

WELLESBOURNE & WALTON PARISH COUNCIL

Agenda for the Annual Meeting of the Council taking place on Tuesday 16th May 2023 at 7.15 pm at the Methodist Hall, Bridge Street, Wellesbourne

CLLrs are summoned to deal with the following agenda by [Lynda Scriven](#) (Clerk to the Council)

9th May 2023

Should you wish to raise any issues with Councillors without attending the meeting in person you may do so by emailing the Clerk on Clerk@wellesbournepc.com or by telephoning the Chairman 01789 842103 no later than 4pm on the day of the meeting (you will receive an emailed/written/telephone response following the meeting)

1. **Election of Chairman (currently Cllr Prior)**
2. **Chairman's Declaration of Acceptance of Office**
3. **Election of Vice Chairman (currently Cllr Bolton)**
4. **Welcome and announcements**
5. **Apologies for Absence**
6. **Consideration of Council documents (In Cllr policies folder)**
 - 6.1 Standing Orders (Full Council)
 - 6.2 Financial Regulations (Finance Committee)
 - 6.3 Asset Register
 - 6.4 Grants Policy (Finance Committee)
 - 6.5 Council Policies (Office & Staffing Committee)
 - FOIA policy
 - Complaints Procedure
 - DPR policy
 - Press /Media policies
 - Lone Worker procedure
 - Vexatious/Repeated Request policy
 - Equal Opportunities policy
 - Working from home

7. ***General Power of Competence (GPC)**

7.1

Recommendation that Council approves and registers that it meets the qualification for the General Power of Competence	Prop Cllr AP
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8. **Code of Conduct (In Cllr policies folder)**

8.1

Recommendation to re-adopt the revised Model Code of Conduct 2020	Prop Cllr AP
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9. **Climate Emergency (Statement) update - Cllr AP**

9.1

Recommendation to readopt the Parish Council's Climate Emergency Statement	Prop Cllr AP
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10. **Committees 2023/24**

- 10.1 *Consideration of committee structure – Cllr AP
- 10.1.1 *Calendar of Meetings discussion (May – April 2023/24) – Cllr AP

10.2 **Consideration of committee membership**

- 10.2.1 Finance
- 10.2.2 Highways, Environment and Emergency (HEE)
- 10.2.3 Community Facilities
- 10.2.4 Office & Staffing
- 10.2.5 Grievance & Discipline
- 10.2.6 Appeals

11.3 **Consideration of committee Chairmen – (Members to be voted for by members of the committee)**

- 11.3.1 Finance
- 11.3.2 Highways, Environment and Emergency (HEE)
- 11.3.3 Community Facilities
- 11.3.4 Office and Staffing

12. **Working Parties**

12.1 **Consideration of current working party structure**

12.2 **Consideration of working party membership**

- 12.2.1 Dene Meadow
- 12.2.2 Climate Emergency
- 12.2.3 Council offices (Future planning)
- 12.2.4 Facebook (Council account)
- 12.2.5 Website

13. Nominations for representation to other Bodies 2023/24

- 13.1.1 Sports Association
- 13.1.2 Village Hall
- 13.1.3 Boyse Charity
- 13.1.4 Chedham's Yard
- 13.1.5 WALC Southern Area Committee
- 13.1.6 Wellesbourne & Walton Community Cares (inc OSCARS/Dementia Group)
- 13.1.7 Flood Action Group
- 13.1.8 Wellesbourne Sports and Community Centre (WSCC)
- 13.1.9 Wellesbourne & Walton News Steering Group

14. Signatories for finance

- 14.1 Recommendation to approve designated signatories

15. Declarations of Interest

16. Confirmation of the order of the agenda

17. Identification of any items that might be resolved for confidential session

18. *Confirmation of the minutes of the Council meetings 4th April 2023 and 25th April 2023

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

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

21. District & County Council matters

- 21.1 Cllr Kendall – update
- 21.2 Cllr Parry – update
- 21.3 Cllr Penny Anne O'Donnell - update

22. Planning

22.1 Applications

1.

23/00913/FUL	Expansion of existing approved camping site with additional camping pitches, 4 yurts (to replace 3 tipis) and a shepherd's hut all for seasonal holiday occupation from March to October each year (mainly retrospective application as the additional pitches, 1 yurt and the shepherd's hut have been in use since 2017).		
At	Camp site and premises, Hunscombe Lane, Wellesbourne	For	Michael Twite
Planning Officer	Malwina Idziak	Date	15 th May 2023

- 22.2 Date of next planning meetings: 24th May (11am) 25th May (6pm) 31st May (6pm)

23. Finance Committee

- 23.1 *Record of payments made as per the attached list
- 23.2 *Record of staff salary payments made as per the attached list
- 23.3 *Management reports & Management commentary (March)
- 23.4 External Audit update - Clerk
- 23.5 Date of next meeting: to be agreed

24. Highways, Environment & Emergency Committee

- 24.1 Committee update – Clerk
- 24.2 *Communication – request for car park signage to mitigate parking problems in Willow Drive – K Heaviside
- 24.3 *Request from WIB for assistance to fund a new railings planter – Cllr SH
- 24.4 Date of next meeting: to be agreed

25. Community Facilities Committee – Cllr AP

- 25.1 Committee meeting Chairman's update – Cllr AP
- 25.2 Date of next meeting: to be agreed

26. Office & Staffing Committee

- 26.1 New Parish Council offices
- 26.1.1 *Management and use of the former Conservative Club building – Cllr AP
- 26.2 Paperless office – carbon footprint reduced working practices
- 26.2.1 *Quote for electronic equipment for Cllrs
- 26.2.2

Recommendation from the Office and Staffing Committee that the Council moves to a paperless office with the investment of 11 tablets for use by Cllrs to receive meeting documents at a maximum cost of £7000, to be vired from General Reserves to the admin budget.	Prop Cllr AS
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- 26.3 Staffing matters – Hours associated with Year End – Cllr AP

- 26.4 Date of next meeting: to be agreed

27. Index

27.1

Recommendation to pay Mrs Skinner to train the Assistant Clerk in method used in the production of the Index to the maximum cost to be agreed (during the meeting)	Prop Cllr RB
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28. *Correspondence – Defibrillator

28.1 Request for financial assistance - shortfall funding – Mr Davies

29. Co-option

29.1 Arrangements for 3 Vacancies on the Parish Council

30. Correspondence – Upper Lighthorne Primary Care

30.1 Discussion on provision of medical services – Cllr AP

31. *Support for Ukrainian refugees

31.1 Consideration of a Hardship Fund – Cllr AP/Cllr Kendall

32. Wellesbourne & Walton News – New Council who’s who, Climate Emergency

33. Cllrs & Clerk exchange of information

34. Dates of next meetings

7 th June 2022	Full Council
To be agreed	HEE
	Finance
	Community Facilities
	Office & Staffing