

**MINUTES OF THE ANNUAL MEETING OF WOLVEY PARISH COUNCIL**  
**IN WOLVEY VILLAGE HALL**  
**MONDAY 14<sup>th</sup> MAY, 2012 at 7.45pm**

**Present**

Cllr Hawkins (Chair)  
 Cllrs Slee, Kuncewicz & Orchard

M Cartwright (Clerk)

**In attendance**

3 members of the public

**12.98 Election of Chairman**

*In the absence of Cllr Buswell, Cllr Hawkins took the chair for the first item*

The Clerk informed the Council that Cllr Buswell has indicated that, although she is unable to attend this meeting she is prepared to remain as Chairman if the Council wishes to re-elect her.

Proposed by Cllr Slee that Cllr Orchard be elected as Chairman  
 Seconded by Cllr Hawkins.

The Clerk advised the Council that Cllr Orchard has received no training either as a Chairman of a Parish Council or even in the basics of the roles and responsibilities of a Parish Council.

Cllr Kuncewicz proposed that Cllr Buswell again be elected as Chairman.

**RESOLVED:** to elect Cllr Keith Orchard as Chairman of Wolvey Parish Council for the coming year

*Cllr Hawkins stood down and Cllr Orchard took the chair*

**12.99** Cllr Orchard signed the declaration of acceptance of office of Chairman

**12.100 Election of Vice- Chairman**

Following discussion. IT WAS AGREED to ask Cllr Buswell if she wished to be Vice – Chairman for the coming year.  
 Chair to speak to Cllr Buswell

12.101 Cllrs Orchard, Kuncewicz, Hawkins & Slee signed the Declaration of acceptance of office and agreement to abide by the Local Authorities (Model Code of Conduct) Order 2007.

This was witnessed and signed by the Clerk.

Clerk to contact Cllr Buswell to witness her declaration of acceptance of office prior to the next meeting.

**12 102 The Council received an update from the Clerk on the new Standards framework.**

It was explained that the 2007 Code of Conduct is currently still in place but that a new Code will be implemented shortly and is expected to include a requirement to declare pecuniary and non-pecuniary interests. Expected changes should be

implemented by July 2012. Further information will be provided when final advice and arrangements are received from NALC.

### **12.102 Minutes of the meeting held on 19<sup>th</sup> March, 2012**

As Item 12.75 was conducted after exclusion of the public to discuss a matter of a confidential nature, the Clerk advised the Council that discussion of the Minutes should also be discussed without members of the public present.

**RESOLVED:** To exclude the public under Public Bodies (Amendment Act 1960, section 1) in view of confidential nature of business to be discussed

*Members of the public left the room*

Following discussion, **IT WAS RESOLVED** that the following amendment should be made to Item 12.75

“Item 12.75 is incorrect and is amended as follows:

*The Clerk was not present for this item.*

*No written record was made of either the discussion or any vote.*

**RESOLVED:** The Clerks hours to be increased to 12 hours per week provided certain conditions are met”

Following discussion, **IT WAS RESOLVED** to approve the Minutes for the meeting held on 19th March with the above amendment.

***The Clerk advised the Council that it cannot unilaterally change the terms & conditions of the Clerks contract of employment, therefore the Resolution in Item 12.75 is invalid.***

The Clerk, therefore, remains on her original contracted hours until this can be discussed and agreed at a future date.

### **12.103 Minutes of the meeting held on 16<sup>th</sup> April, 2012**

The end of year bank reconciliation was appended to the Minutes

**RESOLVED:** To confirm and sign the Minutes as a true record.

*Members of the public re-entered the room*

### **12.105 Apologies for absence**

Apologies received from Cllr Buswell.

Also, apologies received from County Councillor Morris-Jones and Borough Councillor Pacey-Day.

### **12.106 Declarations of interest on items on the agenda**

None

### **12.107 To consider a review of the terms of reference for Parish Council working parties:**

- a) Environmental Working Party
- b) Jubilee organizing group
- c) Parish Plan / Neighbourhood Plan

The Clerk read out the terms of reference for working parties in the Parish Council Standing Orders. It was emphasized that working parties have no authority to make any decisions. They can discuss and advise but all decisions must be made by the Parish Council.

There has been some misunderstanding with regard to funds raised by a group of residents. Some of these are also members of the Environment group and some of these funds have been donated to WEG projects. All expenditure has been brought to the Parish Council for approval. Following discussion, IT WAS AGREED that any future funding raised for the environment group should be accompanied by a written record.

**RESOLVED:** terms of reference for working parties should remain unchanged.

**12.108 To review the Parish Council standing orders and consider any changes**

**RESOLVED:** no change at the present time. A review may be needed after the new code of conduct is in place.

**12.109 To consider the repeal of the Power of Well-being and the new General Power of Competence**

Clerk explained the repeal of the Power of Well-being and the rules to apply for the new General Power of Competence. In order for the Parish Council to apply it is necessary for the Clerk to be qualified in this power. Councillors are not required to attend training.

**RESOLVED:** Clerk to attend training for the General Power of Competence so the Parish Council can apply for this power.

**12.110 Insurance Review**

110.1 **RESOLVED:** to renew the insurance with Came & Company

110.2 **RESOLVED:** no additions/amendments to be made to the insurance

**12.111 RESOLVED:** To renew the Council's membership of WALC

**12.112 To consider the proposed schedule of Meetings for 2012-13**

The council considered the dates of meetings for the period June 2012 – May 2013. A draft schedule had been sent to members prior to the meeting.

**IT WAS RESOLVED** that no dates would be scheduled for meetings in August or December. It may still be necessary to arrange planning meetings for these months if urgent planning applications are received.

There was some discussion regarding the date of the meeting in September. If the meeting is held on the usual 3<sup>rd</sup> Monday (ie 17<sup>th</sup> September) the Clerk is not available and Council will need to arrange for someone to take the Minutes. The 10<sup>th</sup> September would clash with the meeting of the Playing Fields Committee. The Clerk advised that it is not appropriate that dates for Parish Council meetings should be determined with reference to meetings of other village groups. The Clerk also reminded members that they have a duty to attend Parish Council meetings.

No date was agreed for September.

**RESOLVED:** the dates for the remaining meetings to be according to the draft schedule.

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

The footpaths on Leicester Road and Fernhill Way have been marked ready for slurry seal. A resident asked if the council had been notified when this would happen and suggested Highways should remove weeds prior to the slurry seal.

**12.114 Police report**

A report from PCSO Bailie-Crabtree was received and noted by the Council.

IT WAS AGREED that the Clerk should again send a Freedom of Information request to find out what crimes had occurred and how many have been solved since the last request for information.

**12.115 Clerk's Report**

1. An application has been sent for funds from the Rugby Parish Capital Spending Fund to purchase for new equipment at the Playing Fields
2. An application has been sent for funding from the Rugby Rural development Fund to purchase CCTV
3. An application for £4000 grant from Tesco charitable Trust has been refused.
4. County Highways has agreed to repaint the mini-roundabouts in the Square.
5. All the jubilee mugs have been sold and a second order of 36 mugs is on sale in the village shop
6. Following last week's election there is a new Borough Councillor for the Wolvey & Shilton ward- Cllr C Pacey-Day

**12.116 Planning**

116.1 The council received an **update** on previous Planning Applications R11/1296 FORMER DEPOT, COAL PIT LANE, WOLVEY, LE10 3HD - approved

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

R11/0071 MAKINS FISHERY, BRAMCOTE LANE, WOLVEY, CV11 6QJ- pending

R12/0714 GROVE FARM, WOLDS LANE, Wolvey, LE10 3LL  
Variation of condition 2 of planning permission Ref R10/0928 granted 22<sup>nd</sup> Sept 2010  
- pending

There were no NEW applications:

**12.117 Finance**

117.1 The report from the Internal Auditor was received and noted by the council  
IT WAS RESOLVED to implement the recommendations made by the internal auditor

The council received notice of the following income received:

117.2 Warwickshire County Council (for LEADER) : £3539.79

117.3 Donations for Jubilee: £920- total donations received is £1978

117.4 Sale of Jubilee mugs: £185

The council received notice of the following payments made under powers delegated to the Clerk:

117.5 M Cartwright: (materials for Sixty years of a Village at Play):£231.69

117.6 Getmapping (digital mapping):£48.00

117.7 Hampshire Flag (bunting):£363.00

117.8 Rugby Borough Council (Temporary event notice):£21.00

117.9 UK Servers (website upgrade): £24.00

To consider approval of the following payments:

- 117.10 M Cartwright( salary, allowances & expenses): £515.73
- 117.11 W S Gardens( grass cutting): £ 384
- 117.12 Broker Network Ltd (insurance): £577.59
- 117.13 Audit & Consultancy Services Ltd( internal audit): £210
- 117.14 Navigus Planning Ltd (planning journal): £50
- 117.15 WALC (annual membership): £428
- 117.16 KD Butler (jubilee mugs):£100
- 117.17 Wolvey Baptist Chapel (hire of room):£8.00

Sixty years of a Village at Play

- 117.18 WPFT (hire of room):£45
- 117.19 Barbara Jones (artists fee):£315
- 117.20 Louise Bardgett (artists fee):£420.00
- 117.21 Matthew Shaw (artists fee):£245.00
- 117.22 Rowdy Music (artists fee):£135.00

Proposed: Cllr Slee

Seconded: Cllr Orchard

**RESOLVED:** to approve payments.

Cheques signed and counterfoils and invoices initialled.

#### **12.118 The council considered plans for the Jubilee celebrations on 4<sup>th</sup> June, 2012**

An update on plans for the Jubilee celebrations was provided by Cllr Orchard.

Risk assessments have been finalised.

Clerk to confirm insurance arrangements

Clerk to send a press release

There is a problem with the provision of suitable sound equipment for one of the bands for the evening musical entertainment.

Negotiations are taking place to reduce the cost of the children's rides.

#### **12.119 The council received an update on the Sixty years of a Village at Play project from Barbara Jones.**

Publicity flyers have been sent out (1000 printed and most distributed)

The young people are keen to continue the Jammin sessions. Cllr Kuncewicz to follow this up.

After the June exhibition and play event the artists will produce a book about the project.

LEADER would like to hold its AGM in Wolvey. Clerk has provided contact details for the Village Hall and the school as possible venues.

#### **12.120 The council considered signing the Fields in Trust Deed of Dedication for the Old Cricket Field Wetland.**

**RESOLVED:** Cllr Hawkins signed the deed. Clerk to ask Cllr Buswell to be the second signatory.

Wolvey Playing Fields needs to register the land with the land registry before a deed can be finalised.

**RESOLVED:** Cllr Hawkins to investigate if the original deeds are held at the WPFT original solicitors.

#### **12.121 Update on the installation of vehicle activate signs and the possible purchase of mobile signs**

**RESOLVED:** to consider this at the next meeting

**12.122 The council received an update on recent streetlight survey and testing**  
**RESOLVED:** to order replacement steel columns for streetlights D6 (Fernhill Way) and D5 (Orchard Close) with the existing lanterns being reinstalled. Also the column D7 (Church Close) should be replaced and a 45W Cosmopolis lantern installed.

**12.123 The council considered the purchase of a new litter bin on corner of Temple Hill/ Leicester Road**

**RESOLVED:** to order a replacement green bin to be supplied and installed by Rugby BC at a cost of £196.88

**12.124 The council considered the content of the next newsletter**

IT WAS AGREED to make this a Jubilee commemorative issue

### **12.125 Environment**

125.1 The council received an update from Cllr Slee.

More information about wildlife sightings has been put onto the website. The group attended the Burbage Countryside event and the display was well received. BBC's Countryfile may be interested in filming the water voles at the Wetland. Clerk is waiting for confirmation.

125.2 The council considered making an application to Rugby in Bloom

**RESOLVED:** Clerk to send the application for the Square

### **12.126 Publications and documents for consideration at meeting**

None

### **12.1267 Publications and documents for circulation to members**

1. Clerks & Councils Direct
2. Illustrative text for code dealing with the conduct expected of members and co-opted members
3. Members conduct and registration and disclosure of interests
4. Fosse Locality Plan
5. WALC newsletter
6. Came & Company Parish Matters newsletter

### **12.128 Minor matters for discussion and items for next Meeting**

1. An email has been received from someone who would like to do odd-jobs
2. Next agenda needs to be posted on June 5<sup>th</sup>. As this is a holiday the Clerk will take this as time off in lieu on Thursday 7<sup>th</sup> June.

### **12.129 Date of Next Meeting:**

Next meeting of the Council to be held on **Monday 11<sup>th</sup> June, 2012** in Wolvey Village Hall.

### **12.130 Closure of Meeting**

The meeting was closed at 10.10pm