

**MINUTES OF THE MEETING OF WOLSTON PARISH COUNCIL
HELD AT THE VILLAGE HALL ON THURSDAY 7th JUNE 2017 AT 7.15 PM**

PRESENT Cllr T Harvey-Smith (Chairman), Cllr Miss T Ball, Cllr D Cross, Cllr G Fewkes, 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: 4

Plus Cty Cllr Mrs H Timms and Borough Councillors Poole and Mrs S Bragg

After members of the public and Councillors had been given the opportunity to raise any issues, the Chairman thanked everyone for attending, and the Parish Council meeting commenced at 8:05pm.

23. APOLOGIES FOR ABSENCE

RESOLVED: The apologies of Cllr Miss S Cross due to a holiday be accepted. The apologies of Borough Councillor Bearn were noted.

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

Cllr Grainger declared a personal interest in agenda item 29 b) - planning matters,

There were no other declarations of interest made, but the Chairman advised that Councillors could declare an interest later in the meeting should this become apparent for any agenda item.

25. TO CONFIRM RECEIPT OF ALL COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE, DECLARATION OF PECUNIARY INTERESTS AND CODE OF CONDUCT FORMS

The Clerk confirmed that all forms and documents had been received and signed as appropriate.

26. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10th MAY 2018

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

RESOLVED: The minutes of the Annual Meeting of the Parish Council held on 10th May 2018, having been approved for adoption by those who had been present at the meeting, be signed by the Chairman.

27. PROGRESS REPORT

Cllr Wright reported that streetlights 102 and 107 on Priory Road are not working. It was established that light 102 was turned off during the Bloor Homes development as Bloor Homes were meant to be installing a light at this location. However, due to changes in the layout of the development this did not happen, and so Councillors were happy for the Clerk to liaise with E-ON to get this column working again, and for faulty streetlight 107 to be looked at.

Councillors were pleased with the new village map which had been completed and is on display in the centre of the village. The Parish Council also provided copies of the map to be located in the Village Hall, Primary School and Wolston Leisure and Community Centre. Cllr Parker asked if the current light staining on the Village noticeboard could match the ebony colour on the new map supporting frame. Councillors agreed that the Lengthsman could be asked to look into this.

Cllr Wright suggested that verges could be cut from the Lammas hill footpath around the Fosse and up Dyers Lane to create a circular route for walkers. Councillors thought this was a nice idea which could be explored. There are limitations about where the Lengthsman can cut. It was also suggested that cutting verges can reduce the amount of dog waste left in the verges, but it was also noted that verges are the natural habitat for lots of animals and wildlife, including bees – and so it is important to get the balance right.

Cllr Grainger advised that he has a meeting with representatives from WCC in relation to the flood report on 8th June at 9am if any other Councillors wish to attend.

The Clerk agreed to contact Cty Cllr Mrs Timms in relation to requesting an update report and proposals for the drainage issues on Coalpit Lane, and for an update from the request to continue with the country kerbing behind the War Memorial.

28. NOTICE OF MOTION UNDER STANDING ORDER NO 8

Cllr Wright had asked for the following motions:

- a) *"In light of the public concern and unsatisfactory state of the village grassed areas maintained by the Parish Council contractors, the Parish Council urgently review its policy on contract letting and standard of grass cutting to resolve this concern, and return the areas to a desirable expectation requested by local people".*

As grass cutting was a separate agenda item where the issues highlighted in the motion will be covered, the Chairman made the decision to move this motion to be discussed under agenda item 35 which was agreed by Councillors

- b) *"In view of the short notice given to read and digest the Auditor's report for the year ending 31st March 2018 Councillors be allowed to seek qualification on items in the report at the June Council meeting".*

Cllr Wright had proposed this motion which was seconded by Cllr Grainger. Cllr Wright raised queries about the Pavilion roof which was replaced in the last financial year. It was explained that the roof was at the end of its natural life and prior to the damage which was caused to the roof the Parish Council had been ring-fencing money to replace the roof. A report on the roof has been obtained a few years ago confirming that the roof would need replacing soon and this was confirmed by the roofing companies who gave quotes to the Parish Council and also an independent evaluator sent by the insurance company. The roof had been leaking before part of it blew away during the storms and there had been issues with it for a while. It was confirmed that the asset register would be updated.

29. PLANNING

Councillors were given the details of all planning applications to review prior to the meeting. All planning applications can be viewed at www.planningportal.rugby.gov.uk.

- a) *R18/0851 – Erection of single storey rear extension at 11 Mill Close. Wolston. CV8 3PA.*

Councillors discussed the application and Cllr Fewkes then proposed supporting the application, which was seconded by Cllr Parker and all Councillors were in agreement.

RESOLVED: The Parish Council support this application subject to neighbour consultation.

- b) *R18/0951 – Erection of automated gates at Red Lion House, 23 Main Street. Wolston. CV8 3HH*

Cllr Grainger had declared a personal interest in application R18/0951. It was noted that these gates were on the original plans but slight amendments had been made resulting in the new application. Councillors discussed the application before Cllr Milne proposed supporting the application, which was seconded by Cllr Fewkes and agreed unanimously.

RESOLVED: The Parish Council support this application subject to neighbour consultation.

30. CORRESPONDENCE

WCC will be installing a "pedestrians in road" warning sign on the lamp column as you go through the gates to the Primary School, this will be visible from the turning of the main road and keep street furniture to a minimum in the conservation area.

WCC are looking at the impassable footpath from Dyers Lane to Lammas Hill. Unfortunately it is outside of the Parish Council's authority to take action but the Clerk has been chasing up with the footpaths team.

31. FINANCE

Councillors reviewed and discussed the accounts for payment.

- a) *To approve accounts for payment in May 2018*

Payments made in May 2018				
Date Issued	To whom payable	For what purpose	Cheque number	Gross Amount
08/05/2018	WLCC	Grant (agreed 3/5 agenda 220e)	105323	£2,000.00
08/05/2018	Flamex Fire Protection Ltd	Annual site visit and checks	105324	£67.86
08/05/2018	E-ON	New streetlight Chestnut Grove	105325	£1,479.60
10/05/2018	Sovereign Design Play Systems Ltd	New swing and bike pedal - parts	105326	£196.00
10/05/2018	Vision ICT Ltd	Webhosting - village website	105327	£492.00
10/05/2018	M E Spencer	Internal Audit fee	105328	£210.00
10/05/2018	Rugby Pest Control	Mole Control	105329	£40.00
21/05/2018	WALC	Training Courses (Induction, Planning, 3p's	105330	£240.00
21/05/2018	Mr R Grainger	Expenses - ink / village map	105331	£31.64
21/05/2018	Parish Council Employees (x5)	Staff salaries	105332-36	£2,569.36
21/05/2018	HMRC	PAYE May	105337	£413.24
21/05/2018	WCC	Pensions (LGPS)	105338	£371.20
21/05/2018	Mr P Owen	Expenses - Fuel and mileage	105339	£70.50
24/05/2018	BHIB Ltd	Parish Council Insurance	105340	£861.46
				£9,042.86

The Clerk confirmed that the Joint Burial Committee are now included in the insurance schedule.

RESOLVED: The accounts, as listed above, be approved.

- b) *To consider payments received in May 2018.*

No Payments were received.

Signed.....

32. TO CONFIRM RECEIPT OF ALL COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE, DECLARATION OF PECUNIARY INTERESTS AND CODE OF CONDUCT FORMS

This was covered under agenda item 25.

33. GENERAL DATA PROTECTION REGULATIONS (GDPR) 2018

Copies of the proposed GDPR policies and procedures had been given to Councillors for review prior to the meeting. It was understood that the policies will need to be expanded at a later date as the new Regulations are expansive and cover a vast range of areas. The Parish Council policies and procedures could also apply to the Village Hall, Leisure and Community Centre and Allotments Association if agreed.

After a discussion, Cllr Grainger proposed adopting the policies and procedures (with an understanding that work is ongoing) which was seconded by Cllr Milne and agreed unanimously. Thanks were given to Cllr Grainger for his work on the documents.

RESOLVED: For the GDPR policy and procedures which were reviewed during the meeting to be adopted.

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

This agenda item was deferred to the next Parish Council meeting on the request of the WLCC

35. GRASS CUTTING

This agenda item was linked with agenda item 28a)

A discussion took place about the grass cutting and the contract. It was recognised that the standard of grass cutting had not been up to the usual standard (with the exception of the last cut). Councillors understood that the grass cutting season had started later this year and the ground had been wetter – and that problems with grass cutting is being experienced by the majority of Parish Councils at the moment due to these issues. Councillors had been happy with the last cut, however they agreed it should be monitored. It was also noted that the contractors do not always wear hi-vis or other PPE, and the Clerk agreed to remind them of their contractual obligations. It was also noted that the village Lengthsman often carries out interim cuts around certain areas of the village when required– as some areas cannot wait the two weeks between contracted cuts. Cllr Wright put forward the suggestion that alternative contractors could be sought as back up, and he felt that a form listing all the grassed areas could be given to the contractors to ensure no areas are missed. Councillors felt a 'tick sheet form' was a great idea, but felt that they did not want the grass being cut by too many parties and it should be left to the current contractors and the Lengthsman.

36. VICTORIAN EVENING

Cllr Miss Ball put forward the idea of a village Victorian Evening being held near Christmas, to coincide with the Christmas light switch on. She said it would be an opportunity to bring the community together. The Chairman raised concerns about the commercialisation of Christmas and other Councillors agreed, feeling that any event should be raising money for charity rather than purely profit. Ideas were muted about the possibility of village organisations holding stalls – and it was generally felt that if village groups (WI, Scouts/Guides, Allotments, Church etc) held stalls then they could retain all of their profits. If external stall holders were required then it was suggested they should pay to have a stall or a percentage of their profits be donated to a pre-determined charity. A discussion took place as to whether the event should be Community or Parish Council led. If Parish Council led then the Parish Council insurance would cover the event, if it was community led but with Parish Council support (such as the Garden Walkabout) then separate insurance would be required. It was then suggested that this could be biennial event at Christmas, and possibly another event could be held biennially during the summer (alternating with the Walkabout). In principle Councillors supported the idea (as long as it was not solely for stall holders to make profit) but Cllr Fewkes proposed deferring this item to the July Parish Council meeting so Cllr Miss Ball can submit a more detailed proposal on the event based on the feedback given. This was seconded by Cllr Parker and agreed unanimously.

RESOLVED: For this agenda item to be deferred to the July 2018 Parish Council meeting.

37. ASSET OF COMMUNITY VALUE (ACV)

Councillors had been given the opportunity to review the application and response from RBC prior to the meeting. Cllr Grainger advised that due to the apparent inconsistent approach being taken by RBC, he had spoken to Neil Pearce (Avon Planning Services) who is the Parish Council advisor on planning matters. Councillors agreed that professional advice is needed to see if the RBC decision is flawed and to help look at alternative solutions. After a discussion, Cllr Grainger proposed instructing Neil Pearce for two hours to look into the matter on behalf of the Parish Council. The cost would be in the region of £150 (which WALC may fund

if they feel this issue fits their requirements for funding). This proposal was seconded by Cllr Fewkes and all Councillors were in agreement.

Cllr Wright suggested that a letter be sent to RBC advising them that the Parish Council has decided to seek professional advice in relation to their decision, which Councillors felt was inconsistent with previous decisions they have made.

RESOLVED: For Neil Pearce to be instructed to look at this matter on behalf of the Parish Council.

38. TO DISCUSS THE PROVISION OF DOG AND LITTER BINS WITHIN THE VILLAGE

A discussion took place about the need to replace some bins and dog bins in the village which have been damaged or vandalised. It was also agreed that some dog waste bins will be swapped – so that bigger dog waste bins are located where most needed (namely by the cattle grid on the Church Lane and by the Lammas Hill footpath past the Cemetery). Councillors also discussed if there was a need for an additional dog bin in the centre of the village. A member of staff from the Co-op had complained that dog waste bags were being put in their bin. It was confirmed that dog waste can be placed in any bin (not just specifically dog waste bins) and it was also noted that the Co-Op now use a liner in their bin – and so staff should never directly be handling dog waste. The majority of Councillors also felt there was no need for an additional bin in the centre of the village, as there were plenty around.

39. DELEGATES REPORTS

- a) NDP – Councillors agreed that this had been covered during the public forum part of the meeting.
- b) Youth Project – Cllr Grainger reported that they are now moving towards being a fully constituted organisation and confirmed that they had received grant approval in full (circa £400). Thanks were given to Cllr Grainger for all his work on this matter.
- c) CCTV – JRP Electrical have been out to look at the system and have agreed to assist writing a technical specification to go out to tender. The company work with RBC and Rugby First and it has been confirmed that they have the necessary security clearances. Councillors supported the idea of getting JRP to carry out some initial work on the system under the Clerk's authority to approve the expenditure.
- d) Salisbury Trust – The Chairman provided a brief history of the formation of and expansion of the Salisbury Trust. Councillors agreed it provides a valuable social function, and the Trust hopes to 'add more stock' in the future to make more properties available.
- e) Ling Hall Quarry – Cllr Fewkes reported on the latest meeting he had attended. The solar panels application has been approved and they are waiting for work to start, and the green composting plans have also been approved by RBC. The County Minerals Plan is due to be relaunched for consultation, and it was noted that the whole site is due to close in 2022. Cllr Wright asked if they would be willing to provide a skip for vegetation around the village. Cllr Fewkes advised he would speak with the Lengthsman and liaise with Veolia if required.

40. EXCLUSION OF PUBLIC AND PRESS

No members of the public or press were present at this part of the meeting.

41. WOLSTON BRANDON AND BRETTFORD JOINT BURIAL COMMITTEE (WBBJBC)

A discussion took place and reasons for the required changes explained. Following the discussion on all of the points mentioned below, the following decisions were made:

- a) To endorse the decision that WBBJBC becomes a Committee of Wolston Parish Council with effect from 1st April 2018. Proposed by Cllr Grainger, seconded by the Chairman and agreed unanimously.

RESOLVED: For WBBJBC to become a Committee to Wolston Parish Council (from 1st April 2018).

- b) To receive recommendations from the WBBJBC in relation to the employment contract arrangements for the WBBJBC Clerk.

RESOLVED: For the HR Working Group to look at employment arrangements and provide recommendations to the Parish Council at a future meeting.

- c) To discuss and make a decision about changing the bank account name for the WBBJBC. Cllr Grainger proposed the name Wolston Parish Council Joint Burial Committee which was seconded by Cllr Wright and agreed unanimously.

RESOLVED: For the WBBJBC bank account to be renamed 'Wolston Parish Council Joint Burial Committee'.

- d) To receive recommendations from the WBBJBC in relation to the novation of contracts from WBBJBC to Wolston Parish Council. It was proposed by Cllr Fewkes and seconded by Cllr Cross that the novation of contracts take place, all Councillors were in agreement. (Mainly relating to grass cutting and the Mole removal contract)

RESOLVED: For the novation of contracts from WBBJBC to Wolston Parish Council to take place.

42. INFORMATION FOR THE VILLAGE WEBSITE AND AVON GRAPEVINE

- Play area improvements
- GDPR: A reminder of the requirements for all groups/organisations
- CCTV
- Flood study update

Cllr Grainger appreciates Councillors providing him with information and articles for the website as soon as they are available – rather than waiting for the Parish Council meetings.

43. FUTURE AGENDA ITEMS

- Dog fouling in the park – to discuss a request to make part or all of the park dog-free, or on leads only.
- War Memorial – to discuss a request to install a WW1 commemorative bench by the Memorial.
- Victorian Evening.

44. DATE OF NEXT MEETING/S

The Chairman confirmed that the next Parish Council meeting will take place on 5th July 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 10.30 pm

Signed:..... Chairman

Date:

Notes on the Public Forum held during the Parish Council Meeting on 7th June 2018

The Chairman welcomed everyone to the meeting and invited representations from all who were present. Councillors and members of the public were advised that 'Parish Matters' which were usually discussed by Councillors towards the end of the Parish Council meeting would now be discussed and raised as part of the Public Forum. This is so that members of the public are aware of the issues being raised, and so that the County and Borough Councillors are also aware and can respond as appropriate.

A resident highlighted the problem of dogs fouling around the new play equipment and also on the football pitches where young people play, and a request was made for Councillors to consider making part/all of the field dog free or 'dogs on leads' only.

A request was made by the War Memorial Gardeners for Councillors to consider installing a commemorative bench in memory of the centenary of the end of WW1. Councillors agreed to put this on the agenda for a future Parish Council meeting.

A discussion took place about the broken gate on the path to the Church and also about the number of nettles and weeds on this and other paths around the village. Cty Cllr Mrs Timms agreed to look at the gate, but it was felt the weeds may get removed quicker by the village Lengthsman. The Chairman agreed that the Lengthsman will take care of the nettles on the footpaths.

Speeding down Main Street was raised as a concern by a resident. It was noted that during a recent Community Speed Watch (CSW) the highest speed was 37 – people do respond to the CSW signs and hi-vis jackets. Cty Cllr Mrs Timms agreed to follow these concerns up again as she has been looking into the matter.

Cllr Wright asked questions about Lodge Farm and Coventry Stadium, and how they will impact Wolston and the surrounding areas. Cty Cllr Mrs Timms and Borough Cllr Mrs Bragg provided updates, and also advised that the Local Plan is coming out to consultation again.

Cllr Wright asked if the County Council and Borough Councillor could liaise in relation to grass cutting and litter picking, so that litter picking can take place after the grass has been cut when the litter is visible - as it looks such a mess. Cty Cllr Mrs Timms agreed litter causes a mess and is also a problem for the grass cutters, but she explained there were not always the resources available to litter pick due to the sheer volume of it all – and she felt the best solution would be to educate people not to drop litter in the first place. She also felt it was

Signed.....

everyone's responsibility to look after the village and surrounding area – including taking an active part in litter picking – especially the annual litter picks.

Mr Tim Willis provided an update on the Neighbourhood Development Plan (NDP) and went through the highlight report – which is available for viewing on the village website. The NDP are trying to encourage more residents to get involved, and Mr Willis explained that the next 12 months will be busy. The next meeting of the steering group is 12th June at 7.30pm in the Church rooms. Mr Willis then fielded questions about finance and grant applications before the Chairman thanked him for his attendance and ongoing NDP work.

Cllr Grainger reported that he had received complaints about the waste being left by the Co-Op, with rubbish and waste being left outside the shop – resulting in a number of rats being spotted. Cllr Poole agreed to follow this up.

Cllr Milne reported a pot hole near the Organic Garden Centre, and Cty Cllr Mrs Timms agreed to report this.

Cllr Cross highlighted again the problem of vehicles parking diagonally within the parking bay near the corner of Meadow Road /Priory Road. Cllr Poole and Cty Cllr Mrs Timms both agreed to follow this up.

A discussion took place about RBC Town Centre and the fact that it is becoming more appealing to the visitor/tourism economy, as RBC look at ways to drive it forward and attract footfall in ways other than just the shops.

Cllr Wright highlighted the fact that the sign on Warwick Road as you are leaving the village is not illuminated, and the red markings on the 'humps on road' signs have disappeared. There are also two trees blocking vision on Rugby Road going towards the Fosse.

Cllr Grainger advised that a resident had offered the village a large Christmas tree from their garden for December 2018. Photographs will be circulated to Councillors for consideration.

As there were no further questions, the Chairman closed the public forum part of the meeting and all Councillors agreed to start the Parish Council meeting at 8:05pm.

Note: Cty Cllr Mrs H Timms and Borough Councillors D Poole and Mrs S Bragg gave their apologies and left the meeting at this point.