



LITTLE WOLFORD PARISH MEETING

Minutes of the 2020 Annual Parish Assembly

11 August 2020, The Wolfords Village Hall carpark

Present in person: Helen Bostock (HB), Chairman; Adam Bewsey (AB); David Farman (DF); Simon Lewis-Beeching (SL), RFO; Jane Revere (JR); Michael Revere (MR); **Via Zoom:** Henry Warriner (HW), Roz Warriner (RW).

Apologies for absence had been received from Charles and Jane Hobbs, Melinda O'Dell.

1. **Election of Chairman for 2020/21.** DF proposed HB and JR seconded the proposal. This was unanimously approved by the Assembly. HB agreed to continue as Chairman.
2. **The Minutes** of the General Assembly on 14 November 2019 were proposed by SL, seconded by AB, agreed by all, and signed by the Chairman as a true record of the meeting.
3. **Matters Arising**
 - a. The pot hole/cover near the entrance to Broadmoor Farm has still not been repaired – HB to follow up (**Action HB**). RW reported the large pothole at the entrance to Pepperwell Lane had been repaired. RW noted the grating between Birds Lodge and Manor Farm was rusted through, and may be a hazard to cyclists so needed reporting (**Action RW**). DF reported in April WCC Highways cleared gullies and did work to collapsed culverts but it is as yet unclear if this will fix a longstanding drainage problem at the junction between Rosary Lane and Wolford Road. DF to report any further incidences of flooding around Rosary Lane to Fix My Street (**Action DF**).
 - b. DF thanked HB for her support in improving Great Wolford churchyard which was no longer in an overgrown state and the views across the valley were again opened up. HB informed the Meeting she had met with members of the Parochial Church Council to agree actions and between them had been able to make progress. There is still some consideration of what to do with the large conifers.
 - c. HB said the Christmas lights and baubles kindly lent or donated by residents had decorated the tree on the village green at Christmas. New batteries will need to be purchased when the tree is decorated this year.

Reports on other matters were deferred until the Chairman's Report.

4. **Chairman and RFO Reports**

Chairman's Report:

- a. The parish website was redesigned and relaunched successfully in April. It is now in an easier to use format with better functionality such as an automated feed from SDC planning notices. It fulfils our statutory obligations and appears to be well received. HB encouraged all to contribute any news items or future content.
- b. Henry Warriner saw to the renewal of footpath markers. However, the unsafe condition of the footbridge on the footpath between Little Wolford and Great Wolford has led to the closure of the footpath (Grid References: SP 25845 35949). It is not clear when this is likely to be repaired. Since the last meeting, the poor condition of the roadside footpath between the two villages has been raised. The Chairman (HB) has been informed by the Highways Agency that the footpath will be assessed by them in late summer, following routine vegetation cutting. It was in too poor a state to be repaired at the same time as the general path resurfacing work undertaken in LW and GW earlier in the year.
- c. The defibrillator fundraising appeal currently stands 75% (£1,505 raised of a target of £2,012 - a new target reduced by £158 after a revised quote from Community Heartbeat Trust). Unfortunately, further fundraising has stalled though we are waiting to hear if we will be awarded a Community Grant applied for from WALC

(Warwickshire Association of Local Councils). Once installed, the defibrillator will incur an annual support cost of £162.

- d. A fireproof/waterproof case has been purchased to store the parish Minute book and other documents of import.
- e. The proposed joint Wolfords meeting with Rural Crime Prevention Officer, Robert Church to discuss Supported Village initiative was postponed due to Covid-19 until 29 Sep.
- f. Since the last meeting a number of planning applications have been received for Little Wolford. Permissions were granted by SDC Planning for the following; Lawful Development of a swimming pool at Tommys House, the erection of a stable block at The Hollows, tree works under a TPO at Bedlam Lodge and Lawful Development of a Listed Building for roof repairs at Mollys Lodge. A planning application for a small extension at 1 The Green is pending consideration.

RFO's Report:

Year ending 31 March 2020

- a) The draft End of Year Accounts for 2019-20 were produced by SL on 01/04/20, and were approved by HW (internal auditor) on 04/04/20. The total amount spent was £1,240.28, which was just within the allocated budget of £1,250. This expenditure included a £500 grant/donation towards the Defibrillator appeal, paid to Community Heartbeat Trust. Total receipts were also £1,250. The bank balance as at 31/03/20 was £1,428.45. There were 3 items of expenditure above £100: The new village noticeboard (£383.86); the Defibrillator donation/grant (£500)*; and cemetery maintenance (£200).
- b) The draft Accounts are now ready for approval at the meeting on 11/08/20.
- c) The approved End of Year accounts will be made available for public inspection on 12th August 2020, for a period of 30 working days until 22/09/20 (this is known as the 'period for the exercise of public rights'). SL will also place a public notice on the village noticeboard to this effect.
- d) The following items of budgeted expenditure were settled since the last meeting: Hire of Wolfords Village Hall (£20); WALC training courses (£15 & £23) and purchase of related training materials (£14.50); a Fireproof/waterproof document case (£24.48); and Cemetery maintenance (£200).

Current financial year (01/04/20 to date)

- e) The first tranche (£500) of the Parish Precept was received from Stratford on Avon District Council on 27/04/20. The second £500 tranche is expected in September.
- f) The following items of budgeted expenditure have been settled since the last meeting: Development of the new LWPM website (£550); WALC membership (£13.20); and Easyspace.com for a 2-year renewal of their professional email service (£40.16).
- g) *The £500 grant/donation towards the Defibrillator fund was earmarked as part of the 2020-21 budget – though due to an administrative oversight, this was paid in March 2020, a few weeks earlier than originally intended. This was not an issue, as our expenditure for 2019-20 was still within budget. The agreed budget for 2020-21 was £1,440 – however, this included the £500 for the Defibrillator donation; therefore, the remaining budget for 2020-21 is now £940 (of which, £603.36 has been spent to date).
- h) A grant of £100 was received from Warwickshire County Council. This was put towards the purchase of an Emergency Grab Bag (£105.54) on 29/06/20, as part of the LWPM's Community Emergency Plan preparations.
- i) Fundraising continues towards the purchase and installation of the Defibrillator. We are still £507 short of the £2,012 target.
- j) The bank balance as at 11/08/20 is £1,319.55.

5. Accounts & Annual Return for 2019/20.

- HB tabled the draft Year-end Accounts 31 March 2019, which had been approved by the Internal Auditor (HW).
- HB proposed, SL seconded and the Assembly unanimously approved the Certificate of Exemption.
- DF proposed, MR seconded and the Assembly unanimously approved a resolution that the draft Year-end Accounts be adopted and that the Annual Accounting Statement be approved.

- DF proposed, MR seconded and the Assembly unanimously approved a resolution approving the Annual Governance Statement.
6. **Appointment of the Responsible Financial Officer for 2020/21.** JR proposed SL and DF seconded it. This was unanimously approved by the Assembly. SL agreed to continue as RFO.
 7. **Appointment of the Internal Auditor for 2020/21.** SL proposed HW and AB seconded it. This was unanimously approved by the Assembly. HW agreed to continue as Internal Auditor.
 8. **Matters of particular local importance**
 - a. **Community-led volunteering and Emergency Volunteer Policy.** As a result of government restrictions implemented due to the Covid-19 pandemic in mid-March HB and SL made a leaflet drop to every property in the village offering help to anyone who needed it as. In response a number of residents were paired with volunteers to help with neighbourly tasks such as shopping or a phone buddy to reduce isolation. An emergency Volunteer Policy was prepared. Currently four volunteers are paired with residents. The volunteering programme will continue to be monitored as the pandemic measures continue. **(Action HB)**
 - b. **Community Emergency Plan.** This has been refreshed. Full copies of the plan are retained by HB, SL, and the CSW (Coventry, Solihull and Warwickshire) Resilience Team; a first contacts sheet has been pinned up in the village notice board. A number of emergency equipment items (bag, first aid kit, foil blankets, rain ponchos, hi-viz jacket, wind-up radio, head torch, water bottles, hazard tape, clip boards and writing pads) have been purchased to supplement the sandbags in the village hall for use in event of a community emergency. A councillor's grant of £100 was awarded from WCC for this purpose. The emergency equipment is currently being stored at Mollys Lodge but will be transferred to the village hall when it reopens. **(Action HB)**
 9. **Any other business**
 - a. SL raised the topic of wild flowers on the village green but as the residents are not in charge of the mowing regime it was considered this may not be easy to manage. It was agreed that collective activities such as increasing the spring bulb display were not appropriate during the pandemic crisis. MR noted that as well as daffodils, he had planted an apple tree for the benefit of village residents; however, as the tree had failed to crop it would be best replaced in the autumn. (Action MR)
 - b. MR asked the Meeting to consider holding a village fete on the green, similar to past events. Again, all agreed this sort of activity could not be held under current restrictions.
 10. **Date of next meeting: 22nd Oct 2020**

The meeting closed at 8.00pm.

[Minutes approved and signed by the Chairman at the General Assembly on 22 Oct]