

Wolfhampcote Parish Council Minutes
Flecknoe Village Hall, Flecknoe
11th May 2023

	<p>Present: Helen King (HK) Andrew Brown (AB) John Lee (JL) Claire McGregor (CM) Diane Aldersley (DA)</p> <p>Clerk – April Knapp (AK)</p> <p>And 7 members of the public</p>	
1	<p>ELECTION OF CHAIRMAN AK acting as Clerk opened the meeting and called for nominations for the chairmanship of the Parish Council. AB was proposed as Chairman by JL and seconded by HK.</p> <p>In the absence of further nominations AB was elected as Chairman</p> <p>ELECTION OF RESPONSIBLE FINANCIAL OFFICER AB called for nominations for the post of Responsible Finance Officer. JL was nominated by HK and seconded by CM</p> <p>In the absence of further nominations JL was elected as Responsible Financial Officer</p>	
2	<p>APOLOGIES FOR ABSENCE Jim Conning had offered apologies due to Covid in household and did not want to risk infecting those attending.</p>	
3	<p>ELECTION OF OFFICERS Declarations of Acceptance of Office were signed by the Councillors. It was noted that Councillors need to update their Notice of Registrable Interests</p>	ALL
4	<p>DECLARATION OF INTEREST None</p>	
5	<p>CHAIRMAN'S REVIEW As the former Chairman Jim Conning was unable to attend this would be taken forward to the next meeting in July. AB to discuss content of review with Jim Conning.</p>	Agenda AB
6	<p>FINANCIAL REVIEW It was resolved to approve the draft accounts for financial year 2022 -23 It was resolved to reappoint Andrew Grant as Internal Auditor It was resolved to approve the Standing Orders and Councillor's Code of Conduct It was resolved to approve the Financial Offices review of the Parish Council's insurance policies and their renewal. It was resolved to approve the continued subscription to WALC Warwickshire Association of Local Councils It was resolved to renew subscription to WIX which provided the Council's website. It was also agreed to approve delegated powers to the Responsible Financial Officer JL explained that the Council have a dual signature process which is the Financial Officer and another Councillor or Parish Clerk.</p> <ul style="list-style-type: none"> • AB & JL to discuss process, including signatories and proof of authorisation, presenting proposal for discussion at next meeting • It was agreed to remove Jim Conning as signatory 	AB / JL Agenda JL

7	<p>PROGRAMME OF MEETINGS The following dates were approved for the year 2023/24 6th July 2023 7th September 2023 2nd November 2023 11th January 2024 7th March 2024 Annual Meeting would be held on the 2nd May 2024</p>	
8	<p>APPOINTMENT OF MEMBERS TO COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES</p> <p>The following appointments were approved. Village Hall Committee – CM was proposed by DA and seconded by JL to represent the Parish Council on the Village Hall Committee. Allotments - JL was proposed by CM and seconded by DA to be the Councillor link regarding Allotments. Footpaths -HK was proposed by JL and seconded by DA to be the Councillor link with Warwickshire County Council regarding Footpaths in the Parish Highways –AB was proposed by CM and seconded by HK to be the link with Warwickshire County Council regarding Highways Defibrillators - DA and CM were proposed by JL and seconded by HK to have responsibility for the Defibrillators in the Parish Recreation and Cricket Field Committee –DA was proposed by JL and seconded by CM to be the Parish Council Representative on the Recreation and Cricket Field Committee</p>	
9	<p>VILLAGE HALL COMMITTEE REVIEW It was resolved to approve the Village Hall accounts submitted by the Financial Officer.</p> <p>Jane Lee as outgoing Chair of the Village Hall Committee gave a review of the Village Hall for the last year. Thanks were given to Mavis Witts and Gary Rigby for the weekly Whist Drive which raised finds for the village hall. Various events had been held during the last year including the Big Breakfast, Tea and Chat, Litter Pick, Election, Jubilee and Coronation celebrations. Appreciation was also given to the Community Events Team for putting on many of these events. Risk Assessment PAT testing and Insurance cover had all been carried out.</p> <p>Following advertising for new members for the committee. Vicki Adkins, Clare Grant Hannah Watts Neil Aldersley and Jane Lee had requested to be on Committee. This is 2 members in excess of the number agreed in the recent Terms of Reference which states 4 plus one Parish Council representative.</p> <p>It was resolved to approve the submitted members of the Committee and approve the additional members. Jane Lee also queried the restriction on limiting spend to £100 without approval by Parish Council.</p> <p>It was agreed to discuss this at the next meeting, as part of the financial approval processes noted above.</p> <p>The Parish Council thanked Jane Lee for the many years she has acted as Chair of the Village Hall Committee and the work involved in running the Hall.</p>	<p style="text-align: right;">Agenda</p>

10	<p>WOLFHAMPCOTE RECREATION AND CRICKET FIELD COMMITTEE April Knapp gave a brief update on the Recreation and Cricket Field</p> <p>Thanks should go to Bob King and the Community Events Team for the work in clearing the pond, fencing and installing benches. Drainage work would now have to take place later in the year.</p> <p>The Cricket Team have put forward Martin Binder and Erling Lindoe as their representatives on the Committee. Bob King and Fiona Turnbull have agreed to carry on as the village representatives. April Knapp formally requested that the Parish Council approve Fiona Turnbull and Bob King as the village representatives. It was resolved to approve appointment of Bob King and Fiona Turnbull as the village representatives on the Committee.</p> <p>April Knapp also reminded the Council that the previously-approved letter should be sent to all neighbours of the Cricket Field on an annual basis outlining access. Sending this letter should be made into an annual process</p>	DA DA
11	<p>OPEN FORUM Following a query, it was confirmed that the Parish Council had previously had permission from owner to fit defibrillator on wall in Sawbridge.</p> <p>A request was made that a STOP sign be requested from Highways for the junction of Moor Lane and Sawbridge Road in Sawbridge following concerns that vehicles were not stopping or giving way at this junction. It was agreed that AB would make request to Highways.</p>	AB
12	<p>MINUTES OF PARISH COUNCIL MEETING 2ND MARCH 2023 It was resolved to approve and sign the minutes of the meeting dated 2nd March 2023 as true record</p>	
13	<p>MATTERS ARISING April Knapp had thanked Mr Tustin for his generous donation for fencing materials. .</p> <p>JL and HK had found no evidence of horses using Dark Lane</p> <p>AB had reported potholes to WCC Highways, and they were already aware as people had reported via ‘Fixmystreet’. AB mentioned that due to the sudden downpours over the last few days he has been in touch with Highways. The Parish Council had previously requested road storm drains these to be cleared on a regular basis. AB had asked that Highways give notice when drains will be cleared so the Council can keep a check. It should be quarterly. It was also reiterated that the best place for highways matters such as potholes, blocked drains etc to be resolved was for individuals to report it via ‘Fixmystreet’</p> <p>JL had reviewed energy suppliers for the Village Hall and Scottish Power were still the most favourable.</p> <p>Amendment to wording on Terms of Reference re insurance to be carried forward to next meeting.</p>	Agenda
14	<p>BOROUGH COUNCIL AND COUNTY COUNCIL UPDATES NONE</p>	

15	<p>PLANNING MATTERS The decision on the planning application for Flecknoe Farm Stud and Livery is expected on the 22nd May 2023</p>	
16	<p>FINANCE Already covered on Item 6</p>	
17	<p>ENVIRONMENT Allotments Following on from correspondence form allotment holders John Lee had looked into issues. The mowing of the Orchard is currently carried out on a voluntary basis by a Parishioner. JL proposed that the General maintenance of the allotments is put on agenda for next meeting along with possibly setting up an allotment Group JL will put forward proposals to July meeting. Water supply to allotments is on a domestic rate and is more favourable than a commercial rate so no plan to alter Allotments are currently £20 per annum for full plot and £10 for half a plot. In addition, they pay £10 or £5 for water respectively.</p>	JL Agenda
18	<p>PARISH MAINTENANCE Phone Boxes in Flecknoe and Sawbridge need to be restored and painted and it is understood that the Events Committee are discussing. For clarity, the boxes belong to Parish Council. Any proposed repairs would need to be approved by the Parish Council before work is undertaken. It was noted that Bob King has removed the old bench at Nethercote crossroads and will be replacing shortly with new bench to match old one and same as ones recently installed in Cricket Field</p>	
19	<p>CORRESPONDENCE NONE</p>	
20	<p>URGENT MATTERS Parish Clerk Vacancy Position including Honorarium of £400 to be advertised as soon as possible so that Clerk can be in post for July meeting. Item for July Agenda will be the public enquiry for the E road from Wolfhampcote to Sawbridge which takes place in September On behalf of the Parish Council AB reiterated sincere thanks to Jane Lee for all of her efforts over many years; to all members of the Village Hall and Recreation & Cricket Field committees; and to April Knapp and to Jim Conning for their time as Parish Councillors.</p>	AB Agenda

Meeting Closed 20.30

Next Meeting 6th July 2023 8.00pm – Flecknoe Village Hall