

## **WOLSTON PARISH COUNCIL**

**CLERK TO THE COUNCIL: CLARE MALYON, 2 MAIN STREET, CV8 3HJ**

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### **To Members of Wolston Parish Council**

Notice is hereby given that the next meeting of the Parish Council is to be held on Thursday 4<sup>th</sup> June 2026, commencing at 7.15pm pm at the Village Hall, Main street Wolston.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recordings and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photograph or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

Please note that members of public exercising their right to speak during Public Question Time may be recorded.

## **BUSINESS OF THE AGENDA**

### **27. APOLOGIES**

27.1 To receive and approve apologies for absence.

### **28. DECLARATIONS OF INTERESTS**

28.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.

28.2 To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

28.3 To declare any Other Disclosable Interests in items on the agenda and their nature  
Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of Paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

28.4 To consider any request for dispensation from a member who may have a DPI or ODI to allow them to stay/speak in the meeting during the consideration of the item.

## **29. BOROUGH COUNCILLOR**

29.1 To receive report of Borough Councillor

## **30. COUNTY COUNCILLOR**

30.1 To receive report of County Councillor

### **The meeting will be adjourned for Public Question Time**

The time allocated is at the discretion of the Chair. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chair. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting.

## **31. CO-OPTION- AN OPPORTUNITY FOR RESIDENTS TO REQUEST CO-OPTION ONTO THE PARISH COUNCIL TO REPLACE VACANT SEATS**

31.1 To receive applications, hear from candidates, and vote to select a new member(s).

31.2 To receive signed Declaration of Acceptance of Office, Declaration of Pecuniary Interests, and Code of Conduct from the successful candidate(s).

## **32. MINUTES OF THE PREVIOUS MEETINGS**

32.1 To approve the Minutes of meeting held on 29<sup>th</sup> May 2025

32.2 To approve the Minutes of meeting held 2<sup>nd</sup> April 2026

32.3 To approve the Minutes of 12<sup>th</sup> May 2026

## **33. FINANCE**

33.1 To approve accounts for payment.

33.2 To confirm payment of Officers and Councillors Expenses.

33.3 To note payments received.

33.4 To consider any grant applications and make appropriate decision.

33.5 To approve the proposed internal auditor for 2024-25 and 2025-2026

33.6 To confirm the selected person to post

33.7 Update regarding the 2024-25 AGAR

## **34. INSURANCE**

34.1 To confirm arrangements for insurance cover are in place in respect of all insurable risks

### **35. ESTABLISHMENT OF HUMAN RESOURCES WORKING GROUP AND ADOPTION OF TERMS OF REFERENCE**

35.1 To consider the establishment of a Human Resources (HR) Working Group to support the Council in its role as an employer.

Councillors are asked to:

1. Agree to establish a Human Resources Working Group comprising a minimum of three councillors.
2. Appoint members to serve on the Working Group for 2026-2027.
3. Determine the scope of the Working Group as advisory to Full Council.
4. Adopt the Terms of Reference for the Human Resources Working Group.

### **36. ASSET REGISTER**

36.1 Review of asset register

### **37. RISK ASSESSMENT AND INTERNAL CONTROL POLICY**

37.1 To RESOLVE to review the Risk Assessment for 26-27 and Internal Control Policy

### **38. PLANNING MATTERS**

38.1 Borough Council Decisions Application Type: Tree works

R26/0410- T1 Beech; Crown lift to 5m over road to prevent high sided vehicles hitting crown of tree, St. Margaret's Church, Main St, Wolston, Coventry, CV8 3HJ

[Citizen Portal Planning](#)

38.2 Appeals None received

### **39. COMMITTEES AND MEMBERSHIP**

39.1 To discuss/RESOLVE which Councillors are on Committees and receive applications from members. This will include an option for members to propose a substitute who must also be a member of the parish council if they are unavailable. The substitute councillor will act as a proxy.

### **40. WORKING GROUPS AND MEMBERSHIP**

40.1 To discuss/RESOLVE which Councillors are on Working Groups and receive applications from members. This will include an option for members to propose a substitute who must also be a member of the parish council if they are unavailable. The substitute councillor will act as a proxy.

### **41. REPRESENTATIONS ON OUTSIDE BODIES**

41.1 To receive update on which Councillors are representatives on outside bodies

### **42. DEFIBRILLATOR MONTHLY CHECKS AND ADOPTION OF DEFIBRILLATOR POLICY**

To consider and approve the proposed Defibrillator Policy for Wolston Parish Council, including the introduction of a formal monthly inspection and recording procedure for all council-owned defibrillators located:

- Outside the Village Hall, Main Street; and Outside the Chemist, School Street.

**43. EVENTS PLANNING**

43.1 To receive update

**44. COMMUNICATION**

44.1 To receive update

**45. TO RECEIVE CLERK’S REPORT**

45.1 To receive update

**46. TO RECEIVE REPORT OF PARISH COUNCILLORS**

46.1 Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise item for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

**47. DATE OF NEXT MEETING** – 2<sup>nd</sup> July 2026, 7.15pm at Wolston and Brandon Village Hall

**48. CONFIDENTIAL MATTERS: TO CONSIDER THE EXCLUSION OF THE PUBLIC AND PRESS IN THE PUBLIC INTEREST FOR DISCUSSIONS AND DECISIONS IN RELATION TO EITHER PERSONNEL MATTERS OR LEGAL MATTERS.**

**Exclusion of Press and Public**

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council is invited to Resolve that the press and public be excluded from the meeting during consideration of the following agenda items owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

**48.1 Formal Appointment of the Clerk, Proper Officer and Responsible Financial Officer**

To formally review and confirm the appointment of the Council’s Clerk, Proper Officer and Responsible Financial Officer (RFO), including clarification of the statutory responsibilities attached to each role, the current position of the Council, and the recording of a formal Council resolution confirming the officer(s) appointed to each post.

**26. CLOSE OF MEETING**

Signed.....

Clare Malyon, Clerk to the Council 29<sup>th</sup> May 2026