

Minutes of the Ordinary Meeting of Wolverton Parish Council held on Zoom at 7.30pm on 23 March 2021

Present: Cllr S Easterbrook (Chair); Cllr S Murphy; Cllr Wynn-Evans

Parish Clerk: Mrs Jennifer Bendall

Public: Two for part of the meeting

21/03/23/01 Record of members present
Noted.

21/03/23/02 To receive apologies for absence
To receive, and consider for approval, apologies for absence and reasons given.
Apologies were received from Cllr P Anthony (Vice-Chair) who had a prior engagement and Cllr T Phillips who was unable to attend due to work commitments. ACCEPTED. Apologies were also received from SDC Cllr Richards.

21/03/23/03 To receive declarations of interests (existence and nature) on Items on the Agenda
Councillors are reminded that under the Code of Practice they are asked to declare personal interests in any item on the agenda, and the nature of the interest, at this point or at any point during the meeting. Should that interest be considered prejudicial to the matter under discussion, they should leave the room and not seek improperly to influence any decision on that matter.
None.

21/03/23/04 Minutes of the last meeting(s)
The minutes of the Ordinary Meeting held on 21 January 2021 were amended to remove Cllr Wynn-Evans from agenda item 21/01/21/07 (drafting the Terms of Reference of the Consultation Committee). The minutes were then APPROVED and signed by the Chairman.

21/03/23/05 Matters arising from the meetings held on 21 January 2021 (not covered elsewhere on the agenda)
None.

21/03/23/06 Clerk's Report
The Clerk advised that payroll for the year had been completed and that there was no tax owing to HMRC.

21/03/23/07 Wolverton Parish Plan Working Group

- 1. To receive an update from the Working Group and to note the completion of the Parish Plan**
Following deferment at the last meeting of the decision to appoint a Parish Plan Consultation Committee, it was now felt that as the Parish Plan has been produced there is no need for the Parish Plan Working Group / Committee to continue. Two taskforces which are independent of WPC are in place to progress the areas of police and environment, and Cllrs Murphy and Anthony are willing to be "Liaison Officers" providing support and guidance to the taskforces and feedback to the Parish Council. There was discussion about the areas of the Parish Plan not covered by the two taskforces, and providing progress reports in the Parish Magazine. It was noted that the GRoW Team (the taskforce responsible for the environment) is able to address the climate emergency, and it was agreed that the Carbon Reduction Plan did not need to go before the Parish Council but that the GRoW Team must not say that WPC approves it. Regarding rewilding, the Clerk is to find out who at WCC is responsible for the verges and forward details to Cllr Murphy.
- 2. To consider, and resolve to adopt if appropriate, the Parish Plan**
It was AGREED that the report would be circulated by email for approval.
- 3. To consider, and resolve to agree if appropriate, the disbanding of the Working Group**
AGREED.

- 21/03/23/08 To consider, and resolve to approve if appropriate, the purchase of a wooden planter to be situated at the Crossroads**
Discussion took place regarding ownership and the liability / insurance of a planter, and location and visibility at the junction were also considered. It was felt that siting a planter in this location may not be viable, and it was suggested that bulb planting and/or verge rewilding might be suitable alternatives. There was also discussion about alternative locations and the possibility of tree planting. It was AGREED that WPC needed more information before a decision could be taken and that the Council could not support the proposal at this time. Cllr Murphy would report back to the GRoW Team.
- 21/03/23/09 To review the grass cutting contract**
It was noted that the grass cutting contract is due for renewal. It was AGREED that the Clerk would forward the previous tender letter and map to Councillors to confirm that the details were still correct, and would then contact three contractors for quotes.
- 21/03/23/10 To note the Financial Regulations regarding items of expenditure up to £250**
The Chairman reminded the meeting that WPC's Financial Regulations permit the Clerk to raise payments up to £250 within the set budget categories. The importance of reporting these payments at the next meeting was stressed, along with ensuring that expenditure is monitored against budgets with the Clerk advising WPC when budget limits are near to being reached.
- 21/03/23/11 To note the Local Government Boundary Commission for England consultation on ward boundaries for Stratford-on-Avon District Council, and to consider, and resolve to approve if appropriate, a response from Wolverton Parish Council**
It was AGREED that no response was required as the proposals don't affect Wolverton.
- 21/03/23/12 To consider, and resolve to agree if appropriate, dates for the Parish Assembly and the Parish Council Annual Meeting**
The meeting considered advice received from WALC regarding the holding of Parish Assemblies and Annual Meetings with the ending on 7 May 2021 of legislation allowing virtual meetings to take place. It was AGREED that the Parish Assembly would be held on Wednesday 28 April 2021 and that the Parish Council Annual Meeting would take place on Wednesday 5 May 2021. The Parish Assembly to be advertised on the Neighbours WhatsApp group.
- 21/03/23/13 To consider, and resolve to approve if appropriate, the areas of responsibility within Wolverton Parish Council**
AGREED.
- 21/03/23/14 To discuss the review of policies and procedures and to consider, and resolve to agree if appropriate, the method of carrying out the review**
It was noted that several of the policies and procedures are due for renewal, and also that some required policies have not yet been created. It was AGREED that the Clerk would identify the policies due for renewal and those that are missing, and would circulate details by email. It was also AGREED that the review would take place via email.
- 21/03/23/15 Report from County Councillor Horner**
WCC Councillor Horner gave the meeting an update on ongoing discussions about the flooding on Saddlebow Lane and advised that he was considering approaching the Arden Clerks & Chairs for approval for expenditure from its small roadworks fund, although remedial works might prove too expensive for this. He also gave an update on WCC activities to help people financially affected by Covid.
- 21/03/23/16 Report from District Councillor Richards**
Report received with thanks prior to the meeting.
- 21/03/23/17 Planning Matters**
1. **To receive an update on the ownership of the Green.** The Clerk confirmed that the Green, known as Stock's Bank, was registered as a village green in 1970 by WPC. It was AGREED that the Green should be registered to WPC with the Land Registry. The Clerk to investigate the process and circulate details.

2. Applications and Decisions

To consider and resolve planning applications received, and to note current status of existing planning applications

Application Number / Address	Applicant	Application Details
20/02423/FUL Land adjacent to Bonnyton, Wolverton	Mr Constantine	Erection of one market dwelling and all associated works
Comment: WPC has supported the application with qualifications. A decision is currently still awaited from SDC.		
Application Number / Address	Applicant	Application Details
19/01618/OUT Land On Gannaway Farm, Rear Of Brick Kiln Close, Norton Lindsey	Mr John Horner Claverdon Community Land Trust	Outline planning application for the development of 10 no affordable homes (including 4 local market properties), with all matters reserved except for access (amended application)
Comment: WPC has objected to this application. SDC has refused the application.		
Application Number / Address	Applicant	Application Details
20/03438/FUL Crusoes, Wolverton Fields, Norton Lindsey, Warwick CV35 8JN	Ms Sue Woolley	Proposed 2 bedroomed bungalow to meet locally identified need
Comment: WPC has objected to this application. A decision is currently still awaited from SDC.		
Application Number / Address	Applicant	Application Details
21/00727/FU Crusoes, Wolverton Fields, Norton Lindsey, Warwick CV35 8JN	Ms Sue Woolley	Three bedroomed self build house to meet identified local need
Comment: Cllr Murphy abstained. WPC objected to this application on the same grounds as the parallel application at the same location.		
Application Number / Address	Applicant	Application Details
21/00404/FUL 21/00405/LBC Glebe Farmhouse , Wolverton Road, Wolverton, CV37 0HE	Mrs Jodie Williams	Loft Conversion to rear section of the farmhouse with external alterations including additional conservation roof lights, replace existing timber window to gable elevation. Further internal alterations including additional steel beams to support new floor, a new timber staircase, new timber props to support existing purlins, new insulation linings to walls and roof
Comment: No representation.		

21/03/23/18 **Finance**

1. Account Balances

Appendix 1 attached

2. Payments Received Since Last Meeting

Date	From	Reason	Total
-			

3. Payments Made Since Last Meeting

Date	To	Reason	Total
25 January 2021	S J Easterbrook	Reimbursement of monthly subscription to Zoom	£71.95
25 January 2021	WALC	Invoice INV-20355	£15.00
25 January 2021	WALC	Invoice WALC-0458	£12.00
12 February 2021	1&1 Internet	Web provider / domain renewal	£14.38
12 February 2021	ICO	Data Protection Fee	£35.00
15 February 2021	Clerk	Salary	£114.84
5 March 2021	WALC	Invoice 21252 – webinar for Clerk	£12.00
5 March 2021	A Portlock	Reimbursement of litter pickers	£21.90
15 March 2021	Clerk	Salary	£114.84
17 March 2021	1&1 Internet	Web provider	£2.39

4. Items of Expenditure to be Reviewed and Approved

Payment To	Reason	Total
Clerk	Expenses	£42.80

21/03/23/19 **Correspondence**

Date	From	Details
-		

21/03/23/20 **Dates for future meetings**

Wednesday 28 April 2021 – Wolverton Parish Assembly
Wednesday 5 May 2021 – WPC Annual Meeting

21/03/23/21 **Close**

The meeting closed at 9.15pm

Signed:

Wolverton Parish Council Chair

Date:

APPENDIX 1

WOLVERTON PARISH COUNCIL

Accounts Year to Date as at 23 March 2021

Reconciled to bank statement dated 17 March 2021

Actual 2019/20		Budget 2020/21	Actual 2020/21
Balances B/F			
£ 2,106.67	Current Account at 1 April	£ 2,394.12	£ 2,394.12
£ -	Uncleared income at 1 April	£ -	£ -
£ 43.20	Unpresented cheques/payments at 1 April	£ -	£ -
£ 2,063.47	TOTAL B/F	£ 2,394.12	£ 2,394.12
INCOME			
£ 2,680.00	Precept	£ 3,500.00	£ 3,500.00
£ 1,000.00	Grants	£ -	£ -
£ -	Interest	£ -	£ -
£ -	VAT	£ -	£ -
£ -	Other	£ -	£ -
£ 3,680.00	TOTAL INCOME	£ 3,500.00	£ 3,500.00
EXPENDITURE			
£ 1,287.78	Clerks Salary	£ 1,400.00	£ 1,354.98
£ -	HMRC	£ -	£ -
£ 109.66	Admin Expenses (stationery, postage, internet, etc)	£ 150.00	£ 33.87
£ 735.00	Grass cutting	£ 900.00	£ 990.00
£ 250.80	Donations	£ 200.00	£ -
£ -	Parish Maintenance (excluding grass cutting)	£ 100.00	£ 21.90
£ 149.00	Subscriptions (WALC, ICO, etc)	£ 175.00	£ 140.00
£ 297.11	Insurance	£ 300.00	£ 264.98
£ -	Room hire	£ 40.00	£ 59.95
£ 100.00	Election Costs	£ -	£ -
£ -	Training	£ 50.00	£ 77.00
£ 420.00	Other	£ -	£ -
£ -	VAT paid	£ -	£ 43.30
£ 3,349.35	TOTAL EXPENDITURE	£3,315.00	£ 2,985.98
Actual Balance of Accounts at 31 March 2020		Forecast Balance of Accounts at 31 March 2021	Actual Balance of Accounts Year to Date
£ 2,394.12	Current Account Balance	£2,579.12	£2,908.14
£ 1,250.00	Ringfenced funds *	£1,250.00	£1,250.00
£ 500.00	Contingencies fund (sum retained for unexpected expenses)	£500.00	£500.00
£ 644.12	TOTAL DISPOSABLE FUNDS	£829.12	£1,158.14

* Ringfenced funds

Donation to PCC agreed in year 2019/20 for new churchyard fencing	£250.00
WCC grant received in year 2019/20 ringfenced for PCC	£1,000.00
	<u>£1,250.00</u>