

**MINUTES OF THE MEETING OF WOLVEY PARISH COUNCIL**  
**IN WOLVEY BAPTIST CHAPEL**  
**MONDAY 21<sup>st</sup> SEPTEMBER, 2015 at 7. 30pm**

**Present:** Councillor Dixon (Chairman); Councillors Buswell, Kenrick, Kuncewicz, Nixon and Warwick  
J. Essex (Clerk)

**In attendance:** Borough Councillor C. Pacey-Day, PCSO Sharon Bailee-Crabtree, PCSO David Banks (PCSO for Fosse Ward) and two members of the public.

**Apologies:** None

**63. Declarations of Interest**

Councillor Warwick declared an interest in Agenda Item No. 15 – Community Grant Applications 2015 as he is an officer of the Wolvey Baptist Chapel.

**64. Minutes of the meeting held on 20<sup>th</sup> July, 2015**

**RESOLVED** that the minutes of the meeting held on 20<sup>th</sup> July, 2015 be confirmed and signed by the Chairman as a correct record.

**65. Public Consultation**

(1) The following matters were raised by members of the public present at the meeting and would be referred to Warwickshire County Council Highways by the Clerk:

- (a) Drains at the following locations had not yet been cleared: The Grange, Leicester Road, Wolds Lane (past Odd Fellows), between Temple Hill and Temple Cottage, outside no. 3 Church Hill.
- (b) the branches of one of the trees near the Axe and Compass need cutting back from the street light; and
- (c) the shrubs and bushes which are covering the chevrons near the M69 island need cutting back.

(2) W.S. Gardens be asked to cut back overhanging branches along the footpath in Temple Hill.

**66. Co-Option of Councillor**

**RESOLVED** that Ellie Tomlin be co-opted onto Wolvey Parish Council.

**67. Clerk's Report**

**RESOLVED** that

- (a) the report be noted; and

- (b) Councillor Warwick be appointed this Council's representative and be given voting rights at WALC's Annual General Meeting on 4 November, 2015.

## **68. Planning Applications**

### **RESOLVED that**

- (i) no comments be made in respect of planning application no. R15/1870 – 27 Brookfield Drive, Wolvey (erection of a rear 2-storey extension); and
- (ii) in respect of planning application no. R151810 - Makins Fishery, Bazzard Road, Bramcote (erection of 1 x 3 bed unit, 1 x 2 bed unit and 1 x 1 bed unit to be used as additional fishing lodges), the parish council makes the following comments:

Wolvey Parish Council has concerns over whether there is a need for these additional units. The council would request that Rugby Borough Council take into consideration whether there is a demonstrable need for these additional units as there are currently similar units already on the site. In the absence of a demonstrable need, the parish council would wish to object to this application on the grounds of lack of demonstrable need and the development is in the green belt.

- (iii) The comments submitted to Rugby Borough Council and the Planning Inspector under the Clerk's delegated powers as outlined in Appendix B be noted.

## **69. Finance**

Councillors considered financial matters relating to the parish council.

### **RESOLVED that**

- (a) The payments made during the August recess as listed in Appendix C be noted;
- (b) the payment of cheques as listed in Appendix C be agreed, together with the following payments received after the agenda was published:
  - (i) Wolvey Baptist Chapel – hire of room - £7.00
  - (ii) SLCC Conference – attendance by Clerk - £12.00
  - (iii) Wolvey PCC Millennium Account – hire of room for defibrillator training on 10 August 2015 - £10.00
- (c) the direct debit payments to Opus Energy be noted; and
- (d) approval be given for the Unity Trust Banking mandate to be amended to include Councillors A. Warwick and E. Tomlin.

## **70. Outsourcing PAYE**

Councillors considered a report from the Clerk on the advantages and benefits of outsourcing PAYE to a local accountancy firm.

**RESOLVED** that the proposal to outsource PAYE to a local Accountant, Paul Case, for the annual sum of £120 be approved.

**71. Wolvey Action Plan**

Councillors considered progress with items in the Wolvey Action Plan.

**RESOLVED** that

- (a) the updates to the Action Plan be approved; and
- (b) John Hardman be nominated as this council's representative to attend meetings with Warwickshire County Council on the monitoring of the Lengthsman Scheme.

**72. Parish Council Website**

Councillors considered the development of a parish council website which would complement the current village website. The importance of links between the two websites was emphasised in order to encourage visits between the two sites.

**RESOLVED** that:

- (a) a new parish council website be established which complements the village website;
- (b) approval be given to proceed with Parishcouncil.net's Silver level of service at a development cost of £250 and an annual hosting fee of £200, with the following three options:
  - (i) on line booking
  - (ii) on line contact
  - (iii) visitor counter
- (c) Wolvey Parish Council continues to support and finance the current village website and both websites be registered under Wolvey Parish Council;
- (d) a formal written agreement be drawn up in respect of the village website to include Wolvey Parish Council retaining registration rights, editorial rights and overall responsibility for the village website;
- (e) a letter be sent to Peter Hopkins and David Alford expressing the parish council's grateful thanks and appreciation for their excellent work in providing and maintaining the village website and in providing information and services to the local community; and
- (f) the parish council website be reviewed annually.

**73. Neighbourhood Plan**

Councillors considered an update from the meeting of the Neighbourhood Plan Working Group held on 29 August, 2015. The report outlined proposals for moving forward with the plan, including a presentation to Wolvey residents which would provide information on Neighbourhood Planning.

**RESOLVED** that the report and the provisional arrangements for progressing with a Neighbourhood Plan be approved.

**74. Paediatric Pads for use with the Defibrillator Machines**

The parish council considered the purchase of 2 sets of paediatric pads for use with the 2 village defibrillator machines at a cost of £80 plus VAT per set.

**RESOLVED** that the purchase of 2 sets of paediatric pads be approved at a cost of £80 plus VAT per set.

**75. Council Policies**

Councillors considered the following policies:

Employment Policy  
Clerk's Absence Policy  
Dignity and Harassment Policy

**RESOLVED** that

- (a) the above policies be approved, subject to the Clerk's Absence Policy being amended to include the "Emergency Box" being retained by the Chairman; and
- (b) the following policies be reviewed and submitted to the next meeting for approval:

Health and Safety Policy (Councillor Nixon)  
Equal Opportunities Policy (Councillor Kuncewicz)  
Safeguarding Policy (Councillor Dixon)

**76. Community Grant Applications 2015**

Councillors considered the community grant applications received for 2015/16 to see if any further information was required, prior to considering the awarding of grants at the next meeting.

**RESOLVED** that

- (a) the Wolvey Baby & Toddler Group be asked to clarify how much grant they were requesting; and
- (b) the Wolvey Playing Field Trust be requested to provide a copy of the estimate and a drawing in respect of the main gate.

**77. Christmas Tree Switch-on Event – 6<sup>th</sup> December, 2015**

Councillors received an update on arrangements for the annual Christmas Tree Switch-on event. A 15ft Norwegian Spruce had been ordered at a cost of £175.

**RESOLVED** that

- (a) the ordering of the tree be noted;

- (b) the Clerk arrange for the lights and light box to be checked by the Electrician at the end of October;
- (c) Councillor Buswell be notified of any suggestions for an additional stall for the event; and
- (d) nominations for a charity to receive monies raised at this event be considered at the next meeting.

#### **78. Autumn Newsletter**

Councillors considered items for the Autumn Newsletter. Councillor Kuncewicz reported that, due to other commitments, she was looking for a volunteer to take over from her as editor of the Newsletter.

**RESOLVED** that if a volunteer is not forthcoming, an advert be placed in the Autumn Newsletter for a new editor.

#### **79. Bridge at Wolvey Wetland Reserve**

Councillors considered the purchase of the re-cycled plastic bridge kit at Wolvey Wetland Reserve from Secure-a-Field at a cost of £3975.66 plus VAT. Rugby Borough Council had approved an allocation of £2,378.30 to support this project from the Rural Development Fund 2014/15.

A quote had also been received from Grassform Plant Hire for the supply of Geogrid at a cost of £936.72 including VAT.

The works would be carried out by volunteers.

**RESOLVED** that

- (a) The quotes for the plastic bridge kit and grass grids be approved; and
- (b) Secure-a-Field be requested to inspect the bridge part way through its construction and at the end of construction to confirm that the bridge has been correctly installed.

#### **80. Update from Wolvey Environment Group**

Councillor Buswell was pleased to report that WEG members had attended the Rugby in Bloom Ceremony and Wolvey had received a total of 10 awards.

Repair works to the boardwalk had been completed and underpinning work was required for the spur.

Keith Orchard had donated daffodil bulbs and offers of help with planting these in the village would be appreciated. It was suggested that the Youth Club be approached for assistance.

Water had seeped into the information boards at the Wetland and the information sheets had faded. New printed sheets were required at an estimated cost of around £75.

Further repair items required were 8 posts at a cost of £292.08 and bolts, nuts and washers at a cost of £63 (total cost £356.08 plus VAT).

**RESOLVED** that

- (a) the report be noted;
- (b) approval be given to accept a quote in the region of £75 for new information sheets; and
- (c) approval be given for the purchase of 8 posts and bolts, nuts and washers at a total cost of £356.08 plus VAT from Secure-a-Field.

**81. Urgent Items**

**RESOLVED** that

- (a) approval be given for Wolvey Parish Council to register with NALC to keep its unbroken accreditation record of Foundation status under the Local Council Award Scheme at a cost of £50;
- (b) Councillor Warwick agreed to attend Wolvey School Council meetings in place of Councillor Kuncewicz;
- (c) the Clerk would report signs at Makins Fishery, Bazzard Way, Wolvey to Rugby Borough Council as they were obscuring visibility; and
- (d) standing water in Bulkington Road would be reported to Warwickshire County Council.

**82. Date of Next Meeting - Monday 19 October, 2015 at Wolvey Bowling Club.**

**The meeting closed at 9.15pm.**