

# Minutes of the Annual Parish Council Meeting of Wolston

held in the Baptist Chapel, 2 Main Street, Wolston on

Tuesday 12<sup>th</sup> May 2026 7.30pm

Attendees: Cllr Willis, Cllr Rainey, Cllr Wright, Cllr Ramsay, Cllr Taylor, Cllr Fernandez, Cllr Kenney

Clerk- Clare Malyon

6 Residents

## 1. ELECTION OF CHAIR

1.1 Councillor Wright proposed that Councillor Rainey be appointed chair; this was seconded by Councillor Ramsay

**RESOLVED:** All Councillors voted in favour

## 2. APOLOGIES

2.1 received by Cllrs ward, Cllr Poole, Cllr Sonko, Cllr Osmond, RFO Ball

## 3. ELECTION OF VICE CHAIR

3.1 Councillor Rainey proposed that Councillor Wright be appointed vice chair; this was seconded by Councillor Kenney

**RESOLVED:** All Councillors voted in favour

Cllr Wright wished to make note of thanks to the outgoing Chair Cllr Tim Willis for his hard work and what he continues to do for the community.

## 4. SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE FOR NEWLY ELECTED COUNCILLORS

To consider and resolve that all newly elected or co-opted councillors shall sign their Declaration of Acceptance of Office at or before their first meeting in accordance with statutory requirements, and that the Parish Clerk shall countersign and retain the completed declarations in the council's records

**RESOLVED:** All Councillors present signed acceptance of office that was witnessed, countersigned and collated by the Clerk

## 5. DECLARATIONS OF INTERESTS

5.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests and declare for each item.

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

5.3 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.

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

RESOLVED: None declared; Cllrs were reminded to declare if anything cropped up throughout the meeting.

## 6. BOROUGH COUNCILLOR

6.1 Rugby Bikefest in town on Sunday. A big event each year. Also to keep up to date on events happening in and around the town I'd recommend following the Rugby Town page, link below, which is run by Rugby Borough

Council. <https://www.facebook.com/share/1DaUHpKLDn/?mibextid=wwXlfr>

## 7. COUNTY COUNCILLOR 7.1 None received

- **The meeting will be adjourned for Public Question Time**
- Brook street continues to need maintenance with residents requesting the following actions
  - o Railings to be painted
  - o Weeds to be removed
  - o Vehicles parking haphazardly with tow bars obstructing pavements and dropped kerbs
  - o Pavements are not level
- A local resident advised that they would be interested in applying for Co-option; the Clerk took details to contact and agreed this would be on the June 2026 agenda

## 8. STANDING ORDERS

8.1 To discuss/RESOLVE to approve Standing Orders-

Councillor Wright proposed that the standing orders be noted and accepted; this was seconded by Councillor Rainey

**RESOLVED:** All Councillors voted in favour

## **9. POLICIES AND PROCEDURES**

9.1 Review of the council's policies, procedures and practices (Policy Schedule Attached).

Councillor Rainey proposed that the current policies and procedures be noted and accepted; this was seconded by Councillor Wright

**RESOLVED:** All Councillors voted in favour

## **10. CODE OF CONDUCT**

10.1 To note continued adherence to the Code

Councillor Wright proposed that the policies and procedures be noted and accepted; this was seconded by Councillor Kenney

**RESOLVED:** All Councillors voted in favour

## **11. FINANCIAL REGULATIONS**

11.1 To note and to consider reviewing

Councillor Wright proposed that the policies and procedures be noted and accepted; this was seconded by Councillor Ramsay

**RESOLVED:** All Councillors voted in favour

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

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

Councillor Wright proposed that this agenda item be deferred; this was seconded by Councillor Ramsay

**NOT RESOLVED:** All Councillors voted in favour to DEFER to a future meeting

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

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

**NOT RESOLVED:** All Councillors voted in favour to DEFER to a future meeting further to an internal review regarding apologies, number of residents present and to add the year 2026.

Proposed by Councillor Wright; Seconded by Councillor Ramsay.

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

**NOT RESOLVED:** Three Councillors voted in favour to DEFER to a future meeting; Two councillors abstained.

Proposed by Councillor Wright; Seconded by Councillor Kenney.

## **14. FINANCE**

14.1 To ratify payments made in April 2026

14.2 Accounts for Payment (two councillors to authorise)

- 14.3 To confirm payment of Officers and Councillors expenses.
- 14.4 To confirm receipt of payments received.
- 14.5 To approve monthly bank reconciliation statement
- 14.6 To consider any grant applications and make appropriate decision.
- 14.7 To confirm the appointment of an internal auditor for 2024-25 and 2025-26
- 14.8 To agree councillor from the working group to carry out monthly internal financial control check

**NOT RESOLVED:** Councillors voted in favour to DEFER to a future meeting; however, recognised that 14.7 should be addressed ASAP despite not having been given the documents required from RFO as an example of the new auditor's work. This has been requested.

Proposed by Councillor Rainey; Seconded by Councillor Wright.

## **15. INSURANCE**

15.1 To confirm arrangements for insurance cover are in place in respect of all insurable risks .  
The Clerk confirmed that insurance has been renewed and actioned by the RFO via Clear Council insurance. It is still unclear as to whether the cemetery is covered in this. PC requested Clerk to chase with burial board Clerk.

**UNRESOLVED:** Councillors to be sent the updated policy

Proposed by Councillor Wright; Seconded by Councillor Taylor

## **16. ASSET REGISTER**

16.1 Review of asset register – it was noted that this is to be established and updated. The following flags have been confirmed to be added

Union Jack- Currently flying

Union Jack- OK Condition

Union Jack- Faded/ worn

St George- OK condition

VE Day 85 years- OK condition

## **17. PLANNING MATTERS**

17.1 Borough Council Decisions Application Type: None received

17.2 Appeals: None received

## **18. COMMITTEES AND MEMBERSHIP**

18.1 To discuss/RESOLVE which Councillors are on Committees and receive applications from new members

**UNRESOLVED:** Chair to recirculate current list

## **19. WORKING GROUPS AND MEMBERSHIP**

19.1 To discuss/RESOLVE which Councillors are on Working Groups and receive applications from new members

**UNRESOLVED:** Chair to recirculate current list

## **20. REPRESENTATIONS ON OUTSIDE BODIES**

20.1 To receive update on which Councillors are representations on outside bodies

Burial Board- after a discussion between Councillors it was agreed that Councillor Kenney be appointed to the Burial board to represent Wolston PC following Councillor Milnes resignation.

**RESOLVED:** Proposed by Councillor Wright; Seconded by Councillor Ramsay. All councillors voted in favour.

## **21. EVENTS PLANNING**

21.1 To receive update

Christmas market and light switch on have been booked via CJ events for Saturday 21<sup>st</sup> November. Councillor Kenney is keen to get the Christmas planning team set up and start costing the event and providing preliminary reports.

The Clerk is to book the village hall and enquire about road closures.

## **22. COMMUNICATION**

22.1 To receive update- Cllr Rainey requested that email etiquette is observed and that FYI be CC'd to councillors/ officers rather than to so that it is clear when and who a response is required from.

## **23. TO RECEIVE CLERK'S REPORT**

23.1 To include correspondence list- see attached appendix 2

## **24. TO RECEIVE REPORT OF PARISH COUNCILLORS**

24.1 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.

**RESOLVED:** An extraordinary meeting is required urgently to resolve the situation staff wise. The pedestrian access into the village from allotment drive requires addressing and Cllr Wright requests that a letter be sent to Cllr Fogarty in respect of if this.

**25. DATE OF NEXT MEETING** – 4<sup>th</sup> June 2026, 7.15pm at Wolston and Brandon Village Hall

## **26. CLOSE OF MEETING**

**The meeting closed at 21:30**