

MINUTES OF THE MEETING OF WOLVEY PARISH COUNCIL
IN WOLVEY BAPTIST CHAPEL
MONDAY 18th MAY, 2015 at 7. 30pm

Present: Councillors Buswell, Dixon, Kenrick, Kunczewicz and Nixon

Apologies: None

In attendance: County Councillor Morris-Jones and 1 member of the public
M. Cartwright (Clerk), J. Essex (Clerk)

1. Election of Chairman

RESOLVED that Councillor Andrew Dixon be elected Chairman for the year 2015/16.
The Chairman signed the Declaration of Acceptance of Office.

2. Election of Vice-Chairman

RESOLVED that Councillor Ruth Buswell be elected Vice-Chairman for the year 2015/16.

3. Declaration of Interest and dispensations

None

4. Minutes of the meetings held on 16th March and 30th March 2015

RESOLVED that the minutes of the meetings held on 16th and 30th March 2015 be confirmed and signed by the Chairman as a correct record.

5. Keith Orchard

The Chairman referred to the recent resignation of Keith Orchard as Parish Councillor. Keith had served on the Parish Council for four years, and as Chairman for the past three years.

RESOLVED that the Parish Council place on record its thanks and appreciation to Keith for his sound advice and hard work over the four years, and for his fairness and professionalism in his role as Chairman.

6. John Hardman

The Chairman referred to the recent resignation of John Hardman as parish councillor. John had served on the Parish Council for the last two years.

RESOLVED that the Parish Council place on record its thanks and appreciation to John for his diligence, hard work and professional advice during his term as parish councillor.

7. Margaret Cartwright

This was Margaret's last meeting as Clerk and Responsible Financial Officer. Margaret was retiring after nearly 10 years.

RESOLVED that the Parish Council place on record its thanks and appreciation to Margaret for all her hard work and for her achievements in her role and wished her all the best for the future.

8. Appointment of Councillors to the Staffing Committee and Environment Working Party and Review of Terms of Reference

RESOLVED that

- (i) the Chairman, Vice- Chairman and Councillor Nixon be appointed to the Staffing Committee and Councillor Kenrick be appointed a reserve member;
- (ii) as several parish councillors were also members of the Wolvey Environment Group, it was not necessary to formally appoint members; and
- (iii) WEG's Terms of Reference be reviewed at the next Parish Council meeting.

9. Public Consultation

Concern was expressed over two blocked drains inside the entrance to "The Grange". It was agreed that this be reported to Warwickshire County Council and the officers be advised that they would need to contact the owners prior to the works being carried out to arrange access.

10. Review of Standing Orders and Financial Regulations

As both of these had recently been reviewed, it was not considered necessary to review them again for the time being.

11. Review of Parish Council Policies

The Council considered a review of Parish Council policies and the introduction of any new policies.

RESOLVED that

- (i) the Chairman draw up a schedule for reviewing policies over the next 12 months; and
- (ii) any new policies which need to be introduced to comply with the new Council Award Scheme be identified.

12. Proposed Schedule of Meetings 2015/16

RESOLVED that the Schedule of Meetings for 2015/16 be agreed, subject to the following changes:

- (i) the August meeting be marked "Provisional"; and
- (ii) the meeting date for December be changed to Monday 14th.

13. Report from Councillor Morris-Jones

Councillor Morris-Jones referred to the proposed expansion to Magna Park and Ansty Business Park and the concerns over an increase in vehicles using roads through local villages. A meeting had been arranged in Monks Kirby Village Hall on Wednesday 20th May, 2015 for all interested parties to meet to discuss the concerns on this matter.

The Community Forum scheduled for June might be cancelled.

An application had been submitted for a wind farm at Churchover.

The majority of applications for funding from the Councillor Grant Scheme of £5,000 were towards the cost of purchasing defibrillators.

Reports from the police had not been submitted to recent parish council meetings and this should be addressed. Despite a general reduction in crime, there had been an increase in the number of violent crimes against a person. A new Chief Constable for the area had been appointed and he had introduced a scheme which encouraged horse riders to report any crimes which they came across in rural areas.

RESOLVED that

- (i) Councillor Morris-Jones' report be noted; and
- (ii) a request be made to Councillor Morris-Jones for the inclusion of a solid white line alongside the kerbing works in the lay-by at Temple Hill.

14. Councillor Pacey-Day

Councillor Pacey-Day was unable to attend this meeting due to a recent car accident. He did, however, request that it be reported that there were no changes to Rugby Borough Council's political balance following the local elections. It was agreed that the Parish Council's best wishes be extended to Councillor Pacey-Day.

15. Clerk's Report

The following matters were noted:

- (i) Electricity Provider changed to Opus Energy
- (ii) Notification received from Councillor Morris-Jones of approval for funding for works to unauthorised lay-by at Temple Hill
- (iii) No additional charge for including defibrillators in the Parish Council's insurance.

16. Planning Applications

RESOLVED that the update on previous Planning Applications be noted as follows:

R14/1737 ARMSWELL HOUSE, CHURCH HILL, WOLVEY, LE10 3LB- pending
R14/1885 WOLVEY HALL, HALL ROAD, WOLVEY, LE10 3LG- pending
R13/0889 HEATHCOTE FARM, MILL LANE, LE10 3HR- pending
R15/0175 THE CHALET, HINCKLEY ROAD, LE10 3HQ- refused
R15/0334 LAND AT GIPSY LANE, WOLVEY, LE10 3HQ- refused
R14/2248 COPPICWELL RARE BREEDS FARM, WOLVEY, CV12 9JX- pending

17. Finance

The council considered financial matters relating to the Parish Council, including:

(a) Payment of cheques:

- (i) Cheque no. 300221- M. Cartwright (salary, allowances and expenses) protected under DPA 1998
- (ii) Cheque no. 300222 - J. Essex (allowances and expenses) protected under DPA 1998
- (iii) Cheque no. 300223 - WALC Annual Subscription & Membership - £456.00
- (iv) Cheque no. 300224 - SLCC Membership subscription for Clerk - £118.00 plus £10.00 joining fee
- (v) Cheque no. 300225 - MS Audit & Consultancy Services - £210.00
- (vi) Cheque no. 300226 - W.S. Gardens – Grass Cutting for April 2015 - £612.00
- (vii) Cheque no. 300227 - WALC training “Being a Good Councillor and Clerk” - £45.00
- (viii) Cheque no.300228 - Rugby Borough Council – supply of Larkin litter bin at Wolds Lane - £216.65
- (ix) Cheque no. 300229 - Wolvey Baptist Chapel – room hire - Parish Council meeting on 18th May – invoice no. 159 - £5.00
- (x) Cheque no. 300230 - Wolvey Baptist Chapel – hire of room for WEG on 11th May – invoice no. 158 - £5.00
- (xi) Cheque no. 300231 – Information Commissioner – renewal of registration as Data Controller under the Data Protection Act - £35

RESOLVED that the above payments be approved (cheques were signed and stubbs were initialled after the meeting)

- (b) To agree the renewal of Wolvey Parish Council insurance from 1 June 2015 (3 year fixed agreement expiring on 31 May 2016) - £629.57

RESOLVED that the renewal of Wolvey Parish Council insurance from 1 June 2015 be approved.

(c) The following matters were noted:

- (i) Lengthsman Scheme – invoice for £199.99 for April 2015 received (to be paid by Warwickshire County Council)
- (ii) Cheque no. 300220 - Hinckley College – Printing of Newsletter - £90.00 (Paid)
- (iv) Donation to WEG received for £40.00 from C. Squire
- (v) Cheque no. 300219 cancelled – duplicate payment to Tranter Training Solutions
- (vi) Income received - HM Revenues & Customs – VAT re-imburement - £1,687.41

(d) The Council considered the report from the Internal Auditor which recommended that all receipt documentation and payment invoices should bear cost centre coding information and this information should be included on the Cash Book Print for Audit purposes.

RESOLVED that the report and recommendation made by the Internal Auditor be approved.

- (e) The Council considered the Accounting Statements and Annual Governance Statements for 2014/15.

RESOLVED that the Accounting Statements and Annual Governance Statements for 2014/15 be approved. The Statements were then signed and dated by the Chairman and Responsible Financial Officer at the meeting.

18. Wolvey Action Plan

Progress with the Wolvey Action Plan was considered.

RESOLVED that the proposals, as contained in Appendix A, be approved.

19. Lengthmans Scheme

Warwickshire County Council had recently changed the method of paying invoices to contractors under the scheme. Wolvey Parish Council would receive the remaining money out of the original £2,000 budget and would pay W S Gardens directly for remaining works carried out under the scheme.

Each Parish Council was required to complete a six-month evaluation of the project. The scheme was originally for a 2 year trial period but this had been reduced to a 1 year trial.

RESOLVED that Warwickshire County Council be invoiced for the remaining balance of funds in the Lengthmans Scheme budget.

20. Welcome Pack

It was agreed that a new updated A3 size map of Wolvey, together with contact details for WEG, the local school and information on the Parish Council be included in the Welcome Pack.

21. Update from the Environment Group

A donation of £200 had been received from Gallifords together with an offer of volunteers to assist with the Wetland.

In preparation for Rugby in Bloom, 2 scarecrows had been erected on the Wetland perimeter and a rugby ball on the Wetland fence – both on a temporary basis.

It was agreed that Warwickshire County Council be contacted with regard to options available for the prevention of lorries turning on the triangular piece of land at the bottom of Temple Hill.

22. Contribution to the Nepalese Earthquake Appeal

Councillor Buswell reported that the collection box in the Village Shop had raised £85 for the above Appeal. Due to links with the local Nepalese Community, the Parish Council agreed to make a further donation of £65 - to make the total donation £150.

RESOLVED that Wolvey Parish Council makes a donation of £65 to the Nepalese Earthquake Appeal under its General Power of Competence under the Localism Act 2011.

23. Temple Hill – Litter Bin

It was agreed that the small litter bin, formerly situated at the cemetery, be installed next to the bench at the top of Temple Hill.

24. Quarterly Newsletter

The Council discussed and agreed items for the forthcoming Summer Newsletter.

25. Recruitment of New Councillors

Following the resignation of Keith Orchard and John Hardman, there were 2 vacancies on the Parish Council. The vacancies would be advertised and if a request for an election to be called had not been received by the due date, the Parish Council could co-opt members. Councillor Kuncewicz would prepare a draft advertisement in readiness of co-option encouraging residents to join the Parish Council.

26. Minor Matters

(a) Role of County and Borough Councillors at Parish Council Meetings

Due to the increase in the number of agenda items and the length of Parish Council meetings, it was agreed that the County and Borough Councillors be invited to report on WCC and RBC issues on a bi-monthly basis.

(b) Notices at the Wetland

It was agreed that a review of wind farm notices at the Wetland be considered at the next meeting.

27. Exclusion of Public

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

- (i) Staffing Matters

28. Staffing Matters

The Council discussed confidential staffing matters.

RESOLVED that a decision be deferred pending further legal clarification.

29. Date of Next Meeting: Monday 22nd June, 2015 in Wolvey Baptist Chapel

30. The meeting closed at 9.50pm.