheon club events; one in October and one in December. Events must be well advertised and there will be a review after the December event with a review to assess take up. Proposed: Cllr. BALL Seconded: Cllr. MILNE For:5 Against:0 Abstentions:1 i). To consider a Grant Application from Wolston Juniors Football Club for £1,459.80 and make any appropriate decisions. Proposal to defer this item to next meeting to acquire further information which will be circulated to all. j). Traffic Issues – To approve a spend of up to £250 to purchase a new speed gun. As a result of the meeting on 14th August we have 6 residents willing to support community speed watch and 6 residents willing to join a for working group and another 2 to support with Main Str Proposal to approve a spend of up to £250 to purchase a speed gun package at which includes 1 gun and full set of batteries and the cover so that training can take place at end of September. Confirmed that the equipment is police approved. Proposed: Cllr. BALL Seconded: Cllr. RAMSAY For:6 Against:0 Abstentions: 1
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	k). Skate Park - To agree to a thorough clean of all Skatelite panels, to remove mould/mildew, and repainting of all steel plate rolling surfaces, and to accept the quote from Radiiramps for £795.00 (inc VAT). Proposal: To agree to a through clean of all skatelite panels, repainting and accept the quote from Radii ramps of £795 including Vat approx. £650 company have worked around the country and worked on local skateparks. Cllr. DOBINSON had requested further quotes previously but was unable to identify other specialist companies. This company has worked a lot of other skateparks. Cllr. DOBINSON suggested that in future other uses of a company are contacted for recommendations. contact other local skateparks to ask for recommendations. This sole quote can be accepted as it is still valid. Proposed: Cllr. BALL Seconded: Cllr. RAMSAY For:6 Against:0 Abstentions:0
82.	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. a). Ref: R24/0627 - Proposal at: 21, Arderne De Gray Road, Wolston, Coventry, CV8 3LQ for: Retrospective Installation of 2 x air conditioning units. No comments. Subject to neighbourhood consultation. b). Ref: R24/0708 – Proposal at: 23, Manor Estate, Wolston, Coventry, CV8 3GT for: Single storey side extension. Comments: Cllr. BALL: This is an extension to an extension. Subject to neighbourhood consultation and that all building materials are kept within the property line All in favour c). Ref: R24/0634 - Proposal at: Grounds Farm, Wolston Lane, Wolston, Coventry, CV8 3FQ for: Prior approval for proposed conversion of existing barn to a dwelling with associated garden and parking No comments Cllr. BALL: As long as carried out within permitted development. This needs to be clarified. All in favour d). R24/0690 - Proposal at Marston Hall Farm, Priory Road, Wolston, CV8 3FX for: Change of use of agricultural building and land within the curtilage to 4no. dwellinghouses and for associated building operations. Comments: Proposal: A councillor should consider all developments need a councillor to consider all developments on Priory Road and developments on Marston Farm – increase in traffic of heavy vehicles and on flood plain. Feedback from Cllr. WRIGHT. Cllr. Willis to apply for an extension of comment and refer to Cllr. Willis to get information from RBC Proposed: Cllr RAINY Seconded: Cllr. RAMSAY

	All in favour:6
83.	Allotments – To receive an update from the Allotments Working Group on the current position of all outstanding matters and make any appropriate decisions. (SD) Discussion around the need for the Parish Council to have legal advise on how to proceed with the lease To ascertain if the Allotment Association is a legally constituted body. At present the PC is not in a position to proceed with lease or non-lease. Proposal: To defer this items until we meet again with the Chair with a single item agenda. Proposed: Cllr. RAINEY Seconded: Cllr. OSMOND For:4 Against:0 Abstentions:2
84.	Litterpicks – To receive a proposal for the organisation of additional events and make any appropriate decisions. (SD) Proposal: TO look at incorporating with Wolston Wombles for a ‘litterpick’ for autumn going in to winter Proposed: Cllr. RAMSAY Seconded: Cllr. MILNE For:6 Against:0 Abstentions:0
85.	CCTV – To receive an update on service provision/maintenance (TR) Cllr. RAMSAY met with Lawford PC who were experiencing same issues with supplier. If there is a problem use local companies. We need to carry some work with equipment in the PC office and require quotes for repairs to ensure effective function. Extra signage is needed around the village that the CCTV is Parish Council run. Video can be shared with police but not members of public. Cllr. RAMSAY will bring a formal proposal to next PC meeting.
86.	Integrated Care Systems – To consider a proposal to explore the potential involvement of the Parish Council in this research and to identify what vulnerable people in the village require (SD) Recognised as a good idea but following discussion and explanation of what would be involved, the concern is that do councillors have the capacity to take this on with current commitments. Proposal: Cllr. DOBINSON continues to maintain contact with the organisers, subject to own commitments, and reports back to PC. Proposed: Cllr. OSMOND Seconded: Cllr. MILNE For: 5 Against:1 Carried
87.	Working Group Delegates Reports and Recommendations – To receive headlines and consider recommendations from working groups and make any appropriate decisions: Youth Club (SD), Cllr. DOBINSON: Binley Woods Youth Club has confirmed the appointment of the same Youth Leader. References proceeding with references and DBS. Draft contract has been drawn up by Chair of Management committee of Binley Woods Youth Club. This will be sent to HR working group. Cllr. Ball questioned if it is PC contract. Cllr. DOBINSON is looking at setting up set up a Youth Club Working Group with volunteers to help out. Documentation to be shared with HR Group (Contract). Cllr. RAINEY will make Cllr. WRIGHT aware we need urgent input from HR group need a meeting regarding this to put something in front of Finance Group and then PC.

	For the Youth Club Working Group Cllr. Dobinson requires one member of community and Cllrs. with interest in youth club to help in sessions. Cllr. Ball confirmed that HR will be responsible for the employment of the staff but not the running of the Youth Club. Cllr. DOBINSON will send contract to Cllr. WRIGHT, Cllr. WILLIS as Chair, Clerk and Finance Group. Cllr. BALL can advise in terms of PC contract legality. Youth Leader to communicate with Cllr. RAMSAY & Cllr. BALL who will advise regarding FB communications. Youth Leader to run everything through PC FB page where it will be screened. Proposal: To set up a Working Group under the stewardship of Cllr. OSMOND to get us into the next phase. Proposed: Cllr. RAINEY Seconded: Cllr. OSMOND For:4 Against:1 Abstentions:1 Flood Action Group (TR/SO) Flyers to be sent out. Door knocking exercise. FB page is set up for information. WhatsApp group will be set up for people who want to help. 17th September is the next meeting to formulate how the actions will take place and identify as many ways as possible to get information out to people. There will be a public meeting attended by agencies to show people what has been done. A summary report will be prepared for inclusion in the Grapevine. Report back to PC following 17th September meeting. Cllr. DOBINSON enquired re. clearing the brook this autumn. It was cleared last year. Cllr. RAMSAY confirmed that Issues with brook have been reported to agencies. Cllr. DOBINSON proposes we organise a brook clearance this autumn/winter. Cllr. RAINEY: Do we need permission of environmental agency? Cllr. DOBINSON: We are not allowed to remove the silt only the plants. Proposal: Representatives will take this back to FLAG to discuss with a recommendation at next PC meeting. Proposed: Cllr. RAMSAY Seconded: Cllr. OSMOND For:6 Against: 0 Abstentions:0 Warm Spaces (SD), Cllr. BALL questioned what is happening with Warm Spaces in 2024/25 Cllr. DOBINSON stated that Warm Spaces will not be a Parish Council initiative in 24/25. It will be dealt with under a different organisation and will not be asking for assistance this financial year. There are still outstanding financial issues. Cllr. DOBINSON requested to send summary documentation to Cllr. RAINEY. Neighbourhood Development Plan Group (GR), Cllr. BALL: email in respect of environment assessments that we need to do as part of the NDP. Natural England has recommended further consultation with ecological specialists before. Will not be signed off until end of month and will then go out for consultation. Ball to post out when this comes through. Open Spaces Working Group (GR),
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	Cllr. RAINEY: Has sent out a summary document of 10 areas where need to do work late autumn early winter. At present there is not a clear idea of work content and labour involved. Currently not a clear idea of work involved so this will be deferred to next meeting. Most work is remedial end of season work. Concern issue in Brook Street – continuing intrusion by vehicles on to foot path both inconvenient and dangerous. The problem needs a rail from one end of footpath to the other to protect people on the footpath and effectively prevent vehicles parking across. Cllr. Ball to contact PCSO to assess the situation and ascertain possibility of issuing tickets. Communications Group (TR), Village emails - Vision ICT not been supportive in providing requested formats. Live streaming PC meetings – we need a laptop with right specifications (£200 - £400). Camera and microphone. Refurb available at £200. Suggest a new laptop for clerk and uses clerk's laptop for meetings. Full proposal at next meeting. Motion to proceed at agreed last meeting – will prepare a quote for next meeting with full proposal for new laptop for clerk and using current clerk laptop for live streaming. Quarterly newsletter – 8-page document is prepared. FB page – increased use – sharing more items. Draft of Communication strategy still needs working on. Notice board in Meadow Road/Abbots Walk – need to install. Cllr. RAMSAY: noticeboard needs replacing near Bennetts Court. COMMS to bring forward a proposal for replacement noticeboards around village.
88.	Events/Communications a) Remembrance Sunday – To discuss and make any further and appropriate decisions regarding the closure of Main Street and any costs incurred. (TB) no update. Need to get nominations for individuals to lay the 5 wreaths. School head boy and head girl. FB nominations for resident and armed forces and emergency services b) Christmas Lights Switch on – To discuss and make any further appropriate decisions regarding the event and any budget requirements (TB) CJ Events is booked. Should be on their website in next few days for booking stalls. Emails out to cllrs. pubs, churches etc to involve everyone in a meeting. No date yet. Volunteers to deliver road closure leaflets to main street. Cllr. RAINEY/Cllr OSMOND offered to deliver road closure leaflets.
89.	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.
90.	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) Advert for new Clerk/RFO assigned to Cllr. BALL. Proposes to split the role: a) a proper officer & RFO and CiLCA qualified – 6 hours a week. b) an assistant/deputy clerk working in office most of time to catch up with other tasks and learn from senior role.

	• This would save pension contributions. • No longer subscribe to WCC. • New clerks go into nest pension scheme. Need to get date in diary for meeting to get move the advert for the post forward. Cllr. WILLIS available – next Thursday after 5:30pm. b). To provide an update on final payment to the leaving Clerk and make any appropriate decisions. (GR/LW) Need to further investigate holiday time, payments made. No definitive position at the moment, need actual facts. Documentation will be prepared to present to figures to the council c). To provide an update on recruitment of staff for the youth club and make any appropriate decisions. (SD)covered above Youth leader appointed is Emma Sutchbury. Currently working to try and find youth workers. Intended start date for Youth Leader – awaiting all clear from Occupational Health. Has daytime job for local authority. P46 needed. Cllr BALL to support. WALC will provide list of necessary resources to do.
91.	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. Employment of HR company
92.	Date of Next Meeting – To consider and confirm the date of 3 October 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.
	Meeting end: 22:07