

# WELLESBOURNE & WALTON PARISH COUNCIL

Minutes of a meeting of the Council on Tuesday 2<sup>nd</sup> November 2021 at 7.15pm at the Methodist Hall, Bridge Street, Wellesbourne

Present: Chairman: Cllr Mrs Prior      Councillors: Barton, Mrs Bolton, Cannon, Dipple, Kendall, Shepherd  
Acting Clerk: Mrs Skinner      County/District Cllrs: 2      WCC representative: Graham Stanley      Members of public: 7

## 1. Welcome & Announcements

## 2. Apologies received – Cllr Jackson

## 3. Declarations of Interest - none

## 4. Confirmation of the order of the Agenda – Remove item 11.1 as not relevant - agreed

## 5. Identification of any items that might be resolved for confidential session – Confidential minute from 5<sup>th</sup> October to be amended – move to Confidential as involves staffing issues Prop AP, 2<sup>nd</sup> DK, all in favour

## 6. Confirmation of the minutes of the Council meetings

5th October 2021 Add Item 11.4.1 “Cllr RB said that the figures given in the management report for the current level of the s106 and unilateral agreement funding should be disregarded. There had been difficulties over the years in obtaining an accurate record and the Clerk, along with the RFO, was currently working on rectifying this. Correct figures would be presented as soon as possible.” Item 19. Add AS – none	Prop Cllr AS, 2 <sup>nd</sup> Cllr RB – carried (Cllr DB abstained)
19th October 2021 Item 2. Add apologies from Cllr DK	Prop Cllr AS, 2 <sup>nd</sup> Cllr DB – carried (Cllrs RB, OC, TD, DK abstained)

## 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

Representatives from Friends of Hastings House, Keith Greatham, Eileen Edwards, Wendy Waters, Heidi Williams gave a presentation on the proposed work of the charity which was formed in July 2021 to provide additional services to patients across the area. Case studies were presented to illustrate the work done by Well Being Navigator whose full funding ceased after initial 12 months, so funding was being sought to continue the post.

Frankie Stuart, Cherry Orchard reported that the area at the end of Cherry Orchard had become extremely overgrown during building works and Orbit and WCC both stated it was not their responsibility to maintain.

Action: Check with Orbit to find out responsibility and put pressure on to tidy up the area	By: office
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Linda Dane, Newbold Road asked whether the Council would consider increasing their contribution to Wellesbourne & Walton News for next year as income had dramatically reduced from advertisers and donations while printing costs had gone up by 5%. Cllr AP reported that an increase had been discussed at recent Office and Staffing meeting.

## 9. District & County Council matters

9.1 Cllr Kendall – nothing to add to colleagues reports

9.2 Cllr Parry – report noted. She added that there were not yet any results from public consultation on proposed merger of SDC and WDC.

9.3 Cllr O'Donnell – report noted. She gave an update on increased Covid figures and urged vigilance. She asked for white lines needing enhancement for safety to be reported to her.

## 10. Planning

### 10.1 Applications

1.

21/03073/FUL	Single storey extension to sides.		
At	2 Valletta Way, Wellesbourne, CV35 9TB,	<b>For</b>	Ms Leanne Schneider-Rose
<b>Planning Officer</b>	Assistant planner	<b>Date</b>	10 November 2021.

It was noted that two documents in this application didn't relate to the property. Cllr Parry would look into this.

No objection – Prop RB, 2<sup>nd</sup> DK, Carried AS abstained

2.

21/03249/FUL	Ground floor rear conservatory extension		
At	43 Hammond Green	<b>For</b>	Mrs Anderson
<b>Planning Officer</b>	Assistant Planner	<b>Date</b>	12 November 2021.

No objection – Prop DK, 2<sup>nd</sup> OC, Carried AS, DB abstained

3.

21/03274/FUL	Replacement of 3no. velux roof windows with 2no. dormer windows (to be carried out in conjunction with stripping and re-laying roof tiling and associated repairs)		
At	4 Chestnut Square	For	Mr Phil Thomas
Planning Officer	Malwina Idziak	Date	12 November 2021.

No objection – Prop DK, 2<sup>nd</sup> RB, Carried AS abstained

10.2 Date of next planning meeting – 10<sup>th</sup> November 2021, 24<sup>th</sup> November 2021

### 11. Finance Committee

11.1 No update available.

11.2 Record of payments made under delegated power by the Clerk as per the attached list – noted. Cllr RB queried payment of Chairman's allowance which was made on 1/11/21 but showed on report as being paid on 19/10/21. Payments had been set up by the clerk before she went on leave but were not made until the due date.

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

11.4 Management reports & Management commentary (September) – noted. It was also noted that committee chairmen were now receiving up to date reports for committee expenditure

11.5 Audit

11.5.1 Internal Audit arrangements update – now scheduled for 19/11/21

11.5.2 External Audit 2020/2021 - now finalised and clean audit achieved

11.6 Council powers to award grants – paper prepared by Cllr RB to inform new councillors of the process of awarding grants

11.7 Date of next meeting: 23<sup>rd</sup> November 2021

### 12. Highways, Environment & Emergency Committee – Cllr SJ

12.1 Chairman's update - Committee meeting Chairman's update – Cllr AP chaired last meeting as Cllr SJ on leave of absence. Cllr AB now appointed as Chair and Cllr OC as Vice-Chair. Focus of the meeting was traffic issues around the village.

Graham Stanley (WCC) informed the meeting of the process of road safety audits for new developments. On completion of The Grange development, the audit highlighted issues of street lighting, lack of landscaping, inadequate chevrons, lane guidance on approach to roundabout, ponding on roundabout. Stage 4 audit to be carried out then taken back to Persimmon as extra money is allocated for additional signage, VAS, interactive signs, extension of 30mph zone, bus stops and shelters. He stated that a multi-agency approach was required to improve safety for future of pedestrians, cyclists and other road users. Report of stage 4 audit would be shared with WWPC. Landscaping with trees (rather than saplings) was required and would be pursued by Mr Stanley, and removal of existing hedges was questioned.

Action: Contact SDC enforcement to query hedge removal	By: Cllr DK
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A multi-agency meeting was being set up to look at other areas of concern.

Action: Send invitation to multi-agency meeting to Cllr O'Donnell and Mr Stanley	By: Cllr AP
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12.2 Electric charge points – approach from company to provide charging points to the parish – Cllr AP reported she and the clerk had met with the company who had put forward a proposal for charging points to be located at car park with no cost or risk to WWPC. Mr Stanley asked whether it adhered to WCC standards. Matter of cost to the public was raised, along with whether the lease would permit installation of charging points. Item would be added to December agenda to allow more gathering of information before further discussion.

Action: Write to Graham Stanley to obtain WCC information regarding charging points	By: Cllr AP
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Action: Contact Walton Estate to enquire whether terms of lease allowed charging points to be installed	By: Cllr AP
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12.3 Date of next meeting: 30<sup>th</sup> November 2021

### 13. Community Facilities Committee – Cllr AP

13.1 Committee meeting Chairman's update – Cllr AP reported still awaiting final parts of Dog Close lease and there had been no feedback on Newbold Road land. She spoke about an incident of anti-social behaviour at Mountford playground which had been reported by a member of the public. A margarine type substance was smothered all over equipment making it dangerously slippery. The handyman had cleaned it up and it was reported to the police.

13.2 Community Events Fund (£5000 plus funding for publicity) – to purchase a central 3D Christmas light display update– this was now on order and would hopefully be installed in time for the switch on on 27<sup>th</sup> November.

13.3 Public Open Space land transfers (Persimmon) – relevant parties would attend a sign off meeting to include grounds maintenance company, then solicitors would deal with the process.

13.4 Lease and Gifted land adjoining Dog Close update – progressing

13.5 Planning for Newbold Road land update – no response to date

13.6 Recommendation to approve the amended quote from Thomas Fox for the Newbold Gate repair of £1749.23 + vat - prop Cllr AP, 2<sup>nd</sup> DK, carried

13.7 Recommendation to accept the offer of the mobile skate ramp from Stratford District Council – Prop Cllr AP, 2<sup>nd</sup> DK, carried, DB abstained. Storage position and permission was discussed. This would be on Community Facilities agenda.

13.8 Wellesbourne Sports Association AGM 17<sup>th</sup> November 2021 – Cllr AP to attend  
13.9 Date of next meeting 9<sup>th</sup> November 2021

**14. Office & Staffing Committee**

14.1 Committee Chairman’s report – noted

14.2 Policies

14.2.1 Recommendation to adopt the Equal Opportunities policy, Appraisal policy and Fire Risk/Evacuation policy – Prop Cllr AP, 2<sup>nd</sup> Cllr AS, carried

Date of next meeting: 25<sup>th</sup> January 2022

**15. Remembrance Sunday Service** – 10.40am 14<sup>th</sup> November 2021 at war memorial – all welcome

**16. Governance Review – discussion document** – Number of parishioners per councillor was discussed and different options were explored. Working party to be set up for further discussion

Action: Contact all councillors to invite to join working party	By: Cllr AP
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**17. PA System – arrangements made update** – Now stored at Methodist Hall. Training session to be set up before next meeting so councillors could learn how to set up equipment

**18. Annual Parish Meeting** – Date of meeting 8<sup>th</sup> March 2022. Shortened annual report to go into Wellesbourne & Walton News

Action: Request extra space in February edition of Wellesbourne & Walton News	By: Cllr AP
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St Peter’s Church had been offered for meetings and discussed having a presentation at the meeting to explain report more fully. Possible theme of Climate Change, speakers to be invited. Suggested additional donation to Wellesbourne & Walton News for extra space as money for production of annual report was already included in budget.

**19. Wellesbourne & Walton News**

Update on highways / traffic issues, announce skate ramp, send Season’s Greetings

**20. Cllrs & Clerk exchange of information**

AS – none

RB – none

DK – none

DB – none

OC – asked whether digital copies of paperwork for meetings could be provided. It was agreed that as there is no internet at the hall, councillors would have to download papers to their own devices so they had access to papers at meetings. Any councillors requiring digital copies to let office know.

Action: Inform Cllrs of any papers that need to be sent out hard copy	By: Clerk
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TD – none

KS – none

AP - none

**21. Dates of next meetings**

7 <sup>th</sup> December 2021	Full Council
9 <sup>th</sup> November 2021	Community Facilities
23 <sup>rd</sup> November 2021	Finance Committee
30 <sup>th</sup> November 2021	HEE
25 <sup>th</sup> January 2022	Office & Staffing

*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**

**Minute to be amended to:**

11.4 Management reports & Management commentary (August) and SAGE report (September) – Cllrs noted that the monthly report in a different format as requested had not been sent out as requested and the SAGE report contained confidential information of a sensitive nature. Cllr RB said she was disappointed not to have been able to attend the Finance meeting but felt that there should have been more notice of any special requests to the staff. Cllrs discussed the methods used to collate and record the Council accounts and agreed that the RFO would be asked to show them at the next Team meeting agreed to take place on 15<sup>th</sup> October in the afternoon. Cllrs expressed frustration at the delay in receiving up to date financial information and the Chairman said it was totally unacceptable for the Council to be working on accounts that were more than a month out of date. Minutes of meeting 5<sup>th</sup> October 2021 confirmed accepted as amended Prop DK, 2<sup>nd</sup> AS, Carried

There being no further business to discuss the meeting closed at 9.19pm

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

Signed.....

Date.....

Completed 3<sup>rd</sup> Nov 2021