

# Wolfhampcote Parish Council Minutes

## Flecknoe Village Hall, Flecknoe

3<sup>rd</sup> July 2025

<b>1</b>	Present: Diane Aldersley (DA) Chair Helen King (HK) John Lee (JL) Karen Payne (KP) Clerk  Apologies: Andrew Brown (AB), Claire McGregor (CM) No response had been received from Councilor Keeling (DK) Members of the Public: 3	
<b>2</b>	<b>DECLARATION OF INTEREST</b> HK in relation to the Recreation and Cricket Field and in the relation to The Old Post Office	
<b>3</b>	<b>MINUTES OF PREVIOUS MEETING</b> The minutes of the 15 <sup>th</sup> May 2025 Annual Meeting were agreed and signed by the Chair	
<b>4</b>	<p><b>MATTERS ARISING</b> Parishioner would like to see reflector on new post at Nethercote – AB has logged with Highways</p> <p>Signs requested for Boundary Farm, AB to speak to Highways to see if signs can be moved forward – AB has asked highways whether this is highways or landowner owned</p> <p>There is a dead bough over the road at Nethercote: AB to check if Council owned – AB is waiting on highways to attend site to advise</p> <p>Speak with CET (Community Events Team) to check trees around Nethercote – JL has checked, all are watered and looking healthy. Action closed</p> <p>Potholes opposite recreation field entrance to be mentioned to Highways – AB has logged with highways</p> <p>Painted road markings on road have disappeared – Nethercote and Triangle. AB has logged with highways</p> <p>Previous minutes should be placed on new website. Minutes/agendas for 24/25 year have been added. Action closed</p> <p>Willow tree by stocks is overhanging . AB has spoken to who he believes to be the owner (it was noted that this has got worse</p> <p>Entrance into the driveway of the recreation field needs to be filled. It was clarified that either side of the splay there are big potholes which also needs to be logged with highways (this is in addition to the potholes at the entrance which is already logged)</p> <p>Arnolds Hill bridge is now impassable to vehicles, AB has requested timescale from highways for fixing</p> <p>Horse warning signs - Cllr Keeling has agreement for these but needs to know where they should be placed. Discussed later in meeting</p>	<p>AB</p> <p>AB</p> <p>AB</p> <p></p> <p>AB</p> <p>AB</p> <p></p> <p>AB</p> <p>AB</p> <p>AB</p>

	<p>Village bins – Awaiting response from Rugby Borough Council. Discussed later in meeting</p> <p>Financial reports to be uploaded on website . Action complete and closed</p> <p>AB to discuss with highways why Parish was not informed of recent road closures. AB has had confirmation that it wasn't our parish. Action closed</p> <p>Allotments – Holders are to be asked to ensure machinery stored and locked away safely. JL reported complete and that machinery was currently being chained for security. Action closed</p> <p>Website – Agendas and minutes for last year to be uploaded on new website. Complete, action closed</p> <p>Sawbridge Green mowing – JL to speak to David Thomas to cut when possible. This has been completed by Phil Cleaver who had done an excellent job. Action closed</p>	
5	<p><b>OPEN FORUM to Members of the Public</b></p> <p>A Parishioner raised the issue of potholes in Sawbridge and was advised to log on fix my street. If the parishioner can provide a list to the clerk once raised then these can also be raised with highways.</p> <p>A Parishioner raised the point of a litter bin in Sawbridge and it was agreed to leave to later as this was an agenda item</p> <p>A Parishioner raised the issue of a signpost pointing incorrectly on the footpath from Vicarage Road through to David Thomas' field. HK to resolve</p> <p>A Parishioner raised the issue that when the notification was sent out that the R252 footpath was closed there was no map to identify where this footpath was located. It was confirmed that the whatsapp message did contain the footpath map so it is unclear why it was not received by this parishioner.</p> <p>.</p>	HK
6	<p><b>COUNCILLOR KEELING Updates</b></p> <p>No update</p>	
7	<p><b>PLANNING MATTERS</b></p> <p><b>R24/0799 Cherry Tree Farm, Nethercote Road, Wolfhampcote</b> Demolition of existing dwelling and construction of a replacement dwelling with carport Application valid</p> <p><b>R25/01853 The Manor House, Flecknoe</b> To repair collapsed listed garden wall and carry out maintenance to the rest of the wall to the east of the gate. Approved</p> <p><b>R25/0509 The Corn Dryer, Flecknoe</b> Certificate of Lawfulness confirming lawful commencement of development Application valid Clerk to chase for update on clarification of what certificate of lawfulness means</p>	KP
8	<p><b>VILLAGE HALL Update</b></p> <p>With regards to the Volunteer Risk Assessments CM had sent a message that the Village Hall plan to have a script to read to any volunteers. This is not yet in place but will be discussed at the VH September meeting.</p>	CM

	DA asked a question about whether we have a fire certificate in place for the Village Hall. It was confirmed that we do not have one as it is all covered under the Risk Assessment and this is all that is required.	
9	<p><b>RECREATION AND CRICKET FIELD Update</b></p> <p>Meetings held 12<sup>th</sup> May and 26<sup>th</sup> June 2025</p> <p>Swings have been installed and an initial safety inspection taken place by an independent Play Inspection Company. A Risk Assessment for the swings has been completed which will be added to the field Risk Assessment when it is next reviewed.</p> <p>Weekly safety inspections of the swings commenced by Parishioners.</p> <p>Problem of swing fixings raised with installation company who have fixed the problem (swing was removed until contractors were able to attend and fix the problem).</p> <p>Official opening of swings by Warwickshire High Sheriff Karen Lynch occurred on 2nd July and was well attended by villagers.</p> <p>Pond area continues to be developed but has taken a lot of watering this season.</p> <p>An extra catch has been installed on the gate into the pond area.</p> <p>There continues to be problems with vandalism to the cricket pavilion and out buildings. The latest is a hole in an outbuilding roof. New locks have been fitted to the buildings and a meeting arranged with PC Banks for Saturday 5<sup>th</sup> July. The cricket club can ill afford to continually fix the damage done by this constant vandalism. It was agreed that the Recreation Field Committee could agree to fund the vandalism repairs providing this was coming out of the Recreation Field existing budget.</p> <p>Things planned for future</p> <ul style="list-style-type: none"> <li>• Weekly swing inspections rota to be organised</li> <li>• Roast out fund raiser being organised by CET for field activities and equipment on 5<sup>th</sup> July</li> <li>• Pétanque project group to be identified.</li> <li>• RA for volunteers to be created inline with the VH volunteer risk assessment.</li> <li>• Field RA to be reviewed.</li> </ul>	
10	<p><b>HIGHWAYS Update</b></p> <p>Highways Community Action Fund – it was noted that we just need to remember that this fund is available</p> <p>Horse warning signs – it was agreed to make a decision at the next meeting once everyone had had a chance to review the suggestions and whether or not it was needed. The suggestion of horse warning signs had come from DK as a potential way of slowing down traffic</p>	ALL
11	<p><b>FOOTPATHS</b></p> <p>Footpath R252 had been reported, council already had case open for it to be fixed. HK noted that there are other routes to get around this closure</p> <p>Rape field footpath at top of Vicarage Road is impassable at present as farmer has sown right up to field edge</p>	
12	<p><b>ENVIRONMENT</b></p> <p>Allotments: nothing to report</p> <p>Defibrillator:</p> <ul style="list-style-type: none"> <li>- Richard Tonks manages this for Sawbridge</li> <li>- First Aid course on previous Friday identified that defibrillator cabinet is damaged and needs attention due to water ingress. JL to raise with CM and support remedial action</li> </ul> <p>IT Policy:</p> <ul style="list-style-type: none"> <li>- KP to send through draft template received from WALC to Andrew.</li> </ul>	<p>JL/CM</p> <p>KP</p>

	<ul style="list-style-type: none"> <li>- There was a view that we should start work on this prior to next meeting if at all possible</li> </ul> <p>Events:</p> <ul style="list-style-type: none"> <li>- Roast Out 5<sup>th</sup> July</li> <li>- Wolfhampcote Produce Show 6<sup>th</sup> September – Bob Butcher has sent through the Safety Documentation which WPC have all reviewed. All were happy to approve. KP to notify Bob Butcher</li> </ul>	<p>AB</p> <p>KP</p>
<b>13</b>	<p><b>PARISH MAINTENANCE</b></p> <p>Village bins (litter/poo) . HK explained that:</p> <ul style="list-style-type: none"> <li>- Currently we have 3 poo and 3 litter bins which are emptied every 2 weeks which has always been sufficient. When installed they came with a lifetime of free emptying</li> <li>- From 1<sup>st</sup> April 2025 we were advised that we would be billed if a bin was not on highways land. The only one that this impacts is the one in Nethercote on corner to Wolfhampcote and HK believes that this is agreed. Cost will be about £70 per year.</li> <li>- HK is still waiting on cost of putting in a new bin. Once we have this cost then WPC will start consultations with Sawbridge if we think we should go ahead</li> </ul> <p>Solar Street lighting</p> <ul style="list-style-type: none"> <li>- Engineers are to do a site visit in the next couple of weeks. JL has requested that once completed he receives a schedule of work and confirmed timescale and cost</li> </ul> <p>Verge Mowing</p> <ul style="list-style-type: none"> <li>- Clerk to ask DK to raise with highways that verge opposite opposite phone box &amp; heading south has not been cut again. Last year WPC paid for it to be cut and if this happens again then WPC will be looking at the possibility of recouping this cost</li> </ul>	<p>HK</p> <p>KP</p>
<b>14</b>	<p><b>CORRESPONDENCE</b></p> <ul style="list-style-type: none"> <li>- Govt funding for Neighbourhood Plans – funding has now been withdrawn</li> <li>- WALC Survey – DA asked all to complete so that consolidated view can be collated</li> </ul>	<p>ALL</p>
<b>15</b>	<p><b>FINANCE</b></p> <p>Bank Reconciliation – this has been reviewed by DA and was signed at the meeting. JL explained that financially we are in a healthy situation as precept has just been received and we also have the National Lottery money for the swings for which we have not yet been invoiced</p> <p>Internal Auditor – for the next audit JL proposes to use a WALC auditor as is good practise every few years</p> <p>SAPP Practitioner’s Guide – carried forward to next meeting</p>	
<b>16</b>	<b>AOB</b>	
<b>17</b>	<p><b>For next Agenda</b></p> <p>IT Policy</p> <p>Martyn’s Law</p> <p>Risk Assessment for Fireworks</p> <p>SAPP Practitioner’s Guide</p>	

Meeting Closed at 9.02pm

Next Meeting 4<sup>th</sup> September 2025 at 8.00pm – Flecknoe Village Hall