

# WELLESBOURNE & WALTON PARISH COUNCIL

*Minutes of a meeting of the Council on Tuesday 22<sup>nd</sup> June 2021 at 7.15 pm at St Peter's Church, Wellesbourne*

Present: Chairman: Cllr Mrs Prior

Cllrs: Harte, Kendall, Shepherd

Acting Clerk: Mrs Skinner

Members of the public: 2

1. **Welcome**
2. **Approval of Apologies for Absence** – Cllrs: Blake, Mrs Bolton, Cannon, Dipple, Jackson, Keogh-Bywater
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** - none
6. **Confirmation of the minutes of the Council meetings (virtual) on 4<sup>th</sup> May 2021**

Accepted Prop Cllr DK, 2 <sup>nd</sup> Cllr AS	Cllr votes: JH-y, AP-y
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**7. Matters arising from the minutes not included in the agenda**

- 7.1. Bollards on service road at rear of shops on Newbold Road  
WCC had responded to inform that this is not public highway and therefore they cannot remove bollards.
- 7.2. Post Office – part time opening hours/staffing issues  
Post Office to return to normal opening hours from 27<sup>th</sup> June 2021

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

**9. Asset Register**

<b>Recommendation to approve the amended Council Asset Register</b> Approved	Prop Cllr AP, 2 <sup>nd</sup> Cllr AS Cllr votes: JH-y, DK-y
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**10. Internal Audit Report**

It was recorded that the office was to be commended for achieving such a good report given the difficult circumstances of the last year

<b>Recommendation to approve the Internal Audit report</b> Approved	Prop Cllr AP, 2 <sup>nd</sup> Cllr AS Cllr votes: JH-y, DK-y
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**11. Annual Governance and Accountability Return -AGAR 2020/2021**

**11.1 Consideration of the AGAR and associated additional required information documents**

**11.1.1**

<b>Recommendation to approve Section 1 of the Year End AGAR 2020/2021</b> Approved	Prop Cllr AP, 2 <sup>nd</sup> Cllr AS Cllr votes: JH-y, DK-y
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**11.1.2**

<b>Recommendation to approve Section 2 of the Year End AGAR 2020/2021 and additional required documents for External Audit</b> Approved	Prop Cllr AP, 2 <sup>nd</sup> Cllr AS Cllr votes: JH-y, DK-y
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**12. Finance Committee**

- 12.1 Record of payments made under delegated power by the Clerk as per the attached list - noted
- 12.2 Record of staff salary payments made under delegated power by the Clerk as per the attached list - noted
- 12.3

<b>Recommendation to continue to delegate the processing of payments by bank transfer on behalf of the Council to the Clerk during the pandemic recovery period for the next 6 months, to be reviewed again in Full Council in January 2022.</b>	Prop Cllr AP, 2 <sup>nd</sup> Cllr AS Cllr votes: JH-y, DK-y Accepted
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There was discussion regarding whether the system that had been in place could continue to be used in the future as it proved to be easy to make payments. It was understood that permission was not granted to parish councils to make electronic payments except in exceptional circumstances.

- 12.4 Management reports – any queries to be sent to Cllr RB for discussion with the RFO
- 12.5 Date of next meeting: 27<sup>th</sup> July 2021

**13. Highways working party – Cllr SJ**

13.1 Working party meeting update – no update received

**14. Dog Close working party**

14.1 Working party meeting update – Cllr AP reported that the lease had now been signed. The working party had met and were considering planting, fencing and other aspects of developing the area. Lawful Development Certificate was required for installation of benches and this was being sought. The legal process for the transfer of land for the area gifted to the parish council was going ahead and searches were completed.

**15. Risk Assessment – reopening of Council Offices – Cllrs AS/MKB**

15.1 Risk Assessment report for consideration of staff return to office working

Recommendation from government that staff do not necessarily need to return to offices immediately on relaxation of restrictions. The office environment needed to be properly prepared to re-open and this may not be until September at the earliest.

It was recommended that the final arrangements regarding staff returning to the office should be left to the clerk and chairman in consultation with the staff, proposed by Cllr AS, 2<sup>nd</sup> by Cllr DK, Cllrs AP and JH in agreement.

15.2

Recommendation to adopt the Risk Assessment taking into account any further suggestions from Staff or Councillors deemed necessary for the health and wellbeing of employees, Councillors or members of the public entering the office on Council business	Prop Cllr AS, 2 <sup>nd</sup> Cllr AP Cllr votes: JH-y, DK-y Accepted
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**16. Correspondence - South Warwickshire Local Plan – Scoping and Call for Sites consultation**

16.1 Councillor response feedback – Cllr AP

No response had been received from any councillors so Cllr AP had responded on behalf of the council. Cllr AP had met with Allotments Society representatives and Cllr Penny-Anne O’Donnell to discuss the new call for sites; the allotments are currently a reserved site as defined in the Neighbourhood Plan, but the Neighbourhood Plan may need to be revisited in order to secure the future of the allotments. Mr Hargis had also been approached during these discussions.

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

Cllr AS – no

Cllr DK – no

Cllr JH – no

Cllr AP – had held a meeting with Cllr AB regarding use of social media; Cllr AB would be happy to have input to this aspect of council work.

Cllr AP also reported demolition work at the Youth Hut had begun on 21<sup>st</sup> June and it would take approximately four weeks to complete demolition and create car park.

**18. Dates of next meeting (Dependant on Government Covid regulations)**

6 <sup>th</sup> July 2021	Full Council
13 <sup>th</sup> July 2021	HEE
27 <sup>th</sup> July 2021	Finance

Meeting dates were speculative until there were further government announcements. Planning was being done by email consultation amongst councillors and it was felt there was no requirement to meet unless it was absolutely necessary. It was considered that the next full council meeting would possibly be at the beginning of August and dates would be notified as soon as known.

There being no further business to discuss, the meeting closed at 7.47pm

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

Signed.....

Date.....

Completed 23/6/21 KMS