

**MINUTES OF THE MEETING OF WOLVEY PARISH COUNCIL**  
**IN WOLVEY BOWLING CLUB**  
**MONDAY 21st OCTOBER 2013 at 7.45pm**

**13.204** Councillor Orchard (Chairman)  
 Councillors Dixon, Kuncewicz, Nixon , Hardman & Kenrick

**Apologies**

Apologies received from Councillor Buswell

**In attendance**

County Councillor Morris-Jones, Borough Councillor Pacey-Day and 3 members of the public

M Cartwright (Clerk)

**13.205 Declaration of Interest and dispensations**

None

**13.206 Minutes of the meeting held on 16<sup>th</sup> September, 2013**

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

**13.207 County Councillor Morris-Jones :**

- (i) The challenge is for the County Council to budget to save £90 million over the next 3 years.
- (ii) The five Community forums in the Rugby Borough will be holding a Joint meeting at Rugby College on November 11<sup>th</sup>. Speakers invited are Police & Crime Commissioner; Warwickshire County Council Chairman, leader of Rugby Borough Council.
- (iii) Applications are requested for projects under the Highways Maintenance fund
- (iv) County Councillor's fund: £5000 available to be shared between all communities in the area.

**13.208 Borough Councillor Pacey-Day:**

- (i) believes that the Community forums should remain in the local communities and hopes the Joint forum is not repeated.
- (ii) will advise on planning at the relevant item

**13.209 Comment and information from members of the public:**

- (i) Concerns raised regarding speed of traffic on Coventry Road- to be discussed at the next meeting
- (ii) Problems due to parking on Coventry Road in front of the new developments to be discussed at the next meeting

**13.210 Clerk's Report**

1. In Rugby in Bloom competition we were awarded a Silver in the Community category for the Square and a Gold and Overall winner in the Environment category for the Wetland
2. Bespoke training for Councillors arranged for Thursday 14<sup>th</sup> November in the Millennium Building at 7pm
3. Weeds in roadside gullies have been cleared by WS Gardens
4. Picture has been sent to the Mayor for the "Picture of the Borough". We can expect an invitation to the Mayor's Parlour.
5. Budget meeting has been arranged for 25<sup>th</sup> November in the Millennium Building
6. Fritillary and daffodil bulbs ordered months ago have been delivered for the Wetland.

7. Bridge on Footpath R12 will be replaced with a timber pedestrian bridge as costs of bridge for cattle and vehicles are prohibitively expensive. Site meeting being arranged to discuss requirements and possible date for erection of new bridge.

### 13.210.1 Police Report:

A Police Report sent by PCSO Bailie-Crabtree was received and noted by the Council  
New dates for Police Mobile station received.

Police priority is to visit Wolvey to reduce burglaries in the area.

Clerk to ask for more detail on how often and when these visits have taken place.

What do the Police do on these visits?

School break-in: how do the Police know the time and how quickly did the Police respond?

**RESOLVED:** Clerk to ask for updated statistical information on crime in Wolvey

### 13.211 Planning

211.1 The Council received an **update** on other previous Planning Applications:

R13/1135 AXE & COMPASS, LUTTERWORTH ROAD, WOLVEY, LE10 3HG- **approved**

R13/1250 1 BRACKEN DRIVE, WOLVEY, LE10 3LS- **approved**

Planning Inspectorate Appeal (Grove Farm hedgerow) Ref: APP/HGW/13/370- **pending**

R13/1035 COPPICWELL RARE BREEDS FARM, WOLVEY ROAD, CV12 9JX- **Refused**

The Council cannot understand the reason for this refusal.

If the applicants decide to appeal this decision the Council will send an additional letter to the Planning inspector to support the application

APP 2192798 Planning Appeal for land at Gypsy Lane- **pending**

211.2 The Council considered responses from Rugby Borough Council planning department regarding letters from the Parish Council about the hearing for land at Gypsy Lane and planning application at rear of the Bungalow, Wolds Lane.

**RESOLVED:** to write to Rugby Planning Department to thank them for their response.

To ask for an update on the Cabinet strategy with regard to sites for Gypsies & Travellers in the Borough.

The Council considered the following **NEW** applications:

211.3 R13/1803 HAVEN, COVENTRY ROAD, LE10 3LD

Erection of a single storey extension

**RESOLVED:** No objections

211.4 R13/1890 3 FIELD CLOSE, WOLVEY, LE10 3AZ

Erection of a timber shed with incorporated greenhouse

**RESOLVED:** No objections

### 13.212 Finance

**a)** To consider financial matters relating to the Parish Council, including:

212.1 The Council received a Report from the external auditor Grant Thornton. The annual return is in accordance with proper practice and gives no cause for concern.

The Council noted the comments regarding accounting for the petty cash balance.

**RESOLVED:** to accept the report from the external auditor

The Council would like to record its satisfaction with the Clerk's work on financial matters

212.2 **RESOLVED:** to conclude the audit for year ended 31 March 2013

212.3 **RESOLVED:** to approve the half-year financial statements and bank reconciliation

**b)** The Council received notice of payments made under powers delegated to the Clerk:

212.4 Cheque no 300002 Warwickshire Training Partnership(budget training) : £105.00

212.5 Cheque no 300003 SLCC ( conference): £414.00

212.6 Cheque no 400084 Paul Burkinshaw (Kung Fu for Youth club): £ 30.00

**c)** The Council considered payment of the following cheques:

212.7 Cheque no 300004 M Cartwright (salary, allowances & expenses): protected under DPA 1998

212.8 Cheque no 300005 WS Gardens (grass cutting): £384.00

212.9 Cheque no 300006 Wolvey Village Hall (PC hire of room): £21.00

212.10 Cheque no 300007 Eon (electricity supply): £751.06

212.11 Cheque no 300008 WS Gardens (weed clearing of kerbs): £270.00

212.12 Cheque no 300009 Wolvey Baptist Chapel (hire of room for WEG): £8.00

212.13 Cheque no 300010 R Buswell (repair of bowser): £12.80 (£5.00 under Chairman's allowance)

212.14 Cheque no 300011 B Kuncewicz (flowers for B Jones under Chairman's allowance): £29.99

212.15 Cheque no 400085 Rugby Borough Council (youth services): £67.50

212.16 Cheque no 400086 Meg Powers (Zumba for Youth Club): £15.00

212.17 Cheque no 400087 Wolvey Village Hall (youth club hire of room): £11.00

212.18 Cheque no 300012 L Stanislawski (newsletter delivery): £50.00

212.19 Cheque no 300013 NWHC (newsletter printing): £90.00

212.20 Cheque no 400088 THSYCCA ( DJ for Youth Club): £30.00

212.21 Cheque no 300014 Grant Thornton UK LLP(external audit): £360.00

212.22 Cheque no 400089 Barbara Jones (refreshments for Youth Club): £6.52

**d)** The Council received notice of income received:

212.23 Warwickshire County Council (youth club grant): £234.88

212.24 Rugby Borough Council (precept): £16960.00

212.35 Midland Rural Housing: £50.00

212.36 Shilton & Barnacle Parish Council (part-payment of Clerk's Conference): £138

212.37 HMRC (VAT payment): £514.35

Proposed: Councillor Nixon

Second: Councillor Dixon

**RESOLVED:** to approve payments

Cheques signed and stubs and invoices initialled

**e)Other financial matters:**

212.38 Report from Budget Setting training provided by Councillors Dixon, Hardman and the Clerk

212.26 Items for budget 2014-15 and future years to be discussed next meeting

### **13. 213 The Council received a report from the Staffing Committee**

The Committee considered the Clerk's appraisal and re-organising the Clerk's employment file. Councillor Kuncewicz would like to resign from the Committee

**RESOLVED:** Councillor Dixon to replace Councillor Kuncewicz on the Staffing Committee

213.1 **RESOLVED:** to purchase of a confetti shredder up to a value of £50

### **13.214 The Council considered a review of Parish Council Policies and procedures**

214.1 Councillors Expenses Policy- to be discussed at the next meeting

214.2 An amended Public Participation Policy was circulated to members prior to the meeting

**RESOLVED** to adopt the amended policy

The Council will investigate the possibility of allowing social media in the future.

#### **214.3 Employment Policies**

Councillor Dixon provided a briefing to explain that all good employers should have staffing Policies in place. The WALC Staff Handbook for Parish Councils can assist by providing model Employment Policies. The Council may decide to adopt the Policies as proposed, but they first need to be read carefully. The Clerk has a right to be consulted before the Policies are adopted and so must also be given time to read the Policies. There is also a need for general Policies to cover any future employees.

**RESOLVED:** to arrange a meeting of the Staffing Committee to discuss the detail of the Policies . The recommended Policies will then be returned to the Council for adoption.

### **13.215 To Council considered approval of the Welcome Pack for new residents**

**RESOLVED:** To approve the Welcome Pack

The information will be printed on good quality paper and put in a clear folder and an envelope.

This is an open working document which can be amended as information changes  
Determination of when to distribute it will be made by word of mouth and by consultation with the newsletter delivery. To be reviewed in 6 months

The Council would like to thank Councillor Nixon for all her work on putting together all the information , to Councillor Kuncewicz for the design of the front page and to Mr Hopkins for his assistance with the maps.

### **13.216 The Council considered a letter from the Wolvey Village Hall Committee regarding Parish Council hire of the hall and storage of equipment**

Following discussion, **IT WAS RESOLVED:**

(i) for the foreseeable future Parish Council meetings will be held in the Wolvey Bowling Club for 6 months ( October – March) and the Baptist Chapel for 6 months (April – September)

(ii) the Council would like to hold further discussions with the Village Hall Committee with a view to hiring the front room for use as storage for the Parish Council.

### **13. 217 The Council considered possible ways to commemorate WWI**

Following discussion, **IT WAS RESOLVED** to write to village groups to ask if they are planning to do anything to commemorate the start of World War 1 and ask if they would like to attend a meeting to consider ideas.

### **13.218 The Council received an update on the management of the Wolvey Youth Club**

The Youth Club meetings are going well. But the challenge is to get adults to join and participate in the management Committee. The concern is that this leaves a lot of work on the shoulders of one person.

Councillors Kuncewicz, Orchard, Hardman and the Clerk can attend to assist if required.

The Clerk is trying to arrange a meeting with the administrators of Central Warwickshire LEADER to complete the final evaluation of the project.

### **13.219 The Council received an update from the Environment Group**

It is likely that additional bottles of mulled wine will be needed for the Christmas tree switch-on as we ran out last year. There is surplus funds available as the cost of the tree is being donated this year.

**RESOLVED** : to purchase an additional dozen bottles (under the GPC)

219.2 **RESOLVED**: to purchase extra bricks required to build a double walled plinth in the Square to support the mosaics

**13.220 Publications and documents for consideration at meeting:**

220.1 WALC AGM on November 13<sup>th</sup> at Shire Hall- **noted**

220.2 Remembrance Sunday Service 10<sup>th</sup> November - **noted**

220.3 How to make responses to Planning Applications 16<sup>th</sup> November- **Councillor Kenrick to attend**

220.4 Warwickshire County Council grant find- **Clerk to make an application for funding for a gate to replace stile on a rural footpath.**

220.5 Focus on Food week (beginning 11<sup>th</sup> November) - **noted**

220.6 Joint Community Forum on 11<sup>th</sup> November- **noted**

**13.221 Publications and documents for circulation to members:**

Email:

Filming of Council meeting – consultation for LCR

Neighbourhood Planning news

Joint Community Forum November 11<sup>th</sup>

Local Councils Explained

Remembrance Sunday Service 10<sup>th</sup> November

NALC Revised Standing Orders

Parish Online-Increase your CIL payments

Rural Opportunities Bulletin

Rural Vulnerabilities Service- Broadband

Focus on Food Week

WALC newsletter

NALC Revised Model Standing Orders

Letter from Minister about Neighbourhood Plans

Warwickshire Rural Housing association Annual Report

Rural Vulnerability Service- Broadband

Rural Opportunities Bulletin

Parish Online –increase your CIL payments

Are public services changing?

WALC Revised Legal Topic Notes

Post:

Glasdon 10% discount

**13.222 Minor matters for discussion and items for next Meeting:**

(i) Streetlamps

(ii) Road Safety on Coventry Road

(iii) Lorry parked on road next to the surgery

(iv) Damage caused to footpath by builders- Clerk to contact County Highways

**13.223 Date of Next Meeting:**

Next meeting of the Council to be held on **Monday 18<sup>th</sup> November, 2013** in Wolvey Bowling Club

**13.224 The meeting was closed at 10.08pm.**