

Wing Parish Council
Minutes of the Wing Annual Parish Council meeting
held on Wednesday 29th May 2024 8pm Wing Community Centre

Ref. No.	MINUTE ITEM	Action
46/24	<p><u>Election of Chairman</u></p> <p>It was proposed that Mike Adams be elected as Chairman. Proposed Cllr. Oakley Seconded Cllr. Fish All in favour</p> <p>Cllr. Siddle was thanked for his 6 years of service as Chairman to Wing Parish Council since 2018. His chairmanship has been through the Covid 19 period and has overseen the creation and making of the Wing Neighbourhood Plan. His diligence and guidance to the Parish Council has been much appreciated.</p>	
47/24	<p><u>Election of Vice Chairman</u></p> <p>It was proposed that Susannah Fish be elected as Vice Chairman. Proposed Cllr. Siddle Seconded Cllr. Lawrence All in favour</p>	
48/24	<p><u>Attendance</u></p> <p>Cllrs. Fish - Chairman, Siddle, Oakley, Reilly and Lawrence. Parish Clerk C.Cllr. Clifton.</p>	
49/24	<p><u>Approval of absences</u></p> <p>The absences of Cllr. Adams and Cllr Chandler were approved. Apologies received from C. Cllr. Andrew Johnson.</p>	
50/24	<p><u>Declarations of interests and requests for dispensations</u></p> <p>None.</p>	
51/24	<p><u>Public participation</u></p> <p>There were no members of the public present at the meeting.</p>	

52/24	<p><u>To adopt standing orders</u></p> <p>It was proposed that the standing orders be adopted.</p> <p>All in favour</p>	
53/24	<p><u>To adopt Code of Conduct</u></p> <p>It was proposed that the code of conduct be adopted.</p> <p>All in favour</p>	
54/24	<p><u>To adopt Financial Regulations</u></p> <p>It was proposed that the financial regulations be adopted.</p> <p>All in favour</p>	
55/24	<p><u>Parish Councillor responsibilities</u></p> <p>Planning – Cllr. Fish Footpaths – Cllr. Siddle Streetscene - Cllr. Oakley Defibrillator – Cllr. Siddle Trees – Cllr Adams Climate Change – Cllr. Lawrence Communication – Cllr. Fish & Cllr. Reilly Community Safety – Cllr. Chandler Anglian Water liaison – Cllr. Fish Playground – Cllr. Chandler Allotments – Cllr. Siddle Poppies – Cllr. Fish Parish Liaison – Cllr. Adams (Chairman)</p>	
56/24	<p><u>To agree meeting dates for 2024/25</u></p> <p>The following dates were agreed:</p> <p>July 31st September 25th November 27th January 29th March 26th May 28th</p>	
57/24	<p><u>To approve the minutes of the meeting 27th March 2024</u></p> <p>These were approved and signed by the Chairman.</p>	
58/24	<p><u>Matters arising from the meeting 27th March 2024</u></p> <ul style="list-style-type: none"> Defibrillator – Cllr. Siddle reported: The Parish Council continues to pay an annual subscription to the Community Heartbeat Trust for provision and maintenance of a defibrillator, that is housed in the old telephone kiosk on Top Street close to the Kings Arms Pub. The equipment and 	

	<p>instructions for its use are secured in a cabinet that can be opened using a key code. The key code can be obtained by dialling 999 and giving the location. A list of local volunteers who have received emergency training is now badly out of date and a call for new volunteers to attend a training session will be issued shortly.</p> <ul style="list-style-type: none"> • Parish trees – this item was carried forward due to the absence of Cllr. Adams. • Neighbourhood Plan – Cllr. Fish reported meeting with David Seviour & John DeJardin to discuss the most practical method to properly apply the Neighbourhood Plan to comments on planning applications received by the Parish Council. A summary of a 13-page plan has been circulated to Parish Councillors. This document comprises a template to guide responses. It was agreed that the councillor responsible for planning – Cllr. Fish, will apply the template method to assess planning applications received in line with the Neighbourhood Plan, and report back to the Parish Council for comment. It was agreed to use this method for 12 months and then review. <p>C.Cllr. Clifton agreed to enquire with RCC if a. training on Neighbourhood Plan can be given to elected members? And b. what training on Neighbourhood Plans do planning officers receive?</p>	GC
69/24	<p><u>Clerk's reports and correspondence</u></p> <ul style="list-style-type: none"> • King's Portrait – the portrait has been received and will be displayed in the village hall. • CIL return – submitted to RCC for year 2023/24, confirming that Wing Parish Council hold £3762.75 in CIL money. • Asset of Community Value (ACV) – Kings Arms, Wing – correspondence received from Rutland County Council confirming a nomination from an Unincorporated Group to list this property as an asset of community value. • Staveley Solar Farm – further correspondence received, detailing the potential management of a community benefit fund. This was noted. 	
60/24	<p><u>Councillors' reports</u></p> <p>Parish Council summit – attended by Cllr. Oakley on 19th April 2024.</p> <p>Anglian Water – Cllr. Fish has so far been unsuccessful in arranging to meet with the new Anglian Water representative. She will continue to try and arrange this. C.Cllr. Clifton also offered to assist in contacting Anglian Water.</p>	
61/24	<p><u>County Councillor's report</u></p>	

	<p>C.Cllr. Clifton reported that the Staveley Solar Farm planning application is likely to be considered by the Planning and Licensing Committee this summer.</p> <p>C. Cllr Clifton has been appointed to Rutland Water Partnership. Cllr. Clifton will continue to follow up repairs to Middle Street with the Portfolio Holder for Highways, Christine Wise.</p> <p>Cllr. Clifton commented on the recent re-election of Rupert Matthews as Police and Crime Commissioner for Leicestershire and Rutland. The General Election in Rutland will be led by Rutland County Council due to changes in ward boundaries. Catmose sports centre will close following a vote by Rutland County Council.</p>	
62/24	<p><u>Middle Street verge & kerbing</u></p> <p>The Parish Council awaits a further response from Christine Wise. It is understood that RCC is close to a schedule of works for the coming year and will decide where the work to Middle Street sits in this. The issue of funding any work is still to be addressed and the this will continue to be pursued.</p>	
63/24	<p><u>To approve payments since the last meeting</u></p> <p>Spendlove Contracting £1489.98 ICO £35 Autela Payroll £78.33 LRALC £320.49 Clerk's salary April</p> <p>These were approved.</p>	
64/24	<p><u>To approve payments</u></p> <p>Arthur J Gallagher Insurance £2770.88 Clerk's salary May & June</p> <p>These were approved.</p>	
65/24	<p><u>Annual Audit 2023/24</u></p> <p>a. To receive the Annual Internal Auditor's Report 2023/2024 This was received and considered by the Parish Council. It was agreed to implement the recommendations listed.</p> <p>b. To complete and sign the Annual Governance Statement 2023-2024 This was approved and signed by the Chairman.</p> <p>c. To receive and sign the Accounting Statements 2023-2024. This was received and approved.</p> <p>d. To receive and consider the bank reconciliation 2023-2024. This was received and approved.</p> <p>e. To receive and consider the explanation of variances. This was received and approved.</p> <p>f. To receive and consider the breakdown of reserves held. This was received and approved.</p> <p>g. To agree the dates for the period of public rights. This was approved.</p> <p>All in favour</p>	

<p>66/24</p>	<p><u>To receive planning applications and decisions received from RCC since the last meeting.</u></p> <p>2024/0203/FUL 25 Morcott Road. New porch to side elevation, single storey rear extension and detached outbuilding. Granted 28th March 2024.</p> <p>2024/1019/HAZ Water Treatment Works, Morcott Road. Modification of condition of Hazardous Substance application HZA/2009/1211/PG to reduce the storage of chlorine from 39 tonnes to 20 tonnes. Granted 12th April 2024.</p> <p>2024/0185/MAF Field House, Church Street. Single storey rear extension. Granted 1st May 2024.</p>	
<p>67/24</p>	<p><u>AOB</u></p> <p>Neighbourhood Plan – it was confirmed that the Wing Neighbourhood Plan is made, and the steering group have completed their task. The plan will require review in 5 year’s time and this will be considered in 2028.</p>	
<p>68/24</p>	<p>The meeting closed at 9.20pm Next meeting Wednesday 31st July 2024.</p>	

**Wing Parish Clerk
29th May 2024**

Chairman.....

Summary of Action Logs

Number	Description of action	Responsible	Due date
1.	Review and assessment of Parish trees requiring work to be completed and work required decided.	MA	ongoing
2.	Arrangement of training demonstration for defibrillator	KS	c/f
3.	Kerbing on Middle Street – C. Cllrs to assist.	KS/GC	ongoing
4.	Commemoration of Platinum Jubilee and Coronation	PC to liaise with village hall committee.	ongoing