

MINUTES OF THE MEETING OF WOLVEY PARISH COUNCIL HELD IN WOLVEY BAPTIST CHAPEL ON MONDAY 15 OCTOBER 2018 at 7.30pm

Present: Councillor Warwick (Chairman); Councillors Delargey, Guraya and Hawkins

In Attendance: John Hardman (Chairman of Wolvey Environment Committee)
Andrew Edwards – Executive Head Teacher (Wolvey School)
Sharon Tunnicliffe – Head (Wolvey School)
4 members of the public

Apologies: Councillor Hawcutt and Borough Councillor Chris Pacey-Day

82/18 Chairman's Welcome

The Chairman welcomed all those present to the meeting.

83/18 Declarations of Interest and Grant of Dispensation

The following Declarations of Interest were recorded:

Councillor Warwick declared an interest in Wolvey Baptist Chapel and in any matter by reason of him being a Member of Warwickshire County Council.

Councillor Hawkins declared an interest in any matter relating to Wolvey Playing Field.

Councillors Delargey, Guraya, Hawkins and Warwick declared a general interest in planning application no. R18/0135 (Brackenside, Hinckley Road, Wolvey) by reason that the applicant was a member of Neighbourhood Plan Advisory Committee (NPAC).

84/18 Minutes of the meetings held on 17 September 2018

RESOLVED that the minutes of the meeting held on 17 September 2018 be confirmed and signed by the Chairman as a correct record.

85/18 Parishioners' Time

The following issues were raised:

- (a) The hedge along the footpath in Leicester Road outside Galliford Try was overgrown and required cutting back.
- (b) A local resident had applied to Rugby Borough Council to rent one of the garages in Pipers End back in May but had not heard anything from the Council. The Clerk would ask Borough Councillor Pacey-Day to look into this.
- (c) The gullies in Leicester Road required clearing.

86/18 Joint Working with Wolvey C of E Primary School

The Chairman welcomed Andrew Edwards and Sharon Tunnicliffe from Wolvey C of E Primary School to the meeting. Both the parish council and the school

confirmed their desire to work closely together and welcomed the opportunity to build and develop links for joint working, especially with regard to community events. Events coming up included the WWI Commemoration Event in November and the Christmas Tree Lights Switch-on Event in December and Andrew confirmed that the school wished to be involved in both events.

With regard to the WWI Event, Andrew and Sharon were invited to join in the Parade on Sunday 11 November, together with the Chair of Governors and school children. Sharon asked if the parish council could assist with the purchase of craft materials for the school children to make displays for the WWI event. With regard to the Christmas Event, it was agreed that Andrew and Sharon would nominate a child from Wolvey to switch on the Christmas tree lights.

RESOLVED that

- (a) The sum of £30 be made available to Wolvey School for the purchase of craft materials from the WWI Commemoration Budget; and
- (b) Andrew and Sharon be thanked for attending the meeting.

87/18

Warwickshire County Council and Rugby Borough Council – Update

(a) Rugby Borough Council

Councillor Pacey-Day was not present at the meeting.

(b) Warwickshire County Council

County Councillor Warwick reported on the following:

- (i) Warwickshire County Council was promoting recycling of waste in an attempt to reduce the amount of recyclable waste disposed of in black bins.
- (ii) The theme of this year's Director of Public Health's Annual Report was "Eat, Sleep, Selfie, Repeat" which provided information on the impact of social media on young people in Warwickshire.
- (iii) West Mercia Police Authority had served notice to terminate its strategic alliance with Warwickshire Police Authority in 12 months time.
- (iv) The Fosse Division Meeting would be held on Thursday 18 October 2018 at Newton Village Hall between 7.00 – 9.00pm.

88/18

Wolvey Environment Committee – Update

John Hardman reported that Wolvey Environment Committee members had concluded their meetings with representatives from CAVA and were working on the proposed Trust's Constitution and operating procedures. WEC had requested a meeting with the parish council to discuss proposals.

It was suggested that a plan of the Wetland be drawn up and any significant assets be marked on it. Whilst it was envisaged that the Trust would manage the day to day operations at the site, any works to the significant assets identified on the plan would need the prior approval of the parish council.

Councillor Warwick suggested that MacNamara King Solicitors be instructed to act on behalf of the parish council and if required, WEC would appoint their own solicitor.

RESOLVED that

- (a) MacNamara King Solicitors be appointed by the parish council to draw up the Trust Deed; and
- (b) The parish council agrees to meet the reasonable costs of setting up a Trust.

89/18

Clerk's Report

The Clerk reported on the following matters:

- (a) The Mayor of Rugby had invited a representative from the parish council to attend the town Remembrance Sunday Service on 11 November 2018.
- (b) The Warwickshire and West Midlands Association of Local Councils (WALC) had announced a new grant fund for parish councils to apply for on behalf of community projects. The Clerk would send details of this to John Hardman.
- (c) The Society of Local Council Clerks (SLCC) had issued guidance to parish councils who were affected by the external auditor's failure to issue final reports on the Annual Governance and Accountability Return by the due date of 30 September 2018.
- (d) A local resident had requested that the hedge opposite 8 Hall Lane be cut back.

RESOLVED that

- (a) the report be noted; and
- (b) the hedge opposite 8 Hall Lane be referred to Councillor John Hawkins for consideration under the Village Maintenance Scheme.

90/18

Planning

- (a) The parish council considered the following planning applications:
 - (i) R18/1750 – Fouracres, Lutterworth Road, Wolvey - change of use of part of the storage building to virtual flight experience (Retrospective)

RESOLVED that the parish council supports above planning application.

- (ii) R18/0135 – Brackenside, Hinckley Road, Wolvey – alterations to existing front porch and construction of additional dropped kerb access.

RESOLVED that no comments be made.

(Councillors Delargey, Guraya, Hawkins and Warwick declared a general interest in the above planning application as the applicant was a member of the Neighbourhood Plan Advisory Committee (NPAC).

91/18

Financial Matters

The parish council considered the financial matters relating to the Parish Council.

RESOLVED that

- (a) the following payments be agreed:
 - (i) Clerk's salary, allowances and expenses (cheque no. 300600) - £710.41
 - (ii) WS Gardens Ltd – invoice no 7471 – cut back grass along footpath in Leicester Road between Mill Lane and Galliford Try (cheque no. 300601) - £210.00
 - (iii) WS Gardens Ltd - invoice no. 7509 - mow village grass (cheque no. 300602) - £216.00
 - (iv) HMRC – PAYE for Quarter 2 (July – Sept) (cheque no. 600603) - £88.43
 - (v) Wolvey Baptists – invoice no. 259 – room hire on 10.10.18 (cheque no. 600604) - £7.00
 - (vi) Kyle McDonald – Pavilion works to be funded from parish council's application from remaining Rural Development Fund Grant (cheque no. 300606) - £1,450
 - (vii) Kurt Russell Memorials Ltd – commemoration plaque for Wolvey Village Hall (cheque no. 300607) - £620.00
 - (viii) WS Gardens – invoice no. 7526 - clean bus shelters (cheque no. 300608) - £120.00
- (b) The invoice from the parish council's External Auditor, PKF Littlejohn LLP, be paid only when the final report relating to the Annual Governance and Accountability Return had been received.
- (c) The payment to Geoff Lewis for the reimbursement for the display boards for the sum of £423.00 (cheque no. 300599) be noted.
- (d) The following direct debits be noted:
 - (i) NEST Pension – October - £61.37
 - (ii) OPUS Energy – Street Lighting – 20 August – 18 September 2018 - £409.52
 - (iii) Unity Trust Bank – quarterly service charge - £18.00

- (e) The following financial reports for Quarter 2 (July – September 2018) be noted:
- (i) Cash Book – totalling £89,901.97 as at 30 September 2018
 - (ii) Bank Reconciliation totalling £89,901.97 as at 30 September 2018
 - (iii) Quarter 2 Budget Monitoring report.
- (f) The interim report from the External Auditor, PKF Littlejohn LLP, in respect of the parish council's Annual Governance & Accountability Return for the year ended 31 March 2018 was received. The parish council noted that the interim report indicated that there were no areas of concern.

92/18 Streetlight Renewal Programme 2017/18 – Update

The Chairman would contact Councillor Hawcutt for an update on the streetlight plan.

93/18 Community Grant Applications

The parish council considered five applications for a parish council grant for 2018/19. The sum of £3,500 had been allocated in the 2018/19 budget for grant applications and the amounts requested totalled £3,850.

RESOLVED that

- (a) the following grant applications be approved for the amounts listed below:

St John the Baptist Church, Wolvey - £2,600
 Wolvey Baptist Chapel - £650
 Wolvey Baby & Toddler Group - £150
 Wolvey 1st Brownies - £150
 Wolvey Youth Club - £275

- (b) the sum of £325 be vired from the Contingency Fund to meet the shortfall in the Grants Budget.

(Councillor Adrian Warwick declared an interest in Wolvey Baptist Chapel and took no part in the discussion or voting on this application)

94/18 Wolvey Playing Field Trust

Advice had been sought from the Warwickshire and West Midlands Association of Local Councils (WALC) regarding the operating of the Wolvey Playing Field Trust and the operation of its finances. The parish council could commission and reclaim the VAT in respect of any extension or significant development work, but this did not apply to the regular maintenance of property and equipment.

In addition, it was recommended that the Wolvey Playing Field Trust apply for a grant from the parish council in future, rather than receiving a direct budget.

RESOLVED that

- (a) the advice from WALC be noted and measures be introduced to comply with this advice;
- (b) the invoice from Farol Ltd for the total cost of £277.89 for the mower repair be agreed (cheque no. 300609); and
- (b) a cheque for the unspent amount remaining in the Wolvey Playing Field Trust budget for 2018/19 be paid directly to the Trust.

95/18 First World War Commemoration Event

The Chairman gave a summary of the programme of events proposed to commemorate the end of WWI. The Village Hall Commemorative plaque had been received and would be unveiled on 11 November by David Alford, the Royal British Legion representative.

It had been agreed to limit displays in the Village Hall to those relating to WWI. The parish council had been successful in its grant fund application for 4 seated silhouettes.

Councillor Warwick thanked everyone who had been involved in preparations for their hard work.

RESOLVED that approval be given for Councillors Delargey and Guraya, in consultation with the Clerk, to purchase refreshments for the Saturday event.

96/18 Annual Christmas Tree Switch-on Event

A meeting had been held on 11 October 2018 to discuss the annual Christmas Tree lights switch on event. Due to the success of last year's event, it had been agreed that the arrangements would be the same this year, with local groups and organisations having displays in the Village Hall.

This year's chosen charity was the Royal British Legion.

RESOLVED that the Clerk and Councillor Guraya purchase 150 presents for Santa to hand out to children at the Christmas event.

97/18 Neighbourhood Plan Advisory Committee (NPAC) – Update

Councillor Warwick reported that the Rugby Borough Council Local Plan was currently out for consultation which meant that progress with the Neighbourhood Plan would have to wait until the Local Plan had been adopted.

RESOLVED that the update be noted.

98/18 Date of next Meeting

The next meeting of the parish council would be held on Monday 19 November 2018 at 7.30pm in Wolvey Baptist Chapel.

The meeting closed at 8.25 p.m.