

**MINUTES OF THE ANNUAL MEETING OF WOLSTON PARISH COUNCIL
HELD AT THE BAPTIST CHURCH ON THURSDAY 10TH MAY 2017 AT 7.15 PM**

PRESENT Cllr T Harvey-Smith (Chairman), Cllr Miss T Ball, Cllr D Cross, Cllr Miss S Cross, Cllr R Grainger, Cllr J E D Milne, Cllr A Parker, Cllr Mrs M White, Cllr L Wright and Mrs M Meede (Clerk).
Members of the public: 3
Plus Borough Cllr A Bearne

It was agreed to commence the Annual Meeting of the Parish Council meeting at 7:20 pm.

1. ELECTION OF CHAIRMAN 2018-19

Cllr Harvey-Smith asked if there were any nominations for the role of Chairman to the Parish Council. Cllr Grainger asked if Cllr T Harvey-Smith would be willing to stand for a further year, and when it was confirmed he would be willing, Cllr Parker proposed that Cllr T Harvey-Smith be elected as Chairman for the next financial year, which was seconded by Cllr Cross. No other nominations were received. After a vote it was confirmed that all Councillors agreed unanimously, and Cllr Milne thanked Cllr Harvey-Smith for being willing to continue his work as Chairman.

RESOLVED: Cllr T Harvey-Smith be re-elected as Chairman for 2018 – 2019.

2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr T Harvey-Smith thanked all Councillors for their support, and stated he was looking forward to working with many Councillors he had worked with before, as well as new Councillors who he was sure would bring positive things to the Parish Council. He hoped for another constructive and productive year. He then duly signed the Declaration of Acceptance of Office, which was witnessed before the Proper Officer of the Council (the Clerk and Responsible Finance Officer (RFO) – Mrs M Meede).

3. APOLOGIES FOR ABSENCE

RESOLVED: The apologies of Cllr Fewkes due to a holiday be accepted. The apologies of Borough Councillor Poole were noted.

4. DECLARATIONS OF INTEREST (existence and nature) for items on the Agenda

No declarations of interest were made. The Chairman advised that Councillors could declare an interest later in the meeting should this become apparent for any agenda item.

5. APPROVAL OF MINUTES OF THE MEETING HELD ON 3RD MAY 2018

All Councillors had been given the opportunity to review the minutes prior to the Parish Council meeting.

RESOLVED: The minutes of the Parish Council meeting held on 3rd May 2018, having been approved for adoption by those who had been present at the meeting, be signed by the Chairman.

6. ELECTION OF VICE-CHAIRMAN FOR 2018-19

A nomination was received from Cllr Mrs White to re-elect Cllr G Fewkes as the Vice Chairman. This was seconded by Cllr Cross. Cllr Fewkes had confirmed previously that he would be honoured to be re-elected. Cllr Wright nominated Cllr Milne, but Cllr Milne declined the kind offer. No other nominations were received. A vote was taken and all Councillors were in favour of the appointment.

RESOLVED: Cllr G Fewkes be elected as Vice Chairman for the 2018-2019 financial year.

7. TO RECEIVE ALL COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE

The Clerk confirmed that all Declarations of Acceptance of Office had been received from those present, signed and witnessed as appropriate.

8. DECLARATION OF PECUNIARY INTERESTS

The Clerk confirmed that Pecuniary (Financial) Interest forms had been completed and returned by the majority of Councillors. It was agreed that outstanding forms should be returned to the Clerk within the next week.

9. CODE OF CONDUCT

The Clerk confirmed that Code of Conduct forms had been completed and returned by the majority of Councillors. It was agreed that outstanding forms should be returned to the Clerk within the next week.

10. TO AGREE DATES OF AND VENUE FOR COUNCIL MEETINGS FOR THE FOLLOWING YEAR

The Chairman proposed that standard Parish Council meetings remain being held on the first Thursday of each month at 7.15pm in the Village Hall – unless otherwise stated on the agenda for that month. Cllr Milne seconded the proposal and all Councillors agreed. The Clerk confirmed that the Village Hall committee were happy with this arrangement as the Parish Council has a recurring booking for the monthly meetings. It was also noted that the

Deacons of the Baptist Church had also confirmed they were happy for any meetings to be held at the Church if required – for example on Election Day.

RESOLVED: For Parish Council meetings to be held on the first Thursday of the month at 7.15pm in the Village Hall. If there are any changes, or if an interim meeting is required, details will be provided on the agenda which will be issued to Councillors, displayed in the noticeboards, on the website and be sent to Wolston Library three clear days before the meeting is held.

11. GENERAL POWER OF COMPETENCE (GPC)

A discussion took place about the GPC, and considerations that the Parish Council may need to take into account. Councillors also discussed what the GPC could mean for the Parish Council, and it was confirmed that just because they had the GPC there was no need to use it unless they felt it was appropriate. Councillors agreed that the Parish Council was still eligible and Cllr Grainger proposed re-adopting the General Power of Competence, which was seconded by Cllr Milne and agreed unanimously.

RESOLVED: The Parish Council confirmed eligibility & re-adopted the General Power of Competence.

12. TO CONSIDER INTERNAL AUDITORS REPORT

All Councillors were given a copy of the Internal Auditors report for the financial year ending 31st March 2018.

The Auditor had concluded that the systems of internal control are effective, with no matters arising which needed to be reported to the Parish Council. The Auditor felt the working papers were well presented, making the audit trail easy to follow.

Councillors were pleased with the way the Parish Council finances are so open and transparent, and were pleased with the outcome of Internal Audit.

RESOLVED: It was agreed that the Internal Auditors report be accepted.

13. TO CONSIDER, COMPLETE, APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT 2017/18 AS PART OF THE ANNUAL RETURN.

A discussion took place in relation to the completion of the annual return. Councillors then discussed each statement within 'Section 1 - Annual Governance Statement' and provided a positive response to each statement within this section. Cllr Grainger proposed that the Section 1 of the Annual Return be signed by the Chairman and RFO, which was seconded by Cllr Milne. Cllr Miss T Ball, Cllr Miss S Cross and Cllr L Wright abstained from the vote as they were new Councillors and had not been part of any financial decision making in 2017-18. All other Councillors supported the proposal

RESOLVED: For Section 1 (Annual Governance Statement) to be completed and signed by the Chairman and RFO.

14. TO CONSIDER, COMPLETE, APPROVE AND SIGN THE ACCOUNTING STATEMENTS 2017/18 AS PART OF THE ANNUAL RETURN.

In view of the fact the accounts had been checked by the Internal Auditor, certified by the RFO, and the figures matched the end of year bank reconciliation and financial documents, Councillors were satisfied that 'Section 2 of the Accounting Statement' could be signed. Cllr Milne proposed that Section 2 of the Annual Return be signed by the Chairman and RFO, which was seconded by Cllr Parker and all Councillors were in agreement with the exception of Cllr Miss T Ball, Cllr Miss S Cross and Cllr L Wright who had abstained from the vote as they were new Councillors and had not been part of any financial decision making in 2017-18.

RESOLVED: For Section 2 (Accounting Statements) to be signed by the Chairman and RFO.

15. TO REVIEW AND DISCUSS PARISH COUNCIL INSURANCE REQUIREMENTS AND QUOTES RECEIVED, BEFORE MAKING A DECISION.

Councillors were given the opportunity to review the insurance quotes and it was agreed that BHIB (who had taken over from AON) were the most competitive, and included the WBBJBC (Wolston Brandon and Bretford Joint Burial Committee) insurance requirements within their quote. Cllr Grainger proposed accepting the Insurance Renewal Schedule from BHIB for one year and the Aviva Insurance (through Jelf) for the Kubota. Cllr Parker seconded the proposal and all Councillors agreed unanimously.

RESOLVED: For the HBIB and Aviva (Jelf) Insurance documents to be accepted.

16. POLICIES AND PROCEDURES/GOVERNANCE DOCUMENTS

Councillors were able to review the existing policies and procedures prior to the meeting. After a discussion about all policies and procedures, Cllr Wright proposed re-adopting all current Parish Council policies and procedures –

including the Standing Orders and Financial Procedures. This was seconded by Cllr Grainger and agreed unanimously.

RESOLVED: For all Parish Council policies to be re-adopted/adopted as appropriate (including Financial Risk Assessment, Data Protection, Health & Safety, Publication Scheme and Complaints Procedure).

Cllr Grainger then suggested that each document could be reviewed independently at each Parish Council meeting as required and all Councillors felt this was a good suggestion.

17. GENERAL DATA PROTECTION REGULATIONS 2018 (GDPR)

The Chairman, Cllr Grainger and former Councillors Mr David Smith have been working on the policies, procedures and documentation required for the Parish Council to be compliant with the GDPR. This should be ready for adoption at the June Parish Council meeting. The Chairman confirmed that Mr Smith is happy to continue working on GDPR regulations, and proposed that Mr Smith remain on the Working Group to complete this work. This was seconded by Cllr Parker and agreed unanimously.

RESOLVED: For Mr Smith to continue on the Working Group for the GDPR.

18. ELECTION OF COUNCILLORS ONTO COMMITTEES AND WORKING GROUPS 2017-18

Cllr Wright asked if he could join the Salisbury Trust (Trustees) and WBBJBC (Committee). The Chairman explained that there no vacancies on the Salisbury Trust. It was also explained that there are no current vacancies on the WBBJBC at this time but that he could be put on the list and consideration would be made when appropriate.

After a discussion, it was agreed that Cllr Miss S Cross would join the Play Areas Working Group and Cllr Miss T Ball would join the NDP Group. Cllr Parker proposed that these changes be made and the re-election of all other Councillors as detailed in the document to their current groups/Committees. This was seconded by Cllr Grainger and agreed unanimously.

RESOLVED: For the Committees and Working Groups 2018-19 to be amended as detailed above.

19. PLANNING

There were no planning applications received for consideration

20. LOAN REQUEST FROM WOLSTON LEISURE AND COMMUNITY CENTRE (WLCC)

Councillors were all given the opportunity to review the request from the WLCC for a loan to purchase a new mower. Councillors recognised that there is a need for a mower as there is a need for football pitches to be cut as they are often fully booked up. It was also noted that the WLCC do not have much money available – but it was felt that they should be striving to become self-sufficient and have a more positive cash flow. Discussions took place about the need for WLCC to be more proactive in applying for grants and looking elsewhere for funding to reduce the support required from the Parish Council. It was noted that many grants are not suitable for what the WLCC need and they have been looking at alternative options, but it was also felt that they should be looking to arrange fundraising events in order to support themselves if required.

After a discussion it was felt that more information would be required before a decision was made. WLCC are looking at alternative solutions, such as hiring/leasing machinery and getting finance from the suppliers of the equipment. A suggestion was also put forward that there could be joint venture with the Parish Council so that the machine could be used to mow Dyers Lane Recreation Ground.

It was agreed that the thoughts of the Councillors would be given to the WLCC along with a request for more information (how much could be realistically paid back a month etc) along with a request that they consider all options available to them.

21. PARISH MATTERS/FUTURE AGENDA ITEMS

The Clerk was asked to follow up on a number of issues which have been reported to WCC and RBC.

Coalpit Lane - There is regular flooding and standing water and the verges get churned up by larger vehicles. The ditches are full of debris and in some places the ditch is higher than the road. The damaged headwall, culverts and gully's also need looking at.

School Street – There is still a drainage issue, particularly opposite the Bloor Homes Estate, there is often standing water. The footpaths on School Street are continuing to deteriorate at a fast rate.

Lammas Court – The kerbing is dangerous and is higher than the tarmac surface in places. It should be looked at.

Fly tipping on Stretton Lane was reported.

Crazy Daisy's – A request was made to receive an update from RBC on the status of this building and site.

Pot holes/pavements – There have been many markings put round potholes and on pavements to highlight them for repair, but nothing seems to be happening with them.

Telephone Exchange on Dyers Lane – It was felt that BT/Openreach need to make some improvements as the area is looking untidy.

The oak trees planted by the Parish Council could do with some pollarding.

Cllr Miss Ball asked if a discussion about having a Victorian Evening could be put on the next agenda.

Cllr Grainger asked if WBBJBC could be on the next agenda (to confirm any requirements if it is to become a formal Committee of the Parish Council)

22. DATE OF NEXT MEETING/S

The Chairman confirmed that the next Parish Council meeting will take place on 7th June 2018 at the Village Hall. If an interim meeting is required, an agenda will be issued to Councillors, displayed in the noticeboards, on the website and be sent to Wolston Library three clear days before the meeting is held.

As there were no further items on the Agenda the Chairman declared the meeting closed at 9:00 pm

Signed:..... Chairman

Date:

Notes on the Public Forum held during the Parish Council Meeting on 10th May 2018

The Chairman proposed suspending standing orders after agenda item 9 (Code of Conduct) as residents had arrived at the meeting and it was felt they should be given the opportunity to speak. This proposal has been seconded by Cllr Milne and agreed unanimously.

A resident queried the recently turned down Asset of Community Value application which had been submitted by the Parish Council in relation to the Half Moon car park. Although Rugby Borough Council had rejected the application, the Clerk confirmed that legal advice was being sought on the matter.

A resident highlighted concerns about sewerage since the installation of the new traffic lights and Severn Trent's removal of a vent pipe. The Clerk agreed to follow this up with Severn Trent.

Problems with the grass cutting were noted and discussed, and all Councillors agreed that the standard was unacceptable and the contractors should be closely monitored and asked to come back if they do not carry it out to a good standard.

As there were no further questions, the Chairman closed the public forum part of the meeting and all Councillors agreed to re-start the Parish Council at agenda item 10.