



LITTLE WOLFORD PARISH MEETING

Minutes of the Parish Annual Assembly

29 April 2021, via Zoom

Present via Zoom: Helen Bostock (HB), Chairman; Adam Bewsey (AB); David Farman (DF); Jo Barker (JB) County Councillor; Simon Lewis-Beeching (SL), RFO; Jane Revere (JR); Henry Warriner (HW); Roz Warriner (RW), Gillian Ablewhite (GA)

No apologies for absence.

1. **Election of Chairman for 2021/22.** JR proposed HB and HW seconded the proposal. This was unanimously approved by the Assembly. HB agreed to continue as Chairman.
2. **The Minutes** of the Annual Parish Assembly on 22 Oct 2020 were proposed by HW, seconded by JR, agreed by all, and signed by the Chairman as a true record of the meeting.
3. **County Councillor Jo Barker addressed the meeting**
JB shared her experiences of being a councillor for 4 years especially during the Covid crisis, witnessing local communities pulling together but also many new people having to fall back on food banks (Shipston Food Bank) and benefits, rural poverty being especially well hidden. She is standing for election again on 6 May.
4. **Matters Arising**
 - a. Details regarding any local financial scams are now included in parish updates, where relevant.
 - b. There were no further developments on the Single Unitary Authority discussions.Reports on other matters were deferred until the Chairman's Report.

5. **Chairman's and RFO's Report**

Chairman's report:

- a. Pothole near Broadmoor Farm entrance is now repaired. A top-up for the salt bins was requested in Dec.
- b. Planned road closure of Rosary Lane for drainage works at the start of the year was delayed. County Highways have been in correspondence with David Farman. They believe it to be a capacity issue, the old culvert not coping with combined heavy rainfall and the spring from the well and have said new budget will be allocated in the new financial year. **[Action DF]**
- c. The community defibrillator was installed on the outside wall of the Village Hall on 23 Nov and is now on a national database. Regular (weekly) checks are carried out by Gunter Doering as part of our agreement and to ensure the unit is in working order. The emergency equipment (grab bag, bottled water, etc) has now been moved to the Village Hall.
- d. The 3 apple trees were planted on the Green on 12 Dec and were staked and fitted with tube

guards to prevent deer/rabbit damage and protect the young trees, all of which appear to be alive.

- e. Planning applications since the last meeting:
 - i. 20/02801/LDP - Lawful Development Permitted at Mollys Barn (Removal of existing garage door and replace with new glazed screen and doors to facilitate use of garage as home office)
 - ii. 20/02919/LBC - Listed Building Consent Approved at Mollys Lodge (Repairs to tower stonework including: replacement of tabling stones fixed using lime mortar, stainless steel ties and resin; replacement of existing cement render with NHL5 lime render; repoint coping stone joints; repairs to pinnacle joints; repairs to cracks in stonework)
- f. Virtual meetings were attended by the chairman on behalf of the parish, including the SWLP (South Works Local Plan) Stakeholder Event (28 Jan). HB sought endorsement to delegate, when required, attendance of future SWLP stakeholder events to David Farman – the Assembly unanimously approved this motion.

RFO's report:

Year ending 31 March 2021

- g. The draft End of Year Accounts for 2020-21 were produced by SL on 02/04/21, and were approved by HW (internal auditor) on 07/04/21. The total amount spent was £1,398.43, and the total receipts were £1,501.60. Spending was under budget by £43.17. The bank balance as at 31/03/21 was £1,531.62.
- h. There were 3 items of expenditure above £100: LWPM website development costs (£550); Emergency Grab Bag (£105.54) - a contribution of £100 from the WALC Grant Fund was put towards this cost; and cemetery maintenance (£200).
- i. The draft Accounts are now ready for approval at the meeting on 29/04/21.
- j. The approved End of Year accounts will be made available for public inspection on 14th June 2021, for a period of 30 working days until 23/07/21 (this is known as the 'period for the exercise of public rights'). SL will also place a public notice on the village noticeboard and the LWPM website on 07/06/21, to this effect.
- k. The following items of budgeted expenditure were settled since the last meeting: Stationery (printer ink cartridge) (£15.05); WALC training course (£12); Web domain renewal (£29.88); and Cemetery maintenance (£200).

Current financial year (01/04/21 to date)

- l. The first tranche (£500) of the Parish Precept was received from Stratford on Avon District Council on 26/04/21. The second £500 tranche is expected in September.
- m. The following items of budgeted expenditure have been settled since the last meeting: Yearly Hosting & Support for the LWPM website (£120); and WALC membership (£13.20).
- n. The bank balance as at 29/04/21 is £1,898.42.
- o. Due to an increase in expenditure, Wolford PCC have asked whether LWPM can increase its contribution towards cemetery maintenance. This contribution is in the form of a grant, and is currently £200 per annum. The LWPM Chairman and RFO have recommended that the grant is increased to £300 per annum, subject to the approval at the meeting on 29/04/21. This means that the LWPM's 2021-22 budget, approved on 22/10/20, will need to be increased by £100 to £1055.20.

If approved, an additional single payment of £100 will be made to Wolford PCC in May; the regular annual payment will then be increased to £300 as from March 2022. DF noted Little Wolford historically made 50% contribution of that made by Great Wolford, who have increased their payment to £600 so it would be appropriate to follow suit. DF proposed amendment to PCC contribution; JR seconded it. Passed unanimously by the Assembly. DF & JR also mentioned that they are grateful for the recent work that has been undertaken, which has hugely improved the churchyard and cemetery. SL to set up the new regular payment. **[Action SL]**

6. Accounts & Annual Return for 2020/21

- HB tabled the draft Year-end Accounts 31 March 2021, which had been approved by the Internal Auditor (HW).
- HB proposed, SL seconded and the Assembly unanimously approved the Certificate of Exemption.
- GA proposed, RW seconded and the Assembly unanimously approved a resolution that the draft Year-end Accounts be adopted and that the Annual Accounting Statement be approved.
- GA proposed, RW seconded and the Assembly unanimously approved a resolution approving the Annual Governance Statement.

7. Appointment of the Responsible Financial Officer for 2021/22. JR proposed SL and DF seconded it. This was unanimously approved by the Assembly. SL agreed to continue as RFO.

8. Appointment of the Internal Auditor for 2021/22. HB proposed HW and DF seconded it. This was unanimously approved by the Assembly. HW agreed to continue as Internal Auditor.

9. Matters of particular local importance

- a. Response to Government consultation on remote parish meetings. Majority in favour of hybrid meetings with option of attending either in person or remotely, given the seasonal nature of Covid – however, JB pointed out that this option may be unlikely, due to legal aspects. HB to submit a response. **[Action HB]**
- b. The question was asked as to when the Village Hall was going to re-open. JB responded that, technically, all village halls are allowed to be open now.

10. Any other business.

- a. GA thanked HB for keeping residents up to date via the regular LWPM emails.
- b. GA asked about recycling fabric/rags and clothes. RW advised taking them to charity shops.
- c. GA shared her personal connection to the newly-planted Wyken Pippin tree, having grown up near Wyken.

11. Date of next meeting: 14 Oct 2021

The meeting closed at 8.00pm.