

Wolston Parish Council

Draft Minutes for Meeting on Thursday, 6th March 2025 at the Brandon & Wolston Village Hall, Main Street Wolston, CV8 3HJ

Lorraine Knowles, Acting Clerk & RFO

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Item no.	Start: 19:41
191.	Welcome Apologies. – To receive apologies. Apologies received from Rugby Borough Councillors WARD and TIMMS Members of public present: 5
192.	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. Cllr. WILLIS – all items appertaining to Rugby Borough Council – in particular planning Cllr. WRIGHT – personal interest in item 197 Cllr. RAINEY – personal interest in item 197 Cllr. BALL – item 203
193.	Minutes a). To review and if appropriate, approve the minutes of the Parish Council meeting held on Thursday 6th February 2025 Proposed: Cllr. WRIGHT Seconded: Cllr. MILNE For: 5 Against: 0 Abs: 2 b). To review and if appropriate, approve the minutes of the Parish Council meeting held on Wednesday 19th February 2025 Cllr. WILLIS moved that this vote be taken in the closed session.
194.	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. No expression of interest
195.	Finance – a). To approve payments for February 2025. Proposed: Cllr WRIGHT Seconded: Cllr. RAINEY For: 5 Against: 0 Abs: 2 Clerk confirmed that the S106 monies for the Sovereign work in the Play Area, Dyer's Lane should be paid in by BACS before the end of the financial year. b). To note payments received. No payments received. No comments Noted c). To note the latest bank reconciliation. Cllr RAINEY stated that there had been time limitations & IT issues which have impeded the production of the bank reconciliation. Cllr. BALL – has had a look at it and believes it was up to date to the end of June and this can be resolved for the end of the financial year for the AGAR.

Cllr. RAINEY stated that this should be a documented procedure which the PC does not have at the moment. This is now a priority.
Cllr WRIGHT questioned the payment of some resources that perhaps the council is not able to use fully, e.g. the storage of data. Cllr. BALL confirmed that payment is for storage of emails.
Cllr. WRIGHT asked if the PC could search all historic emails for useful information. Cllr. WILLIS reminded of GDPR restrictions.
Cllr. BALL explained the status of emails of past councillors. The PC should consider moving over to gov.uk. we need to consider cloud storage. There is money in the budget for new website.
Cllr. RAINEY clarified the independent status of the NDP in terms of IT, storage of information and finance.

Bank reconciliation noted.

d). To approve Finance Group recommendation for payment of installation of Christmas lights on Beech tree outside Baptist Church.

Item was deferred at last PC meeting and referred back to Finance Group. It has not been possible for Cllr. RAMSAY to present his case and reasons to the Finance Group for not making this payment.
Following discussion, the Finance Group remains of the opinion that whatever happened within the mechanics of getting this done, the work was done and should be paid for
There is a learning element for the PC in the procedure for planning, invoicing and working with suppliers to ensure policy and procedures are adhered to.
The amount to be paid is confirmed as: £289.95.

Cllr. RAINEY expressed concern that matters being brought to the PC for decision could be handled by the Clerk. Cllr. BALL stated that 'urgent' matters for payment can be decided by the clerk.
Cllr. RAMSAY expressed his opinion that the supplier has made an independent decision to carry out some of the work and that if the PC agreed to pay this, it would set a precedent. Cllr. WILLIS confirmed that all items would be considered on an individual basis by the PC.

Proposal: To pay the supplier for the work carried out, £289.95.

Recorded vote.

Proposed: Cllr. RAINEY

Seconded: Cllr. WRIGHT

Cllr. WRIGHT - for

Cllr. RAINEY - for

Cllr. MILNE – for

Cllr. OSMOND – for

Cllr. RAMSAY - against

Cllr. BALL - against

Cllr. WILLIS - for

For: 5

Against: 2

Abs: 0

Carried 5 - 2

e). To approve Finance Group recommendation for repair of bus shelter in School Street. Up to an amount of £400.

Cllr. RAINEY states that the Finance Group propose that the PC pay for the work that has already been done, i.e. for emergency repairs - 2 hours work.

Cllr. BALL confirmed that for emergency repairs the decision comes under the remit of the clerk up to an amount of £150.00.

Invoice requested for this emergency work.

We have a quote for the bus shelter repair but this has now been withdrawn.

If the quotes comes back as more than the £400.00 it will need to be referred back to Council.

If the supplier can be persuaded to resubmit an invoice and carry out the work PC agrees to pay but if he continues to withdraw his offer to carry out the work an alternative will be secured.

Proposal: The council approves the decision to go ahead to place an order and pay for the repair work to the bus shelter in School Street up to a budget of £400.00.

Proposed: Cllr. RAINEY

Seconded: Cllr. WILLIS

	<p>For:7 Against:0 Abs:0</p> <p>f). To approve payment of alarm service for Pavilion, Dyer's Lane equipment at a cost of £96.00 . It is an annual contract that has been carried out by the same supplier for years. It may be an item that requires review for the future. Proposed: Cllr. WRIGHT Seconded: Cllr. BALL For: 7 Against:0 Abs: 0 Carried</p> <p>g). To approve payment for service of maintenance equipment for PWL up to £250.00. Rainey annual service for kabuto, strimmers, hedging equipment normally carried out site by P. BIRD (less than £200). Any other significant spend, if issues are identified, will be brought back to council. Proposed: Cllr. WRIGHT Seconded: Cllr. RAINEY For: 7 Against: 0 Abs: 0</p> <p>h). Finance Report Accepted as presented</p>
196.	<p>Presentation of feasibility study for storage of fuel onsite, with regard to additional application to store gas cannisters outside, for council consideration. (LW) Item deferred due to lack on information available.</p>
197.	<p>Planning Proposal at: R25/0030: YARDLEYS MEADOW, STRETTON ROAD, WOLSTON For: Retrospective Application - Change of use from solely paddock to allow commercial dog walking. Discussed in public forum. The application has been called in by RBC.</p> <p>Cllr. RAINEY took over as Chair of this item. Cllr. RAINEY commented that the PC has received communication on behalf of the residents and proposes that the PC sends a letter via the clerk registering our objection and concern about the effects of any such business being so close to the domestic community</p> <p>Cllr. MILNE – raise the issue of dog walkers bringing groups of dogs and not picking up dog mess. Cllr BALL raised concern that currently it is the responsibility of the land owner to ensure the land is 'picked over'. If dogs do not go there might they go to the playing field. Cllr. OSMOND gave support to a letter of concern being submitted. Cllr. BALL supported a letter of concern and clarified that that it is not a letter of objection and clarified that the concern can be registered directly on to the portal by the clerk.</p> <p>Cllr WRIGHT raised the issue that the planning application is not being adhered to. Projects are started and the planning application is submitted retrospectively.</p> <p>Proposal: That Wolston Parish Council registers its concern with RBC about the impact of commercial dog walking business in the immediate vicinity of the community.</p> <p>Proposed: Cllr. RAINEY Seconded: Cllr. BALL For: 6 Against:0 Abs: 1</p>
198.	<p><u>VE Day Village commemorations</u> – to make appropriate decisions regarding Planning for VE Day celebrations in village on Thursday 8th May 2025 including potential road closure. Cllr. TIMMS has contacted RBC, the local churches and the school but no response as yet.</p>

	<p>Cllr. WRIGHT gave a summary of flags needed i.e. VE DAY flag and new Union Jack Flag. Proposal to clean the war memorial. PD TIMMS has been approached for a quote. Other quotes to be obtained.</p> <p>Cllr. WRIGHT questioned if we will have a committee to prepare for the day. Appropriate planting of garden around the memorial was discussed.</p> <p>Cllr. BALL stated that a road closure is not necessary but an Events Management Plan will be needed. If we do not have a road closure we will need to consider the brook and buy in barriers.</p> <p>Suggested format: 9:30 ceremony and 9:30pm ceremony with lamp of peace.</p> <p>Cllr. Ball has circulated details of cost of flags. Proposes that we buy a VE Day Flag - design chosen from Flagmaster. Proposed: Cllr. BALL Seconded :Cllr. OSMOND For:7 Against: 0 Abs: 0</p> <p>Actions:</p> <ul style="list-style-type: none"> Cllrs. WILLIS to chase churches. Cllr. BALL will order the flags and get an invoice Cllr. RAMSAY to contact school Clerk to chase memorial cleaning – bring back to parish council meeting.
199.	<p>Correspondence passed on to councillors – to review trial and make appropriate decisions (Clerk/ALL) Councillors agreed that the increase in forwarded emails was appropriate and useful.</p>
200.	<p>Working Group Delegates Reports and Recommendations – To receive timely headlines and consider any recommendations from working groups and committee and make any appropriate decisions. NB. Work Group Leads to send highlight report/update to the Clerk for circulation to Councillors prior to the meeting.</p> <p>a) Flood Action Group Cllr. RAMSAY – meeting with affected residents pass on what is happening and how they are being supported. Fund raising at pub and online - over £4,000 raised. The school fundraising - £4,000. Cllr. OSMOND - The FLAG is exploring how to do something to commemorate this for the children. The residents meeting benefitted from the residents sharing their stories of their experiences. Training received on natural flood management. Funds of approaching £10,000 Next priority is to consider options on spending. Cllr. WILLIS - Environmental agency is putting out dates for a public meeting which will be attended by MP.</p> <p>Cllr. WRIGHT – asked is there a constitution to ensure security of money. Cllr. WILLIS confirmed that there is a separate bank account in place – is forming an unincorporated independent group.</p> <p>Cllr. WRIGHT questioned what contribution will the PC be putting in to it. He considers that time the PWL has spent bagging up sand to be a contribution. In the future, who will fund the maintenance of the flood alleviation pond? What the maintenance element is regarding the farmer and the Environment Agency?</p> <p>Cllr. WILLIS confirmed that we have tracked back payments made and asked for a scope and programme of works has been requested and what has been delivered. We have liaised with the Environment Agency and there is a law that can get us on to that land and can they take that forward . Cllr. WRIGHT's knowledge of that pond or any information or knowledge would be helpful</p> <p>Cllr. MILNE expressed concern that the EA does not want to issue emergency numbers.</p> <p>Cllr. BALL confirmed that 999 should be the first call and all numbers should be on the notice board.</p>

	<p>b) Open Spaces Cllr. Rainey – there has been no meeting since last PC meeting. Flailing for Dyer's Lane has been completed before March deadline of nesting season. Invoice will go to finance and then PC for approval.</p> <p>Letter from resident whose parents volunteered for planter at Ryton edge of village, they no longer live in village. Daughter seen that it has not been done – Cllr RAINEY proposes that a letter is sent from the Clerk registering the Parish Council's objection and concern regarding of the effects of any commercial dog walking business being so close to the domestic community his cannot be incorporated in to work of volunteers. proposing will arrange for PWL to do maintenance/tidy up on planter and has arranged for a request at the next WI meeting to take this on. Clerk to reply to resident. Cllr. RAMSAY will approach people who might take on the care of the planter. We are Weeks away from cutting season. WJFC have laid out pitches for season – work done by Lakeside has been effective and provided a good quality field.</p> <p>c) Allotments Cllr. RAMSAY – Spitfire has stated that the Management Building will be completed next week and there is an amount of money they want the PC to pay. Wilcox will pay for insurance with NFU and send invoice, according to the terms of the lease to PC. Amount not yet known.</p> <p>Cllr. BALL requested that this be pushed for submission before the end of the month. Confirmed that as lease holders we have identified where it is on the lease.</p> <p>Cllr. RAMSAY - Meeting tomorrow with Godfrey Payton, Wilcox Trust and Spitfire for signing off of everything to say Phase 1, 2 and 3 are complete. Completion is challenged. Drainage has been raised as an issue. Cllr. RAMSAY will feedback when more informed. There is a meeting on 11th March at the Management Building to ensure everything is finished and signed off. Sublease will be discussed with the Allotment Association. Rents will be due 1st May and 1st November in the lease.</p> <p>d) Neighbourhood Development Plan Cllr. RAINEY – the Neighbourhood Development Plan will be put to pause after this meeting. Two resignations have been received from the working group leads. Has had a summary document and a meeting with Mr Ingles as to the current status of the document. Will be meeting with APS – will give feedback and meeting with a RBC NDP specialist to take opinion from them.</p> <p>e) Communications Cllr. BALL – It is in the budget for next year to do 'live streaming'.</p> <p>f) Joint Burial Board Cllr. WRIGHT reported that the issue of ashes interred in incorrect place has been resolved. Ground at the rear of the cemetery– believes that the PC has previously written to RBC to ear mark land for the extension of the cemetery. Confirmed that the Burial Board would be funding it with a compulsory purchase order if beyond the remit. There is an area in cemetery believed to be a mass burial of Coventry blitz remains – if we can prove that it isn't then we have an area of land available to use. We wish to avoid reuse of grave plots. Willis requested details of land for cemetery to be forwarded to him. Cllr. WILLIS will raise the issue with RBC.</p>
201.	<p><u>Date of Next Meeting</u> – To consider and confirm the date of Thursday 3rd April 2025 as the next Council meeting at The Village Hall, Main Street, Wolston at 7:15pm. If an interim meeting 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. Proposed: Cllr. WILLIS Seconded: For: 7 Against: 0 Abs: 0</p>
202.	<p>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</p>

	<p>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>Proposed: Cllr. WILLIS Seconded: Cllr. WRIGHT For: 7 Against: 0 Abs: 0</p>
203.	<p>a) New Clerk and Responsible Finance Officer – to approve details of appointment: start date, salaries, contracts. Cllr BALL left the meeting.</p> <p>Cllr. WRIGHT expressed concern regarding minutes dealing with this item 102, where decision taken was seconded by Cllr. BALL. Cllr. BALL should not have been in meeting she was allowed stay because no pecuniary interest but this would not be for 12 months but then after 12 months does have a pecuniary interest. How could that minute stand up at RBC?</p> <p>Cllr. WILLIS - Cllr BALL has informed Councillors and clerk that she did not second the motion. Cllr. RAMSAY stated that it was Cllr. OSMOND seconded the item.</p> <p>Cllr. WRIGHT raised an issue with the item considering the payment to the previous clerk which was not resolved at the meeting. No decision was taken – it was unresolved, For: 3, Against: 3, Abs: 1. This item is still on the table and so needs to come back to Parish Council.</p> <p>21:34 Cllr. WRIGHT left the meeting because he considered PC is out of procedure because minutes are wrong.</p> <p>Cllr. RAINEY stated that Cllr. RIGHT was present in the Finance Group meeting when pay points for the posts were discussed and deemed to be inline with professional recommendations. He voted against at the meeting.</p> <p>Cllr. WILLIS reinforced confidentiality of matters discussed in closed session of meeting and that all councillors have the right to go to the Monitoring Officer if it is considered that something is incorrect.</p> <p>Cllr. RAMSAY - the contracts for Clerk and RFO where rate of pay is given – rate of pay amounts and start date of 10th March 2025. Proposal: To make a formal offer to Clare Malyon for the post of Clerk and to Tracie Ball for the post of Responsible Finance Officer and to retain the acting clerk for a period of time to ensure seamless handover up to 10 hours a week up to a time scale to be agreed. Proposed: Cllr. WILLIS Seconded: Cllr. RAMSAY All in favour.</p> <p>Cllr. WILLIS clarified that a contract that Cllr. WRIGHT made reference to was that for the PWL dated 2021, which makes no reference to pension.</p> <p>b) Minutes to be approved 19th February Cllr. BALL requested item to be deferred as there is a number to feedback to clerk. Proposed: Cllr. BALL Seconded: Cllr. WRIGHT For: 6 Against: Abs: Cllr. RAINEY out of room.</p>
Close of Meeting: 21:44	