

WELLESBOURNE & WALTON PARISH COUNCIL

Minutes for a virtual meeting of the Council on Tuesday 7th July 2020 at 7.00pm via ZOOM online meeting facility

Present: Chairman: Cllr Mrs Prior Councillors: Mrs Bolton, Cannon, Dipple, Harte, Keogh-Bywater, Mrs Paige-Stimson, Mrs Patalong

Clerk: Mrs Scriven County/District Councillors: 0 Members of public: 4 (Mr Simpson, Mr Littler, Mr Hargis, Mrs Dane)

1. Welcome and announcements

2. Apologies for Absence – Cllrs Mrs Burnard, Jackson, Kendall

3. Declarations of Interest –

Cllr Patalong declared a non pecuniary interest in matters pertaining to planning application 20/01533/TREE as known to applicant

Cllr Prior declared a non pecuniary interest in matters pertaining to planning application 20/01533/TREE as known to applicant and

item 13.5 WSCC as a Trustee

Cllr Bolton declared a non pecuniary interest in matters pertaining to the Village Hall as the Council representative and Trustee

4. Confirmation of the order of the agenda – item 6 add the minutes of 30th June - agreed

Cllr votes: RB - yes, OC - yes, TD- yes, JH - yes, MKB - yes, YPS - yes, NP – yes, AP - yes

5. Identification of any items that might be resolved for confidential session – Items 14.2 & 14.2.1 as staffing matters – agreed

Cllr votes: RB - yes, OC - yes, TD - yes, JH - yes, MKB - yes, YPS - yes, NP – yes, AP - yes
--

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

2nd June 2020 – agreed (Prop Cllr RB, 2nd Cllr YPS)

Cllr votes: RB - yes, OC - yes, TD - yes, JH - yes, MKB - yes, YPS - yes, NP – yes, AP - yes
--

30th June 2020 – agreed (Prop Cllr RB, 2nd Cllr TD)

Cllr Votes (only those present at the 30/6 meeting): AP – yes, RB – yes, OC – yes, TD - yes

HEE Committee 23rd June 2020 – Noted only, to be approved at HEE meeting

7. Matters arising from the minutes not included in the agenda – The enquiries about the dog fox had been addressed by the Clerk.

8. Open session for members of the public to raise any matters of relevance to the Parish - none

9. District & County Council matters – No District or County Councillors present

9.1. Cllr Kendall update - none

9.2. Cllr Parry report - none

10. Planning

10.1. Decisions -none

10.2. Applications

1.

20/01533/ TREE	T1 – field maple – remove , T2 – field maple – reduce crown by approx. 2-2.5metres retaining crown spread of 4 metres height of 6 metres, T3 – field maple – Remove, T4 – field maple – reduce crown by approx. 2-2.5 retaining crown spread of 4 metres height of 6 metres, T5 – field maple – remove, T6 – Birch – remove, T7 Birch – remove T9 field maple - reduce crown by approx. 2-2.5 retaining crown spread of 4 metres height of 6 metres, T10 field maple - reduce crown by approx. 2-2.5 retaining crown spread of 4 metres height of 6 metres, T11 field maple - reduce crown by approx. 2-2.5 retaining crown spread of 4 metres height of 6 metres, T12 – field maple - remove T13 field maple - reduce crown by approx. 2-2.5 retaining crown spread of 4 metres height of 6 metres		
At	4 Long Ground, Wellesbourne	For	Mr Chris Wyatt CTS Forestry and Arboriculture Ltd

Planning Officer	Assistant Planner	Date	14 th July 2020
------------------	-------------------	------	----------------------------

Objection on the grounds that these trees were part of the original boundary hedge and part of the initial planning application was that they could not be felled or severely cut back to protect them as a natural screen to the new development. Removal would have a negative impact on the natural green soft landscaping screen and would remove the delineation of the boundary. (Prop Cllr RB, 2nd Cllr JH – carried)

Cllr Votes: RB - yes, OC - yes, TD - yes, JH - yes, MKB - yes, YPS - yes, AP – yes, NP - Abstained
--

2.

20/01456/TPO	T1 – Yew – approx. 1-1.5 metre height reduction. Radial reduction of crown to south east over highway by approx. 1-1.5 metres to shape, ensuring 5.2 metres clearance over highway. Radial reduction of crown to north east, adjacent to neighbouring property by approx. 1 metre to shape. Radial reduction of crown to north west over garden by approx. 1 metre to shape. Radial reduction of crown to south west by approx. 0.5 metres to shape. Lightly thin crown around BT line		
At	2 Bridge Street, Wellesbourne	For	Mr & Mrs Bell-Thorn
Planning Officer	Ruth Rose	Date	

No objection (Prop Cllr OC, 2nd Cllr NP – carried)

Cllr Votes: RB - yes, OC - yes, TD - yes, JH - yes, MKB - yes, YPS - yes, NP – yes, AP - yes
--

13

3.

20/01373/FUL	Proposed single storey extension to the rear of the property		
At	Willowbank, Lowes Lane, Wellesbourne	For	Mr N Smith
Planning Officer	Ryan O’Keeffe	Date	13 th July 2020

No objection (Prop Cllr RB, 2nd Cllr JH – carried)

Cllr votes: RB - yes, OC - yes, TD - yes, JH - yes, MKB - yes, YPS - yes, NP – yes, AP - yes
--

Mrs Dane joined the meeting (member of public)

4.

20/01493/COUC	Change of use of the ground floor retail unit from retail use (Class A1) to restaurant/café use (Class A3) including the installation of a new extraction system and flue		
At	Dudley Taylor Pharmacies Ltd 5 Kineton Road Wellesbourne	For	Mr Deniz Yener Ke
Planning Officer	Erin Weatherstone	Date	17 th July 2020

No objection (Prop Cllr OC 2nd Cllr JH – carried)

Cllr votes: RB - yes, OC - yes, TD - yes, JH - yes, MKB - yes, YPS - yes, NP – yes, AP - yes
--

11. Finance Committee

11.1. Management Accounts (RFO) – Cllrs reviewed the account dialogue on screen. It was noted that the Rates expenditure under WSCC

was actually for the Youth Hut and was to be amended to reflect the position.

11.2. Approval of payments made under delegated power by the Clerk as per the attached list - noted

11.3. Approval of staff salaries – Prop Cllr AP, 2nd Cllr RB – carried)

Cllr Votes: RB - yes, OC - yes, TD - yes, JH - yes, MKB - yes, YPS - yes, NP – yes, AP - yes
--

11.4. Year End – update Clerk – Accounts and Year End Return documentation had now been sent to the External Auditor. Public right to

view the accounts notifications had been posted in accordance with the strict deadlines.

11.5. Asset Register – revised register for consideration – It was noted that the old picnic benches should have been removed. Chairman Cllr AP made recommendation that the amended Asset Register be re-adopted – Prop Cllr AP, 2nd Cllr NP – carried

Cllr Votes: RB - yes, OC - yes, TD - yes, JH - yes, MKB - yes, YPS - yes, NP – yes, AP - yes
--

11.6. Date of next meeting – to be announced

12. Highways, Environment & Emergency Committee

12.1. Chairman’s update – no update available as Cllr SJ not present

The Clerk gave an update on responses received to queries raised during the HEE meeting

12.2.Date of next meeting – to be announced

13. Community Facilities Committee

13.1.Chairman’s update Cllr AP – The lease for Dog Close and an update on the planning application for Newbold Road land had been

requested, response awaited for both items.

13.2.Open Air Cinema – Cllr AP – After discussion, some Cllrs felt it was too early for such an event to take place given the uncertainty of

Covid-19 and raised concern about the potential for traffic problems due to the lack of suitable parking at the site. As a result of the concerns it was agreed the event should be cancelled at this time. (Prop Cllr JH, 2nd Cllr YPS – carried)

Cllr Votes: RB - yes, OC - yes, TD - abstained, JH - yes, MKB - yes, YPS - yes, NP – yes, AP - abstained	
Action: Let the organiser and SDC know the event had been denied at this time	By Office

13.3.Playground opening preparation

Cllrs considered the advice documents from the Government and NALC’s document in response to the Government advice outlining the difficulties and complexities of the advice. It was agreed that the Risk Assessment sent by NALC should be used and the Handyman was to clean the equipment with soapy water and install temporary signage prior to use. Permanent signage was to be purchased from reserves for the two Council owned play areas including one way system signs and advice signs for safe use of the play equipment whilst abiding by Government guidelines for social distancing. (Prop Cllr AP, 2nd Cllr RB – carried)

Cllr Votes: RB - yes, OC - yes, TD - yes, JH - yes, MKB - yes, YPS - yes, NP – yes, AP - yes	
Action: Order Entrance & Exit signs (2 per gate x two play areas) and instruction signs (x4) in aluminium from reserves due to urgency and health & Safety risks. Instruct Handyman to install temporary signs and to clean all play equipment with soapy water in both parks (installing permanent signage when delivered)	By Office

13.4.Ground works for Dog Close update Cllr AP – the funding for the ground repair works had been received and Thomas Fox had been

instructed to carry out the works as soon as possible.

13.5.WSCC update Cllr AP – Vegetation between the building and MUGA had been removed on police advice after youths had utilised it

for anti-social behaviour. No opening date had been given for Leisure Centres by the Government, but with guidance from the Gym Association, Fitness Association and Sports England, provision was being made for socially distanced gym use and classes. Some classes were being streamed live and outdoor classes were being considered. Currently all staff were furloughed until further notice and any matters arising were being dealt with by the Trustees.

Cllr YPS said authorisation had been given for youth groups to begin activities again with guidance from the National Youth Association but with strict social distancing/group size regulations. Venue Landlords accommodating youth groups would need to know the requirements for social distancing and group sizes as well as comfort facilities before use as it was for minors.

13.6.Date of next meeting – to be announced

14. Office & Staffing

14.1.Planning for return to normal working practice update – The Admin Assistant would be returning to the office on the odd day to

progress the Index followed by the cleaner who would clean all work surfaces, doors/frames/handles and comfort facilities.

14

14.2.Clerk’s overtime hours – Clerk/Cllr AP – **moved to confidential**

14.2.1Recommendation to pay the Clerk’s overtime – Proposed Cllr RB, 2nd Cllr AP – **moved to confidential**

14.3. Correspondence– Office red bin, cessation of contract– Mr & Mrs Cole – Due to problems with the supplier it had been agreed to

cancel the bin. It was noted that there was very little waste but shredding of confidential waste would be removed by a business waste collection company and any personal waste from staff would be taken away by the staff member for disposal.

15. Cllr access to meetings –Cllrs with no electronic access to meetings had been addressed using spare equipment from the office

16. Code of Conduct – Consultation document – Cllrs were asked to consider the amended Code of Conduct following concerns by NALC

that the sanctions were ineffective. Cllrs conduct to fellow Cllrs was now covered as well as suggested 6 month suspension for serious breaches of the Code.

Action: Respond to the consultation directly via the link due to timescales	By all Councillors
---	--------------------

17. Wellesbourne & Walton Community Cares (WWCC) – Cllr AP

17.1.Appointment of a Trustee for WWCC future charity – Cllr Prior nominated as Trustee on behalf of the Council – no other nominations were received. (Prop Cllr RB, 2nd Cllr YPS – carried)

Cllr Votes: RB - yes, OC - yes, TD - yes, JH - yes, MKB - yes, YPS - yes, NP – yes, AP – agreed to take up the position of Trustee
--

18. PMSA Mapping

18.1 Mapping for Parish Councils – Cllr AP attended an online course for “Parish Online” which maps things like ancient woodlands, monuments, parks and gardens, public rights of way, listed buildings, greenbelt, noise pollution areas, aerial photographs and land registry. It was acknowledged that entering the initial data took time but this resulted in a very useful tool for the Council. The cost of this software is £324.00 + vat less a 20% discount from WALC which is given until membership cessation. Cllr Cannon offered assistance with loading the data working alongside the Admin Assistant who would use the service most.

18.2

Recommendation to purchase and adopt the PMSA Mapping Service from reserves Cllr Votes: RB - yes, OC - yes, TD - yes, JH - yes, MKB - yes, YPS - yes, NP – yes, AP - yes	Prop Cllr AP, 2 nd Cllr OC - carried
Action: Purchase the mapping system	By: Office

19. TPOs on parish trees – Correspondence Conservation Advisory Group – Concern was raised by the group in relation to the amount

of trees currently unprotected in the parish. SDC was approached to consider trees outside the conservation area but declined on the premise they would become involved if the tree was to be imminently felled. During preparation of the report it was noted that several trees with TPOs had previously been felled without permission and where felling had the proviso another tree be planted on the site no checking systems existed.

Action: Ask SDC what is their policy for checking replanting and what is the process used for placing a TPO on trees	By Office
--	-----------

20. Wellesbourne & Walton News

Play area safety/Risk Assessment

Office closure update

Wellesbourne & Walton Community Cares Charity – Trustee appointment

21. Cllrs & Clerk exchange of information

Cllr Harte – none

Cllr Dipple – none

Cllr Patalong – none

Cllr Keogh-Bywater – none

Cllr Cannon - none

Cllr Bolton – The Village Hall Management Committee had met and taken the decision to remain closed with review in September.

Safety measures were in place with no sports or dance classes, no kitchen availability, a one way system in place, record of all attendees and their guests, cleaning by users before leaving. It was noted that the Committee was liaising with other venues in the village in an attempt to have continuity of safety measures throughout hiring venues.

A new owner had taken over the mobile fish van with attendance on a different day. It was agreed he should be in touch with the PC who now had ownership of the village hall car park under the new lease.

Cllr Paige-Stimson – With schools reopening in September with social distancing measures in place how are school transport going to cope with social distancing, will they put on additional transport or only take some children based on numbers permitted to board.

Action: Write to the School Transport Team requesting information on how they will provide safe transport	By Cllr AP
---	------------

22. Date of next meeting – 4th August 2020

Table of meetings – committee meeting dates to be agreed		
4 th 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

2. Clerk's overtime hours – Cllr AP/Cllr RB – Due to the office closure the Clerk has taken over all day to day duties of the office

to ensure normal Parish Council service is maintained. As a result of this additional responsibility the Clerk has accrued significant overtime hours - documented to the Chairman and Vice Chairman and discussed by Cllrs.

14.2.1

Recommendation to pay the Clerk's overtime at her hourly rate	Proposed Cllr RB, 2 nd Cllr AP – carried
Cllr Votes: RB - yes, OC - yes, TD - yes, JH - yes, MKB - yes, YPS - yes, NP – yes, AP - yes	

There being no further business to discuss the meeting closed at 9:35pm

Chairman: Cllr Mrs Prior.....

Signed.....

Date.....