

MINUTES OF MEETING OF WOLVEY PARISH COUNCIL
IN WOLVEY BAPTIST CHAPEL SCHOOL ROOM
MONDAY 20th FEBRUARY, 2012 at 7.45pm

12.23 Present

Cllr Buswell (Chair)
 Cllrs Elliott, Hawkins, Slee, Kuncewicz & Orchard

M Cartwright (Clerk)

Apologies

Apologies were received from Cllr J Knight

In attendance

6 members of the public

12.24 Declaration of Interest on Items on the Agenda

Cllrs Hawkins & Elliott declared a prejudicial interest in the planning application at land south of the telephone exchange

12.25 Minutes of the meetings held on 16th January, 2012 and 13th February

RESOLVED: The minutes were confirmed and signed by the chair as a true record

12.26 To receive comment and information from members of the public and members with a prejudicial interest

There were no comments made

12.27 Police report

A report received from PCSP Bailie was received and noted by the council.

12.28 Clerk's Report

1. Letter received regarding streetlight o/s Beda House, Wolds Lane- still no more information about moving the light
2. £350 donations received for Jubilee celebrations
3. Contract signed with The Very Idea
4. Parish Council election will be on Thursday 3rd May
5. Electoral changes for Rugby received from Electoral Commission. Wolvey to be in the same ward as Shilton & Barnacle. Parish Council Elections will be held in 2012 and again in 2014 and every four years after 2014.
6. Minutes from 2006-2010 sent to be bound
7. Data projector ordered for Sixty Years of a Village at Play project

12.29. Planning

12.29.1 An **update** on previous Planning Applications was received and noted by the council:

R11/2231 6 HALL LANE, LE10 3LF- revised drawing submitted

R12/0025 LAND AT GYPSY LANE, WOLVEY, LE10 3HQ- pending

Comments sent under powers delegated to the Clerk were received and noted by the council:

12.29.2 R11/1296 FORMER DEPOT, COAL PIT LANE, WOLVEY, LE10 3HD
Demolition of existing buildings and the erection of a building for use as plant maintenance depot with offices and other associated works

Council is concerned that the size and scale of the development is inappropriate in the green belt. Also, concerned about impact on neighbours with regard to increased traffic, noise, light and hours of operation.

12.29.3 R11/2231 6 Hall Lane, Wolvey- no objections

The following **NEW** applications were considered:

Cllrs Hawkins & Elliott left the room

12.29.5 APP/E3715/A/12/2169184 Planning Inspectorate
LAND SOUTH OF TELEPHONE EXCHANGE, COVENTRY ROAD

RESOLVED: to send a letter of objection to the Planning Inspectorate

Cllrs Hawkins & Elliott returned to the meeting

12.29.6 R12/0160 WOLVERSHILL FARM, BAZZARD ROAD, WOLVEY, LE10 3LA
Retention of a mobile home for the use of an office, security and maintenance equipment store.

RESOLVED: The Council OBJECTS to this application

The council considers this would be inappropriate development in the green belt.

The council requests clarification of how many days “an odd day and night” means, in relation to living in the mobile home.

12.29.7 To consider comments for consultation on receiving planning applications by email.

12.30 Sixty Years of a Village at Play project

12.30.1 Council received an in-depth update on the project management from Mrs Barbara Jones. Report to be included in the file for LEADER.

12.30.2 Council received information about the purchase of a data projector, as specified in the application to LEADER. This has now been received and is available for use by the artists in the workshops, and also for the parish council at meetings.

12.30.3 The Clerk explained to the Council the management of the finances for LEADER and the need to get invoices paid and cleared at the bank before the end of the financial year. If this does not happen it is possible that funds will be lost.

12.30.4 The council considered delegating powers to the Clerk to arrange payments (as specified in the LEADER contract).

RESOLVED: Clerk delegated to arrange payment of invoices between meetings of the parish council, to comply with the agreement with LEADER and ensure payments are made before the end of the current financial year.

12.31 Jubilee celebrations

12.32.1 Council received an update on plans for the Queens Jubilee celebrations.

It is hoped that there will be an evening of local entertainment at the Playing Fields in addition to the procession & party planned in the afternoon. Cllr Slee to investigate sound equipment.

Donations have been received of £350 with a further £50 promised.

12.32.2 Council considered possible costs of the Jubilee:

- i. RESOLVED: Clerk to purchase 36 mugs with the Wolvey logo
- ii. Cllr Buswell to investigate the cost of medals as prizes
- ii. Council to consider the purchase of bunting at the next meeting.

12.32.3 Clerk has contacted the police about road closure for the procession. They are unable to offer any assistance. Highways has been contacted for advice on permission required. No response yet.

The Parish Council insurance will provide cover as long as the parish council takes responsibility for events and complies with certain conditions. To be discussed at a future meeting.

Clerk to investigate registration for a raffle and how to attain an events licence for music at the Playing Field.

12.32 Finance

12.32 The council considered the effectiveness of internal audit and systems of financial control. Cllrs Kuncewicz and Knight have checked the financial statements and documents.

RESOLVED: Council approved the effectiveness of the internal audit and system of financial controls.

12.32.2 The council considered a review of the Parish Council Financial Regulations.

A list of suggested amendments had been provided to members prior to the meeting

RESOLVED: To approve the suggested amendments and adopt the amended financial regulations.

To receive information about payments made under powers delegated to the Clerk:

12.32.3 cheque no. 100553M Cartwright (salary, allowances & expenses):

12.32.4 cheque no. 100554 Eon UK (streetlight repair A15): £46.80

12.32.5 cheque no. 100555 SLCC (annual renewal fee): £137

Sixty Years of a Village at Play (as specified in LEADER contract)

12.32.6 cheque no. 400001 Barbara Jones: £235

12.32.7 cheque no. 400002 Louise Bardgett: £110

12.32.8 cheque no. 400003 Anna Ryder: £110

12.32.9 cheque no. 400004 Matt Shaw: £110

12.32.10 cheque no.400005 Wolvey Baptist Chapel: £16 (hire of room)

To receive information about funds received:

12.32.11 £350 donations for Jubilee

12.32.12 £3000 from Warwickshire County Council for LEADER

12.32.14 £3000 has been transferred from the Parish Council current account to the No 2 account for the Sixty Years of a Village at Play project

Council considered approval of payments:

12.32.14 cheque no. 100556 M Cartwright (stamps): £9.84

12.32.15 cheque no. 100557 Eon UK (streetlight repair): £56.40

12.32.16 cheque no. 100558 WALC (training): £78

12.32.17 cheque no. 100559 Wolvey Baptist Chapel (room hire): £8.00

Sixty Years of a Village at Play (as specified in LEADER contract)

12.32.18 cheque no.400006 M Cartwright (reimbursement for purchase of data projector): £487.19

Proposed: Cllr Kuncewicz

Seconded: Cllr Buswell

RESOLVED: Payments approved and cheques signed

12.32 Council considered a review of the Parish Council Risk Assessment and risk management policies.

RESOLVED: No changes to the risk assessment and risk management policies.

21.34 Council considered a review of the Parish Council Asset register

It was noted that the number of streetlights should be 98.

The new data projector to be added to the asset register.

RESOLVED: To adopt the asset register with these two changes.

12.35 Council considered an update of the Website policy

A draft policy had been provided to members prior to the meeting.

Two minor changes were considered to the draft:

Policy no.5 should state "provide pages" to formal village groups

Management no.7 : This information should be reviewed and updated every three months *if necessary*. The Parish Clerk should be informed that this review has been carried out.

RESOLVED: To adopt the website policy with these two changes

12.36 Council considered an update of the Newsletter policy

A draft policy had been provided to members prior to the meeting.

Following discussion, IT WAS AGREED that Cllr Slee would rewrite some sections of the draft policy for consideration at the next meeting.

36.2 Council considered items for next newsletter. **RESOLVED:** Council approved the list provided by the Clerk.

12.37 Streetlighting

12.36.1 Council received new Eon annual maintenance charges from April 2012 and energy saving proposals from Eon. Council received information comparing the relative costs of maintenance provided by Eon and Warwickshire County Council.

The Council considered whether to change the maintenance contract to Warwickshire County Council.

RESOLVED: Clerk to write to Eon saying the council is considering moving its maintenance contract and asking if they could offer improved terms.

12.36.2 Council received and noted a reply from contractor regarding light o/s Beda House, Wolds Lane.

The contractor is waiting for a site meeting with Western Power Distribution to discuss the problem.

12.36.2 No reports of streetlight faults received.

12.38 Traffic calming

12.38.1 Council received an update regarding the bid to Warwickshire County Council for two vehicle activated signs.

WCC will provide two VAS if the Parish Council agree to maintain and renew these as necessary

RESOLVED: Clerk to arrange a meeting with an officer from WCC to discuss where the implications for such an agreement, and where these might be located.

12.38.2 Council received an update on Community Speed Watch
Clerk has issued 6 application forms but only one has been returned.
Clerk will contact the interested people again.

12.39 Council considered the QEII Fields in Trust Deeds of Dedication for

a) Old Cricket Field Wetland Reserve

b) Wolvey Playing Fields

Following discussion. IT WAS AGREED that Cllr Buswell would make enquiries with regard to the legal implications of such a contract.

12.40 To consider possible new equipment at Wolvey Playing Fields

40.1 Council received the results of survey about an outdoor gym.
20 replies have been received. All of these strangle agree or agree tat this equipment should be provided.

Following discussion, IT WAS RESOLVED that the Clerk would arrange companies to provide quotes and would investigate available funding

40.2 Council discussed a letter to the Playing Fields committee requesting a skate park. The Playing Fields committee has invited the young person who wrote the letter to attend their next meeting to discuss this.

40.3 Council received an update on grant applications for new equipment. The Clerk has sent an application for a grant of £4000 to Tesco charitable trust and will be sending a further grant application for £10,000 to Awards for All later this week. It is hoped that Rugby BC or Warwickshire County Council grants might be available for applications soon.

12.41 Environment

12.41.1 Council received an update from the Environment Group.

The annual litter pick has been arranged for April 14th

A request has been received for volunteers to take part in a hedgerow survey. Cllr Buswell to contact the Habitat Biodiversity audit team.

Council considered whether to apply for trees from the Woodland Trust. As there was nowhere these can be planted.

RESOLVED not to request any trees.

12.42 Council considered plans for Annual Parish Meeting to be held on April 25th 2012

RESOLVED: Clerk to write to village groups who receive grants to provide information for the meeting.

Jubilee celebrations & Sixty Years of a Village at Play presentations/displays

Possible information about Parish Council election

12.43 Council considered purchase of new lights and baubles for Christmas tree.

To be discussed at the next meeting

12.44 Publications and documents for consideration at meeting:

44.1 WALC Briefing Day at Myton School on Saturday 3rd March- Cllrs Buswell & Kuncewicz to attend

44.2 Allocation of accommodation- to be included in Cllrs correspondence folder

44.2 Imaging your past & present- to be included in Cllrs correspondence folder

44.4 The Governance Game - CAVA training course- to be included in Cllrs correspondence folder

44.5 Live & Local rural cinema- to be included in Cllrs correspondence folder

44.6 Village Hall request for support of £1100 match funding for grant application to refurbish toilets

RESOLVED: Council agrees to support this application

44.7 An invitation has been received from WCC Chairman for an “ At Home” reception on March 10th- Cllrs Buswell & Kuncewicz would like to attend.

44.8 Councillors surgery rota. Cllrs Buswell & Slee to attend on March 7th . Rota included in correspondence for members to complete for future months.

44.9 Lottery Awards application – no application to be made

12.45 Publications and documents for circulation to members

1. Imaging your Past & Present
2. Letter from JG Molloy re streetlight o/s Beda House, Wolds Lane
3. CPRE newsletter
4. Rugby Electoral changes
5. CPRE A guide to Neighbourhood Planning
6. WALC newsletter
7. Cyan teak commemorative benches
8. Information regarding upcoming Parish Council election
9. WALC briefing on Predetermination
10. WALC update
11. Live & Local cinema
12. NALC Briefing- Information Commissioners Office guidance on information held in private email accounts
13. Neighbourhood Plan, Orders and Community Right to Build consultation

12.46 Minor matters for discussion and items for next Meeting:

1. Equal Opportunities Policy – a draft has been included in the correspondence folder for consideration at next meeting
2. Ongoing engagement with young people (after Sixty Years of a Village at Play project ends). To be discussed at next meeting
3. New page on the website providing an explanation of the Parish Council’s role
4. IT WAS AGREED that the Clerk should engage someone to assist with improvement of computer speed and organization
5. IT WAS AGREED that a letter be sent to the bank requesting a standing order to pay Clerks salary.

12.47 Date of Next Meeting:

Next meeting of the Council to be held on **Monday 19th March, 2012** in Wolvey Village Hall.

12. 48 The council considered exclusion of the public under Public Bodies (Amendment Act 1960, section 1) in view of confidential nature of business to be discussed

12.47.1 Clerks appraisal and salary

RESOLVED: To be considered at the beginning of next meeting

12.49 Clerks annual appraisal

RESOLVED: To be considered at the beginning of next meeting

12. 50 Closure of meeting

The meeting was closed at 10.25pm

Signed_____

Date_____