

WELLESBOURNE & WALTON PARISH COUNCIL

Minutes for a meeting of the Council on Tuesday 7th June 2022 at 7.15 pm at the Methodist Hall, Bridge Street, Wellesbourne

Present: Chairman: Cllr Mrs Prior Councillors: Barton, Blake, Mrs Bolton, Howes, Kendall, Keogh-Bywater, Shepherd
Clerk: Mrs Scriven County/District Cllrs: 3 Members of public: 4

1. Welcome and announcements
2. Apologies received – Cllrs Cannon, Dipple
3. Declarations of Interest - none
4. Confirmation of the order of the agenda – add at 17.2.3 drawings of the Parish Council logo - agreed
5. Identification of any items that might be resolved for confidential session - none
6. Confirmation of the minutes of the Council meeting on
3rd May 2022 - agreed
10th May 2022 - agreed

7. Matters arising from the minutes not included in the agenda

- 7.1 Potholes at Walton – no feedback available
- 7.2 Correspondence with WCC – how attendance at the waste site recorded – no response to date

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

Mrs Dane, Newbold Road – The organisers of the beer festival had donated £1500 to the Village Hall Management Committee toward the refurbishment of the kitchen at the hall. Requested information on the chosen route of the baton relay Gaydon to Stratford – this had not yet been officially agreed.

Miss McDonough, Mountford Close – . Parking enforcement officers had been seen in the village. Concern was expressed about the possible renaming of Dog Close land, historically this had been the name of this land and residents might feel this was re-writing the village history. Cllr Mrs Prior assured that any change of name would be a decision of the Council but invited residents to put forward their views at the open day on 9th July or in writing to the Council.

9. District & County Council matters

- 9.1 Cllr Kendall – no update
- 9.2 Cllr Parry – report noted. The head of planning and development had been written to in relation to the reserved sites which showed the land at Kineton Road inclusive of part of the allotments. Whilst the allotments had been included in WW7, this was preceded by WW2 which exclude the allotment site from development. Concern was raised about footpath SD118 being closed off by the land owner who had installed signage saying private property – no entry. Cllr Parry was to follow this up with County Footpaths dept.
- 9.3 Cllr O'Donnell – WCC were offering financial support packages including assistance with paying rising fuel for those families struggling on benefits. Request was made for evidence of problems with the local postage service – Cllr Shepherd said he had two undelivered "Signed for" postings which showed on query that they had never left Wellesbourne post office.

10. Planning

10.1 Applications

1.

22/01339/FUL	Construction of new single storey rear extension to existing house and conversion of existing garage to home office		
At	113 Dovehouse Drive, Wellesbourne	For	Mr Jon Bird
Planning Officer	Sarah Leach	Date	7 th June 2022

No objection

2.

22/01347/FUL	Replacement of existing conservatory with brick built orangery		
At	4 Charlecote Road, Wellesbourne	For	Mr Neil Harrison Projects Ltd
Planning Officer	Sarah Leach	Date	7 th June 2022

No objection

3.

22/01225/FUL	Change of use from agricultural building to B8 storage		
At	Staple Hill Farm, Staple Hill, Wellesbourne	For	The Morley Trust
Planning Officer	Stuart McIver	Date	9 th June 2022

Objection – no lighting plan in place to protect dark skies and wildlife corridors, no operational hours had been provided and therefore the impact on the environment cannot be assessed and access/egress to the site was on what appeared to be unbound surfacing which would unsuitably abut the main highway.

10.2 Appeals (No opportunity to make further representation, for information only)

21/03772/FUL	Resubmission of a new single storey extension in lieu of the existing conservatory and second storey build over existing storey rear kitchen and playroom following planning application refusal ref 21/00558/FUL		
At	7 Lowes Lane, Wellesbourne	For	Mrs Howe
Planning Inspectorate reference number	APP/J3720/D/22/3299252	Date	26 th May 2022

10.3 Planning with conditions

1.

22/01104/FUL	Install UVPC conservatory to rear of property		
At	54 Willow Drive, Wellesbourne	For	Mr G Parker
Date	27 th May 2022		

2.

22/00904/FUL	Single storey extension and fenestration alterations		
At	23 Mountford Close, Wellesbourne	For	Mr & Mrs Hoult
Date	27 th May 2022		

10.4 Withdrawn

22/00695/FUL	Two storey extension, single storey side extension alterations to entrance canopy including external works		
At	7 Waterloo Close, Wellesbourne	For	Mr Martin Snape

10.5

Recommendation to form a separate Planning Committee – Cllrs discussed but decided to remain with Ex Ord meetings	Withdrawn
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10.6 Date of next planning meetings: 8th & 22nd June 2022

The Clerk made Cllrs aware that CILS funding had been awarded, £2464.86 in relation to Kingsmead Farm development.

11. Wellesbourne Benchmarking – Measuring and understanding localities (SDC) – Cllrs agreed to identify the areas in the report where WWPC could make changes at HEE and Community Facilities committees returning to full Council with action points.

12. Review of Council Standing orders

12.1

Recommendation from May Full Council meeting to adopt new 2018 Standing Orders (Clerk/Chmn to add Saturday to the posting days not counted in the 3 clear day ruling and to delete the brackets where not relevant)– Prop Cllr AP, 2 nd Cllr DK carried.
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13. Code of Conduct discussion of pages 10 – 14 – Cllrs considered the implications of declarations made under the new code, noting the need to consider friendship as well as family and being ever mindful of public perception.

14. Finance Committee – Cllr RB

14.1 Committee Chairman's report - noted

14.2 Record of payments made as per the attached list - noted

14.3 Record of staff salary payments made as per the attached list - noted

14.4 Management reports & Management commentary (April) - noted

14.5 Internal Audit – Cllr Mrs Bolton (Chairman of Finance Committee) noted an exceptional audit again, consistently improved year on year and asked that both the Clerk and RFO be congratulated in writing on behalf of the Council for their hard and efficient work.

Action: Letters to be sent to the Clerk and RFO offering congratulations on another successful audit.	By: Cllr AP
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14.6 Review of documents – All documents listed below were reviewed.

14.6.1

Recommendation from the Finance Committee to accept the revised Financial Regulations	Prop Cllr AS, 2 nd Cllr DK carried
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14.6.2

Recommendation from the Finance Committee to accept the revised Terms of Reference	Prop Cllr AS, 2 nd Cllr DK carried
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14.6.3

Recommendation from the Finance Committee to accept the revised Grants Policy	Prop Cllr AS, 2 nd Cllr DK carried
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14.6.4

Recommendation from the Finance Committee to accept the revised Community Events Grant Policy	Prop Cllr AS, 2 nd Cllr AP carried
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14.6.5

Recommendation from the Finance Committee to accept the revised Asset Register	Prop Cllr AP, 2 nd Cllr AS carried
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14.7 General reserves - £264,062.04

Designated Reserves Sinking Fund £30,000/Development Fund £30,000/Lengthsman £2862.10/CIL £63,099.15

Recommendation from the Finance Committee to allocate funding from General Reserve for capital projects of up to the maximum specified amounts of: Community Facilities: £20,000 HEE: £20,000 Office & Staffing: £10,000	Prop Cllr AP, 2 nd Cllr AS carried
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14.8

Recommendation from the Finance Committee to use Persimmon Funds to pursue a capital project for the construction of a new Parish Council office	Prop Cllr AP, 2 nd Cllr AS carried
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14.9

Recommendation from the Finance Committee to precept for grounds maintenance on newly acquired Mountford Place and The Grange once acquired	Prop Cllr AP, 2 nd Cllr AS carried
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14.10

Recommendation from the Office & Staffing Committee to spend up to £10,000 + vat, to investigate drawings for extending the Village Hall to make new parish council offices	Prop Cllr AP, 2 nd Cllr AS carried
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14.11

Recommendation from the Finance Committee that the RFO/Clerk explore possible short term investments suitable for the Persimmon funds (Insuring any investments are ethical)	Prop Cllr AP, 2 nd Cllr AS carried
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14.12 Bank Account Review

14.12.1 Banks update – The Clerk had contacted both Lloyds and Unity Trust banks, noting all information on accounts suitable for Parish Councils was available online. Cllrs were urged to look at the online banking sites, the Clerk would download information available for the next Finance Committee meeting.

14.13 Date of next meeting: To be arranged

15. Highways, Environment & Emergency Committee – Cllr AB

15.1 Committee Chairman's report - noted

15.2 Dog Bins

Recommendation from HEE Committee to purchase new dog fouling bin at Lowes Lane from HEE budget costing approximately £200 + vat.	Prop Cllr AB 2 nd Cllr DK carried
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15.3 New Environment budget heading

Recommendation from HEE Committee to move £6000 from General Reserves to Dept 3 HEE under new heading - Environment	Prop Cllr AP, 2 nd Cllr DB Carried (Cllr AS against)
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15.4 Light pollution update – Cllrs MKB had contacted the CEO of Munster Joinery about issues of light pollution coming from the site. The company were sympathetic to the problem and adjusted the lighting downwards by 22% on the perimeter and buildings. Consideration was being given to the possibility of PIR or timer-controlled lighting but this would be a decision of the company due to the cost implications. Wixey had reacted favourably to the letter from the Clerk and visit from Cllr Howes, making adjustments to the lighting angles and the installation of light shields to throw the lighting downward. Cllrs noted their appreciation of the good will from both companies to help minimise the light pollution in the area.

15.5 Date of next meeting: 19th July 2022

16. Community Facilities Committee – Cllr AP

16.1 Committee meeting Chairman's update – The survey on Newbold Road land required by SDC Planning dept had now been carried out. The drawings for ramp access to Dog Close land had now been submitted to SDC Planning and a Discharge of Conditions notice received. It was noted that a 1:12 gradient was the ideal for wheelchair users but that the ramp could only be 1:8 gradient due to the restrictions on the space available. An open day would take place on 9th June for residents to visit the site.

16.2 Quote for arboricultural works at Dog Close

Recommendation to accept the quote for necessary tree works on Dog Close coppice for £3190 + vat	Prop Cllr AP 2 nd Cllr AS carried
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16.3 Skate Ramp – trial run constructing the ramp to take place Friday 17th (evening) or Saturday 18th (morning)

16.4 SDC Community Infrastructure bid application – Cllrs agreed that a CILS bid application should be made toward the provision of a sports hall at the WSCC.

16.4.1

Recommendation to accept the CILs application towards the provision of a sports hall	Prop Cllr AP 2 nd Cllr AB carried
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16.5 Date of next meeting 14th June 2022

17. Office & Staffing Committee

17.1 New website (progress) update – The Chairman and Clerk were working to provide the necessary documentation for the new site, Cllrs were asked to update their online bio. 120 photographs of the parish had been sent to Aubergine for the media page.

17.2 New statements for website – Both policies had been sent to WALC for consideration prior to the meeting.

17.2.1 Accessibility Statement – Cllrs considered and proof read the document - approved

17.2.2 Privacy Statement – Cllrs considered and proof read the document – approved

17.2.3 Logo for website – Cllrs were show the graphics depicting the winning design and noted some minor revisions – agreed.

17.3 Governance Review – the only suggestion received from the public was there should only be a single ward for Wellesbourne.

17.4 Deputy Clerk/Administration Assistant recruitment update – Six candidates had been shortlisted, interviews on Monday 13th June.

17.5 Date of next meeting: 12th July 2022

18. Representation on Other Bodies

18.1 Boyse Charity feedback – Cllr AS – Boyse Charity were to approach the Charity Commission as the charity rules state trustees could be appointed from Wellesbourne Hastings and Wellesbourne Mountford; the request would be to appoint a nominee from Wellesbourne & Walton Parish Council. The Clerk confirmed that the two separate Councils established in 1894 joined as one in 1952. The charity would also be looking at who it could support, making the age to qualify for those not in substantive employment up to age 25, aiding with educational trips abroad, social and physical development and for improvement of mental wellbeing.

18.2 Village Hall report – Cllr RB - noted

19. Correspondence

19.1 Coventry & Warwickshire Clinical Commissioning Group – Gaydon Lighthorne Heath Development Options Appraisal/Feasibility Study and Lighthorne Parish Council Chairman's response – Cllrs raised deep concern that for Hastings House to provide a satellite surgery for Upper Lighthorne they would close the Kineton surgery used by residents of the parish and hinterland villages. If residents could not get an appointment at Wellesbourne they currently to travel to Kineton; removal of this surgery means residents would have to travel to Upper Lighthorne to be seen by a GP. Cllrs were also concerned that no consultation with the Parish Council was carried out despite the extreme effect on primary care in the parish. It was agreed that a dedicated surgery should be provided for Upper Lighthorne and the hinterland villages around it and not share out the patient burden on existing practices who already struggle to meet patient need locally

Action: Write letter to Clinical Commissioning Group outlining concerns of the Council	By: Office
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19.2 WCC Consultation to Blue Badge Holders on Stratford upon Avon town centre proposals and residents' concerns – Cllrs were extremely concerned that not all badge users had been consulted as declared in the letter from WCC and no consultation with the Parish Council had taken place and that the officer had only offered an arbitrary response.

Action: Write to District/County Cllrs raising concerns cc to MPs	By: Office
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20. Wellesbourne & Walton News – New Cllr, Cllr Vacancy, Community picnic, Light pollution progress, grant payments

21. Cllrs & Clerk exchange of information

Cllr Kendall – Write to Jeremy Wright congratulating him on his Knighthood. Chairman to write letter of congratulations.

Cllr Keogh-Bywater – The path on Ettington Road (by the Co-op) had been marked out with ink for repair.

Cllr Howes – Complaints from residents about the poor mowing at the new play areas (Ettington Park/The Grange) WWPC have no authority as the land was still in ownership of Persimmon.

Cllr Mrs Prior – The poor road markings at the Longbridge island had been raised at the Multi-Agency meeting and WCC were to follow this up with the Highways Agency. A publicity presentation would take place for the grant of £5000 paid to the Friends of Hastings House. Sewage leaking from the drain by the Mountford playground had been attended to but cleaning rods had become stuck in the drain so further works would now be required.

22. Dates of next meetings

5 th July 2022	Full Council
14 th June 2022	Community Facilities
12 th July 2022	Office & Staffing
19 th July 2022	HEE

There being no further business to discuss, the meeting closed at 9.55pm

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

Signed.....

Date.....

(Completed 8th June)