

WELLESBOURNE & WALTON PARISH COUNCIL

Minutes for a meeting of the Council on Tuesday 6th September 2022 at 7.15 pm at the Methodist Hall, Bridge Street, Wellesbourne

Present: Chairman: Cllr Mrs Prior Councillors: Blake, Mrs Bolton, Cannon, Howes, Kendall, Keogh-Bywater, Shepherd Clerk: Mrs Scriven
District County Cllrs: 2 Members of public: 10

1. Welcome and announcements

2. Apologies received – Cllrs Barton, Dipple

3. Declarations of Interest – Cllr Shepherd declared an other non registerable interest in matters pertaining to item 13.8 as a neighbour

4. Confirmation of the order of the agenda – add new 10.2 Planning application Dog Close, 10.3 Medical provision at Upper Lighthorne 10.4 Planning committee dates and a new 13.10 Village Hall - agreed

5. Identification of any items that might be resolved for confidential session – 10.2 as contracts, 10.3 as sensitive information, 17.2 as a staffing matter - agreed

6. Confirmation of the minutes of the Council meeting:

2nd August – item 9 correction – Cllr Kendall was present - agreed

16th August - agreed

23rd August 2022 -agreed

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

7.1 Dog Close events – possibility for music or other events on site enquiry – no further discussion- agenda item for Community Facilities

7.2 Defibrillators – Mr Davis (Wellesbourne District Lions) Lions had received funds up to £1300 from two local businesses and were currently liaising with other local businesses seeking a further £500. It was confirmed the site selected for a new defib had been agreed along with possible sponsorship signage. Consideration was to be given to whether maintenance of the three defibs installed by the Lions should be carried out by a registered company with a full service contract, this was still to be discussed.

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

Gosia Zielinska – Community Engagement Officer, Warwickshire Fire and Rescue Service – made a plea to engage more retained fire-fighters of the on-call service provided by non-manned stations such as Wellesbourne. She explained the importance of such stations and the criteria required to become a retained fire-fighter.

Mrs Hancox, Anslow Road, said the longer times between collections of non-recyclable waste under the new waste management scheme was unacceptable, especially waste that rotted.

Mr Davis, Oxford Way, asked what EA were doing about the pollution in the river Dene first noted approx. 3 weeks ago. The Clerk said the PC were working with the EA who were looking at the fuel tanks of local properties and businesses and had placed a boom to keep the pollutant from migrating down the river. Regular tests on the water were taking place to ensure no major pollution threat to the river Dene

Mrs Dane, Newbold Road, asked if the residents on the corner of Newbold Place could be asked to cut their boundary hedge which now covered the footway. The trees overhanging the walk from St Peter’s Church to the White Bridge had become low and hindered free passage and there were fallen willow branches at Salmon Court end which now blocked the footpath. The Clerk confirmed the fallen limbs had been reported to WCC and a letter to landowners would be requested regarding the overhanging vegetation

Mr Hargis, Chapel Street, said the Ettington Road/Chapel Street junction sign showing where Walton Road is was missing

Miss McDonough, Mountford Close, said under the bank by the Talbot Court tree there had been a hand activated water pump

9. District & County Council matters

9.1 Cllr Kendall – no update

9.2 Cllr Parry – report noted. Cllr Parry and County Cllr O’Donnell had met regarding the possibility of a WCC produced personalised Carers Handbook detailing local information such as dementia cafes and other specialised services. She was to meet the local SNT with Cllr Prior to raise any concerns being experienced in the parish.

9.3 Cllr O’Donnell – no report

10. Planning

10.1 Applications

1.

22/02559/TREE	T1, T2, T3, T4, T5, T6 and T7 – hybrid black poplar – Fell T8 – hybrid black poplar - Remove		
At	Talbot Court, Kineton Road, Wellesbourne	For	The Merchant Mews Management Co.
Planning Officer	Assistant planner	Date	16 th September 2022

No objection – The PC requested replacement with a suitable species

2.

22/01408/FUL	Replacement two-storey house and garage with single-storey pool enclosure and widened drive		
At	The Beeches, Chapel Street, Wellesbourne	For	Mr & Mrs Crisp-Jones
Planning Officer	Paul Thompson	Date	

Objection – over development of the site

10.2 Planning application Dog Close – moved to confidential

10.3 Medical provision at Upper Lighthorne – move to confidential

10.4 Date of next planning meetings: 14th and 28th September 2022

11. Finance Committee

- 11.1 Committee Chairman's update – the Clerk and RFO were currently concentrating on transferring the Council's bank accounts from Barclays Bank to Unity Trust. It was agreed a meeting of the committee should be set up to discuss potential investment opportunities
- 11.2 Record of payments made as per the attached list - noted
- 11.3 Record of staff salary payments made as per the attached list - noted
- 11.4 Management reports & Management commentary (July) - noted
- 11.5 Bank Account change update Clerk – the application had been submitted and once all identification material had been received by the new bank the accounts would switch within 7-9 days.
- 11.6 Date of next meeting – 22nd November 2022

12. Highways, Environment & Emergency Committee – Cllr AB

- 12.1 Committee Chairman's update – a review of the Emergency Plan had begun and it was noted that WCC had instructed that 20s Plenty signs could no longer be displayed on highway land or street furniture as no risk assessments had taken place by WCC.
- 12.2 Request from Cllr Howes to install a tree on Newbold Road/Newbold Place junction green – Following a site meeting with the WCC Locality Officer, it was agreed that services run under the land. As there were associated costs to carry out a services search the Locality Officer requested that local residents were asked first if they have any objections to a tree outside their property. Letters would be sent to homes bordering the green, if no objections were raised WCC would carry out a survey on behalf of WWPC who would subsequently become responsible for the care and maintenance of any tree should it be permitted.
- 12.3 Date of next meeting: 18th October 2022

13. Community Facilities Committee – Cllr AP

- 13.1 Committee meeting Chairman's report – noted.

The Council agreed that the Council's statement regarding Dog Close would be:

"No dogs have been permitted on Dog Close for many years and this status of no dogs permitted would remain"

- 13.2 Maintenance of The Grange (Schedule and costings of grounds maintenance)

13.2.1

Recommendation from the Community Facilities Committee to accept the quote for the regular maintenance of the land at The Grange	Prop: Cllr AP, 2 nd Cllr DK carried
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- 13.3 Acquisition of land at Frost Road

13.3.1

Recommendation from the Community Facilities Committee to purchase land at Frost Road taking transfer of ownership from the current land management company and paying all associated legal costs	Prop: Cllr AP, 2 nd Cllr SH carried
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- 13.4 Dog Close

- 13.4.1 Dog Close Five Year Development Plan – It was noted that 450 trees would be delivered on site during Oct/Nov planting season.

Action: Letter of thanks to Mrs Linda Dane for compiling the development plan	By Cllr Prior
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- 13.4.2 Renaming of Dog Close (Cllr discussion document) – It was agreed due to offer three possible names:

Jubilee Meadow Nature Reserve (Jubilee self explanatory)

Dene Meadow Nature Reserve (Dene after the river)

Hoppers Meadow Nature Reserve (the historical name of the field before named Dog Close)

It was agreed the runner up would be used to name the extension land at the rear, to be a community orchard. E.g. -X- Orchard

- 13.5 Dog exercise areas

Recommendation from the Community Facilities Committee to seek provision of an area of land to be used as a dogs off lead exercise zone	Prop: Cllr AP, 2 nd Cllr DK carried
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- 13.6 Contracts

- 13.6.1 Christmas Lighting contract

Recommendation to accept the Christmas lighting contract for the next 3 years and to go out to tender for the contract	Prop: Cllr AP, 2 nd Cllr DK carried
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- 13.6.2 Grounds maintenance contract

Recommendation to accept the grounds maintenance contract for the next 3 years and to go out to tender for the contract	Prop: Cllr AP, 2 nd Cllr DK carried
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- 13.6.3 Bus shelter cleaning contract

Recommendation to accept the bus shelter cleaning contract for the next 3 years and to go out to tender for the contract	Prop: Cllr AP, 2 nd Cllr DK carried
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- 13.6.4 Litterbin and Dog Bin contract

Recommendation to accept the litter and dog bin emptying contract for the next 3 years and to go out to tender for the contract	Prop: Cllr AP, 2 nd Cllr DK carried
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- 13.7 Consideration of fees from Architect ref Village Hall

Acceptance of Stage One and Stage Two only - £4500 inc vat (Stage Three to be considered in the future) (Initial investigation as to the suitability of the courtyard at the Village Hall for use as a PC office)	Prop: Cllr AP, 2 nd Cllr MKB carried
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- 13.8 Correspondence – Request from Debra Coton for a memorial bench at Dog Close, update Clerk – the family confirmed in writing, their wish to purchase the bench, an invoice would be sent to the family in order to proceed.

Action: check pricing again and contact family to finalise the invoice	By: Office
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- 13.9 WCC consultation on bus passes – discussion <https://asl.warwickshire.gov.uk/insights-service/free-bus-travel-scheme-review/>

Action: Write to WCC – bus passes should remain from 9am in rural locations and bus frequency increased	By: Office
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13.10 Village Hall – flooding had occurred from the foyer and into the main hall. Cllrs agreed the drains should be checked for blockages prior to any further works on the car park drainage.

Action: Contact Severn Trent and ask them to investigate the drains for blockages and look at surface drains	By: Office
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13.11 Date of next meeting 25th October 2022

14. Office & Staffing Committee – Cllr AP

14.1 Chairman’s update -

14.2 Policies

Recommendation from Office and Staffing Committee to adopt the amended policies:	Prop Cllr AP, 2 nd Cllr AS carried
1. Equal Opportunities policy	9. Appraisal Scheme policy
2. Data Protection policy	10. Lone worker policy
3. Fire Risk/Evacuation policy	11. Grievance & Appeal Policy
4. Complaints Policy	12. Discipline & Appeal Policy
5. FOIA Policy	13. Asset Register
6. Press Policy	14. Risk Assessment Policy
7. Social Media Policy	15. Management of overtime Policy
8. Vexatious and Repeat Request Policy	16. Office and Staffing Terms of Reference

14.3 Date of next meeting: 11th October 2022

15. Governance Review

15.1 Governance review (pages 18,19,30) update Cllr AP – it was noted there were three ward covering the village of Wellesbourne and hamlet of Walton, the boundaries would differ from the current ones and clarification was awaited from SDC, who were asked if they could override the decision of the Boundary Commission but it was confirmed by David Dalby (SDC) that this was not possible. No map was yet available showing the parish boundaries

16. Representation on Other Bodies

16.1 Bowls Club – Report on activities from Club Chairman – noted.

17. Index working Party

17.1 Update Cllr Bolton – Previous employee Mrs Kate Skinner had indicated she would be happy to return and assist with the production process of the Index of Shops and Amenities to assist the new Assistant Clerk.

17.2

Recommendation to appoint Mrs Skinner to prepare the Index of Shops and Amenities for publication for no more than 60 hours at the agreed rate.	Prop Cllr RB, 2 nd Cllr
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18. Cllrs & Clerk exchange of information

Cllr Blake – the flooding on Loxley Road continued despite the recent resurfacing

Cllr Howes – the bollards at the Walton bridge were not in their central fixings, asked if Chedham’s Yard might publicise their activities more, the brook behind Lawrence Mackie Gardens was overgrown with vegetation and required reporting to the EA.

Cllr Mrs Bolton – what would be the naming or numbering of the new homes on Kineton Road

Cllr Shepherd – invite the Warwickshire Fire Fighters to the March Annual Parish Meeting as guest speakers

Cllr Mrs Prior – community day starting with food service from 8am at the Bowls Club and event opening officially at 11am.

19. Dates of next meetings

4 th October 2022	Full Council
11 th October 2022	Committees
18 th October 2022	Office & Staffing
25 th October 2022	HEE
22 nd November 2022	Community Facilities
	Finance

Under Section 100A of the Local Government Act 1972, in view of the confidential nature of the business about to be contracted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure of exempt information under Paras 1 and 11 and Part 1 SCHEDULE 12A of the said Act, that the public will be excluded.

Confidential

17.2 Index of Shops and Amenities – conditions of engagement and fees were discussed and agreed for the preparation of the Index

10.2 Dog Close Planning – Cllrs discussed the difficulties encountered with SDC planning department and agreed to write to the Portfolio Holder

Action: Write to the Portfolio holder at SDC raising the issues discussed and lack of consultation	By Cllr AP via the Clerk
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10.3 Medical Centre – Cllrs agreed the Chairman should sign the presented letter concerning proposals for the development at Upper Lighthorne.

There being no further business to discuss, the meeting closed at 10.05pm

Chairman...Cllr.....

Signed.....

Date.....