

MINUTES OF THE ANNUAL MEETING OF WOLVEY PARISH COUNCIL
IN WOLVEY BAPTIST CHAPEL
MONDAY 20TH MAY 2013 at 7.45pm

13.98 Election of Chairman

Proposed by Councillor Buswell to nominate Councillor Orchard to be elected as Chairman for the year 2013-14

Seconded by Councillor Dixon

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

13.99 Chairman to sign Declaration of acceptance of office

Councillor Orchard signed the declaration of acceptance of office of Chairman

13.100 Election of Vice- Chairman

Proposed by Councillor Kuncewicz that Councillor Buswell be elected Vice- Chairman for the year 2013-14

Seconded by Councillor Nixon

RESOLVED: Councillor Buswell elected to be Vice-Chairman for the coming year.

13.101 Apologies for absence

Apologies received from County Councillor Morris-Jones

Present

Cllr Orchard (Chair)

Cllrs Buswell, Kuncewicz, Nixon & Dixon

M Cartwright (Clerk)

In attendance

Borough Councillor Pacey-Day & 2 members of the public

13.102 Declaration of Interest and dispensations

None

13.103 Minutes of the meeting held on 15th April 2013 and 9th May 2013

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

13.104 The Council considered a review of the Parish Council standing orders, financial regulations and Code of Conduct

(i) Standing Orders- a draft of suggested amendments to the Standing Orders had been sent to members prior to the meeting. Following discussion regarding the Standing Orders in relation to the Code of Conduct

IT WAS RESOLVED to adopt the amended Standing Orders.

IT WAS AGREED that some further minor amendments are needed to update the Standing Orders to changes in Parish Council policy. Councillor Dixon to look at the changes needed.

(ii) Financial regulations: The Council considered a review of its Financial Regulations. IT WAS AGREED to publish a list of all purchases over £500 on the website. Clerk to add this to the Financial Regulations.

RESOLVED: to adopt the Financial regulations for Wolvey Parish Council

(ii) Code of Conduct- the Council reviewed the Code of Conduct for Wolvey Parish Council

RESOLVED to adopt the Code of Conduct
Members signed to accept the Code of Conduct

13.105 The Council considered a review of Parish Council Policies and the introduction of any new Policies

Prior to the meeting, members had received a list of recommended new policies that the Council might consider adopting. It was suggested that these should be considered at a rate of one per month:

Child Protection/Safeguarding
Disciplinary & Grievance
Health & Safety
Lone Working
Reimbursement of expenses
Data protection
Press, Media & Communications
Retention of Documents

Policies should then be reviewed annually

RESOLVED: to approve this strategy. Clerk to work with Councillor Dixon to action this.

105.1 The Council considered the new grant application form .

It was felt that the form should contain a tick list of policies and documents that organizations might have in place, and that the Council might require before a decision is made on a grant.

RESOLVED: to approve the grant application form

Clerk to send the form to local organizations with a copy of the grants policy
Grants policy and application form to be put onto the website

13.106 The Council considered the schedule of Meetings for 2013-14

A draft schedule of dates of meetings for period June 2013 - May 2014 had been sent to members prior to the meeting. IT WAS AGREED to not have a meeting in August

RESOLVED to approve the dates for meetings 2013-14

13.107 The Council considered a review of the Parish Council insurance

Quotes have been obtained from Zurich Insurance and Came and Company

RESOLVED: to renew the policy with Came and Company on a 3 year agreement at a cost of £593.43

13.108 Comment and information from members of the public

(i) There is an open manhole near the south gate to the Wetland which has been left like this for weeks. This was opened up to investigate a blockage at Gallifords but the manhole now needs to be lifted. Mr Alford has spoken to Severn Trent and has reference numbers for his complaint.

Clerk to contact Severn Trent and County Highways Department.

(ii) There are a number of potholes on Leicester Road and holes where old cat's eyes have been removed.

Clerk to report to County Highways Department and send pictures that Mr Alford will provide.

(iii) The bridge on footpath R12 has been closed. Concern expressed on how long this closure will be in place. Request for the Parish Council to ask if the bridge can be reopened for the use of pedestrians.

13.109 The Council received the following Clerk's Report:

(i) Still no contact regarding the speed monitoring on Church Hill

- (ii) WCC transport will investigate usage of bus by Bramcote residents and consider suggestion to share days of the bus.
- (iii) Wetland handouts have been printed
- (iv) Additional funding of £500 has been agreed by Central Warwickshire Villages LEADER
- (v) Fields in Trust sign received for Wolvey Playing Fields

109.1 **No Police Report** received again this month.

RESOLVED: to ask PCSO why the Parish Council has not received a Police Report for the past two months.

13.110 Planning

110.1 The Council received the following **update** on previous Planning Applications:

R12/2199 Arbury House Farm, Withybrook Road- pending

R13/0497 LAND AT GYPSY LANE, WOLVEY, LE10 3HQ- approved

R13/0538 COPPICWELL RARE BREEDS FARM, WOLVEY, CV12 9JX- pending

R13/0711 HAYES CLOSE, MILL FARM, MILL ROW, WOLVEY- approved

R12/22178 CROFT CLOSE, WOLVEY- refused

To consider any **NEW** applications:

110.2 Planning Appeal for land at Gypsy Lane

The Council's previous objection to this application will be sent to the Planning Inspector by Rugby Borough Council planning department

RESOLVED: no further response to be made to planning inspector

110.3 R13/0864 The Cottage, Arbury House Farm, Withybrook Road, CV12 9JW
Erection of a single storey extension to be used as a farm office.

RESOLVED: No objection to this application

110.4 R13/0913 GROVE FARM, WOLDS LANE, WOLVEY, LE10 3LL

Removal of 55 metres of agricultural hedgerow to make for easier working. 175 metres of new hedgerow to be re-instated adjacently.

RESOLVED: To OBJECT to this application.

The Parish Council considers the loss of hedgerows is a serious issue due to the loss of habitat and its effect on wildlife. The Council understands the need to improve the efficiency of working but if 550metres of hedgerow needs to be removed then, in order to conserve this habitat, the Council would like an equal amount of hedgerow to be reinstated

110.5 Housing Needs Survey

IT WAS AGREED that an article should be put into the June newsletter and the Survey sent out with the Autumn newsletter in September

13.111 Finance

13.111.1 The Council received notice of payments received:

- (i) £1807 from Rugby Borough Council for grass verge cutting
- (ii) £500 for Youth Club from Warwickshire County Council LEADER funding.

The Council considered approval of the following payments:

111.2 cheque no 100728 M Cartwright (salary, allowances & expenses): protected under

DPA 1998

111.3 cheque no 100729 Wolvey Baptist Chapel (hire of room): £16.00

111.4 cheque no 100730 R Buswell (paint): £19.96

111.5 cheque no 400061 C Parker (bouncy castle for youth club): £145.00

111.6 cheque no 400062 B Jones (refreshments & travel to WAYC): £38.39

111.7 cheque no 400063 WAYC (DBS checks): £15.00

111.8 cheque no 100732 Warwickshire Training Partnership: £70.00

111.9 cheque no 100733 Broker Network Ltd (insurance): £593.43

Proposed: Councillor Kunczewicz

Seconded: Councillor Buswell

RESOLVED: to approve payments .

Cheques signed and stubs and invoices initialed

13.111.10 **RESOLVED:** to confirm decision to open an account with Unity Trust bank and apply for an ALTO card.

Application forms completed and signed by members

13.112 Update on the upgrade of equipment at Wolvey Playing Fields and consider action needed to comply with conditions for the grants

The Council was again disappointed that no members of the Playing Fields Committee were in attendance and that no update on the installation of the new equipment had been provided. The last update on April 15th stated that all equipment was being installed that day but this did not happen and no explanation has been received why.

An end of grant report will be needed for Awards for All next month to comply with the conditions of the grant of £10,000 awarded to purchase the new play equipment. The remaining additional grant of nearly £10000 from Rugby BC will not be paid until a satisfactory post-installation inspection has been received.

The Playing Fields Committee has applied for grant funding to refurbish the old equipment, but will not know if this has been successful until July.

RESOLVED: Councillor Buswell to speak to Mr Merchant

Clerk to write to Playing Fields Secretary to explain the urgency of completion of this project to comply with grant conditions.

13.113 The Council considered the closure of bridge on footpath R12

The Council has received a number of representations from members of the public expressing concern about this closure.

Following discussion **IT WAS RESOLVED:**

(i) Clerk to write to Warwickshire County Council to ask why the bridge was closed and for a copy of the report which led to the closure. If the bridge is not safe for vehicles and cattle to use, is it possible for the existing bridge to be opened for pedestrians only? If not, can a temporary footbridge be installed until the bridge can be repaired.

(ii) Clerk to also write to the Ramblers Association and CPRE for advice.

(iii) Clerk to ask agent for the landowners what steps they are taking to rectify the problem and ask that they keep the Parish Council informed.

(iv) The Parish Council will support any solution which enables local residents to use this footpath.

13.114 Environment

114.1 The Council received an update from the Environment Group:

The group put a display at Burbage Show which was well received. Handouts were invaluable to explain about the Wetland and where it is.

The foundations for the cairn and the time capsule are in place. The cairn should be built later this week

Signs in the Wetland have been painted and varnished

Warwickshire Wildlife trust have installed a hidden camera and obtained some excellent footage of water voles. The BBC have filmed at the Wetland with WWT to produce a news item.

Wolvey Brownies will be visiting the Wetland to do their wildlife badge

RESOLVED: to purchase baskets and planters for the Baptist Chapel in appreciation of their assistance with storing and charging the water bowser

RESOLVED: to purchase plants & compost for planters in the Square up to the value of £80

114.2 The Council considered the purchase of bulbs

RESOLVED: Clerk to purchase 2 packs of 10 February Gold daffodils and 2 packs of 24 Fritillary bulbs from Unwins

114.3 The Council considered the purchase of bricks for the plinth in the square

It may be the most cost-effective option to remove the existing brickwork and redo it with blue bricks. The installation of solar powered lights on the top of the village sign was discussed.

RESOLVED: Councillor Buswell to investigate the existing structure and report back to next meeting.

114.4 The Council considered the problem of dog mess on footpaths in the village

Following discussion, IT WAS RESOLVED :

Witness reporting forms to be made available in the Village Shop.

Clerk to find out if they are available online

Another article to be put into the newsletter explaining the need to report offenders to Rugby BC. This can be done anonymously.

Clerk to ask dog warden for an increased presence and further advice on action that can be taken.

13.115 Publications and documents for consideration at meeting:

115.1 Clerks attendance at National Conference in October in Hinckley Island Hotel

RESOLVED: Clerk to attend the whole conference

115.2 WALC Employment awareness course on June 15th- **Councillors Buswell & Orchard to attend.** Clerk will also be attending as a representative of Shilton Parish Council .

115.3 Rugby branch of WALC meeting on 29th May in Wolston- **Cllrs Kuncewicz & Dixon to attend**

115.4 Consultation on mobile connectivity in England- **noted**

13.116 Publications and documents for circulation to members:

Email (forwarded to members):

- (i) Draft Minutes of Fosse Community Forum
- (ii) WALC information about grant for Neighbourhood Planning
- (iii) Rugby Borough Council: Empowering Communities: making the most of local assets
- (iv) Warwickshire County Council Your opportunity to become a Community Safety Ambassador
- (v) Transport & Highways update
- (vi) CSW Broadband April update
- (vii) WALC Grants programme for Neighbourhood Development Plans
- (viii) RU NHW Trading Standards alert
- (ix) WALC DCLG Notes on Neighbourhood Planning
- (x) Funding opportunity for QEII Fields
- (xi) WALC Employment Awareness Course
- (xii) NALC Further reforms to Community Infrastructure Levy

Post :

Clerks & Councils Direct

WWT Spring journal

The Clerk magazine

CPRE Improve travel choices where you live

WALC Sustainable Communities Act information

NALC Policy Consultation- Protecting the Independent press from unfair competition

13.117 Minor matters for discussion and items for next Meeting:

1. Items for newsletter: Youth Club event: Advert for WEG open day; Housing Needs Survey; Closure of footpath R12; BBC filming at the Wetland
2. Potholes at Bulkington Road junction with Fernhill Way
3. The dentist will not be coming to the Village Hall. This has implications for the venue for Parish Council meetings.
4. Survey of concrete streetlight columns
5. Bramcote army camp – Clerk to write to say Council is keen to establish contact

13.118 Date of Next Meeting:

Next meeting of the Council to be held on **Monday 17th June, 2013** in Wolvey Baptist Chapel at 7.45pm

13.119 The meeting was closed at 9.35pm