

Minutes of the Ordinary Meeting of Wolverton Parish Council held at the Church Hall, Wolverton at 7.30pm on 20 March 2025

Present: Cllr S Easterbrook (Chair); Cllr P Anthony; Cllr S Murphy; Cllr T Phillips; Cllr J Wynn-Evans
WCC Cllr Ian Shenton (for part of the meeting); SDC Cllr Duncan Parker

Parish Clerk: Jennifer Bendall

Public: None

25/03/20/01 Record of members present

Noted.

25/03/20/02 To receive apologies for absence

None.

25/03/20/03 To receive declarations of interests (existence and nature) on Items on the Agenda

None.

25/03/20/04 Minutes of the last meeting(s)

The minutes of the Ordinary Meeting held on 23 January 2025 were taken as read, approved and signed by the Chair.

25/03/20/05 Matters arising from previous meetings (*not covered elsewhere on the agenda*)

Following agreement in March 2023 that WPC would broach the subject of a governance review of the parish boundaries with Claverdon Parish Council (agenda item 23/03/23/09), the meeting noted that no further action had been taken due to the enormity of the task. It was agreed that if Warwickshire becomes a Unitary Authority the process may be simplified. Councillors Murphy and Phillips are to investigate options.

ACTION: Councillors Murphy and Phillips.

25/03/20/06 Review Live Issues

Appendix 1 attached.

ACTION: All Councillors / Clerk.

25/03/20/07 Clerk's Report

The Clerk advised that the National Association of Local Councils (NALC) Model Financial Regulations have been updated. She will ensure that WPC's Financial Regulations are revised accordingly for adoption at the Annual Meeting in May.

The Warwickshire and West Midlands Association of Local Councils (WALC) has advised that a free community-led Energy Event is taking place in Stratford-upon-Avon on 11 April 2025.

The Clerk advised that the noticeboard at Norton Lea needs cleaning and undergrowth growing around it needs to be cut back. Cllr Wynn-Evans offered to attend to it.

The meeting noted that the new email address set up was nearly complete, and that the Clerk just needed to clarify passwords from Cllrs Easterbrook and Anthony.

ACTION: Clerk / Councillors Easterbrook and Anthony.

25/03/20/08 Parish Council Focus Update

(The 2024/25 PC Focus is the environment, climate change and sustainability, with an emphasis on the Climate Action Plan, rubbish and the ecological emergency)

The meeting acknowledged receipt of a proposal from Claudine Pearson from WALC for a community climate event. There was a discussion regarding Carbon Literacy training, and it was noted that people may be put off by the length of the training (two 3-hour sessions). The Chair to ask Claudine if the training can be reduced. The Clerk to ask Norton Lindsey Parish Council if its Councillors would be interested in attending the training. The Chair to arrange dates with Claudine. See also agenda item 25/03/20/06 (review live issues).

Action: Clerk and Councillor Easterbrook.

25/03/20/09 To note issues within the Parish relating to highways and public areas (eg. the state of the roads, parking, overgrown hedges footpaths, etc)

There was a discussion regarding the poor condition of footpath 314/SD164/1 from The Green to Snitterfield Lane, which is flooded due to a spring rising alongside the path. Cllr Shenton advised that he could ask Richard Barnyard from the WCC Rights of Way Team to have a look at it. The Clerk to send details on Cllr Shenton.

Action: Clerk.

25/03/20/10 To discuss arrangements for the 2025 Parish Assembly

The Parish Assembly is due to take place in the Church Hall on Thursday 24 April 2025 and will start at 7.00pm. In addition to the usual agenda items, there will be discussions on the recently conducted Housing Needs Survey and Carbon Literacy training. The Clerk to forward the draft agenda to Councillors for approval and to send a notice to the Chair to put on the parish WhatsApp group. Cllr Wynn-Evans gave his apologies for the meeting.

Action: Clerk and Councillor Easterbrook.

25/03/20/11 Report from County Councillor Shenton

Report received with thanks (available on WPC website).

25/03/20/12 Report from District Councillor Parker

Report received with thanks (available on WPC website).

25/03/20/13 Planning Matters

1. Applications and decisions

To consider and resolve to comment as appropriate on planning applications received, and to note current status of existing planning applications

Application Number / Address	Applicant	Application Details	For consideration or to receive update:
24/03295/LBP Long Thatch Wolverton Fields	Mr Clive Danks	Certificate Lawful works to Listed Build: Replace existing oil boiler with new condensing boiler in	Update: Certificate of Lawfulness of Proposed Works issued

Norton Lindsey Warwick CV35 8JN		new external location in accordance with the submitted info received on 23.12.2024	
245/00136/LDP 2 Red Horse Corner Curlieu Lane Norton Lindsey Warwick CV35 8JP	D Smith	Replacement rear facing dormer	Update: Certificate of Lawful Proposed Use or Development issued
24/03181/LDP Bonnyton, Wolverton CV37 0HF	Mr Casey	Confirmation of lawful commencement of planning permission 20/03308/FUL	Update: Certificate of Lawful Proposed Use or Development issued
24/00290/FUL Woolly Park Farm , Wolverton Road, Wolverton, CV37 0HQ	Mrs Carole Webb Farm Animal Rescue Sanctuary	Temporary siting of mobile structure for the care of animals in conjunction with the existing farm animal sanctuary (with no use of the unit for accommodation purposes) for a period of five years	Update: Permission with Conditions granted Thanks were given to Cllr Wynn-Evans for attending the Planning Committee Meeting on behalf of WPC

2. To discuss other planning issues within the parish

NONE

25/03/20/14 Finance

1. Account Balances NOTED

Appendix 1 attached.

2. Payments Received Since Last Meeting NOTED

Date	From	Reason	Total
10/02/2025	Lloyds	Interest	6.16
10/03/2025	Lloyds	Interest	5.39

3. Payments Made Since Last Meeting NOTED

Date	To	Reason	Total
13/02/2025	ICO	Annual fee	£35.00
17/02/2025	Clerk	Salary	£145.86
17/03/2025	Clerk	Salary	£145.86

4. Items of Expenditure to be Reviewed and Approved APPROVED

Payment To	Reason	Total
Clerk	Expenses April 2024 – March 2025	£29.91

25/03/20/15 Correspondence

Date	From	Details
14/02/2025	Resident (also received from SDC)	SDC's Community Noticeboard Grant 2025

11/02/2025	WALC	The King's Garden Party Nominations: WPC submitted nomination.
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25/03/20/16 Parish Report / Items for next meeting

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25/03/20/17 Dates for future meetings

24 April 2025 – Parish Assembly (Apologies were received from Cllr Wynn-Evans)

22 May 2025 – Annual / Ordinary Meetings (Apologies were received from Cllr Murphy)

25/03/20/18 The meeting closed at 9.20pm

Signed:

Wolverton Parish Council Chair

Date:

APPENDIX 1

Live Issues

ISSUE		CURRENT STATUS	LEAD / ACTION BY	ACTION REQUIRED (to be agreed at meeting)	DEADLINE (If applicable)
PC Focus 2024/25	Climate Action Plan session	Claudine Pearson from WALC has prepared a proposal for a community event involving Carbon Literacy training.	SJE / All	See Agenda Item 25/03/20/08 Parish Council Focus Update	ASAP
	Visit to Coventry Waste to Energy (waste processing plant)	Due to take place on 17 April. Cllr Murphy has asked NLPC if any of its Councillors would like to attend.	SM /	Completed.	17 April
Highways issues, etc	Drains along Wolverton Road	Cllr Phillips has forwarded videos of the problem to WCC Cllr Shenton by WhatsApp.	TP / IS	Closed to be re-opened if issues return.	-
	Woolly Park Farm Event Parking	Vehicles parked creating hazard and damaging verges – lack of effective event marshalling. Police Safer Neighbourhood Team to be advised of next event so they can attend and monitor, and provide guidance if necessary.	SJE/Clerk	Events to be reported to the Safer Neighbourhood Team through Cllr Parker.	Next event
	Tree Survey	Cllr Wynn-Evans to enquire if any of the Wolverton trees have been inspected by WCC when it has carried out its own roadside tree survey	JW-E	Cllr Easterbrook to circulate an email from County Highways which details trees that WCC have recently inspected.	ASAP
Finance	CIL Expenditure	New footpath to the Church: Cllrs Easterbrook and Anthony has discussed the situation with G Stanley, Minor Works Team at WCC County Highways	SJE / IS	Following a Teams meeting between Cllrs Easterbrook and Anthony with Graham Stanley, legal issues have been identified regarding on-going maintenance of the path which will be the responsibility of the landowner. In addition, the price to complete the works has increased which has an impact on funding. There was a discussion about the possibility of getting an external company to do the work, but Cllr Shenton advised that his delegated budget can only be used for WCC contracted work, not third-party contractors because the money is not a grant. It was noted that the funding would need to be in place before Cllr Shenton retires at the May elections, and that a Parish Council minute	May

				confirming agreement was required before funds could be released. Cllr Shenton advised there was a possibility of using his "highways fund". An alternative to a completely new footpath is for the Minor Works Team to patch the existing path as a one-off. Cllr Anthony to discuss with the PCC to get its views.	
		Benches for The Green: Cllr Wynn-Evans to forward suggestions of recycled plastic benches to value of £1,500	JW-E	Cllr Wynn-Evans has forwarded details of suggested benches to the other Councillors and requested feedback. He would recommend that recycled benches be chosen. It was agreed that WPC would look at purchasing two benches, depending on cost. Volunteers are to be asked to fix the benches, which should be theft resistant. It is important to carefully consider the location, and Cllr Easterbrook to discuss with neighbours to get agreement on siting.	ASAP
		Registering the Village Green with the Land Registry: The Clerk has investigated the scope for CIL funding to support legal costs if ownership was to be pursued	All / Clerk	The SDC CIL and S106 Compliance Officer has advised that if the costs incurred are directly associated with registering the village green to secure it as a public asset for the community, then it will be acceptable to use CIL funding to pay the costs. However, if the costs are incurred pursuing any legal dispute over land then CIL funding cannot be used. It was agreed that: Cllr Anthony would talk to David Stone, the previous Chair, to see if he has any information /old records regarding The Green; Cllr Easterbrook will ask J Roper if he would be interested in investigating ownership of The Green; and Cllr Murphy offered to visit the County Archives to look at historic records.	
Other	Housing Needs Survey	The Cllrs to consider ways in which WPC could be proactive in its reaction to the survey	All / WRCC	There was a discussion regarding how to identify available land, and when WRCC would get involved. To be included on the agenda for the Parish Assembly to seek wider views on how the Parish Council can support meeting an identified need.	

Planning		Currently no open applications	-	-	-
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APPENDIX 2

WOLVERTON PARISH COUNCIL

Accounts Year to Date 20 March 2025

Reconciled to bank statements dated 16 March 2025

Actual 2023/24		Budget 2024/25	Actual 2024/25
BALANCES B/F			
£ 8,118.39	Current Account at 1 April	£ 10,372.99	£ 9,325.45
£ -	Uncleared income at 1 April	£ -	£ -
£ -	Unpresented cheques/payments at 1 April	£ -	£ -
£ 8,118.39	TOTAL B/F	£ 10,372.99	£ 9,325.45
INCOME			
£ 3,700.00	Precept	£ 3,700.00	£ 3,700.00
£ 655.53	Grants	£ -	£ 146.92
£ -	Interest	£ 165.00	£ 33.82
£ -	VAT reclaim	£ 150.00	£ -
£ 665.85	Other	£ -	£ 10.39
£ 5,021.38	TOTAL INCOME	£ 4,015.00	£ 3,891.13
GENERAL EXPENDITURE			
£ 1,645.16	Clerk's Salary	£ 1,800.00	£ 2,043.87
£ 10.39	HMRC	£ -	£ 43.00
£ 23.86	Clerk's Homeworking Allowance and Travel Expenses	£ 40.00	£ 10.10
£ 319.93	Admin Expenses (stationery, printing, postage, internet, etc)	£ 250.00	£ 19.98
£ 469.07	Grass cutting	£ 591.00	£ 469.07
£ -	Parish Maintenance (excluding grass cutting)	£ 100.00	£ -
£ 187.00	Subscriptions (WALC, ICO, etc)	£ 200.00	£ 160.00
£ 214.00	Insurance	£ 300.00	£ 214.00
£ -	Room Hire (includes Zoom virtual meetings)	£ 54.00	£ -
£ -	Training	£ 150.00	£ -
£ -	Audit Fee	£ -	£ -
£ 667.12	Other	£ 50.00	£ 146.92
£ 100.00	Election Costs Fund annual increase	£ 100.00	£ 100.00
£ 150.00	Assets Fund annual increase	£ 150.00	£ 150.00
£ 50.00	Contingency Fund annual increase	£ 50.00	£ 50.00
£ -	Grants made under Discretionary Powers and Section 137 Grants	£ 200.00	£ -
£ 177.79	VAT paid (to be reclaimed)	£ 150.00	£ 118.80
£ 4,014.32	TOTAL GENERAL EXPENDITURE	£ 4,185.00	£ 3,525.74
EXPENDITURE FROM RESERVES			
£ 100.00	Election Costs	£ -	£ -
£ -	Assets Fund (purchase, repair, renewal, inspection)	£ -	£ -
£ -	Ringfenced funds	£ -	£ 70.00
£ -	VAT paid from Asset Fund (to be reclaimed)	£ -	£ -
£ 100.00	TOTAL EXPENDITURE FROM RESERVES	£ -	£ 70.00

Actual Balance of Accounts at 31 March 2024		Forecast Balance of Accounts at 31 March 2025 (as per budget for year)	Actual Balance of Accounts Year To Date
£ 9,325.45	Current Account Balance	£ 3,937.99	£ 2,887.02
£ -	Savings Account Balance	£ 6,665.00	£ 7,033.82
£ -	Plus uncleared income	£ -	£ -
£ -	Less payments awaiting approval / not reconciled to statement	£ -	£ -
£ 9,325.45		£ 10,602.99	£ 9,920.84
£ 5,120.37	Ringfenced funds *	£ 5,120.37	£ 5,050.36
£ 600.00	Contingencies fund (sum retained for unexpected expenses)	£ 650.00	£ 600.00
£ 500.00	Sum retained for future election costs	£ 600.00	£ 500.00
£ 700.00	Sum retained for Asset Fund (purchase, repair, renewal and inspection costs)	£ 850.00	£ 700.00
£ 2,405.08	TOTAL DISPOSABLE FUNDS	£ 3,382.62	£ 3,070.48

* Ringfenced funds

CIL payment (to be used for infrastructure projects) #

£4,920.36

Donations for replacement defibrillator (balance remaining, to be used for ongoing defibrillator maintenance costs)

£130.00

£5,050.36

The CIL funds that WPC has received have to be spent within 5 years of receipt, as follows:

Amount:	Received:	To be spent by:	Amount spent:	Balance remaining:
£1,081.13	21/06/2021	20/06/2026	£70.00	£1,011.13
£1,081.13	08/11/2021	07/11/2026		£1,081.13
£2,162.25	13/06/2022	12/06/2027		£2,162.25
£665.85	26/06/2023	25/06/2028		£665.85
£4,990.36			£70.00	£4,920.36

Greenshoots Grant

Total grant awarded £1,800.00

Date	Amount of Grant Received from WCC	Amount Forwarded to Grow Team
21/02/2023	£900.00	
21/03/2023		£920.00
01/09/2023	£400.00	
18/09/2023		£456.98
28/12/2023	£255.53	
22/01/2024		£178.20
22/11/2024	£107.00	
18/11/2024		£107.00
02/01/2025	£39.92	
17/01/2025		£39.92
Totals	£1,702.45	£1,702.10
Balance of Grant to be forwarded to Grow Team when received		£97.90