

# WELLESBOURNE & WALTON PARISH COUNCIL

## Minutes for a virtual meeting of the Council on Tuesday 2<sup>nd</sup> June 2020 at 7.00pm via ZOOM online meeting facility

Present: Chairman Cllr Mrs Prior      Councillors: Mrs Bolton, Cannon, Jackson, Kendall, Keogh-Bywater, Mrs Paige-Stimson  
Clerk: Mrs Scriven      Responsible Finance Officer: Mr Thomas      District/County Cllrs: 2      Members of public:0

### 1. Welcome and announcements

2. **Apologies for Absence** – Cllr Mrs Burnard (Cllrs Dipple, Harte and Mrs Patalong were absent from the meeting)

3. **Declarations of Interest** - none

### 4. Confirmation of the order of the agenda - agreed

5. **Identification of any items that might be resolved for confidential session – Item 14.2 as staffing matter** – agreed  
(Cllr Votes: RB-yes, OC-yes, SJ-yes, DK-yes, MKB-yes, YPS-yes. AP-yes)

### 6. Confirmation of the minutes of the Council meetings (virtual)

**24<sup>th</sup> March 2020** – agreed (prop Cllr SJ, 2<sup>nd</sup> Cllr DK)

(Cllr Votes: RB-yes, OC-yes, SJ-yes, DK-yes, MKB-yes, YPS-yes. AP-yes)

**19<sup>th</sup> May 2020** – Cllr Exchange, Cllr AB said she had used dog grooming services who were following the social distancing rules – agreed

(Prop Cllr SJ, 2<sup>nd</sup> Cllr OC) (Cllr Votes: RB-yes, OC-yes, SJ-yes, DK-yes, MKB-yes, YPS-yes. AP-yes)

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

8. **Open session for members of the public to raise any matters of relevance to the Parish** – no public attendance

### 9. District & County Council matters

9.1. Cllr Kendall – District Council's Planning Committees would be returning from 17<sup>th</sup> June using Microsoft Teams virtual meetings

services. This would replace the special measures that had previously been in place.

9.2. Cllr Parry – report noted. The County Council were to resume Land Charge services (Local Searches for home buyers) noting there

would be a backlog of searches to be carried out and with a reduced team to comply with social distancing regulations.

Media Conferencing continued and SDC were encouraged by a significant drop in the infection rate with only three new cases confirmed last week. It was noted that small bags of textiles or small electrical equipment items left by residents recycling bins would be collected.

### 10. Planning

10.1. Decisions

10.2. Applications

1.

20/01166/FUL	Replacement of existing modern extension and sheds with new extension and renovations to dwelling		
At	Smatchley Lodge, Ettington Road, Wellesbourne	For	Walton Estate
Planning Officer	Catherine Gibbons	Date	10 <sup>th</sup> June 2020

**Support** – appropriate improvement to a historical building in poor condition the PC would want to see preserved.

(Prop Cllr RB, 2<sup>nd</sup> Cllr OC) (Cllr Votes: RB-yes, OC-yes, SJ-yes, MKB-yes, YPS-yes. AP-yes, DK-abstained)

2.

20/01167/LBC	Replacement of existing modern extension and sheds with new extension and renovations to dwelling		
At	Smatchley Lodge, Ettington Road, Wellesbourne	For	Walton Estate
Planning Officer	Catherine Gibbons	Date	10 <sup>th</sup> June 2020

**Support** – appropriate improvement to a historical building in poor condition the PC would want to see preserved.

(Prop Cllr RB, 2<sup>nd</sup> Cllr OC) (Cllr Votes: RB-yes, OC-yes, SJ-yes, MKB-yes, YPS-yes. AP-yes, DK-abstained)

3.

20/00892/FUL	Erection of a single storey rear extension		
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At	10 Church Street, Wellesbourne	For	Andrew Mewton
Planning Officer	Ryan O’Keeffe	Date	11 <sup>th</sup> June 2020

Object – window design not compatible with the building in conservation area – (Prop Cllr RB, 2<sup>nd</sup> NONE - **MOTION FAILED**)  
**No objection** as other properties in the area differ in style – (Prop Cllr SJ, 2<sup>nd</sup> Cllr YPS) (Cllr Votes: RB-no, OC-yes, SJ-yes, MKB-yes, YPS-yes. AP-yes, DK-abstained)

4.

20/01135/FUL	Replacement stable and store building		
At	Wellesbourne Hall, Stratford Road, Wellesbourne	For	Mr H Dhinsay
Planning Officer	Louise Casey	Date	11 <sup>th</sup> June 2020

**No objection** (prop Cllr SJ, 2<sup>nd</sup> Cllr DK) (Cllr Votes: RB-yes, OC-yes, SJ-yes, DK-yes, MKB-yes, YPS-yes. AP-yes)

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5.

20/01198/FUL	Erection of industrial building ancillary to existing operations at Amethyst Group Ltd		
At	Amethyst House, Fletchers Way, Wellesbourne	For	Greg Thwaites
Planning Officer	Louise Casey	Date	11 <sup>th</sup> June 2020

**No objection** (Prop CllrDK,2<sup>nd</sup> Cllr SJ) (Cllr Votes: RB-yes, OC-yes, SJ-yes, DK-yes, MKB-yes, YPS-yes. AP-yes)

6.

20/01129/FUL	Construction of a double garage		
At	10 Granville Road, Wellesbourne	For	James Canney
Planning Officer	Richard Lambert	Date	15 <sup>th</sup> June 2020

**No objection** (Prop CllrDK,2<sup>nd</sup> Cllr OC) (Cllr Votes: RB-yes, OC-yes, SJ-yes, DK-yes, MKB-yes, YPS-yes. AP-yes)

7.

20/01232/FUL	Full application for the conversion of agricultural buildings into 4 dwellings and associated landscaping		
At	Laughs Building, Walton, Wellesbourne	For	Walton Estate
Planning Officer	Joe Brooke	Date	12 <sup>th</sup> June 2020

**No objection** (Prop CllrDK,2<sup>nd</sup> Cllr MKB) (Cllr Votes: RB-no, OC-yes, SJ-yes, DK-yes, MKB-yes, YPS-yes. AP-yes)

## 11. Finance Committee

11.1. **Management Accounts** (RFO) – Cllrs were shown the accounts on screen and the RFO gave a detailed explanation by section.

11.2. **Record of payments made under delegated power by the Clerk** as per the attached list – Cllrs noted payments made

11.3. **Approval of staff salaries** – Agreed (Prop Cllr DK, 2<sup>nd</sup> Cllr RB) (Cllr Votes: RB-yes, OC-yes, SJ-yes, DK-yes, MKB-yes, YPS-yes. AP-yes)

11.4. **Bank Mandate** (update Clerk) – the bank confirmed that no additional paper was being handled at this time for the safety of their

staff and that a message had been sent to the Mandate Team to process the paperwork as soon as normal working practices returned.

11.5. **Year End** (update Clerk) The Internal Auditor had met (Virtual) with the RFO to consider and approve the financial page of the AGAR

(Annual Governance & Accountability Return) and then with the Clerk to confirm the general governance of the Council. He was to complete the internal audit remotely via the Council’s website and with documents supplied by the RFO/Clerk but had verbally confirmed his satisfaction that the Council was compliant, and all was correct. The signed AGAR page would then be posted to the Clerk with a copy of the completed audit. Cllrs would be sent the document once received and the Chairman would call an Extra-Ordinary meeting of Council in order to approve and sign the AGAR ready for the external audit to complete.

11.6 **Date of next meeting** – to be announced

## 12. Highways, Environment & Emergency Committee

12.1. Items for consideration (chairman – Cllr SJ) Due to circumstances, HEE had not met, and items remained outstanding. The Clerk

would provide a list of all outstanding items for the Chairman from which an agenda would be formed to set HEE priorities going forward. It was noted that due to the current business climate some outstanding matters might fall from the agenda such as sponsorship of road traffic islands.

12.2.Date of next meeting – June – date to be announced

### 13. Community Facilities Committee

13.1.Items for consideration – (chairman – Cllr AP) As most projects required external agencies it was difficult to progress work.  
Newbold

Road project was dependant on planning, the Youth Hut removal/replacement could not be progressed, and Dog Close could not progress until the monies had cleared for the work to commence.

Action: Check for payment, if not received contact business concerned and request payment urgently	By Office
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13.2.Date of next meeting – to be announced

### 14. Office & Staffing

14.1.Office and staff arrangements during closure (update Clerk) The office phone is on divert to the mobile which was manned by the

Clerk[ and both she and the Admin Assistant were working on the office laptops to provide a service to Councillors and the public.

14.2 Planning for return to normal working practice – moved to confidential

### 15. Wellesbourne & Walton Community Cares Group

15.1.Current Group activity feedback (update Cllr AP) The group remained busy carrying out shopping, prescription collection and

deliveries, newspaper delivery and telephone befriending services. They were working with the school to help with provision of resources to disadvantaged children and Mrs Waters and Cllrs Harte and Cannon had taken part in media engagement both on TV and local radio.

It was noted that a support group for vulnerable persons in the parish after the pandemic would be a valuable asset and much sought after service.

### 16. Wellesbourne & Walton News

The W&W News would be available again online in July as the Church of England and Police were advising newsletters should be electronic unless Covid-19 advisory documents.

Items: HEE report      General Council update

### 17. Cllrs & Clerk exchange of information

Cllr Bolton – what was the accepted plans for the old Medical Centre site – 4 houses

Cllr Paige-Stimson – Chedham’s Yard were to re-open in July but have reconsidered and will remain closed for the foreseeable future

Cllr Jackson – none

Cllr Kendall – none

Cllr Cannon – none

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Cllr Prior – Communication regarding a dog fox on Dovehouse had been received asking the PC to take action to have it removed. The Clerk confirmed that the PC do not have the authority to remove wildlife from its habitat as a Local Government Authority or under the Wildlife and Countryside Act and that SDC do not have fox removal under their “Removal of Pests” services. A Cllr confirmed that the fox had been in his garden without incident. The Clerk had also received correspondence from several members of the public, one concerned it could harm a child as it had attacked the family cat, the others saying it was not aggressive, leaving the garden when shooed away.

Action: Contact the resident to inform that the Council do not have legal authority to remove the fox from its habitat.	By: Cllr AP
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Damage had been caused to the fence at WSCC since the lockdown rules had relaxed. It was noted that groups of youths were gathering at the WSCC where large amounts of nitrous oxide cannisters were found. The local police officer and PCSO attended the site and provided notices about the dangers of abusing nitrous oxide which would be displayed in the area. There remains some bits of hedging between the WSCC and MUGA where youths were sitting out of view of the CCTV, the Police advised removal as soon as possible. The Clerk confirmed that the hedge could be removed as possible harm to human life from substance abuse overrides the bird nesting legislation, provided the contractor undertakes all measures to ensure there are no nesting birds which must not be disturbed under any circumstances. Cllr SJ said the initial email response from the local police had been disappointing and he hoped they would now increase visible policing of the area.

The Leisure Centre Trustees and staff were preparing for an unknown opening date with a new regime for sanitising all equipment after individual use and sanitising/social distancing measures for both clients and staff. The questionnaire circulated asking if clients would like to use WSCC returned with 67% of clients saying they had wanted to return after the first week of closure.

### 18. Date of next meeting – 7<sup>th</sup> July 2020

19.

Table of meetings – committee meetings awaiting further notice		
7 <sup>th</sup> July 2020	Full Council	
4 <sup>th</sup> August 2020	Full Council	

*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**

14.2 Planning for return to normal working practice

Cllrs noted that the staff had been disadvantaged by out of date equipment which was slow and had crashed several times.

Staff

members would not all return work at the same time and provision for efficient home working in the future was now a priority.

It was agreed that new laptops be purchased for the Clerk and Admin Assistant and a printer/scanner and laptop stand should be

purchased for the Clerk to use from home with a maximum budget of £1500.00 (net) via the Council's chosen supplier Kaymark.

(Prop Cllr AP, 2<sup>nd</sup> Cllr YPS) (Cllr Votes: RB-yes, OC-yes, SJ-yes, DK-yes, MKB-yes, YPS-yes. AP-yes)

Action: Order the required equipment from Kaymark	By:Office
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There being no further business to discuss the meeting closed at 8:41pm

Chairman..Cllr Mrs Prior.....

Signed.....

Date.....

Completed 03.06.2020