

Minutes of the Ordinary Meeting of Wolverton Parish Council held at the Church Hall, Wolverton at 7.30pm on 23 January 2025

Present: Cllr S Easterbrook (Chair); Cllr S Murphy; Cllr J Wynn-Evans
WCC Cllr Ian Shenton; SDC Cllr Duncan Parker
Parish Clerk: Jennifer Bendall
Public: One

The Chairman welcomed Claudine Pearson, the WALC Climate Officer, to the meeting.

25/01/23/01 Record of members present

Noted.

25/01/23/02 To receive apologies for absence

Apologies were received from Cllrs Anthony and Phillips, who were both on holiday. APPROVED.

25/01/23/03 To receive declarations of interests (existence and nature) on Items on the Agenda

As residents of Wolverton Parish, all Councillors declared an interest in agenda item 25/01/23/11.

25/01/23/04 Minutes of the last meeting(s)

The minutes of the Ordinary Meeting held on 14 November 2024 were taken as read, approved and signed by the Chair.

25/01/23/05 Matters arising from previous meetings (*not covered elsewhere on the agenda*)

Cllr Wynn-Evans advised that he had been unable to respond to the Government consultation on virtual meetings due to work commitments.

25/01/23/06 Review Live Issues

Appendix 1 attached.

25/01/23/07 Clerk's Report

The Clerk advised that she was in the process of setting up the new gov.uk email addresses, and that she would forward details to the Councillors.

The Clerk advised that she had been unable to contact HMRC to check if the recently announced changes to employers' national insurance contributions will have an impact on WPC as the Clerk is also employed elsewhere. To be monitored.

The Society of Local Council Clerks has issued an article detailing twenty-six key points that local councils should know about the new National Planning Policy Framework. The Clerk to forward to the Councillors.

ACTION: Clerk.

25/01/23/08 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)

See agenda item 25/01/23/06 (review live issues) and 25/01/23/10 (to consider, and resolve to approve if appropriate, developing a Climate and Nature Action Plan).

25/01/23/09 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 correspondence received from a resident who had expressed concern at visitor parking at the recent Woolly Park Farm open day. Cars had been parked on verges and along the road, completely blocking pavements and obscuring visibility at the road junctions. It was agreed that this would be a police matter. SDC Cllr Parker to talk to the Safer Neighbourhood Team to ask them to attend and monitor next time there is an event here.

Action: Clerk and Chair to communicate future events as they arise.

25/01/23/10 To consider, and resolve to approve if appropriate, developing a Climate and Nature Action Plan

The Chair gave a brief review of what WPC is hoping to achieve by developing a Climate and Nature Action Plan, and asked how WALC could be of assistance. Claudine Pearson advised that WALC could:

- signpost to various organisations that can offer guidance;
- provide templates of successful plans in operation in other parts of the country with a focus on nature or climate, or both;
- provide Carbon Literacy training.

The Councillors were interested in the Carbon Literacy training, which is a one-day session that trains participants in carbon science, explains why it matters, and explains what can be done locally. Claudine advised that one aim of the training was to come away with a group action as well as actions for individuals. She recommended mapping what Wolverton is already doing on climate action and highlighted the benefits where climate action could be used to solve issues currently facing the parish of Wolverton. The Chair suggested that heating was probably the biggest concern in the parish and there was a discussion regarding ways in which the current oil heating could be replaced with more environmental options such as community solar farms etc, noting that additional committed resource within the Parish would be required to pursue any such large project

Claudine is to forward a Climate and Nature Action Plan proposal to WPC for their review.

Action: All Councillors to review.

25/01/23/11 To consider, and resolve to approve if appropriate, the budget and Precept requirement for the financial year 2025/2026

(Local Government Finance Act 1992, s.41)

As residents of Wolverton Parish, all Councillors declared an interest in this item. Following discussion and consideration of budget requirements for the forthcoming financial year, and mindful of the decision for 2024-25 to not increase the precept, the budget was approved. Cllr Murphy proposed that in order to meet WPC's financial obligations for the year 2025/26 the Precept should rise 3% in line with inflation: AGREED unanimously. The Clerk to submit the Precept request to SDC.

Action: Clerk.

25/01/23/12 To receive the WRCC report on the recently conducted Housing Needs Survey and to consider the results

RECEIVED. Following discussion, it was agreed that WPC should be proactive in its reaction to the survey, and that the Councillors were tasked with considering ways in which WPC could do this for discussion at the March meeting. Warwickshire Rural Community Council could be invited to a future meeting to give advice.

Action: All Councillors.

25/01/23/13 To consider, and resolve to approve if appropriate, undertaking a new tree survey in Wolverton Parish

(Public Health Act 1875, s.164 – England)

It was agreed that it was time for a new survey of trees on Council land to be undertaken. 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. To report back to the March meeting.

Action: Councillor Wynn-Evans.

25/01/23/14 To discuss the landscaping works recently undertaken at the Village Green

WPC expressed thanks to the residents who have been tidying up the Village Green. A draft letter to one of the residents and a note to be posted on the community WhatsApp group were approved for the Chair to send.

Action: Councillor Easterbrook.

25/01/23/15 To consider, and resolve to approve if appropriate, registering the Village Green with the Land Registry

(Public Health Act 1875, s.164 – England)

There was a discussion about registering the Village Green and the potential difficulties in establishing/proving ownership. Is there a local solicitor who would look into this for WPC? It was agreed to defer the decision to a future meeting. The Clerk to investigate the scope for the CIL funding to support legal costs if ownership was to be pursued.

Action: Clerk.

25/01/23/16 To consider, and resolve to approve if appropriate, the revised WCAG Website Accessibility Statement for Wolverton Parish Council

APPROVED.

25/01/23/12 Report from County Councillor Shenton

Report received with thanks (available on WPC website).

25/01/23/13 Report from District Councillor Parker

Report received with thanks (available on WPC website).

There was a discussion about the possibility of multiple residences at Saddlebow Cottage, and Cllr Murphy advised that she would get in touch with the owner.

Action: Councillor Murphy.

25/01/23/19 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:
24/02626/LDP Bonnyton, Wolverton CV37 0HF	Will And Vicky Marsh	Certificate Lawful Development- Proposed: Single storey rear extension and alterations to fenestrations	Update: Lawful Dev. Cert. Proposed Permitted
24/02672/FUL Stock Bank Cottage Wolverton CV37 0HE	S Easterbrook	Replacement entrance porch	Update: permission granted
24/03181/LDP Bonnyton, Wolverton CV37 0HF	Mr Casey	Confirmation of lawful commencement of planning permission 20/03308/FUL	WPC made no representation
24/03295/LBP Long Thatch Wolverton Fields Norton Lindsey Warwick CV35 8JN	Mr Clive Danks	Certificate Lawful works to Listed Build: Replace existing oil boiler with new condensing boiler in new external location in accordance with the submitted info received on 23.12.2024	Following a 2:1 vote, it was agreed that WPC would make no representation. SDC Cllr Parker offered to contact the applicant to see if alternative more environmentally friendly options had been considered.

2. To discuss other planning issues within the parish

NONE

25/01/23/20 Finance

1. Account Balances NOTED

Appendix 1 attached.

2. Payments Received Since Last Meeting NOTED

Date	From	Reason	Total
22/11/2024	WCC County Fund	Greenshoots Grant	£107.00
02/01/2025	WCC County Fund	Greenshoots Grant	£39.92

3. Payments Made Since Last Meeting NOTED

Date	To	Reason	Total
15/11/2024	Clerk	Salary	£138.93
18/11/2024	Clerk	Backdated pay April – November 2024	£55.44
18/11/2024	Mrs J Mathias	Reimbursement of expenditure (stakes for Jubilee Orchard) – Greenshoots Grant	£40.00
18/11/2024	Dr B Harland	Reimbursement of expenditure (brass plaque for Jubilee Orchard bench) – Greenshoots Grant	£67.00
15/12/2024	Clerk	Salary (paid at old rate)	£138.93
15/01/2025	Clerk	Salary (paid at old rate)	£138.93
15/01/2025	ID Verde	2024 grass cutting contract	£562.87
17/01/2025	Dr B Harland	Reimbursement of expenditure (hay rakes for Jubilee Orchard meadow) – Greenshoots Grant	£39.92
17/01/2025	Clerk	Backdated pay December 2024 and January 2025	£13.86

4. Items of Expenditure to be Reviewed and Approved

Payment To	Reason	Total
-		

25/01/23/21 Correspondence

Date	From	Details
30/11/2024	Resident	Woolly Park Farm Sanctuary - Event 30 November - verge parking. See agenda item 25/01/23/09

25/01/23/22 Parish Report / Items for next meeting

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25/01/23/23 Dates for future meetings

20 March 2025 - Ordinary Meeting
24 April 2025 – Parish Assembly

25/01/23/19 The meeting closed at 9.10pm

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 would prepare a proposal for a community event involving Carbon Literacy training	SJE / All	<i>Review proposals and take a decision on time and location for a community event potentially with neighbouring Parishes</i>	ASAP
	Visit to Coventry Waste to Energy (waste processing plant)	Due to take place in February, open to Councillors and members of the GRoW team.	SM /	CLlr Murphy advised that plans are progressing, but that it is probably preferable to go when the weather has improved.	Spring
Highways issues, etc	Drains along Wolverton Road	CLlr Phillips to forward photographs to WCC CLlr Shenton by WhatsApp.	TP / IS	No update	ASAP
	Woolly Park Farm Event Parking	Vehicles parked creating hazard and damaging verges – lack of effective event marshalling	SJE/Clerk	Police Safer Neighbourhood Team to be advised of next event so they can attend and monitor, and provide guidance if necessary.	ASAP
Finance	CIL Expenditure	WCC CLlr Shenton advised he has the secured funds for the installation of the new footpath but requires WPC and PCC agreement on materials to be used prior to work commencing. An example of the proposed surface for the footpath can be seen at Kissing Tree Way in Stratford. CLlr Anthony to contact the PCC. CIL expenditure will be used to top up CLlr Shenton's funds if required.	SJE / IS	No update	End February
		Benches for The Green	JW-E	CLlr Wynn-Evans advised that he is looking at options for benches up to the value of £1,500, and he suggested that recycled plastic benches would be easier to maintain. He will forward some suggestions.	ASAP
Planning	24/00290/FUL Woolly Park Farm	SDC CLlr Parker to enquire with SDC Planning Dept about the case history of an argument around abuse of process. WPC agreed that parishioner concerns justified maintaining its objection to the application. CLlr Anthony to prepare a presentation for the Planning Committee which sets out WPCs argument. The Clerk has advised SDC that WPC is maintaining its objection.	Clerk / All	No update	ASAP

Other	Housing Needs Survey	The WRCC report on the survey was forwarded prior to the meeting.	All / WRCC	See Agenda Item 25/01/23/12 (<i>to receive the WRCC report on the recently conducted Housing Needs Survey and to consider the results</i>)	
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APPENDIX 2

WOLVERTON PARISH COUNCIL

Accounts Year to Date 23 January 2025

Reconciled to bank statements dated 19 January 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	£ 22.27
£ -	VAT reclaim	£ 150.00	£ -
£ 665.85	Other	£ -	£ 10.39
£ 5,021.38	TOTAL INCOME	£ 4,015.00	£ 3,879.58
GENERAL EXPENDITURE			
£ 1,645.16	Clerk's Salary	£ 1,800.00	£ 1,752.15
£ 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	£ 125.00
£ 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	£ 3,199.02
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	£ 3,213.74
£ -	Savings Account Balance	£ 6,665.00	£ 7,022.27
£ -	Plus uncleared income	£ -	£ -
£ -	Less payments awaiting approval / not reconciled to statement	£ -	£ -
£ 9,325.45		£ 10,602.99	£ 10,236.01
£ 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	£ 3,385.65

*** 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