

# Minutes of the Wolston Parish Council Meeting held on Thursday 2<sup>nd</sup> January 2025 at the Brandon & Wolston Village Hall, 2 Main Street, Wolston CV8 3HJ at 7:15p.m.

Present: Cllr. T. WILLIS (Chair), Cllr. L. WRIGHT, Cllr. A. MILNE, Cllr. T. BALL, Cll. T. RAMSAY, Cllr. S. OSMOND, L. KNOWLES (Clerk & RFO)

Cllr. S. WARD RBC attended Public Forum.

No members of the public present.

**Meeting started: 19:15**

<b>148.</b>	<b>Apologies received from:</b> Cllr. RAINEY Cllr. POOLE & Cllr. TIMMS (RBC)
<b>149.</b>	<b>Declarations of Interest (existence and nature) on items on the agenda – Councillors to declare any personal and/or pecuniary interest on items on the agenda.</b> Cllr. WILLIS – any items/matters with regard to Rugby Borough Council, in particular planning
<b>150.</b>	<b>Minutes –</b> a). To review and if appropriate, approve the minutes of the Parish Council meeting held on 5th December 2024. <b>Proposed:</b> Cllr. WRIGHT <b>Seconded:</b> Cllr. WILLIS <b>For:</b> 6 <b>Against:</b> 0 <b>Abs:</b> 0
<b>151.</b>	<b>Co-option – To discuss and consider co-option of a prospective councillor, to receive any expressions of interest and if appropriate, vote and co-opt a councillor.</b> No expression of interest.
<b>152.</b>	<b>Notice of Motion:</b> <b>In an endeavour to make financial savings, Wolston Parish Council carry out a feasibility study to save worktime and expense by providing safe storage of essential fuels on site for larger quantities to enable site delivery and report findings to Council. (LW)</b> Cllr. WILLIS has circulated a document 'Safety for Cylinders'. The Scouts have enquired about moving cylinders out of the pavilion into the yard within a cage. The issue of fuel and cylinder storage is linked in respect of safety and potential risk. Cllr. WRIGHT confirmed that his proposal involves the storage of diesel not petrol and raised the neighbouring gas house as a safety issue. Cllr. MILNE expressed the view that the move would be expensive, a concern for safety of residents and children and the factor that some individuals may not follow the accompanying rules. Cllr. MILNE questioned how much this storage proposal would save. Cllr. RAMSAY requested that the item be moved in to 'closed session' to allow full and open questioning. <b>Proposal:</b> To move ahead with a producing a feasibility study for the storage of fuel on site, to be presented to Parish Council for consideration. (LW) <b>Proposed:</b> Cllr. WRIGHT <b>Seconded:</b> Cllr. BALL <b>For:</b> 6 <b>Against:</b> 0 <b>Abs:</b> 0 Item to be brought back to February meeting. Cllr. WRIGHT will circulate details before the

	<p>meeting.</p> <p>The issue of outside storage of gas cannisters to be included alongside the storage of fuel. The preparation to be supported by Open Spaces Group and HR.</p>
153.	<p><b>Finance –</b></p> <p><b>a). To approve payments for December 2024.</b></p> <p><b>b). To note payments received.</b></p> <p><b>c). To note the latest bank reconciliation.</b></p> <p>Deferred</p> <p><b>d). To approve payment for repair (replacement of glass panel) to bus shelter on School Street.</b></p> <p>One quote for the work has been submitted. Other quotes sought but not forthcoming.</p> <p>Cllrs. request that the quote itemises costs for materials and labour.</p> <p>Clerk to contact provider to request amended quote.</p> <p>Cllr. Ball raised an enquiry from member of the public regarding the process of awarding of work to contractors. The enquiry was raised via Parish Council page on Facebook. Facebook is not recognised as an appropriate means of contact to summon a parish council response. Enquiries need to be via email to record an audit trail.</p> <p><b>e). To approve payment for cover duties during PWL annual leave.</b></p> <p>Payment approved</p> <p><b>f). To approve payment for assistance with installation of village Christmas tree.</b></p> <p>Cllr. RAMSAY challenged the claim for payment of lights.</p> <p>Cllr. WILLIS acknowledged the necessity of the support from individuals for the installation of the main Christmas tree.</p> <p>Cllr. BALL explained that the PWL had been instructed to organise a working party to install the main Christmas tree. Any cost for the supporting labour needed to be submitted beforehand to allow inclusion in the budget.</p> <p>Installation of lights on the beech tree outside the Baptist Church – discussion revealed difference of opinion as to who issued directive to install the lights and if the installation was covered by parish insurance.</p> <p>Item deferred - Lead of Finance group to be consulted.</p> <p><b>g). To approve payment for Dyer's Lane play area goalposts.</b></p> <p>Steel goalposts were secured from Wolston Leisure Centre. Cllr. WRIGHT, Cllr RAINEY and Mr. BIRD adapted and installed the goalposts which were then in use before Christmas. Costs incurred – donation to the Leisure Centre, materials used and labour of Mr. BIRD.</p> <p>Bill not yet submitted.</p> <p>Item deferred.</p> <p><b>h). To confirm termination of contract with Britannic Security for management of CCTV and ensure no outstanding liabilities.</b></p> <p>An invoice has been received from Britannic Security for payment for services for the forthcoming year. It was confirmed that no service has been provided during the last six months. Cllr. RAMSAY is exploring the use of another company for maintenance and repairs of cameras. Cllr. WRIGHT suggested an additional company that may be able to provide the required service. Cllr. RAMSAY will contact both for quoted for maintenance and repairs. Cllr. RAMSAY explained that Rugby First is a different, separate service that Wolston Parish Council has not purchased due to the expense of £5,000 which was previously rejected.</p>

	<p>Cllr. WRIGHT questioned the safeguarding issues of Wolston Parish Council monitoring the cameras in the same way as Long Lawford Parish Council. Cllr. RAMSAY and Cllr. WILLIS will approach Darren GOODWIN of Long Lawford Parish Council again to confirm the conditions of a parish council monitoring their own CCTV.</p> <p><b>Proposal:</b> The contract with Britannic Security CCTV to be terminated.</p> <p><b>Proposed:</b> Cllr. RAMSAY</p> <p><b>Seconded:</b> Cllr. WRIGHT</p> <p><b>For:</b> 6</p> <p><b>Against:</b> 0</p> <p><b>Abs:</b>0</p> <p><b>i). To confirm payment of Clerk's and Councillors Expenses.</b> Approved</p> <p><b>j). To confirm date for additional Budget 2025 – 26 meeting.</b> Precept is due for submission by 10<sup>th</sup> January 2025. Propose clerk contacts Rugby Borough Council to request an extension.</p> <p>k). To approve back pay, April 24 to Dec 24 for WPC employees. Noted at November meeting item 125 f).</p> <p><b>l). Finance working Group report.</b> Cllr. RAMSAY requests that Finance reports are sent out earlier to allow councillors to read through and consider in good time. Previously, the Finance Group meeting was held the Monday before PC meeting and Councillors received the reports same day. Cllr. BALL suggested that Finance group is held as a Zoom meeting. Meetings can then be recorded and viewed as required. To discuss with Cllr RAINEY dates of Finance meetings.</p>
154.	<p><b>Planning - Councillors are to review planning applications prior to the Parish Council meeting. All planning applications and consultations can be viewed on the RBC Planning Portal Website <a href="http://www.planningportal.rugby.gov.uk">www.planningportal.rugby.gov.uk</a>. To discuss and if appropriate comment on any planning applications received. (ALL)</b></p> <p>a). Ref: R24/1075 – MANOR FARM, COALPIT LANE, LAWFORD HEATH, RUGBY, CV23 9HH For: New agricultural building for the storage of muck/manure Consultation expiry date: 18<sup>th</sup> January 2025</p> <p>Cllr. WRIGHT supported the application with the caveat there it can be confirmed that there will be no possibility that the siting of the building could potentially contaminate the water course. Clerk to register the comments/concerns.</p> <p><b>Proposed:</b> Cllr. WRIGHT</p> <p><b>Seconded:</b> Cllr. RAMSAY</p> <p><b>For:</b> 5</p> <p><b>Against:</b> 0</p> <p><b>Abs:</b>1</p> <p>Cllr. BALL highlighted a second application. The secure dog walking field and associated parking on Stretton Road – this application appears on portal but has not been sent through to council. R241148 valid date: 11<sup>th</sup> December 2024. Request for Certificate of Lawfulness. No date for responses, Cllrs asked to look at portal and respond.</p>
155.	<p><b>Gritting of pavements in village: To receive feedback and review the agreed trial gritting of pavements around village to date and make appropriate decisions. (LW)</b></p> <p>Cllr. WRIGHT, taking the lead on this proposal is awaiting suggestions for a proposed route.</p>

	<p>We need a defined route for quality and assurance check.</p> <p>Clerk to check insurance of provider of the service and check compliance with council's insurance.</p> <p>Cllr Wright to define a route, to include inclines, elderly people, shops. Cllr. WRIGHT was requested to circulate a map. Cllr. WRIGHT suggested a route around the village.</p> <p>WPC needs to ascertain where refilling of grit would take place on the route.</p> <p>In respect of the trigger for initiating the gritting of pavements, it was decided that M. Cooper is to let the clerk know when he considers it appropriate to grit and get authorisation.</p> <p><b>Proposal:</b> To accept the route put forward for a trial of gritting.</p> <p><b>Proposed:</b> Cllr. WRIGHT</p> <p><b>Second:</b> Cllr. RAMSAY</p> <p><b>For:</b> 6</p> <p><b>Against:</b> 0</p> <p><b>Abs:</b> 0</p>
156.	<p><b>Correspondence to Councillors: to consider and make appropriate decisions on level of correspondence to be forwarded to councillors from incoming communications to clerk.</b> (LK/ALL)</p> <p>Cllr. Wright raised the issue that councillors were not receiving correspondence. Previously councillors received a correspondence list which was attached to the agenda. Requested that the previous correspondence list be reinstated.</p> <p>Cllr. BALL noted that creating the list is work intensive, the correspondence list was ended in March 2021.</p> <p>Clerk to trial sending all relevant emails to all councillors.</p>
157.	<p><b>Replacement of the two full size goalposts in the Dyer's Lane Playing Field -</b></p> <p>To receive feedback on actions to date and make appropriate decisions on required financing for replacement of goalposts, including if need to use S106 monies. (JR/LW)</p> <p>Cllr. WILLIS proposed that this item be deferred and be built in to the finance item.</p>
158.	<p><b>Working Group Delegates Reports and Recommendations –</b></p> <p>a). <b>Election of Councillors onto Committees &amp; Working Groups: 2024-2025 –</b> subject to the co-option of Councillors at agenda item 136.</p> <p>b). <b>To receive timely headlines and consider any recommendations from working groups and committees including,</b></p> <p><b>Allotments Group (TW/TR),</b></p> <p>Cllr. RAMSAY reported that last month GPS of the drains was carried out and still awaiting the full, final report. Soil samples were taken and reports are still awaited. It will be end of February that the Management Building will be finished. Further items on snagging list have been signed off. Cllr. WILLIS has made a written request for updates on other items on list.</p> <p>Cllr. WILLIS will contact the Council Tax office to ascertain how many houses are now occupied and paying council tax or pending. Cllr. WILLIS will feedback on this.</p> <p>Cllr. WRIGHT enquired if the Compound License can now be approved and signed off.</p> <p>The Management Building must be handed over once the 30<sup>th</sup> house is occupied. Cllr. WRIGHT enquired as to how the management build will be accessed if Spitfire still have the compound.</p> <p>The Compound License is confirmed as required only for 2 years and this has been amended in the final document. The Council has approved the 2-year license.</p> <p>Safety issue with attenuation pond has been raised by Cllr. RAMSAY. A company is coming out to assess it to recommend if it needs fencing off or not. The council consensus is that the pool needs fencing in the interest of safety. Lifebelts should be in place.</p> <p><b>Flood Action Group (TR/SO),</b></p>

	<p>Cllr. RAMSAY reported that there had been an online meeting after the Environment Agency had been out. The radio and TV are due to be in village on 3.1.25, one year on from the flood. Monies are coming into place for storage boxes for sandbags &amp; pumps.</p> <p>Cllr. Willis reported that the Environment Agency has been active in removing vegetation around the culvert. There is a programme in place to carry out operational checks every 3 months. There has been a meeting with the landowner of land upstream of the village with discussion for potential support for work on this land, this would be an additional pond. EA operatives will attend and undertake minor maintenance work; removing self-setting vegetation or minor blockages throughout the village. This is in addition to spraying of vegetation which will take place through spring and summer to keep vegetation at an acceptable level. EA noted that blockages should be noted and reported via the incident hotline.</p> <p>The Bridge Team at the County is linking to the EA to address blocked drains on Brandon side of the bridge. In the next year, they will be working on the fourth arch on the bridge removing vegetation and silt.</p> <p>Arrangements for the Bank account are moving forward. Fund raising is on the 25<sup>th</sup> January. The Council has approved £500 for resources.</p> <p>Cllr. WRIGHT raised the fact that the brook at Princethorpe has been completely cleared and lowered by the Warwickshire County Council. This would appear to be a different approach to that taken by the Environment Agency. He suggested that this is what is needed in Wolston.</p> <p>Cllr. WILIS responded that the 'experts have visited the sites and been asked the questions. EA have explained the reasoning behind not clearing the silt. The brook is checked every morning to check clarity of water. Wildlife is there. The brook has not burst banks since 2<sup>nd</sup> January last year when this community was caught.</p> <p>As a community we have to accept the advice of the experts and what the EA is advising in terms of dredging or not dredging the brook. The EA has taken action since the FLAG has put pressure on. Cllr. WILLIS will circulate the feedback report from the EA and summary notes of the 53 events and actions taken by the Flood Action Group over 12 months.</p> <p><b>Neighbourhood Development Plan Group (TB),</b> Cllr. WRIGHT handed out the agreed programme for the Neighbourhood Development Plan.</p> <p><b>Open Spaces Working Group (LW),</b> Deferred.</p> <p><b>Communications Group (TB),</b> Report to be presented at next meeting by Cllr. RAMSAY.</p> <p><b>Wolston, Brandon and Bretford Joint Burial Committee (LW)</b> No report.</p>
159.	<p><b>Future Agenda Items</b> – Councillors are requested to use this opportunity to raise items for future agendas. <b>NB.</b> Councillors are reminded that this is not an opportunity for debate or decision-making. (ALL)</p> <ul style="list-style-type: none"> <li>• Playground Inspection (TB)</li> <li>• New Management Building at allotments – explore if it could allow parish council office to be sited on these premises. (TB)</li> <li>• Emptying of bins a) RBC charge from April 2025 b) emptying all bins to release time of PW</li> </ul>
160.	<p><b>Date of Next Meeting</b> – To consider and confirm the date of 6<sup>th</sup> February 2025 as the next Parish Council meeting at The Village Hall, Main Street, Wolston at 7:15pm. If an interim meeting is required, an agenda will be sent to Councillors and be put on the website and in the Main Street noticeboard three clear days before the meeting is held.</p> <p><b>Proposed:</b> Cllr. WRIGHT</p>

	<p><b>Seconded:</b> Cllr. OSMOND</p> <p><b>For:</b> 6</p> <p><b>Against:</b> 1</p>
161.	<p><b>Exclusion of Press and Public</b> 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.</p> <p><b>Proposed:</b> Cllr. WRIGHT</p> <p><b>Seconded:</b> Cllr. WILLIS</p> <p><b>For:</b> 6</p> <p><b>Against:</b> 0</p> <p><b>Abs:</b> 0</p> <p>Apologies in advance received from Cllr. BALL.</p>
162.	<p><b>Human Resources (Staffing) –</b>  <b>To receive any updates on any items of business that are likely to include staffing discussions and to make any appropriate decisions.</b></p> <p>a). <b>To receive an update and to discuss and agree on a final payment for the previous Clerk.</b>  <b>Proposal:</b> To defer item and call a separate meeting, a final item following the precept meeting.  <b>Proposed:</b> Cllr. WILLIS  <b>Seconded:</b> Cllr. WRIGHT  <b>For:</b> 6  <b>Against:</b> 0  <b>Abs:</b> 0</p> <p>b). <b>To provide an update on recruitment to the vacancy of the Clerk/RFO to WPC and make any appropriate decisions.</b>  Deferred to after the interviews have taken place.</p>
	<p><b>Meeting end: 21:41</b></p>