

WOLVEY PARISH COUNCIL
MINUTES of the ANNUAL MEETING

Held at 7.30pm on
Monday 16th May 2016
At Wolvey Baptist Chapel, School Lane, Wolvey.

MEMBERS PRESENT:

Councillors: R Buswell J Hawkins D Kenrick C Nixon A Warwick

IN ATTENDANCE: Borough Councillor – C Pacey-Day

Parish Clerk – R Atkinson

Parishioners - 3

AM16/001 TO ELECT A CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE

A nomination to elect Cllr R Buswell as Chairman of the Council was received.

PROPOSED by Cllr A Warwick and SECONDED by Cllr J Hawkins

It was **RESOLVED** that Cllr R Buswell be elected Chairman of the Council and the Declaration of Acceptance of Office was received.

AM16/002 TO ELECT A VICE CHAIRMAN OF THE COUNCIL

A nomination to elect Cllr C Nixon as Vice Chairman of the Council was received.

PROPOSED by Cllr D Kenrick and SECONDED by Cllr A Warwick

It was **RESOLVED** that Cllr C Nixon be elected Vice Chairman of the Council.

AM16/003 TO RECEIVE APOLOGIES FOR ABSENCE

Apoloiges were received from Cllr E Tomlin.

AM16/004 TO RECEIVE ANY DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTERESTS TO ANY MATTER PERTAINING TO THE AGENDA AND TO CONSIDER DISPENSATIONS

No declarations of pecuniary or non-pecuniary interests to any matter pertaining to the agenda were received.

AM16/005 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 18TH APRIL 2016

PROPOSED by Cllr A Warwick and SECONDED by Cllr C Nixon

It was **RESOLVED** that the Minutes for the meeting held on 18th April 2016 be confirmed and signed as a true and accurate record.

AM16/006 PARISHIONERS TIME

A parishioner noted that drains on Leicester Road and Church Hill remain full to the top with dirt, as does the manhole in Wolvey Grange. The Parish Clerk is to contact Warwick County Council.

AM16/007 TO REVIEW TERMS OF REFERENCE /REMIT OF WORKING PARTIES

PROPOSED by Cllr A Warwick and SECONDED by Cllr J Hawkins

It was **RESOLVED** that no amendments be made to the existing Terms of reference for Wolvey Neighbourhood Planning Advisory Committee, Staffing Committee and Wolvey Environmental Group.

AM16/008 TO RECEIVE NOMINATIONS TO EXISTING COMMITTEES/WORKING PARTIES AND TO CONSIDER THE APPOINTMENT OF NEW COMMITTEES/WORKING PARTIES

Nominations for Wolvey Neighbourhood Planning Advisory Committee were received.

PROPOSED by Cllr R Buswell and SECONDED by Cllr C Nixon

It was **RESOLVED** to appoint Cllrs R Buswell, D Kenrick, C Nixon, A Warwick and four parishioners to Wolvey Neighbourhood Planning Advisory Committee

Nominations for the Staffing Committee were received.

PROPOSED by Cllr R Buswell and SECONDED by Cllr D Kenrick

It was **RESOLVED** to appoint Cllrs R Buswell, C Nixon and A Warwick to the Staffing Committee

Nominations for Wolvey Environmental Group were received.

It was **RESOLVED** to appoint Cllrs R Buswell and C Nixon to Wolvey Environmental Group.

Clarification on membership of Wolvey Environmental Group is to be confirmed.

AM16/009 CONFIRM CHEQUE SIGNATORIES/AUTHORISE ONLINE BANKING

PROPOSED by Cllr R Buswell and SECONDED by Cllr C Nixon

It was **RESOLVED** that Cllrs R Buswell, J Hawkins, D Kenrick, C Nixon, E Tomlin and A Warwick be cheque signatories and authorise online banking.

AM16/010 TO REVIEW STANDING ORDERS AND FINANCIAL REGULATIONS

PROPOSED by Cllr J Hawkins and SECONDED by Cllr R Buswell

It was **RESOLVED** that 'Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted without the Council's prior written consent' be included in Standing Orders. No amendments are to be made to the existing Financial Regulations.

AM16/011 TO REVIEW EXISTING POLICIES/PROCEDURES AND THE INTRODUCTION OF ANY NEW POLICIES

Reference was made to the below policies/procedures:

Biodiversity Policy
Children, Young People and Vulnerable Adults Safeguarding Policy
Communication and Community Engagement Strategy
Complaints Policy
Equal Opportunities Policy
Grants Policy
Health and Safety Policy
Model Publication Scheme
Newsletter Policy
Posters on Wetland Fence Policy
Press and Media Policy
Public Participation at Parish Council Meetings
Retention of Documents Policy
Risk Management Policy
Scheme of Delegation
Travel and Expenses Policy
Website Policy

It was **AGREED** that a Co-option Policy be drafted and circulated prior to the next meeting. The existing Policies/Procedures are to be reviewed throughout the year.

AM16/012 TO REVIEW THE ASSET REGISTER

It was **AGREED** that the Asset Register be verified to ensure it is up to date.

AM16/013 TO CONSIDER THE PROPOSED MEETING SCHEDULE FOR 2016/17
PROPOSED by Cllr R Buswell and **SECONDED** by Cllr C Nixon

Further to inclusion of the Annual Parish Meeting on 26th April 2017, it was **RESOLVED** that the Meeting Schedule for 2016/17 be approved.

AM16/014 TO CONSIDER FINANCIAL MATTERS

A schedule of payments for authorisation was presented.

PROPOSED by Cllr R Buswell and **SECONDED** by Cllr C Nixon

It was **RESOLVED** that the schedule of payments be authorised.

AM16/015 TO REVIEW PLANNING APPLICATIONS

R16/0929 – 1 Field Close, Wolvey was reviewed.

PROPOSED by Cllr C Nixon and **SECONDED** by Cllr R Buswell

It was **RESOLVED** that Wolvey Parish Council have no objection to this planning application.

AM16/016 TO CONSIDER THE CASUAL VACANCY

It was **AGREED** that the Borough Council be notified of the casual vacancy.

AM16/017 TO RECEIVE AN UPDATE FROM THE NEIGHBOURHOOD PLANNING ADVISORY COMMITTEE

A member of the Neighbourhood Planning Advisory Committee noted that they had been successful in gaining £4,725 of a possible £9,000 Locality Grant. Funding from Heritage Lottery may also be available.

It was noted that the Neighbourhood Planning Advisory Committee are scheduled to meet with Officers of Rugby Borough Council on 8th June 2016.

AM16/018 TO RECEIVE AN UPDATE FROM WOLVEY ENVIRONMENTAL GROUP

A member of Wolvey Environmental Group noted that the overgrown vegetation, resulting from being unable to gain access to the Wetland Reserve last year, has been cleared.

It is anticipated that the planting will be undertaken within the next two weeks and the bridge will be in place by the end of June 2016.

Prior approval was gained to purchase new signage for the Wetland Reserve at a previous meeting.

The next meeting of Wolvey Environmental Group will be held at 7:30 p.m. on Wednesday 18th May at Wolvey Baptist Chapel.

AM16/019 TO RECEIVE THE CLERKS REPORT

No report was given due to the Clerk only having been in post for 11 days.

AM16/020 TO CONSIDER STAFFING MATTERS

There were no staffing matters for consideration.

AM16/021 TO NOTE ANY OTHER BUSINESS

A member requested that Cllr C Pacey-Day and Cllr P Morris-Jones be invited to future meetings.

Cllr C Pacey-Day suggested that himself and Cllr P Morris-Jones be invited to attend alternate meetings and praised Wolvey Parish Council for their ongoing professional conduct.

A member noted that three Parish Council owned streetlights on Hollick Way remain unlit.

A letter from Rugby Borough Council regarding Wolvey Parish Neighbourhood Area Application Consultation was noted.

AM16/022 TO CONFIRM THE DATE, TIME AND PLACE OF NEXT MEETING

The next meeting will be held at 7:30 p.m. on Monday 20th June 2016 at Wolvey Baptist Chapel.

There being no other business the Chairman declared the Meeting closed at 8:20 p.m.