

**MINUTES OF THE MEETING OF WOLSTON PARISH COUNCIL  
HELD VIRTUALLY VIA ZOOM ON THURSDAY 4<sup>TH</sup> JUNE 2020 AT 6.00 PM**

**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 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 Bearn, D Poole and Mrs S Bragg 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 6:45pm.

**14. APOLOGIES FOR ABSENCE**

The apologies of Cllr Miss S Cross, Cllr Miss T Ball and Cllr Mrs M White were approved. The apologies of Cllr Mrs H Timms were noted.

**15. 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.

**16. 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 7<sup>th</sup> May 2020 prior to the Parish Council meeting. Following a brief discussion Cllr Grainger proposed approving the minutes, which was seconded by Cllr Fewkes and agreed unanimously.

**RESOLVED: The minutes of the Parish Council meeting held on 7<sup>th</sup> May 2020 having been approved for adoption by those who had been present at the meeting, be signed by the Chairman.**

**17. PROGRESS REPORT**

The progress report was noted.

A discussion took place in relation to a request to relocate the waste bin in between the flag pole and War Memorial. The Clerk agreed to check the cost of this work being carried out, and Councillors are to consider possible locations.

Cllr Wright raised a query about the grass verges being cut from the Cemetery up to Fieldside Bungalow. The Chairman advised that this area was not within the remit of the Parish Council to cut, and noted that the Clerk has passed the request to RBC. RBC are reducing their grass cutting at this time, and they are also encouraging verges to be left uncut on country lanes to encourage wildlife and for environmental purposes. Cllr Wright noted that not many vehicles use the lane as it is a blocked entrance and so wondered if the Lengthsman could cut the verge. It was recognised that this area is not within the 30mph zone and that, as not many vehicles use the lane it is possible for pedestrians to walk on the lane rather than in the verges.

A discussion took place about the play equipment and a small number of bins being taped off on the playing fields. The Clerk confirmed that Government guidance was that play areas should still be taped off, and that the bins could be taped if other bins are available to be used, and that without suitable PPE (masks, gloves etc) it was felt our Lengthsman should not be undertaking this duty. The Lengthsman had not refused to empty the bins, he had been asked not to following guidance. Cllr Wright said there were other Contractors who would be willing to empty the bins and it was agreed the Clerk would look at the options available, but that the bins should stay sealed until the issue has been looked into further.

**18. PLANNING**

There were no planning matters to discuss.

**19. CORRESPONDENCE**

A letter of thanks from WLCC had been received for the grant given to them by the Parish Council.

Cllr Wright raised the information he had provided in relation to the allotment site at Cubbington. He highlighted concerns that the design and layout of the Cubbington site would not be appropriate for Wolston, and a discussion took place about the sewerage system. Cllr Wright said that he felt that Wolston Parish Council should request Rugby Borough Council to instruct Severn Trent to undertake a growth and capacity evaluation in Wolston in relation to the proposed new housing development. Cllr Grainger said he understood that the sewage was to be distributed straight to the Severn Trent plant, not through the centre of Wolston, and that before contacting RBC he wanted this confirmed by the applicant.

## 20. FINANCE

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

a) *To approve accounts for payment in May 2020.*

Date Issued	To whom payable	For what purpose	Cheque No	Gross
01/05/2020	DM Payroll Services	Payroll Services	105867	£180.00
01/05/2020	Staples Ltd	PPE	105868	£10.79
16/05/2020	Vision ICT Ltd	Webhosting 2020-21	105869	£492.00
16/05/2020	Rugby Pest Control	Mole Control	105870	£48.00
16/05/2020	Lakeside	Grass Cutting March and April	105871	£1,440.00
16/05/2020	Shell Energy	Phone and Broadband Services	105872	£28.00
18/05/2020	Parish Council Employees (x5)	Staff Salaries	105873-77	£2,607.28
18/05/2020	HMRC	PAYE	105878	£360.99
18/05/2020	WCC Pension Fund	LGPS	105879	£348.79
18/05/2020	WLCC	Grant as agreed 7th May 2020	105880	£1,500.00
26/05/2020	P Bird	Machinery Repairs and Maintenance	105881	£198.60
26/05/2020	Staples Ltd	PPE, stamps and pens	105882	£70.25
26/05/2020	E-ON	Electric Supply - Pavilion	105883	£31.61
				<b>£7,316.31</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 May 2020.*

Payments received in May				
Date Received	From whom	For what purpose ?	Reference	Amount
11/05/2020	WALC	Credit for Allotment Training - Cllr Milne		£46.00
14/05/2020	RBC	Amenity Verge Cutting Contribution		£4,875.00
				<b>£4,921.00</b>

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

Cllr Wright asked if the payment had been made for the play area repairs. It was confirmed that the payment had been made and agreed at previous Parish Council meetings. There is still outstanding work at William Cree Close and so another invoice will be due in the 2020/21 financial year.

## 21. TO CONSIDER INTERNAL AUDITORS REPORT

All Councillors were given a copy of the Internal Auditors report for the financial year ending 31<sup>st</sup> March 2020.

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.

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.**

## 22. TO CONSIDER, COMPLETE, APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT 2019/20 AS PART OF THE ANNUAL RETURN.

A discussion took place in relation to the completion of the annual return. The Chairman read out and Councillors 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 Fewkes and all other Councillors supported the proposal. The Clerk had pre-signed the document, the Chairman signed the document in front of everyone at the meeting.

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

## 23. TO CONSIDER, COMPLETE, APPROVE AND SIGN THE ACCOUNTING STATEMENTS 2019/20 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 Cross proposed that Section 2 of the Annual Return (which had been pre-signed by the RFO) be signed by the Chairman, which was seconded by Cllr Parker and all Councillors were in agreement.

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

## **24. TO REVIEW AND RE-ENDORSE THE 2020-21 BUDGET**

Following a review of the End of Year 2019-20 budget, it was established that the proposed 2020-21 budget is still valid and a realistic budget for the Parish Council, and the information included and the expected income were unchanged from the budgeting meeting in December 2019. Cllr Grainger proposed seeing the proposed income sheet again to see it against the expenditure in order that Councillors were able to assure themselves that the proposed expenditure would be covered by the expected income.

## **25. DELEGATES REPORTS**

The NDP had been discussed in the Public Forum part of the meeting.

- a) Ling Hall Quarry – Cllr Fewkes reported that the Ling Hall meeting was rescheduled to December 2020.
- b) St Margaret's Primary School – Cllr Cross advised that he has been given the role of Local Authority Governor within the Schools Governing Body. This will not affect his role on the Parish Council. Cllr Milne proposed endorsing his position on the Governing Body which was agreed by all. Cllr Milne also agreed that Cllr Cross was correct in ensuring the information about the School numbers obtained by the NDP should be as accurate and up-to-date as possible. The Chairman advised that if the School feel the information is incorrect, they should take this up with the Education Authority who are the official department who supply this information, as this is where the NDP got the information from.
- c) Derelict Garages on Manor Estate – Cllr Grainger reported that he and the Chair has been liaising with RBC. The potential development of the Manor Estate garages now have a higher priority at RBC.
- d) Allotments Working Group -Cllr Milne provided a summary of the meeting between the Working Group and representatives from the Allotments Association on 27<sup>th</sup> May 2020. He explained the Allotments Association had been working with Rosconn to get the design and plans they wanted, including plots, landscaping and buildings. Discussions had been taking place for the future of the Allotments Association and not just present members. At the meeting they had also discussed the points raised in the letters to RBC from the Allotments Association and the Parish Council, and prepared for the Working Group Meeting to be held with Rosconn and Godfrey-Payton and the proposed subsequent meeting with members of the Parish Council. Councillors had been asked to submit any questions or queries they may like to raise at the meeting with the Working Group prior to the meeting, to ensure the smooth and effective running of the meeting, and so Rosconn and Godfrey-Payton can find out information if required to ensure it is a meaningful meeting.

Cllr Milne reminded Councillors that at the February Parish Council meeting, Councillors had all agreed to a point raised by Cllr Mrs White that if a resident raises issues or concerns with a Councillor, their name should at the very least be given to the Clerk, or given to Councillors in a Parish Council meeting (the public can be excluded if someone wants to remain anonymous) and their name would not be mentioned in the minutes. He felt that Councillors should not be expected to consider information or concerns if they do not know who raised the issue, and he noted again that this had previously been agreed by all Councillors.

## **26. INFORMATION FOR UPLOADING TO THE VILLAGE WEBSITE**

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.

- Planters on the tree guard can be sponsored by residents or local businesses/groups.

## **27. 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.

- HR Staffing Issues
- Councillors or the Clerk to know the name of residents who raise any issues or concerns (but not necessarily made public or detailed in the minutes unless approval is given).

## **28. DATE OF NEXT MEETING/S**

The Chairman confirmed that the next Parish Council meeting will take place on Thursday 2<sup>nd</sup> July 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 8:20 pm.

Signed:..... Chairman

Date: .....

Signed.....

**Notes on the Public Forum and Parish Matters held during the  
Parish Council Meeting on 4<sup>th</sup> June 2020**

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

Cllr Wright raised queries about the gulley by the Chip Shop and opposite the Gate House on Main Street, and also blocked gullies on Wolston Lane, which he agreed to report to Cty Cllr Mrs Timms.

Cllr Poole also responded to queries which had been raised earlier on behalf of Cllr Wright. In relation to the land on the sharp bend on Stretton Road, he confirmed that the Enforcement Team had previously attended and seen nothing untoward. The Enforcement Team cannot go onto properties at the current time, but he agreed to see if there was a record of the visit on file. Cllr Poole had also driven up Stretton Road and could see no areas of vegetation over hanging the road or causing an obstruction. Cllr Wright gave him more specifics about the location so he agreed to look again, and Cllr Wright asked for more information about a Police incident that had taken place on Stretton Road.

Cllr Poole also agreed to establish how people without access to the internet could book an appointment at the tip.

Cllr Parker asked about the ownership of the hedge along School Street as it is overhanging, the Clerk agreed to contact PA Housing but noted that the work may not take place until after the nesting period.

Cllr Bearne provided an update about the Coronavirus testing in the area and about contact tracing - WCC are one of the areas selected to carry out contact tracing, in conjunction with Coventry and Solihull. Cllr Bearne also advised that Rugby Market will be opening in a reduced form from 4<sup>th</sup> June, and some roads within the town centre may be closed to allow people to maintain safe social distancing. There is still a hub at the Diamond Jubilee Centre dealing with the supply of food for those who are shielding, and also the food bank is still running from this location. Cllr Bearne also highlighted the Government grants currently available to help out local businesses.

Cllr Cross raised a concern which had been highlighted to him by a resident, in relation to the length of vegetation on the crossroads up Coalpit Lane – but he advised this has already been reported to WCC and Highways.

Cllr Milne has been approached by a resident of John Simpson Close asking if WCC could look at making the entrance and exit to John Simpson Close one way to make it safer.

Cllr Fewkes asked when the Library would be open, and Cllr Poole responded that he would check, but it would likely be when guidance from the Government allowed it.

*Cllr Grainger arrived at the meeting at this point, at 6:35pm*

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. Work is progressing well, and the only big area still outstanding is Housing consultation. A discussion took place about how the document will be shared with Councillors, as Mr Willis stated the usual way would be via email. The Clerk agreed that if required a copy could be printed in the Parish Office and shared amongst Councillors.

Cllr Cross raised concerns about the data relating to the school, which he felt was incorrect and he therefore felt the figures should not be published until the information is corrected, and in line with the information from the School. Mr Willis confirmed that the NDP sourced the information from the Education Authority (the official department for this information) and following a discussion the Chairman agreed that if the School disputed the figures and feel it contradicts their information, they should take this up with the Local Education Authority. Cllr Wright asked if the data in the document about school children included the fact many children go to school outside of Wolston and 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 6:45pm.

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

Signed.....