

**MINUTES OF THE MEETING OF WOLSTON PARISH COUNCIL  
HELD VIRTUALLY VIA ZOOM ON THURSDAY 7<sup>TH</sup> MAY 2020 AT 6.00 PM**

**There was no Parish Council Meeting in April, and the Annual Meeting of the Parish Council has been deferred due to the Coronavirus (COVID-19). All Parish Council meetings will be held virtually via Zoom until further notice, in accordance with Government Regulations.**

**PRESENT** Cllr T Harvey-Smith (Chair), Cllr Miss T Ball, Cllr D Cross, Cllr G Fewkes, Cllr R Grainger, Cllr J Milne, Cllr A Parker, Cllr L Wright, and Mrs M Meede (Clerk).

Plus: Borough Cllrs A Bearne and Mrs S Bragg, Mr T Willis (NDP) and 1 member of the public.

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 6:35pm.

**1. APOLOGIES FOR ABSENCE**

The apologies of Cllr Miss S Cross and Cllr Mrs M White were approved. The apologies of Cty Cllr Mrs H Timms and Borough Cllr D Poole were noted.

**2. 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.

**3. APPROVAL OF MINUTES AND NOTES OF THE PARISH COUNCIL**

All Councillors had been given the opportunity to review the minutes of the meeting held on 5<sup>th</sup> March 2020 and the notes of the meeting held on 30<sup>th</sup> March 2020 prior to the Parish Council meeting.

a) The minutes of the meeting held on 30<sup>th</sup> March 2020 were discussed before Cllr Fewkes proposed approving the minutes, which was seconded by Cllr Cross and agreed unanimously by those who had attended the meeting.

A discussion took place about the cattle grid on the Church Lane, as it was felt it prohibited some people with pushchairs, wheelchairs or mobility scooters getting to the Church. It was identified that the cattle grid serves to slow down vehicles but also act as a barrier for the cattle should anything happen to the fence. It was agreed that the Clerk should contact the Footpaths Officer at WCC to seek their views and to see if it is possible to widen or remove the kissing gate to allow greater access.

**RESOLVED: The minutes of the Parish Council meeting held on 5th March 2020 having been approved for adoption by those who had been present at the meeting, be signed by the Chairman.**

b) The notes of the meeting held via zoom on 30<sup>th</sup> March 2020 were discussed. Cllr Milne proposed that they were an accurate record of the meeting, which was seconded by Cllr Parker and agreed by all those who had been in full attendance at the meeting. The recommendations made at the meeting in relation to following two points were then discussed.

i) Delegation of Powers to the Clerk/RFO

ii) Response to Planning Application R20/0172

Cllr Wright said he had recently visited an allotment site which a developer had designed in a local village, and he was not happy with it. He felt it was not satisfactory and would not be suitable for Wolston, and so he suggested that the decision on agenda item 3bii) be deferred until all Councillors view this other allotment site.

Cllr Grainger stated that the specification giving by Rosconn in relation to the Wolston site is quite clear and specific, and as Rosconn had worked with the Allotments Association on the design, he was satisfied it should be fit for purpose. Cllr Milne stated that members of the Allotments Association had visited the other local allotment site, and that the Allotments Association had been pleased with it, especially taking into account the amendments they had agreed with Rosconn.

Cllr Milne proposed endorsing the recommendations made at the meeting on 30<sup>th</sup> March, which was seconded by Cllr Grainger. Cllr Wright proposed an amendment that the decision on the response to planning application R20/0172 be deferred until all Councillors look at the other allotment site designed by Rosconn, and Cllr Wright also requested a recorded vote. The Chairman asked if anyone seconded the amendment made by Cllr Wright but no one agreed. A vote therefore took place on the proposal put forward by Cllr Milne which had been seconded by Cllr Grainger, and this proposal was agreed by those who had been in full attendance at the meeting (Cllr T Harvey-Smith, Cllr D Cross, Cllr R Grainger, Cllr J Milne and Cllr A Parker) with the exception of Cllr Wright and Cllr Miss Ball who abstained.

**RESOLVED:** The notes of the meeting held on 30<sup>th</sup> March 2020 be agreed and endorsed.

**RESOLVED:** For the following recommendation made at the meeting on 30<sup>th</sup> March 2020 to be agreed and endorsed:

i) Delegation of Powers - For the Clerk/RFO to be delegated additional powers during the current unprecedented situation caused by the current pandemic, which are to be reviewed and amended as required as soon as is practicable. When possible there will be an agenda item at a future Parish Council meeting to discuss all of the delegated extra powers to the Clerk/RFO (see Appendix 1).

ii) R20/0172 Allotment Land - For the Parish Council to continue working with the Allotment Association and to support this application, subject to the caveats detailed by the Allotments Association and comments and queries raised by Councillors.

Following a suggestion put forward by Cllr Wright, it was agreed that, where possible, Councillors should try and visit the other allotment site designed by Rosconn.

#### **4. PROGRESS REPORT**

The progress report was noted

#### **5. PLANNING**

Councillors were given the details of all planning applications to review prior to the meeting. All planning applications can be viewed at <https://planning.agileapplications.co.uk/rugby/search-applications/>

a) R20/0267 – Single storey rear extension at 7 Hawthorne Close, Wolston. CV8 3HN

Councillors discussed the planning application. Following the discussion Cllr Cross proposed supporting the application which was seconded by Cllr Milne and agreed by all Councillors

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

#### **6. CORRESPONDENCE**

Cllr Wright asked for information about the Fields in Trust and what they stand for. The Clerk agreed to forward Councillors information about the Fields in Trust.

Cllr Parker suggested that all Councillors should ask the Clerk for specific information about any correspondence that they have queries about so that it doesn't need to be raised in the meeting, especially when additional information is required. All Councillors agreed this would be a good idea.

*Cllr Wright left the meeting at this point for personal reasons.*

#### **7. FINANCE**

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

a) To approve accounts for payment in March and April 2020

| <b>Payments Made in March</b> |                               |  |                  |                     |
|-------------------------------|-------------------------------|--|------------------|---------------------|
| <b>Date Issued</b>            | <b>To whom payable</b>        | <b>For what purpose</b>                                    | <b>Cheque No</b> | <b>Gross Amount</b> |
| 02/03/2020                    | Cancelled                     | Cancelled  | 105822           | £0.00               |
| 02/03/2020                    | Shell Energy                  | Telephone and Broadband - Feb                              | 105823           | £36.58              |
| 02/03/2020                    | Godfrev-Pavton                | Allotment Rent (being paid by Rosconn so cheque cancelled) | 105824           | £0.00               |
| 02/03/2020                    | WALC                          | Allotment Management Training (Cllr Milne)                 | 105825           | £46.00              |
| 02/03/2020                    | Rugby Pest Control            | Mole Control   | 105826           | £48.00              |
| 02/03/2020                    | Mr J Milne                    | Printer ink 2019-20  | 105827           | £52.48              |
| 02/03/2020                    | St Margarets PCC              | NDP Printing   | 105828           | £28.26              |
| 13/03/2020                    | EON                           | Maintenance - Streetlights                                 | 105829           | £735.05             |
| 13/03/2020                    | Shell Energy                  | Telephone and Broadband - Feb                              | 105830           | £38.84              |
| 16/03/2020                    | Mr T Ramsay                   | PAT, Christmas Tree Lights and CCTV Repairs                | 105831           | £225.00             |
| 24/03/2020                    | Parish Council Employees (x5) | Staff Salaries   | 105831-6         | £2,589.76           |
| 24/03/2020                    | HM Revenue & Customs only     | PAYE   | 105837           | £382.10             |
| 24/03/2020                    | WCC Pensions                  | Staff Pension Scheme                                       | 105838           | £386.39             |
| 24/03/2020                    | Water Plus                    | Water Supply - Pavilion                                    | 105839           | £22.60              |
| 24/03/2020                    | Fields In Trust               | Membership   | 105840           | £65.00              |
| 24/03/2020                    | Mr P Owen                     | Maintenance Equipment and Fuel                             | 105841           | £106.15             |
| 24/03/2020                    | Mrs C Payne                   | War Memorial Gardens                                       | 105842           | £127.57             |
| 24/03/2020                    | Wolston Conservation Group    | Grant - agreed 03/10/2019                                  | 105843           | £500.00             |
| 26/03/2020                    | Mrs M Meede                   | Open Spaces Society Membership and McAfee Membership       | 105844           | £134.99             |
| 26/03/2020                    | Team Sport Play Ltd           | Play Area Repairs  | 105845           | £3,904.80           |
| 26/03/2020                    | Vita Direct                   | PPE and Cleaning Equipment                                 | 105846           | £150.30             |
| 26/03/2020                    | Arco                          | Cancelled  | 105847           | £0.00               |
| 31/03/2020                    | Arco                          | PPE and Cleaning Equipment                                 | 105848           | £146.72             |
| 31/03/2020                    | Staples Ltd                   | Stationery and PPE   | 105849           | £390.09             |
| 31/03/2020                    | Mrs M Meede                   | Argos - Tablet and Zoom Fees                               | 105850           | £63.33              |
| 31/03/2020                    | APS Ltd                       | NDP Planning Consultancy                                   | 105851           | £4,860.00           |
|                               |                               |  |                  | <b>£15,040.01</b>   |

| Payments Made in April |                               |                                  |           |                  |
|------------------------|-------------------------------|----------------------------------|-----------|------------------|
| Date Issued            | To whom payable               | For what purpose                 | Cheque No | Gross            |
| 15/04/2020             | E-ON                          | Electric Supply - Streetlights   | 105852    | £1,374.16        |
| 15/04/2020             | Rugby Pest Control            | Mole Control                     | 105853    | £48.00           |
| 15/04/2020             | Shell Energy Retail Ltd       | Telephone and Broadband          | 105854    | £47.31           |
| 29/04/2020             | WALC                          | WALC Membership                  | 105855    | £785.00          |
| 29/04/2020             | BHIB Insurance                | Parish Council Insurance 2020-21 | 105856    | £899.26          |
| 29/04/2020             | Marsh Commercial              | Kubota Special Types Insurance   | 105857    | £309.14          |
| 29/04/2020             | Staples Ltd                   | Printer Ink                      | 105858    | £21.59           |
| 29/04/2020             | Parish Council Employees (x5) | Staff Salaries                   | 105859-63 | £2,607.48        |
| 29/04/2020             | HMRC                          | PAYE                             | 105864    | £360.79          |
| 29/04/2020             | WCC Pensions                  | LGPS                             | 105865    | £348.79          |
| 29/04/2020             | Mrs M Meede                   | Zoom Monthly Subscription        | 105866    | £14.39           |
|                        |                               |                                  |           | <b>£6,815.91</b> |

Following a brief review Cllr Fewkes proposed supporting the accounts for payment, which was seconded by Cllr Milne and agreed unanimously.

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

b) *To consider payments received in March and April 2020 and latest bank reconciliation:*

| Payments received in March |           |   |           |                  |
|----------------------------|-----------|---|-----------|------------------|
| Date Received              | From whom | For what purpose ?  | Reference | Amount           |
| 01/03/2020                 | M Baggott | Donation towards AED Training (in Memory of Mark Baggott) |           | £600.00          |
| 06/03/2020                 | HMRC      | VAT Rebate  |           | £2,926.84        |
|                            |           |   |           | <b>£3,526.84</b> |

| Payments received in April |           |                    |           |                   |
|----------------------------|-----------|--------------------|-----------|-------------------|
| Date Received              | From whom | For what purpose ? | Reference | Amount            |
| 16/04/2020                 | RBC       | Precept            |           | £48,610.00        |
|                            |           |                    |           | <b>£48,610.00</b> |

**RESOLVED: Payments, as detailed above were noted**

**RESOLVED: The latest bank reconciliation was noted.**

c) *To consider and make a decision in relation to the grant request from Wolston Leisure and Community Centre (WLCC).*

The Clerk confirmed that £1500 was in the budget for a grant to WLCC, plus £500 which needs to be ringfenced by WLCC to subsidise the cost of the Luncheon Club for residents.

Following a discussion, Cllr Milne proposed that a grant of £1500 be awarded now, but as WLCC is currently closed due to coronavirus there is likely to be no luncheon club running for the next couple of months, and as the £500 is ringfenced for subsidies for residents the money cannot be used by WLCC for any other purpose. However, part of the proposal was to authorise that up to £500 should be made available to WLCC, without the need for reapproval at a future meeting. Cllr Grainger queried whether the £500 should be awarded straight away along with the grant, but Cllr Parker seconded the proposal made by Cllr Milne as he felt that as this additional money had to be ringfenced by WLCC to subsidise costs for residents and as the centre was closed at the moment, they may not require the full amount this year. The proposal was agreed unanimously

**RESOLVED: For a £1500 to be awarded to WLCC. For up to £500 to be made available on request by WLCC to subsidise the cost of the luncheon club for residents.**

d) *To discuss and make a decision about outsourcing the Parish Council payroll and pensions administration. (PAYE)*

Councillors discussed the possible value and benefits in outsourcing the payroll and pensions administration, which included the need to comply with HMRC requirements and have standardised professional payslips for employees. The Clerk advised on the possible costs and a discussion took place. The company who was recommended as giving the best value and who is used by many Parish and Town Council Clerks is DM Payroll Services, who would charge £180 per annum. Cllr Grainger proposed that DM Payroll Services be instructed to carry out the work and he felt the quote was excellent value and would mean the Parish Council payroll would be fully compliant. Cllr Mrs Ball seconded the proposal, stating that from her experience of payroll packages and companies the quote from DM Payroll Services is excellent. All Councillors agreed to the proposal.

**RESOLVED: For DM Payroll Services to carry out the Parish Council PAYE administration.**

## 8. CORONAVIRUS

It was noted that the village community spirit is outstanding, with residents all willing to assist and help each other where possible. Praise was also given to the Co-op shop, Pharmacy and Doctors Surgery.

There is also a large group of volunteers in the village who shop and deliver shopping to others, deliver prescriptions and are also available for chats and dog walking. The Clerk has ensured that the Parish Council contact details and village Coronavirus helpline are listed on the RBC and the WCC database of coronavirus support groups (covering Wolston, Brandon and Bretford) – so if a resident contacts RBC or WCC (using the contact details on the letters sent to each resident) they will be signposted as appropriate.

The Parish Council has also ensured that posters have been sited around play equipment advising that it should not be used, and play equipment and certain bins have been taped off.

A question had been raised by a resident about the Parish Council supplying a skip for residents as the Refuse Centres are shut. However, it was felt this may be difficult to monitor, and the Refuse Centres are due to reopen on 18<sup>th</sup> May – but this may be an issue which could be looked at again in the future.

Cllr Parker also stated that the services from RBC such as bin collections and fly tipping responses were excellent, and he asked that the Clerk write to RBC thanking them for their efforts.

**9. DELEGATES REPORTS**

There were no delegate reports. (NDP has been discussed in the Public Forum).

**10. INFORMATION FOR UPLOADING TO THE VILLAGE WEBSITE**

For Councillors to get any ideas electronically to Cllr Grainger.

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.

**11. FUTURE AGENDA ITEMS**

During this time only essential items will be put on the agenda, in line with guidance. Councillors should advise the Clerk of any essential items for the agenda as soon as possible.

**12. DATE OF NEXT MEETING/S**

The Chairman confirmed that the next Parish Council meeting will take place on Thursday 4<sup>th</sup> June 2020 via zoom. If an interim meeting is required, an agenda will be issued to Councillors and put on the website three clear days before the meeting is held.

As there were no further items on the Agenda the Chairman declared the meeting closed at 7:50 pm

Signed:..... Chairman

Date: .....

**Notes on the Public Forum and Parish Matters held during the Parish Council Meeting on 7<sup>th</sup> May 2020**

The Chairman welcomed everyone to the meeting and invited representations from all who were present.

The War Memorial Gardeners asked permission to put some flags on the War Memorial for VE Day. Councillors supported the proposal subject to social distancing and care taking place. Councillors thanked the volunteer gardeners in the village for all the work and time they put into making the village look so nice.

Cllr Wright raised a query about air monitoring in the village, and wondered if the air quality could be monitored now against what is normal in the village. Borough Cllr Mrs Bragg said she will look into this matter on behalf of the Parish Council.

Cllr Wright raised concerns about the Copper Beech tree in the Church field, as the tree guard is growing into the tree and it may be in need of attention. As the tree is in the conservation area it should be protected by Law. The Clerk agreed to speak to the RBC Arboriculture Officer about the tree.

Questions were raised about the equipment in the recreation ground, and it was confirmed that these should still be out of use – they have tape around them and signs are up to advise residents not to use the equipment.

Borough Cllr Bearne provided an update on fly tipping which had been removed in the village, and it has been noted that that certain areas are susceptible to fly tipping. Borough Cllr Mrs Bragg added that RBC are continuing to serve the community, but certain roles within RBC have changed which does mean that grass cutting will be reduced. Borough and County Councillors are also helping residents by delivering medication

Signed.....

and prescriptions to those in need. The nearest site for coronavirus testing is now the Ricoh Arena, and an appointment system is in place for those eligible.

Cllr Parker had noted that a property in Paddocks Close had had parts of its roof removed and loaded into a van. He had noted the VRM of the van in case there had been a problem.

Cllr Wright reported that Severn Trent had been in the village on a number of occasions, including during the night on Main Street. Councillors discussed the issue, and noted that Severn Trent had also been seen in other areas around the village. The Clerk has been in touch with Severn Trent and is awaiting a further update which will be passed onto Councillors for their information.

Mr T Willis then provided an update on the Neighbourhood Development Plan (NDP) and went through the highlight report – which is available for viewing on the village NDP website ([www.wolstoneighbourhoodplan.co.uk](http://www.wolstoneighbourhoodplan.co.uk)) or from the Parish Council Clerk. Due to the Coronavirus there will be a delay in the referendum, and as it currently stands the earliest date will be 6<sup>th</sup> May 2021. There is obviously also an impact on the public consultation process and they may need to consider an online or postal version.

It was explained that the draft plan had been sent to APS Consultants for critique – and they are awaiting to see what recommendations come back. They are still looking to present the plan to the Parish Council in early summer and are keen to get it viewed by both Parish Councillors and RBC so that it can carry more weight in terms of planning matters. Cllr Cross raised queries about how up-to-date the information in the plan will be, as he had previously highlighted the fact that information in the plan about St Margaret's School is no longer accurate and relevant. Mr Willis assured Councillors that the plan will be as accurate and up-to-date as possible, but they will be steered and guided by RBC and the NDP Consultant, - and it was also noted that the Inspector would also pick up any issues that may affect the final document. Cllr Grainger said sources and dates of all evidence will have to be shown in the footnotes of the document, and Mr Willis added that even when the plan is made, it will still need to be reviewed regularly.

Cllr Wright asked if the data in the document about school children included the fact many children go to school outside of Wolston. Mr Willis agreed to take this query up with the lead for this area.

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 6:35pm.

*Note: Borough Councillor A Bearne and Mrs S Bragg and Mr T Willis (NDP) gave their apologies and left the meeting at this point.*

## **Appendix 1**

### **Agenda item 3bi) – 7<sup>th</sup> May 2020**

To agree the delegation of additional powers to the Parish Council Clerk/RFO until further notice as follows:

1. To note that it is lawful for the clerk to spend against specific items in the Parish Council's budget i.e. for contractors, hall hire, utility bills, salaries etc, all of which having been identified in the budget when setting the precept, any such payments to be reported to the Council at the next ordinary meeting.
2. To approve provision of delegated powers for the RFO to spend up to a limited amount of £10,000 and to authorise urgent work when unforeseen circumstances occur.
3. Delegated powers to the Clerk to respond to consultations and planning applications (councillors are still able to submit their own personal comments) – following consultation with Councillors (see point 7 below).
4. Agreement to delegate the postponement of future meetings of the Parish Council (should this be required)
5. Agreement to receive and act upon Government advice in relation to the holding of the Annual Meeting of the Parish (noting at present such meetings must be held before 1 June) and the Annual Meeting of the Parish Council (noting at present such a meeting must be held in May), thereby giving delegated power to the Clerk to make necessary re-arrangements for these meetings in consultation with the Chair.

Signed.....

6. For the Clerk/RFO to make any essential decisions that mean that Parish Council business can carry on as required.
7. The Clerk/RFO, prior to taking any action under points 2) to 6) above, shall take all reasonable steps to inform Councillors of the necessity for a decision and to obtain their support, or otherwise, for a decision to be taken. The decision taken by the Clerk/RFO shall be informed by responses of Councillors consulted, and shall be fully documented, for example by asking councillors to confirm their opinions by email to the clerk, for the clerk to keep as a record of the decision.
8. There will be an agenda item to discuss and if appropriate rescind the delegation of extra powers to the Clerk/RFO, at the first usual Parish Council meeting after the current emergency situation is over.