

**MINUTES OF THE ANNUAL MEETING OF WOLSTON PARISH COUNCIL
HELD AT THE BAPTIST CHURCH ON THURSDAY 2ND MAY 2019 AT 7.15 PM**

PRESENT Cllr T Harvey-Smith (Chairman), Cllr Miss T Ball, Cllr D Cross, Cllr Miss S Cross, Cllr G Fewkes, Cllr R Grainger, Cllr J E D Milne, Cllr L Wright and Mrs M Meede (Clerk).

Members of the public: 6

Plus Mr Ryan Webster from Rugby First

It was agreed to commence the Annual Meeting of the Parish Council meeting at 7:30 pm.

1. ELECTION OF CHAIRMAN 2019-20

Cllr Fewkes 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 Milne 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 2019 – 2020.

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 another productive year. 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).

RESOLVED: The Chairman's declaration was duly signed and witnessed as appropriate.

3. APOLOGIES FOR ABSENCE

RESOLVED: The apologies of Cllr A Parker and Cllr Mrs M White due to health reasons were accepted. The apologies of Cllr Mrs Timms and Borough Councillors Poole, Bearne and Mrs S Bragg were noted.

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

Cllr Milne declared a personal interest in agenda item 18. 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 4TH APRIL 2019

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 4th April 2019, 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 2019-20

Cllr Grainger asked Cllr Fewkes if he would be willing to be re-elected as Vice-Chairman. After Cllr Fewkes confirmed he would be willing, a proposal was received from Cllr Milne to re-elect Cllr G Fewkes as the Vice Chairman. This was seconded by Cllr Cross. 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 2019-2020 financial year.

7. 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 Cross 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.

8. 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 the Chairman proposed re-adopting the General Power of Competence, which was seconded by Cllr Grainger and agreed unanimously.

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

9. 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, the Chairman proposed re-adopting all current Parish Council policies and procedures – including the Standing Orders and Financial Procedures. This was seconded by Cllr Milne and agreed unanimously. It was noted that the Standing Orders and Financial Regulations may be revised during the year.

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).

10. ELECTION OF COUNCILLORS ONTO COMMITTEES AND WORKING GROUPS 2019-20

After a discussion, it was agreed that the Play Area Working Group should be changed to: Recreation Ground and Recreational Facilities (including equipment). Cllr Grainger, Cllr Wright and the Chairman will join this group. Cllr Milne proposed that these changes be made and also proposed 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 2019-20 to be amended as detailed above.

Cllr Wright made a suggestion to the members of the Salisbury Trust group about them considering the land for development on Warwick Road and how they may be able to liaise with the developers to get some benefit. The Chairman agreed to look into this matter further and raise with the Salisbury Trust at the next meeting.

11. 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 is the most competitive. Cllr Grainger proposed accepting the Insurance Renewal Schedule from BHIB for one year and the Aviva Insurance (through Jelf) for the Kubota. Cllr Milne seconded the proposal and all Councillors agreed unanimously.

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

A discussion took place about putting all of the Parish Council street furniture assets on a map to show where they are located, and Cllr Grainger said this is something he could provide. It was also suggested that reflective tape be put round streetlights which was in a vulnerable position to try and protect them against damage.

12. PROGRESS REPORT

Signage in the village was discussed, and Cllr Grainger confirmed that the signage working group were meeting with Nuneaton Signs in the next week to discuss village needs.

13. PLANNING

Councillors were given details of all planning applications to review prior to the meeting. All planning applications can be viewed at www.planningportal.rugby.gov.uk. No Councillor declared an interest in a planning matter below.

a) R19/0644 – Extensions and provision of a dropped kerb at 7 Kelseys Close, Wolston. CV8 3GS.

Following a discussion, the Chairman proposed supporting this application subject to neighbour consultation, which was seconded by Cllr Fewkes and agreed unanimously.

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

14. CORRESPONDENCE

It was noted that football teams had approached the Parish Council to enquire about the availability of the facilities at Dyers Lane next season.

The letter from Highways England about the A45 roundabout was discussed. It was noted that children walking to school this way between Wolston and Stretton have no safe access, and so it was suggested that Highways England be asked to consider either a crossing or a reduction in speed limit.

15. FINANCE

Councillors reviewed and discussed the accounts for payment and considered payments received.

a) To approve accounts for payment in April 2019.

Payments made in April 2019				
Date Issued	To whom payable	For what purpose	Cheque number	Gross Amount
05/04/2019	Wolston Baptist Church	Parish Office Rent	105580	£700.00
05/04/2019	E-ON	Electric Supply - Streetlights	105581	£1,335.19
05/04/2019	E-ON	Electric Supply - Pavilion	105582	£70.46
05/04/2019	Mrs M Meede	Financial Receipt Book (personalised)	105583	£5.90
05/04/2019	BT	Phone and Broadband (1/4)	105584	£263.32
15/04/2019	Badges Plus	PC Councillor Badges	105585	£171.00
14/04/2019	Eagles Arboriculture	Tree Works	105586	£216.00
14/04/2019	Lakeside	Grass Cutting - March	105587	£480.00
14/04/2019	Rugby Pest Control	Mole Control	105588	£48.00
14/04/2019	Jelf	Kubota Insurance	105589	£309.14
29/04/2019	WLCC	Room Hire - Youth Project	105590	£793.80
29/04/2019	WLCC	AWP Hire - Youth Project	105591	£453.60
29/04/2019	WALC	Annual Membership Renewal	105592	£676.00
29/04/2019	Parish Council Employees (x5)	Staff Salaries	105593-7	£2,583.96
29/04/2019	HMRC	PAYE	105598	£387.90
29/04/2019	WCC	Staff Pensions	105599	£386.39
29/04/2019	Mr P Owen	Petrol, Bark Chippings	105600	£49.80
				£8,930.46

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

b) To consider payments received on April 2019.

Payments received in April 2019				
Date Rec	From whom	For what purpose ?	Reference	Amount
01/04/2019	HMRC	VAT Reclaim	1	£6,122.11
08/04/2019	RBC	Precept	2	£46,910.00
				£53,032.11

RESOLVED: The payments received listed above were noted.

c) To re-endorse payment to WCC for bollards by the bus shelter outside the Baptist Church on School St.

Councillors discussed the information received and updated financial information from WCC about the costs of the bollards, which is likely to be in the region on £2300-£2500. After a discussion, Cllr Wright proposed endorsing and agreeing to the costs, which was seconded by Cllr Milne and agreed unanimously.

RESOLVED: For the costs of new bollards by the bus shelter to be re-endorsed and agreed.

16. WBBJBC (Wolston Brandon and Bretford Joint Burial Committee)

The Clerk to WBBJBC requested that the Parish Council sign a letter of authority, authorising and instructing Sarginsons to release the deeds of Dyers Lane Cemetery held on behalf of the Parish Councils to Rotherham and Co Solicitors. (Transfer of title has already been agreed). Councillors had been given the opportunity to view the letter prior to the meeting, and following a discussion Cllr Wright proposed that the letter should be signed. This was seconded by Cllr Grainger and agreed unanimously.

RESOLVED: For the letter to Sarginsons to be duly signed.

17. TREE CHARTER

Councillors discussed the Tree Charter, and the information which had been received from NALC about the role of the NSU within the Charter. Cllr Milne then proposed that the Tree Charter be signed, which was seconded by Cllr Grainger and agreed unanimously.

RESOLVED: For the Parish Council to sign the Tree Charter.

18. ALLOTMENT LAND

Cllr Milne provided an update. Rob Back has been instructed to act on behalf of the Parish Council and the village, and Cllr Milne, the Chairman and Cllr Grainger have met with Mr Back to discuss requirements and give Mr Back information relevant to help him advise the Parish Council. It was confirmed that the Parish Council will not deal directly with Rosconn but will correspond with Godfrey-Payton who are the land agents acting on behalf of the Wilcox Trust. It was made clear that the Parish Council is yet to make a decision on this matter, and a decision will

not be made until further discussions have taken place and all information had been reviewed in order for an informed decision to be made. Another joint meeting with all parties present will take place at the end of May.

19. CCTV

It was agreed that this item had been discussed as part of the public forum part of the meeting, and Cllr Grainger advised that he will put together a proposal for consideration at the next Parish Council meeting.

20. DELEGATES REPORTS

- a) Wolston Events Cllr Miss Ball provided an update on the Blitz Ball to raise money from WLCC. The event will take place on 22nd June, and a ticket will cost £35 which will include a three course meal, glass of fizz and half a bottle of wine – plus entertainment. Details can be found on the village website and noticeboards. Cllr Miss Ball and the Events Team were thanked for all their hard work.
- b) NDP/WALC – Cllr Milne had noted some of the issues raised by businesses within the NDP survey results, and he confirmed he would be willing to raise the issues at an upcoming meeting with WALC and WCC, in support of the NDP. Cllr Grainger and Cllr Miss Ball confirmed that this would be appreciated.

21. INFORMATION FOR INCLUSION IN AVON GRAPEVINE AND THE VILLAGE WEBSITE

- Highlighting the good work of the Lengthsman. - Tree Charter being signed
- Blitz Ball at WLCC - Vandalism to trees in the woods.

22. FUTURE AGENDA ITEMS

- CCTV - Grant Request from WLCC

23. TIME CAPSULE

It was noted that a time capsule was buried in dedication to the Queen's Diamond Jubilee on 12th July 2014. It was buried by the Children of St Margaret's Primary School under the Diamond Jubilee tree guard - to remain there for a period of 70 years. It is due to be excavated on Saturday 1st July 2084.

24. DATE OF NEXT MEETING/S

The Chairman confirmed that the next Parish Council meeting will take place on 6th June 2019 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 9:25 pm

Signed:..... Chairman

Date:

Notes on the Public Forum held during the Parish Council Meeting on 2nd May 2019

Mr Ryan Webster, Operations and Control Room Manager from Ruby First attended the meeting to speak about CCTV. He explained the role that Rugby First play within the Rural CCTV scheme, and the services that Quadrant Security Group (QSG) provide them – and could provide to the Parish Council. Mr Webster also confirmed that Rugby First can take responsibility for legislative requirements (GDPR, impact assessment etc), and can also assist with negotiating and establishing a contract with QSC – who Rugby First recommend and advise the Parish Council use. Mr Webster is also willing to help liaise with WCC/RBC to get the Rural CCTV scheme well established again. He confirmed that the Cameras in Wolston had been well used by the Police and used regularly for evidential purposes.

Cllr Grainger stated that he will work with Mr Webster and put a proposal together in relation to the CCTV in time for the next Parish Council meeting.

The Chairman thanked Mr Webster for attending the meeting, and for his assistance.

As there were no further questions, the Chairman closed the public forum part of the meeting at 7.45pm