

# WEST WRATTING PARISH COUNCIL

Cameron Biggs, Clerk to West Wrattling Parish Council

15th / July / 2024

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## DRAFT MINUTES

Held on 15th July in West Wrattling Village Hall at 7.30pm.

**In Attendance:** Cllr S Chandler (Chairman), Cllr Ryder, Cllr. McKenna, Cllr. Parsons, Cllr. Harvey, Cllr. L Chandler, Cllr. O'Donovan

**Also Present:** Cameron Biggs (Clerk), Cllr. Henry Batchelor, Cllr. Geoff Harvey

**Members of the Public:** 4

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### Chairman's Welcome

The Chairman welcomed all councillors and the new Clerk.

### Apologies for Absence

080724/1 - No apologies / no absentees

### To Receive Declarations of Pecuniary and non-Pecuniary Interest

080724/2 - No declarations of interest

### Open Forum for Public Participation

080724/3 a) - It was noted that hedge cutting is due to commence at the West Wrattling Sports Pavillion (WWSPC) in September. The cost will be £150.

*Action for Clerk to add payment to schedule.*

080724/3 b) - It was noted by a member of WWFC that there is an ongoing problem with waste bins being used inappropriately at the WWSPC. It was discussed that this item appears on the agenda under item 080724/9.

080724/3 c) - It was noted by a member of WWFC that dog fouling in the WWSPC and Recreation Ground is an ongoing problem. It was resolved that the WWSPC working group would investigate options for improved signage.

*Action for WWSPC working group.*

080724/3 d) It was noted by a member of WWFC that the WWSPC building is in a poor state of repair externally and needs urgent remedial works. The council replied that it was not in a position to authorise a payment for these works without further investigation and discussion. It was resolved that an item will be added to the agenda for the September full council meeting. Further discussion and three quotes for the works will be sought by the WWSPC working group.

*Action for Clerk*

*Action for WWSPC working group*

080724/3 e) - Following discussion, it was noted that the sink fund for West Wrattling Sports Pavilion is reserved for development works following the future lease end, and should not be used for building maintenance.

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080724/3 f) It was noted that special thanks be extended to Mr William Knowelden for his continued commitment to high quality maintenance around the parish.

### **To Approve the Minutes of the Meeting held on 13th May 2024**

080724/4 - It was unanimously resolved by those Councillors present that the Chair should sign the minutes as a correct record.

### **Council business:**

080724/5 a) It was resolved to pay the former clerk a sum of £2911.47 ex gratia in lieu of a Clerk's gratuity (the former method of paying a clerk's pension). Cllr McKenna objected. The context of this agenda item and an explanation of the voting can be read at <https://westwratting.org.uk/080724-5a/>

*Action for Clerk.*

080724/5 b) It was unanimously resolved to transfer the Council's current and savings account over to Unity Trust Bank.

*Action for Clerk*

080724/5 c) Following discussion, it was unanimously resolved to commit a budget of up to £3000 for engaging the services of a party wall surveyor to review plans for the neighbouring development to the Village Hall in Lamb's Yard.

*Action for Chairman*

080721/5 d) It was unanimously resolved to carry out a poll for all parishioners regarding their opinion on the proposed development of Kingsway Solar Farm.

*Action for Chairman*

080724/5 e.i) It was resolved that Cllr. Parsons would step down from being one of the two WWPC representatives at the WWSPC. She will remain on the Sports Pavilion Club Committee as their treasurer and on the PC Pavilion Club working group as a member of the Parish Council. This was suggested to make a vacancy on WWSPC for a councillor who is not associated with WWFC. Cllr. Parsons abstained.

e.ii) It was resolved that Cllr O'Donovan would join the WWSPC committee as council representative. Cllr. O'Donovan abstained.

080724/5 f.i) It was resolved that Mr Davey and Mr Bonfield would step down from their role as representatives of WWPC on the Village Hall Management Committee, but Martin will remain on the VH working group . Cllr. Ryder abstained.

f.ii) It was resolved that Cllrs. Ryder and McKenna would join the WW Village Hall Management Committee as Parish Council representatives. Cllrs. Ryder and McKenna abstained.

080724/5 g) It was unanimously resolved that the Clerk would purchase (ed 13, 2022) of Arnold Baker. (circa £165)

*Action for Clerk*

080724/5 h) It was unanimously resolved that the Clerk would purchase encrypted storage media for the purpose of storing digital council records/documents (circa £40)

*Action for Clerk*

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080724/5 i) It was unanimously resolved that the Clerk would attend a 'training for new Clerk's' course at a cost of £250.

*Action for Clerk*

080724/5 j) It was unanimously resolved that three more councillors (Harvey, Ryder, McKenna) would attend a training day at CAPALC at a cost of £75 each.

*Action for Cllrs/Clerk*

### Finance

080724/6 a) It was unanimously resolved to make the following payments:

Ref	Payee/Item	Amount
a	B Willcocks for purchase of bark for play area (chq.1295 paid)	£423.00
b	HMRC PAYE 1st qtr.(chq. 1296)	£196.20
c	ICO data protection fee (chq.1297)	£40.00
d	Mrs J Richards June salary less PAYE (chq. 1298)	£261.75
f	William Knowelden Garden Service Inv.( chq.1299)	£420
g	CAPALC - training for Cllr JH. (chq.1300)	£75

080724/6 b) It was noted that no monies had been received.

080724/6 c) It was noted that Cllr. Harvey was appointed as a signatory to the Lloyds bank account on the 17th June 2024.

080724/6 d) The bank reconciliation was noted and it was resolved that the chair would sign the document to accept.

080724/6 e) The summary of bank balances was noted.

080724/6 f.i) The members of the finance working group (FWG) were noted as Cllr. O'Donovan, Clive Parry (parishioner) and the RFO.

f.ii) It was noted that the responsibilities of the FWG are:

- development of a 3 year forecast for revenue and
- a 3-5 year business plan for managing Parish Council assets and
- development of an investment strategy and policy for our ~£50k reserves

f.iii) It was noted that following the internal audit:

- the financial regulations were suitable, however, a new model has now been introduced so they will need to be updated in due course.
- no budget had been set for FY24/25
- that we are still using cheques.

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### Planning

080724/7 a.i) It was noted that the approval of the Sunnica solar park may influence the decision around the Kingsway solar park. It was also noted that there is no formal planning application in progress for the solar park as yet, and as a result the council is unable to raise objections. However Parishioners are welcome to raise their concern on social media platforms using groups that have been created to curate opinion, e.g., [Kingsway Solar Community Action](#) on facebook. Cllr S Chandler is attending meetings of that group.

a.ii) It was noted that the proposers of the Kingsway Solar Farm had previously agreed to deliver a presentation on the impacts of the development and that Cllr. S Chandler will arrange a date for this.

*Action for Cllr. S Chandler*

080724/7 b ) The current planning applications were noted, no further actions required.

080724/7 c) The existing planning applications were noted, no further actions required.

\*Cllr Harvey left the meeting at 20:43\*

### Village Hall

080724/8 a) Following discussion, it was noted that responsibility for the ongoing dispute regarding the Village Hall boundary and the Lamb's Yard boundary will be delegated to the Village Hall working group. The Chairman will introduce members of the working group to interest parties from the developer.

*Action for Chairman*

080724/8 b) Following discussion, it was clarified that this point pertains to the dispute the village hall has raised with the developers of Lambs Yard around potential structural damage to the village hall building. Chairman will begin consultation with a party wall surveyor and arrange a meeting between all stakeholders.

*Action for Chairman*

080724/8 c.i) It was noted that three quotes for the repairs to the village hall roof and plasterwork should be sought by the Village Hall Management Committee p in advance of the September meeting in order that it can be tabled for discussion.

*Action for village hall working group*

c.ii) It was noted that there had been a downturn in revenue and booking for the village hall in recent months due to some regular bookings ending, however a new regular booking is due to commence in September.

c.iii) It was noted that a Financial Reserves policy was now in place for the Village Hall.

### West Wrattling Sports Pavilion Club

080724/9 a) Following discussion, it was decided that (for a trial period) the council will fund one additional weekly bin collection at a cost of £4 per collection, per week.

*Action for Cllr L Chandler and WWSPC working group.*

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080724/9 b.i) Following discussion it was noted that the West Wrattling Sports Pavilion is only licensed as a club premises and must be operated under the terms of this licence only to avoid breaching any applicable laws. It was noted that the sale of alcohol and any other licensed activities must cease immediately until the appropriate mitigations and processes can be reinstated.

b.ii) It was noted that the WWSPC must reinstate a formal AGM with an appropriate agenda which includes an annual agreement on the cost of membership, and presentation of audited accounts.

b.iii) It was noted that the revised membership of the Sports Pavilion working group should aid improving the relationship between it and the parish council.

### **Small Assets**

080724/10 a.i) It was noted that bark will need relaying next year, following the same schedule and quantity as 2024. To be agreed as a future meeting.

*Action for clerk*

080724/10 a.ii) It was noted that the trolley finger guards for the zip wire (action following inspection) have been dispatched and will be fitted in due course.

080724/10 a.iii) It was noted that the AED (Defibrillator) has been checked and is in working condition.

080724/10 a.iiii) It was noted that Heroes will be carrying out maintenance on the wooden bus shelter, pump and canopy noticeboard and village sign, which was previously approved. The cost is £2248 + VAT and will begin W/C 12th August.

### **Road Safety and Highways**

080724/11 a.i) It was noted that there are two active bids for highways projects at the moment, one for the Local Highway Initiative and the other for the 20mph initiative, decisions due to be received in September. If successful, the council will be required to contribute £1150 (10%) for the LHB only.

080724/11 a.ii) It was noted that the footpath project for Six Mile Bottom road will be assessed in January.

### **District & County Councillors' Reports**

080724/12 a) The report was noted by all present. District Cllr. Batchelor agreed to expedite the production of an SCDC status report relating to examination of the flooding problem in The Causeway and District Cllr. Harvey agreed to ask SCDC to confirm that Health & Safety procedures with regard to land remediation were being followed in the Lamb's Yard development project.

### **Date of Next Meeting & Matters for Future Consideration**

080724/13 a) Members noted that the next meeting will be Monday 9th September 2024 at 7:30pm

There being no other business the meeting closed at 9:50pm