

## WOLVERTON PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 21<sup>st</sup> January 2020 at 7.30pm at Wolverton Church Hall.

1. Record of members present: Cllrs Easterbrook, Chair; Cllr Wynn-Evans; Cllr Anthony; Cllr Phillips; K Hollinrake, Clerk. Apologies for absence: Cllr Murphy; County Councillor Horner. Mr Sinton, parishioner, attended the meeting for item 14a, which was moved up the agenda.
2. Minutes of the meeting on 18<sup>th</sup> December were agreed and signed by the Chair.
3. Declaration of pecuniary interest – none.
4. Induction of councillors – ongoing. **Cllr Murphy to complete the Register of Members' Interests.**
5. Matters arising from meeting on 18<sup>th</sup> December:
  - a. Review of Parish Plan. Cllr Easterbrook welcomed the draft survey, which was discussed in detail. The aim is to have the results of the survey available for discussion at the May APM. **Cllrs Anthony, Phillips and Murphy to revise the form and all councillors and clerk to distribute to their allocated houses.**
  - b. Communication with parishioners. **Clerk to seek parishioners' permission for email contact.**
  - c. Parishioner concerns regarding flooding and internet – response made.
  - d. New auditor. Cllr Easterbrook confirmed Ms Lewis had kindly agreed to undertake the internal audit role. **Clerk to progress.**
6. Review of Standing Orders. Cllr Wynn-Evans reported that little needed to be changed but that the Review would be complete by May 2020. He suggested there may be value in having a sub-committee for responding to planning matters; and an Advisory Committee made up of parishioners. **To be discussed at next meeting.**
7. Review of policies and procedures. The Clerk advised on priority policies to update / adopt and place on the website – 'borrowing' where possible from other Parish Councils and WALC model procedures. **Progress to be reported to March meeting.**

Policy / Procedure	Lead
Code of Conduct	Clerk
Financial Regulations, including procedure for online banking, councillor audit & scrutiny	Clerk with Chair
Document Management Policy	Cllr Wynn-Evans
Standing Orders	Cllr Wynn-Evans
Scheme of delegation	Cllr-Wynn-Evans
Publication Scheme	Cllr Wynn- Evans
Register of Members Interests online	Clerk
Complaints Procedure	<i>*Cllr Murphy</i>
Freedom of information Publication Scheme	Cllr Phillips
Risk Management and Assessment	Clerk
Asset register	Clerk
List of Councillor responsibilities	Cllr Easterbrook

*\*To be confirmed*

8. Councillor portfolios and training. Cllr Easterbrook confirmed Mr Barnes had kindly agreed to manage the website. **Cllr Phillips to book two courses, at a cost of £60.** Proposed Cllr Easterbrook, seconded Cllr Anthony.
9. Report from County Councillor Horner – noted with thanks.
10. Report from District Councillor Richards – none this time.
11. Green bin charging. Clerk reported that she had contacted DC Richards for clarification of the new policy. **Cllr Wynn - Evans to publicise the new policy and 'early bird' saving in the Parish Magazine.**

**14. Planning Matters**

a. **Deed of Easement** Cllr Easterbrook reported strong evidence that the Parish Council owned the Village Green. **He proposed Warwickshire County Council Legal Services (WLS) be asked to advise on registering the title, any costs to accrue to WPC; and to determine any other land WPC may have title to. Seconded by Cllr Anthony.**

**Cllr Easterbrook proposed that, subject to legal advice, the Council agree in principle to the requested Easement across the access track on the Village Green. Seconded by Cllr Wynn-Evans.**

Cllr Easterbrook confirmed WLS has the specialist knowledge required to deal with the Deed of Easement, at an estimated cost of £1000. **Mr Sinton confirmed his agreement to cover these costs, and to make a payment on account to WPC**

of £1,000. Cllr Easterbrook confirmed that WPC would advise Mr Sinton, should the costs increase for any unforeseen reason.

**Cllr Easterbrook proposed that the Council commission legal advice from WLS; and instruct WLS to contact Wright-Hassell. Seconded by Cllr Anthony.**

Councillors discussed if further decisions were required before the March meeting, the matter could be delegated to nominated councillors. Cllr Wynn-Evans was of the view that an Extraordinary meeting would need to be called.

- b.** Community Infrastructure Levy – circa £2,500 likely to be received from SDC in respect of the development of the buildings at Wolverton Court by April 2020
- c.** Claverdon Community Land Trust application to Warwick District Council, (WDC). Cllr Phillips to provide WDC with the Council's previous response/objection.

**d. Applications and decisions**

Application Number	Applicant	Application	WPC Comment
19/03321/VARY Sunnyside Wolverton Fields CV35 8JN	Mr & Mrs Bellew	Removal of condition no.11 of planning permission 16/04014/FUL to allow for reinstatement of permitted development rights	WPC objection withdrawn

**15. Finance**

**a.** Balance on 13<sup>th</sup> December 2019 = **£1,928.44**

**b.** Expenditure since last meeting

Payee	Reason	Amount £	Total
Clerk	Wages	111.54	111.54
Clerk	Notebook and printer cartridge	34	145.54
WCC	Contribution to new fencing	-1,000	-854.46
1&1 internet	Web provider	2.39	-£852.07

**c.** Balance on 14<sup>th</sup> January 2020 = **£2,780.51** NB WCC £1,000 grant & WPC £250 donation for community space/churchyard fencing retained until needed.

**d. Proposed expenditure**

<b>Payee</b>	<b>Reason</b>	<b>Amount £</b>	<b>Total</b>
Clerk	Wages	111.54	111.54
I&1	Web provider	2.39	113.93
WALC	Induction training (See 10 above)	60	173.93

**16. Future meeting dates at 7.30pm:**

Tuesday 17<sup>th</sup> March 2020

Tuesday 12<sup>th</sup> May 2020 AGM at 7.30pm; and APM at 8pm

Tuesday 14<sup>th</sup> July 2020.

The meeting closed at 9.30pm.

Signed ----- Chair

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