Minutes of Cawston Parish Council held on Monday 11th June 2007 at 7.30pm in Cawston Grange Primary School. Meeting No.2

Present: Parish Cllrs Stokes (Chairman), Mrs Latham (Acting Clerk), Mrs Mair, Medcraft, Mistry, Mrs Porter, Tucker, Mrs Wilson

Members of the Public: Four

1. Apologies for Absence: Cllrs Mrs Brett and Venner

Before the meeting commenced the chairman remarked that there had been an incident the week before where a small boy had gone missing, possibly around Cawston. The police had commented how impressed they were with the public concern and offers of help and asked that we pass on their thanks.

2. Declaration of Interest as defined by the Code of Conduct for councillors
   a. Personal Interests – Cllr Mrs Wilson (item 8)
   b. Prejudicial Interests – None

3. Minutes of the last meeting held on 16th May 2007; the minutes were agreed.
   a. Matters arising: There were no matters arising

4. To discuss and agree Bank Account Arrangements: Cllr Latham (Acting Clerk) proposed that the bank accounts be opened at Abbey National. This was unanimously agreed. ACTION: Acting Clerk to open bank accounts.

5. To discuss and agree appropriate insurances: A quote is still awaited from Allianz. ACTION: This item to be carried forward to next meeting.

6. VAT Registration: As registration can be backdated it was decided that this item be reviewed when the new clerk is appointed. ACTION: This item to be carried forward to next meeting.

7. Dog Foul/Waste Bins: Rugby Borough Council can provide dog foul/litter bins (combined) for £275.00 each with a cost of £1.30 per two bins to empty. There is also an option of having separate bins for both dogs foul and litter.

It was also noted that The Consortium had kindly offered to donate £825 towards the cost of any bins.

A working party comprising Cllrs Mair, Tucker and Wilson are to make recommendations to CPC at the next meeting i.e.
   a. What type of bins
   b. How many bins required
   c. Locations

ACTION: All councillors to email Cllr Tucker with general opinions.
Sub-committee to report back to next Parish meeting

8. Christmas tree: The Chairman has obtained legal advice and was advised not to get involved. A tree-surgeon has recommended to the Chairman the tree be removed as it is dead. The tree is the responsibility of Cawston Grange Residents Association. The Chairman of CGRA, Mr P Sharples, was asked to comment but said he was in the
process of contacting all committee members of CGRA to discuss the matter. It was proposed that a letter be sent to CGRA informing them of the parish council’s findings/recommendations. **ACTION:** Acting Clerk to write to CGCA.

9. **Parish Council IT Arrangements:**
   a. **Email:** It was proposed by Cllr Stokes and seconded by Cllr Wilson that we have a domain name of cawston.gov.uk together with 15 POP mailboxes, price quoted £165.00. This was unanimously agreed. **ACTION:** Cllr Stokes to arrange.
   b. **Web Site:** see above item 9a.
   c. **Edge Designs:** It was proposed by Cllr Stokes and seconded by Cllr Tucker that the parish council use software designed by Edge Designs. This company currently provides software to both Dunchurch PC and Rugby BC. Cost £675.00 plus VAT. This was unanimously agreed.
      i. **Finance** – required
      ii. **Planning** – not required
      iii. **Agendas and Minutes** – required. **ACTION:** Acting Clerk to carry this item over for action at next meeting.

10. **Equipment required for Clerk/Responsible Finance Officer:** A laptop will be required. **ACTION:** Cllr Medcraft to investigate and come to next meeting with recommendations on laptops with associated software.

A decision to agree associated costs will be carried over to the next meeting.

11. **To discuss the relationship/communication between CPC and Rugby Police.** Cllr Mair enquired as to whom to approach with issues raised by residents. Cllr Tucker explained that any issues/problems should be reported direct to Rugby Police via the telephone number 01788 541111. The call would then be transferred to the Control Room at Leek Wootton from where officers would be despatched when available and according to priorities prevailing. It is essential when making such calls that an Incident Number be requested and noted as demands for policing and special attention are dealt with based on information available from statistics of complaints received from members of the public. If problems continue and are apparently not being addressed both Cllr Stokes and Cllr Tucker have avenues into the police that can assist if matters are brought to their notice. A monthly Crime Report is provided to the Neighbourhood Watch Co-ordinator. It was proposed by Cllr Mair and seconded by Cllr Stokes that the Parish Council should write to Rugby Police inviting them to send a representative to the next meeting. **ACTION:** Acting Clerk to invite Rugby Police to the next council meeting.

12. **Historical Responsibilities:** - Councillors Photographs. It was proposed by the Chairman that as the Parish Council will be responsible for historical data, an individual and group photograph be taken of all councillors. The photographs will be provided on disk at a cost of £98.00. Seconded by Cllr Tucker. **ACTION:** Acting Clerk to arrange for photographs to be taken.

13. **Future Parish Council Meetings:**
   a. **Dates of Meetings.** It was proposed by Cllr Porter and seconded by Cllr Latham that future parish council meetings be held on the second Wednesday in the month. This was unanimously agreed. **ACTION:**
Acting Clerk to book with the school that a location is made available for future meetings.

b. The Chairman called an extra-ordinary meeting for Wednesday 20th June 2007 at 7.30pm in Cawston Grange School in order to discuss the appointment of a new clerk/finance officer. ACTION: Acting Clerk to arrange booking of school.

c. Meeting Format (i.e. Parishioners Forum for meetings?) It was proposed by Cllr Tucker and seconded by Cllr Medcraft that the Parish Council has a forum in which parishioners have a chance to speak, say fifteen minutes before the start of each meeting. This was unanimously agreed.

14. To finalise the ‘Councillors Contact Details’ document for publication. The Chairman enquired as to whether all councillors were happy with the information on the form to be made available to parishioners. With the new email contact details, addresses and phone numbers will be made available. Agreed by all. ACTION: Cllr Stokes to complete form as agreed.

15. To consider any Planning Applications:
The following planning application has been received for consideration by the parish council:
R07/1012/PLN 3 Brudenell Close, Cawston.

The following Planning Decisions have been notified to the Council for their information:
R07/0512/PLN Phase 4, Cawston Grange Plots 435/443 and 446
R07/0535/PLN 75 Durrell Drive Cawston
R07/0539/PLN 1 Coventry Road, Cawston

The following Planning Application had been wrongly sent to Cawston PC by Rugby BC. They have been notified and are forwarding it to Dunchurch PC.
R07/1004/PLN St Brides, Coventry Road, Cawston

These Applications and Decisions will be circulated quickly with Cllr Mair being the final person to receive them. Cllr Mair requested that if the time/date for a response was short could the application be treated urgently and returned to her as soon as possible to enable her to process and deal with the matter accordingly.

1. To hear and consider received correspondence: A letter has been received from the Local Clerks and Councils inviting the council to join. It was agreed that this item be carried over until the next meeting. ACTION: Acting Clerk to carry this item forward to next meeting.

   Register of electors. Cllr Tucker said that this would be received by the Parish Council every month and that this was for the council’s information only

   Copies of “Adoption of Standing Orders and Financial Regulations” given to all councillors. ACTION: To be agreed at the next meeting.

2. To consider any payments to be made:
   a. Councillors’ Course £280.00
   b. Advert for Clerk/RFO £152.00

3. Motion to exclude the Public under Section 100a of the Local Government Act 1972.
   a. To consider and discuss applications received
i. Fifteen (15) applications were received
b. To create a shortlist
   i. A shortlist of seven (7) applicants was made. The Chairman will send a letter of thanks to the unsuccessful applicants and will invite the seven short listed candidates to an interview.

To decide who will conduct the interviews
   i. A sub-committee of Cllrs Stokes, Wilson and Mistry will conduct the interviews and will report back to the extra ordinary meeting to be held on 20\textsuperscript{th} June 2007.

Date and time of next meeting is Wednesday 11\textsuperscript{th} July 2007 in Cawston Grange School. There being no further business the meeting closed at 22.35 pm

Signed…………………………………… Chairman Date…………………………