WOLSTON PARISH COUNCIL
DRAFT MINUTES OF THE PARISH COUNCIL MEETING
Held at Wolston and Brandon Village Hall
On 4th June 2026
Commencing at 19:15

Present
Cllr Rainey (Chair), Cllr Wright (Vice Chair), Cllr Ramsay, Cllr Osmond, Cllr Taylor, Cllr Kenney, Cllr Fernandez

In attendance
Clare Malyon, Clerk, Tracie Ball, Responsible Financial Officer (RFO)
Borough Cllr Ward, Cllr Willis, Cllr Poole
Members of the public: 4

27. Apologies for Absence
Apologies for absence were received from County Cllr Sonko
Resolved: To approve the apologies for absence.

28. Declarations of Interests
No Declarations of Interests were declared

28.1 Register of Interests
Members were reminded of the need to keep their Register of Interests up to date.

28.2 Disclosable Pecuniary Interests
Cllr Ramsay declared a Disclosable Pecuniary Interest in Items pertaining allotments by reason of his wife maintaining one.

28.3 Other Disclosable Interests
No Other Disclosable Interests were declared

28.4 Requests for Dispensation
No requests for dispensation were received.

29. Borough Councillor's Report
The report of the Borough Councillor was received.
Councillors discussed planning regulations and agreed that relevant parties should keep each other updated so the council can receive the information it needs at an appropriate level. Concerns were raised about planning appeals potentially going directly to the Secretary of State rather than the Planning Inspectorate, with members noting concerns about the impact on local democracy. The Rugby Festival, running from 20 June to 5 July, was highlighted, with residents encouraged to follow the Rugby Town Facebook page for details. The Our Jay Festival on 27 June was also recommended as a family-friendly event with live music and activities.

A parking issue on Main Street was raised after residents complained about vehicles left for several weeks, including some linked to a former parish councillor. The Cllr confirmed the vehicles are taxed and MOT compliant, so it cannot act. Councillors suggested a collaborative approach with the owners, and it was noted that they have been made aware via a friendly chat with the Clerk and intend to move the vehicles. Concerns were also raised about pedestrian access from the Spitfire development into the village, particularly vehicles blocking access on Stratton Road and creating safety risks for children. This has been referred to relevant county officers, with further follow-up suggested, including possible input from disability access groups.

Resolved: That the report be noted.

30. County Councillor's Report

The report of the County Councillor was not received due to apologies given; however, a brief below had been sent by Councillor Sonko.

The verge outside Bill's Deli was discussed, as tractors continue to damage the grass. Options such as grass grid were considered expensive, and councillors agreed residents should be consulted before deciding on a preferred solution. Updates were also given that gullies will receive a one-off clean, damaged grass at the Coalpit Lane junction will be reviewed, the zebra crossing will be repainted, and a Main Street survey has been approved through delegated budget. Councillors agreed residents should be surveyed about parking and verge issues before further action is taken.

RESOLVED: That the minute be noted.

Public Question Time

The meeting was adjourned for public question time.

A resident raised concerns regarding:

- a pathway that is supposed to join Allotment drive to the centre of the village is still outstanding,
- street lighting remaining on continuously;
- the future arrangements for the two parish defibrillators.

In response, the Chair advised that:

- the pathway / open spaces matter would not be determined at this meeting and should be brought back as a future Open Spaces agenda item supported by a report;
- the matter of the defibrillators was included elsewhere on the agenda and would be considered later in the meeting;
- the street lighting contractor had gone into administration, and the Council was seeking to progress repairs, with several faults still outstanding.

A question was also raised as to whether the meeting was being recorded, and it was confirmed that it was.

The public question time was then closed and the meeting reconvened.

31. Co-option - An Opportunity for Residents to Request Co-option onto the Parish Council to Replace Vacant Seats

The Council considered applications for co-option to fill vacant seat(s) on the Parish Council.

One candidate addressed the Council and outlined their background, including long residence in the village, public sector experience, and professional experience in engineering, contract management, compliance, procurement and project management.
Members asked questions of the candidate.
It was proposed by Cllr Ramsay and seconded by Cllr Osmond that Mr Sean McCabrey be co-opted onto Wolston Parish Council.
Resolved: That Sean McCabrey be co-opted onto Wolston Parish Council followed by a unanimous vote.
The Chair noted that the necessary documentation, including the Declaration of Acceptance of Office and associated forms, was completed and witnessed by the Clerk

32. Minutes of the Previous Meetings

32.1 To approve the Minutes of the meeting held on 29 May 2025

The Council considered the draft minutes of the meeting held on 29 May 2025.
Members raised concerns regarding the completeness of the draft minutes and whether sufficient supporting information was available for approval in their current form. It was noted that additional notes were held which could assist in preparing a revised draft.
RESOLVED: That approval of the minutes of 29 May 2025 be deferred to a future meeting, and that a revised draft be prepared using the available notes and records.
Proposed by Councillor Wright, Seconded by Councillor Fernandez followed by a unanimous vote.

32.2 To approve the Minutes of the meeting held on 2 April 2026

The Council considered the draft minutes of the meeting held on 2 April 2026.
RESOLVED: That the minutes of the meeting held on 2 April 2026 be approved as a correct record.
Proposed by Councillor Wright, Seconded by Councillor Osmond followed by a unanimous vote. Minus abstentions from members who were not present at the meeting

32.3 To approve the Minutes of the meeting held on 12 May 2026

The Council considered the draft minutes of the meeting held on 12 May 2026.
RESOLVED: That the minutes of the meeting held on 12 May 2026 be deferred.

33. Finance

33.1 To approve accounts for payment

The Council considered the schedule of accounts for payment presented by the Responsible Financial Officer.
A number of payments were presented for approval. It was also reported that three invoices should be held over pending further clarification, including invoices relating to parish bins and Vision ICT services.
There was discussion regarding financial information expected from the junior football club in connection with Council support.

Resolved: That the first five payments on the schedule be approved for payment.
Resolved: That the remaining three invoices be deferred pending clarification.
Action: The RFO to seek updated financial / supporting information from the junior football club as appropriate.
Clerk note: Insert the approved payments schedule or cross-reference the finance sheet if normally appended to the minutes.

33.2 To confirm payment of Officers' and Councillors' Expenses

The Council considered payment of officers' and councillors' expenses.
The following were reported:

- staff costs totalling GBP 4,422.42;
- RFO expenses totalling GBP 253.93.

A councillor expenses claim was also referenced. It was noted that the Council should first adopt a formal policy / framework in relation to councillor expenses.
Resolved: That staff costs of GBP 4,422.42 be approved.
Resolved: That RFO expenses of GBP 253.93 be approved.
Resolved: That consideration of councillor expenses be deferred pending the adoption of an appropriate policy.
Action: Draft expenses policies for staff and councillors to be brought forward to a future meeting.

33.3 To note payments received

It was reported that no payments had been received other than the precept already received.
Resolved: That the update be noted.

33.4 To consider any grant applications and make appropriate decision

No grant applications had been received for consideration.
Resolved: That the update be noted.

33.5 To approve the proposed internal auditor for 2024-25 and 2025-26

The Clerk reported on contact with the proposed internal auditor and confirmed the working arrangements.
Resolved: That the proposed internal auditor for 2024-25 and 2025-26 be approved.

33.6 To confirm the selected person to post

Resolved: Helen Du Bois has been instructed and work has started

33.7 Update regarding the 2024-25 AGAR

An update was received regarding the 2024-25 AGAR.
It was indicated that further work was required and that a meeting involving the Chair, Vice-Chair, RFO and Clerk would be helpful in order to prepare a report on the Council's position.
RESOLVED: That the update be noted.
Action: Chair, Vice-Chair, RFO and Clerk to meet regarding the AGAR position and reporting/ uploading figures that have been requested

RESOLVED: The meeting between the chair, vice chair, Clerk and RFO was proposed by Cllr Ramsay, seconded by Cllr Kenney and motion carried. 1 Cllr abstained; all other Cllrs voted in favour.

34. Insurance

The Council considered arrangements for insurance cover in respect of all insurable risks.

It was noted that the annual insurance cover formed part of the payments presented under Item 33.1.

RESOLVED: That the insurance arrangements be confirmed as in place.

35. Establishment of Human Resources Working Group and Adoption of Terms of Reference

The Council considered the establishment of a Human Resources Working Group to support the Council in its role as an employer.

Resolved:

1. To establish a Human Resources Working Group comprising a minimum of three councillors.
2. To appoint Cllrs Osmon, Fernandez and Ramsay to serve on the Working Group for 2026-27.
3. That the Working Group shall be advisory to Full Council.
4. To adopt the Terms of Reference for the Human Resources Working Group.

36. Asset Register

RESOLVED: The Council reviewed the Asset Register and agreed to use the one in place for AGAR and review after submission

37. Risk Assessment and Internal Control Policy

The Council considered the Risk Assessment for 2026-27 and the Internal Control Policy.

RESOLVED: To review and approve the Risk Assessment for 2026-27 and the Internal Control Policy.

38. Planning Matters

38.1 Borough Council Decisions

The following planning matter was noted:

Application Type: Tree works

Reference: R26/0410

Proposal: T1 Beech - Crown lift to 5m over road to prevent high sided vehicles hitting crown of tree

Location: St Margaret's Church, Main Street, Wolston, Coventry, CV8 3HJ

38.2 Appeals

No appeals were received.

RESOLVED: That the planning updates be noted.

39. Committees and Membership

The Council considered committee membership for 2026-27.
RESOLVED: That the following appointments be made as per appendix 1

40. Working Groups and Membership
The Council considered working group membership for 2026-27.
RESOLVED: That the following appointments be made as per appendix 1

41. Representations on Outside Bodies
RESOLVED: That the following appointments be noted as per appendix 1

42. Defibrillator Monthly Checks and Adoption of Defibrillator Policy
The Council considered the proposed Defibrillator Policy and arrangements for the inspection and recording of checks for council-owned defibrillators.
An invited speaker addressed the Council regarding community defibrillator provision, accessibility, registration on the emergency system, maintenance requirements, cabinet specification, battery protection and local guardian arrangements. Members were advised of the importance of ensuring that defibrillators remain emergency-ready, accessible to the public and properly checked and registered.
It was reported that support could be made available for the Council's defibrillators, including regular checking and emergency follow-up arrangements.
Members thanked the speaker for a clear and informative presentation.
There was clear support in principle for improving the current arrangements.
43. Events Planning
The Council received an update on events planning.
44. Communication
The Council received an update on communications.
45. To Receive Clerk's Report
The Clerk's report was received.
Resolved: That the report be noted. - see appendix 2
46. To Receive Report of Parish Councillors
The Council received reports from Parish Councillors on minor matters of information not included elsewhere on the agenda and items for future agendas.
Cllr Wright requested that the previous meetings minutes be scoured to ensure that deferred notice of motions were to be placed back on future agenda.
Cllr Wright requested that the PC send a letter to M Fogarty regarding the lane over the fosse where a biker recently lost his life and that a tribute/ memorial be put in place.
These were proposed by Cllr Wright, seconded by Cllr Ramsay. Motion carried: all Cllrs voted in favour

47. Date of Next Meeting

It was noted that the next meeting of the Parish Council would be held on 2 July 2026 at 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

Resolved: That, in accordance with Paragraph 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item owing to the confidential nature of the business to be transacted and because the public interest would not be served in disclosing that information.

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

The Council reviewed the appointment of the Clerk, Proper Officer and Responsible Financial Officer, including the statutory responsibilities attached to each role and the current position of the Council and agreed to an extraordinary meeting as time allowed left for the meeting would not address issues sufficiently.

Resolved: [Outcome to be inserted.]

The meeting closed at: [time to confirm]

Signed: ....

Chair

Date: ....