

Wolfhampcote Parish Council Minutes

Flecknoe Village Hall, Flecknoe

5th March, 2026

<p>1</p>	<p>PRESENT: Diane Aldersley (DA) Chair Stephen Heap (SH) after co-option John Lee (JL) Claire McGregor (CM) Karen Payne (KP) Clerk</p> <p>Apologies: Dale Keeling (DK), Helen King (HK) Members of the parish: three</p>	
<p>2</p>	<p>DECLARATION OF INTEREST: DA – Tree by the Manor House</p>	
<p>3</p>	<p>MINUTES OF PREVIOUS MEETING The minutes of the 8th January 2026 were agreed and signed by JL.</p>	
<p>4</p>	<p>CO-OPTION OF COUNCILLOR SH had put himself forward for co-option as councillor. There was a unanimous vote for SH to be co-opted onto WPC as a councillor. WPC expressed their many thanks to Andrew Brown for his time as a councillor and chairman.</p>	
<p>5</p>	<p>MATTERS ARISING</p> <p>Verge mowing complaint (COMLR2169)l– response had been received from John Davies (Green Space and Biodiversity Malager, RBC), however this referenced the incorrect piece of land. SH to send map to KP to indicate exact land we are talking about for this to be sent back.</p> <p>20 mph sign – agreed post January meeting that this was not something to be pursued given it had been looked at many times previously. Action closed.</p> <p>Overhanging tree by The Manor House to be checked with Highways on next visit. Highways have advised that the boundary is the ditch and the tree sits between Manor Farm wall and ditch and is therefore the responsibility of the landowner. DA reported that this is different to the deeds and will send deeds to SH for discussion with Highways.</p> <p>Tree pruning at back of Rowan House – KP has written to DK for advice on next steps as we need a definitive answer from Highways. The suggestion is that Dale, on his next visit is shown the tree.</p> <p>Update on when footpath with the two closed bridges will reopen. HK had reported that this will be reopened when the weather is drier. Action closed.</p> <p>Gritting bins – CM had written to Warwickshire District Council but had been advised that the location of the proposed bin did not meet the agreed criteria. KP had advised parishioner who had brought the matter up. Action closed.</p> <p>Steps off old railway line heading down to Staverton need repair. HK has logged. Action closed.</p> <p>Neighbourhood Watch – to be discussed under Parish Maintenance.</p> <p>Outside light by Pippins – to be discussed under Parish Maintenance.</p> <p>Parish working party – to be discussed under Parish Maintenance.</p>	<p>SH / KP</p> <p>DA / SH</p> <p>KP</p>

	<p>Complaint re shooting – a further email from parishioner had been received this week with video and sound. DK had agreed that as it was outside parish there is little WPC can do. KP had written back to parishioner suggesting they contact Catesby parish council and/or Rugby Borough Council to log a noise complaint (contact details provided for both). Action closed.</p> <p>Parish bins invoices. HK has still not received a response.</p> <p>Data Protection Officer – KP had been advised that there is a training course available to clarify responsibilities for data protection. Agreed that clerk would attend clerk training first (three sessions) and then decide if required.</p> <p>Risk Assessment – to be discussed under Finance.</p> <p>Financial audit digital and data compliance – it is still unclear what our responsibilities are for this. JL/KP to reword query and re-submit to WALC</p>	<p>HK</p> <p>KP</p> <p>JL / KP</p>
6	<p>OPEN FORUM to members of the public</p> <p>A parishioner commented that it was important to only raise issues that we could not resolve ourselves with DK.</p> <p>The road is in a very bad condition between Flecknoe station and the bend heading towards Shuckburgh. Parishioner was advised to raise on fix-my-street and SH agreed to raise with Highways.</p> <p>A parishioner raised concerns about the overflow of water from the ditch on the left hand side as you go up Bush Hill Lane. This ices up in the cold weather making conditions lethal. The view is that the ditch needs to be dug out. SH to speak with HK in first instance to understand if this is Highways or private land and then progress accordingly.</p> <p>Joe Holdsworth gave an overview of the planning application he has submitted.</p>	<p>SH</p> <p>SH</p>
7	<p>COUNCILLOR KEELING UPDATES</p> <p>No update received.</p>	
8	<p>PLANNING MATTERS</p> <p>R25/0967 Manor Farm, Flecknoe Construction of new annex. Status: Refused.</p> <p>R25/1059 Hillcrest House, Flecknoe Single self-build dwelling with ancillary carers accommodation. Status: Consultation carried out</p> <p>R25/1092 Bates Farm, Flecknoe Variation of conditions 1 and 2 of R12/0358 (timber cabin) for continued use Status: Withdrawn by applicant/agent Agreed to leave on agenda as new application should be submitted as existing permission for cabin has expired.</p> <p>R25/0965 1 Old Station Cottages, Flecknoe Proposed construction of agricultural building. Status: Application valid</p> <p>R26/0041 Gate Farm, Sawbridge Two storey side extension, an infill extension to the rear and a single storey rear extension This was discussed by the councillors and no comment/objection received Status: Consultation carried out (feedback due by 9/3/26). Councillors discussed the application and agreed there are no objections.</p>	<p>KP</p>
9	<p>VILLAGE HALL UPDATE</p> <p>Last village hall committee meeting was 6/1/26 and next one is 10/3/26.</p>	

	<p>Maintenance: The village hall have prioritised the maintenance list, the most concerning area is damp and it is proposed to do a thorough assessment of this.</p> <p>Martyn's Law: The two representatives of the VH committee (Neil Aldersley & Julia Moore) have attended Martyn Law meetings and online learning.</p> <p>Risk analysis/ risk assessment: has been completed and is more thorough as more areas to the original areas of assessment have been added.</p> <p>The boiler has been serviced (annual event) by Custom Heat.</p> <p>PAT testing has been completed by MCI.</p> <p>Electrical safety check is being planned and a quote is awaited.</p> <p>New shed provided by CET is awaiting better weather before installing in position.</p> <p>Insurance is due for renewal</p> <p>Village hall Friday nights are proving very popular.</p> <p>St Patrick's evening at village hall is scheduled for Friday 20/3/26</p>	
10	<p>RECREATION AND CRICKET FIELD UPDATE</p> <p>50 hazel hedging plants donated by David Thomas have been planted in the field.</p> <p>Sheep will be in the field towards the end of the week. The field remains open but the pétanque court has been sectioned off. A notice has been put on the WhatsApp groups to ensure all aware</p>	
11	<p>HIGHWAYS UPDATE</p> <p>Handover between Andrew Brown and SH has taken place.</p> <p>SH had session with Highways representative this week. Some potholes have been marked for repair.</p>	
12	<p>FOOTPATHS UPDATE</p> <p>No further updates.</p>	
13	<p>ENVIRONMENT</p> <p>Allotments – fees to remain as current, £40 for a full plot, £30 for half.</p> <p>Martyns Law – project team set up between village hall, WPC and recreation field. As of yet no one from church is involved</p> <p>Neighbourhood Watch</p> <ul style="list-style-type: none"> - Currently over 80 people on WhatsApp group - Key representatives from all areas of parish (Nethercote, Wolfhampcote, each side of Flecknoe) - Have been encouraging parishioners to join the online Neighbourhood Watch. Parishioners can then align to the Wolfhampcote group to receive appropriate updates. <p>Events</p> <ul style="list-style-type: none"> - 20th March: St Patricks Day supper - 11th April: Progressive supper 	
14	<p>PARISH MAINTENANCE</p> <p>Street lighting (including light by Pippins)</p> <ul style="list-style-type: none"> - JL provided update re costs for solar lighting. It was agreed that we should go ahead with proposal from Warwickshire County Council with the expectation that the works can all be completed for May. <p>Sawbridge and Flecknoe telephone box repairs – to be scheduled once the weather is better.</p>	<p>JL</p> <p>JL</p>

	Parish working party – CM to agree date and collate a list of jobs	CM
15	<p>CORRESPONDENCE</p> <p>A response had been received via councillor Isabelle McKenzie from Severn Trent advising that:</p> <ul style="list-style-type: none"> - Drainage maintenance and pump reliability: they will undertake a targeted inspection and cleanse of the reported locations, including the Morris House/village hall area and outside Lynmouth and The Manor House, to identify root causes (including potential groundwater interaction). - Water supply reliability: They will boost performance and resilience in the area. <p>Food waste bins are to be delivered in May with new service starting in July.</p>	
16	<p>FINANCE</p> <p>Bank reconciliation – this was signed by DA.</p> <p>Expenditure summary report – JL has circulated to the councillors and will be added to the WPC website.</p> <p>Wolfhampcote parish risk assessment – this was approved by the councillors.</p> <p>Financial risk assessment – this was approved by the councillors.</p> <p>Wolfhampcote standing orders 2026 – this was approved by the councillors. It was agreed that these should be placed on the WPC website.</p> <p>Financial regulations – this was approved by the councillors.</p>	KP
17	<p>AOB</p> <p>Planning update – DA gave an update on the planning training she had undertaken. Notes from the session have also been circulated to all councillors.</p> <p>Planning – comments provided by WPC on any planning application are now visible on the Rugby Borough Council portal. Previously they were not showing.</p> <p>Induction pack for new councillors is being prepared and will be circulated.</p> <p>Asset register – JL confirmed he has one and will circulate.</p> <p>Local government reorganisation consultation closes on 26th March. DA to suggest a response and circulate.</p>	KP JL DA
18	ITEMS for next agenda	

Meeting closed at 21.10.

Date of next meeting; Thursday 7th May at 7.30pm for Annual General meeting followed by normal update meeting in Flecknoe village hall.