

WELLESBOURNE & WALTON PARISH COUNCIL

Minutes for a virtual Annual Meeting of the Council on Tuesday 4th May 2021 at 7.00pm via ZOOM online meeting facility

Present: Chairman: Cllr Mrs Prior Councillors: Blake, Mrs Bolton, Dipple, Harte, Jackson, Kendall, Keogh-Bywater, Mrs Patalong, Shepherd

Clerk: Mrs Scriven District/County Councillors: 2 Members of public: 4 (J.Hargis, L.Dane, P.Davies, C.Cartwright)

1. Election of Chairman (currently Cllr Prior) - Cllr Prior was nominated, no other nominations were received

Prop: Cllr RB, 2 nd Cllr DK Carried	Cllr Votes: AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AS-y Cllr AP abstained
--	---

2. Chairman's Declaration of Acceptance of Office – The Chairman signed the Declaration witnessed by the meeting attendees/Clerk

3. Election of Vice Chairman (currently Cllr Bolton) - Cllr Bolton was nominated, no other nominations were received

Prop: Cllr AP, 2 nd Cllr DK Carried	Cllr Votes: AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AS-y Cllr RB abstained
--	---

4. Welcome and announcements – the Chairman explained that the permissions granted by the government for Parish Councils to hold virtual meetings had not been renewed and the impact on PCs would be considerable.

5. Apologies for Absence - Cllr Cannon

6. Consideration of Council documents - 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 were agreed unchanged

Prop: Cllr RB, 2 nd Cllr DK Carried	Cllr Votes: AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AP-y, AS-y
--	---

6.1 Standing Orders

6.2 Financial Regulations

6.3 Complaints Procedure

6.4 FOIA policy

6.5 GDPR policy

6.6 Press /Media policies

7. Committees 2021/22

7.1 Consideration of committee structure - it was agreed to reinstate the Office & Staffing Committee when required.

Prop: Cllr SJ, 2 nd Cllr DK Carried	Cllr Votes: AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AP-y, AS-y
--	---

7.2 Consideration of committee membership

Finance

Membership: Cllrs Blake, Mrs Bolton, Jackson, Kendall, Mrs Prior, Shepherd

HEE

Membership: Cllrs Mrs Bolton, Cannon, Harte, Jackson, Keogh-Bywater, Mrs Prior

Community Facilities

Membership: Cllrs Blake, Mrs Bolton, Dipple, Harte, Jackson, Kendall, Mrs Patalong, Mrs Prior

Office & Staffing

Membership: Cllrs Mrs Bolton, Harte, Mrs Prior, Shepherd

7.3 Consideration of committee Chairmen

Committee	Chairman	Proposers	Cllr Votes:
Finance	Cllr Mrs Bolton	Prop Cllr AP, 2 nd Cllr AB Carried	AB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AP-y, AS-y Cllr RB abstained
HEE	Cllr Jackson	Prop Cllr MKB, 2 nd Cllr AB Carried	AB-y, RB-y, TD-y, JH-y, DK-y, MKB-y, NP-y, AP-y, AS-y Cllr SJ abstained
Community Facilities	Cllr Mrs Prior	Prop Cllr SJ, 2 nd Cllr DK Carried	AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AS-y Cllr AP abstained
Office & Staffing	Cllr Mrs Bolton	Prop Cllr AP, 2 nd Cllr JH Carried	AB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AP-y, AS-y Cllr RB abstained

Grievance & Discipline	Membership: Cllrs Harte, Kendall & Mrs Prior	Prop Cllr RB, 2 nd Cllr SJ Carried	AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AP-y, AS-y
Appeals	Membership: Cllrs Mrs Bolton, Jackson & Shepherd	Prop Cllr AP, 2 nd Cllr AB Carried	AB-y, TD-y, JH-y, DK-y, MKB-y, NP-y, AP-y Cllrs RB, SJ, AS abstained

8. Working Parties – Due to limited exposure for the advertisers and the additional work for the office in unusually busy times, there would be no 2022 print of the Index. Alterations could be made to the online version where necessary.

8.1 Consideration of current working party structure - to remain unchanged.

8.2 Consideration of working party membership

Dog Close working party

Membership: Cllrs Dipple, Harte, Mrs Patalong, Mrs Prior plus members of the public

Future of the Council offices

Membership: Cllrs Blake, Harte, Jackson, Keogh-Bywater, Mrs Prior plus staff member Mrs Scriven

9. Nominations for representation to other Bodies 2021/22

Sports Association – Cllrs Kendall & Mrs Prior

Village Hall – Cllr Mrs Bolton

Boyce Charity - Cllr Shepherd

Chedham's Yard – Cllrs Dipple & Jackson

WALC Southern Area Committee – Cllrs Mrs Patalong & Mrs Prior

Wellesbourne & Walton Community Cares (inc OSCARS/Dementia Group) – Cllrs Cannon, Harte & Mrs Prior

Flood Action Group - Cllrs Harte & Keogh-Bywater

Wellesbourne Sports and Community Centre (WSCC) – Cllrs Jackson, Keogh-Bywater & Mrs Prior

Wellesbourne & Walton News Steering Group – Cllr Blake

10. Signatories for finance

10.1

Recommendation to approve delegated signatories and for Cllr Shepherd to resume as a signatory if the bank had not removed him from the mandate – Cllrs Mrs Bolton & Mrs Prior noting that Cllrs Shepherd and Jackson would be added once Covid restrictions permitted the mandate change	Prop: Cllr DK, 2 nd Cllr JH carried Cllrs Mrs Prior, Mrs Bolton, Jackson & Shepherd abstained Cllr Votes: AB-y, TD-y, JH-y, DK-y, MKB-y, NP-y
--	--

11. Calendar of Meetings

11.1 May – April 2021/22 – Cllrs noted the May committee meetings would not go ahead as planned due to the government decision not to renew virtual meeting capabilities for Parish Councils beyond May 7th 2021.

12. Declarations of Interest

Cllr Mrs Prior declared a non pecuniary interest in matters pertaining to the WSCC as a Trustee

Cllr Jackson declared a non pecuniary interest in matters pertaining to the WSCC and Chedham's Yard as a Trustee to both

Cllr Keogh-Bywater declared a non pecuniary interest in matters pertaining to the WSCC and Chedham's Yard as a Trustee to both

13. Confirmation of the order of the agenda - agreed

14. Identification of any items that might be resolved for confidential session

Item 22.5 as conditions for a grant payment	Prop Cllr RB, 2 nd Cllr AP – Carried. Cllr Votes: AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AP-y, AS-y
---	---

15. Confirmation of the minutes of the Council meetings (virtual)

6th April 2021	Spelling of Kendall (II) Prop Cllr DK, 2 nd Cllr AS Carried Cllr Votes: AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AP-y, AS-y
30th March 2021	Prop Cllr JH, 2 nd Cllr SJ Carried Cllr Votes: AB-y, RB-y, JH-y, SJ-y, MKB-y, AP-y, AS-y (Cllrs TD, DK, NP not at meeting)

16. Matters arising from the minutes not included in the agenda - none

17. Police Matters – Following consultation with the SNT, WWPC have been asked to gather information relating to vehicular antisocial behaviour by taking photographs, recording car registration numbers, details of disturbance such as times, locations, what offence occurred.

A WhatsApp group had been set up by PC Morgan with representatives of the Council to more easily provide information directly. Roads where speeding traffic had recently been problematical included Kineton Rd, Loxley Rd, Bridge St, Ettington Rd, Walton Rd and Warwick Rd.

18. Open session for members of the public to raise any matters of relevance to the Parish

Mr Hargis, Chapel Street, asked whether the Council's 4 year Development Plan had been shelved because of the Pandemic. Cllr Mrs Prior said there was to be a Powerpoint presentation on this matter at the APM, but Covid prevented this. The Council continued to progress some of the items within the plan but confirmed it would be progressed again once the Pandemic had cleared.

Action: Put the Powerpoint presentation for the 4 Year Development Plan onto the Council website.	BY: Administrative Assistant
---	------------------------------

19. District & County Council matters

19.1 Cllr Kendall – A response was still awaited from Central Government to the question raised by Mr Hargis relating to permitted development rights work within the Conservation Area. Cllr Kendall thanked Cllr Parry for her work and service to the local community as County Councillor.

19.2 Cllr Parry – report noted. Cllr Parry gave a Pandemic update on the local position. There had been no cases of Covid in the 60+ age group across the district and there were now 51 available hospital beds locally. She reminded the Council of CIL grant funding availability and urged the Council and WSCC to make an application for local community projects. It was confirmed that CIL monies for cycle routes would be spent in Stratford town and its river routes. She urged WWPC to follow up the unpaid CIL for the Willett Gardens development with SDC.

20. Planning

20.1 Applications

21/00811/FUL	Erection of a 4m x 3m timber framed garden gazebo behind existing leylandii hedge at the front north west corner of the front garden		
At	16 Church Street	For	Mr And Mrs David Tilley
Planning Officer	Assistant Planner	Date	13/05/2021

No objection Prop Cllr SJ, 2nd Cllr RB carried

Cllr Votes: AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y Cllrs AP & AS abstained

20.2 Date of next Planning Committee meeting 12th and 26th May 2021 - noted

21. Removal of permission for virtual meetings – planning ahead – Cllr AP

It was noted that the court case requesting the government to extend the legislation for local Councils to hold virtual meetings had been dismissed. WALC's recommendation was not to hold any meetings before 21st June and to review the situation at that time before commencing. The Clerk confirmed that PKF Littlejohn, the External Auditor, had issued notice that the AGAR (Year End Audit document) must be approved by the Council at a properly convened meeting no later than 30th June 2021, and the AGAR must have a wet signature (by ink/hand not electronic) The date for submission to PKF Littlejohn was now 2nd August 2021 by special arrangement.

Cllrs agreed the Chairman should approach the vicar to request permission to hold socially distanced Council meetings inside the Church.

Action: Approach Greg Bartlem to ask if the Church Committee would be prepared to hire the Church to the Council for the purpose of holding its meetings the first to be 22 nd June.	By: Cllr Prior
Action: Request the presence of the RFO to respond to queries on the AGAR	By: Clerk

As virtual meetings were now not permitted, the Council agreed to delegate to the Clerk, responsibility to respond to Planning applications on behalf of the Council unless the Council were able to meet virtually or otherwise.

Recommendation to delegate to the Clerk, the authority to responds to Stratford District Council Planning Authority, to planning applications made within the parish in consultation with the Councillors on behalf of the Council during the Pandemic restrictions, unless the Council were able to meet virtually or otherwise.	Prop Cllr AP, 2 nd Cllr AS
	Carried
Cllr Votes: AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AP-y, AS-y	

22. Finance Committee

22.1 Chairman's update– Cllr RB – The Internal Audit had been successfully completed and the AGAR signed. Cllrs noted there had been £611 profit from the year and agreed this indicated accurate budgeting.

22.2 Record of payments made under delegated power by the Clerk as per the attached list - noted

22.3 Record of staff salary payments made under delegated power by the Clerk as per the attached list - noted

22.4

Resolution to pay the previously agreed 21/22 grants subject to any conditions applied, to recipients once the initial tranche of the precept has been received	Prop: Cllr RB, 2 nd Cllr DK Carried
Cllr Votes: AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AP-y, AS-y	

22.5 Consideration of the conditions to be attached to the payment of the 21/22 grant to WSCC – moved to confidential
22.6

Resolution to allow the use of council premises on a rent-free basis to Chedhams Yard, access being dependent on government guidelines affecting the reopening of the office for a further 12 months	Prop: Cllr RB, 2 nd Cllr AS Carried
Cllr Votes: AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AP-y, AS-y	

22.7

Resolution to allow the use of council premises on a rent-free basis to CAB, access being dependent on government guidelines affecting the reopening of the office for a further 12 months	Prop Cllr RB, 2 nd Cllr AS Carried
Cllr Votes: AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AP-y, AS-y	

22.8

Resolution to allow the use of council premises on a rent-free basis to WSCC, access being dependent on government guidelines affecting the reopening of the office	Prop Cllr RB, 2 nd Cllr AS Carried
Cllr Votes: AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AP-y, AS-y	

22.9 Consideration of the request by the RFO for software to assist in dealing with invoices – withdrawn pending further information

22.10 Date of next meeting – 11th May 2021 – Postponed pending government advice

23. Highways, Environment & Emergency Committee

23.1 Chairman's update – The "Dogs on Leads" signs and 20s Plenty campaign signs and banners had been delivered. It was agreed that the HEE working party would meet on 25th May to discuss locations for the signs and campaign material. New bins would be purchased this financial year from designated reserve. Cllrs were encouraged to take photographic evidence of road traffic signs obscured by overhanging vegetation to be forwarded to the Clerk. Items on the 4 year HEE Development Plan would be revisited during the year.

Action: Instruct the Lengthsman to cut back the overhanging vegetation on the VAS (Vehicle activated sign) on Kineton Road	By: Office
--	------------

23.2 Date of next meeting – 25th May 2021 – Postponed pending government advice

24. Community Facilities Committee

24.1 Chairman's update – A SEC 81 Demolition Order had been granted by SDC for removal of the Youth Hut. SDC had confirmed the removal of vegetation and laying of hard ground surfacing in the offshoot of land at the rear of the Village Hall car park could be carried out under permitted development. Should the Council elect to use this offshoot for parking of a vehicle or as a storage facility, at that time a planning application should be made. An asbestos survey had shown no notifiable asbestos found and the small amount of asbestos in the floor and ceiling tiles could be properly removed by the contractor.

Newbold Road land gate repairs by Tom Fox had been approved along with the ground work by the Bowls Club.

Following a virtual meeting with the Medical Centre and Walton Estate representatives it was finally agreed the fence around the drainage pool on Dog Close should form a U shape connecting at each end with the Medical Centre's fence. It was agreed the Medical Centre would install a gate in their connecting fence. Erection of the fence had commenced.

Quotes for the commuted sums required for the transfer of land at Mountford Place from the Developer to the Parish Council were being sought. The Residents Association for Mountford Place had indicated the desire for the children's play area to be fenced in.

24.2

Recommendation to approve up to £1200 for asbestos removal at the Youth Hut	Prop Cllr AP, 2 nd Cllr SJ Carried
Cllr Votes: AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AP-y, AS-y	

24.3

Recommendation to approve up to £1000 + vat for water supply disconnection at the Youth Hut	Prop Cllr AP, 2 nd Cllr DK Carried
Cllr Votes: AB-y, RB-y, TD-y, JH-y, SJ-y, DK-y, MKB-y, NP-y, AP-y, AS-y	

24.4 Date of next meeting – 18th May 2021 – Postponed pending government advice

25. Office & Staffing – Cllrs agreed to consider and compile a Risk Assessment for the return to work of the staff after 21st June 2021 in line with government advice.

Action: Gather staff comments/concerns about returning to work in the office	By: Clerk
Action: Arrange a site visit with Cllrs MKB, AS to assess the office space for social distancing and staff/public safety	By: Clerk
Action: Compile a Risk Assessment giving consideration to staff comment/concerns and staff/public safety	By Cllrs AS/MKB

26. Correspondence

Letter via email regarding highway issues and Wellesbourne Mountford airfield from Mr & Mrs Birch/Mr & Mrs Hine.

Action: CC letter to Councillors with Clerks response attached	By: Clerk
--	-----------

27. Wellesbourne & Walton News

Detail of the restrictions on Parish Councils

28. Cllrs & Clerk exchange of information

Cllr Blake – none

Cllr Mrs Bolton – Asked if the Council would write to the Post Office asking why relief cover was not being provided whilst they recruit. The Garden Shed were placing tables on the green and footway again despite having been instructed by SDC to cease this practice.

Cllr Dipple – none

Cllr Harte – none

Cllr Jackson – Asked for feedback on the bollards installed without permission on the service/access road behind the shops on Newbold Road.

Cllr Kendall – none

Cllr Keogh-Bywater – none

Cllr Mrs Patalong – none

Cllr Mrs Prior – none

Cllr Shepherd - none

Clerk - none

29. Dates of next meetings

22nd June 2021	Full Council – pending venue permissions
18th May 2021	Community Facilities - postponed
25th May 2021	HEE - Postponed
11th May 2021	Finance - Postponed

Under Section 100A of the Local Government Act 1972, In view of the confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be a disclosure to them of exempt information under paras 1 and 11 and Part 1 Schedule 12A of the said Act, that the public will be excluded.

CONFIDENTIAL

22.5 Consideration of the conditions to be attached to the payment of the 21/22 grant to WSCC

Cllrs agreed that the grant should be paid in full with no additional conditions applied.

Prop Cllr Mrs RB, 2 nd Cllr DK Carried. Cllr Votes: AB-y, RB-y, TD-y, JH-y, DK-y, NP-y, AS Cllrs Jackson, Keogh-Bywater & Mrs Prior abstained
--

There being no further business to discuss the meeting closed at 10.00pm

Chairman....Cllr Mrs Prior.....

Signed.....

Date.....2021