Minutes of the meeting (number 9) held by Cawston Parish Council on Wednesday 10th October 2007 at 7.30pm in Cawston Grange Primary School.

Present: Cllr M. Stokes (Chairman), Cllr P. Venner (Vice-Chairman), Cllr T. Medcraft, Cllr R. Mistry, Cllr T. Tucker, Cllr Mrs V. Mair, Cllr Mrs R. Latham, Cllr Mrs L. Porter, Cllr Mrs M. Brett, Cllr Mrs D. Wilson and Mrs L. Early (Clerk/RFO).

Also present were Borough Cllr M. Williams, PCSO Harry Mossop and two members of the public.

Public Business

1. Apologies for Absence were received from County Cllr T. Cavanagh and Borough Cllr P. Butlin.

2. Declaration of Interest as defined by the Code of Conduct for Councillors;
   a) Personal Interests – Cllr R. Mistry declared an interest in agenda item (6) being discussion surrounding arrangements with a local printing company to produce the Cawston Parish magazine.
   b) Prejudicial Interests – None.

3. Minutes of the previous meeting;
   a) There were no matters arising.
   b) The minutes of the previous meeting were agreed.

4. Opportunity for Borough and County Cllrs to raise and discuss items.
   No issues were raised.

5. Opportunity for representatives of Rugby Police to raise and discuss items.
   PCSO Harry Mossop advised that Warwickshire Police has launched Operation Stockholm which is a nationwide campaign to help keep people safe during Halloween and Bonfire Night. The campaign is being run in conjunction with Trading Standards, the Fire Service, local authorities and local schools. Commencing this week, police officers and local PCSOs will enter schools to advise youngsters on the dangers of firework misuse, causing damage and confrontational behaviour.

   In the second half of the campaign, Warwickshire Police and its partner organisations will be taking a more proactive approach – checking that retailers
are conforming with the law, not only for fireworks but also the selling of alcohol to under age youngsters.

Finally, PCSO Mossop reported that there had been an increase in road traffic accidents since the children returned to school. Following questions from the Council regarding the potential dangers of cars parking on the roadside, particularly on Calvestone Road, PCSO Mossop suggested that he would seek further guidance regarding the laws and possible action to be taken against people choosing to park in this manner.

RESOLVED: PCSO Mossop to seek further guidance regarding car parking on the roads and report back at a later meeting.

6. The publication of a leaflet/newsletter to Cawston (update).

Cllr Tucker distributed draft copies of the Parish magazine to the Council and opened the discussion by offering his thanks to Cllr Mrs Brett for her recent assistance. Cllr Mrs Brett offered to continue her distribution efforts as she had previously done with The Voice and advised Councillors that she would shortly contact them with details of her distribution rota.

a) Content – The Councillors considered the draft version of the Parish magazine and expressed positive feedback regarding the style and content. Cllr Tucker explained that he had left a few gaps in the draft copy to enable updated details of Halloween and Christmas events to be included. The Chairman requested that official email addresses be included on the back page.

ACTION: Cllr Venner to confirm details of Christmas Service with Cllr Tucker in order that it be included in the magazine.

b) Revision of Pricing – It was proposed by the Chairman and seconded by Cllr Venner that the Council accept the cost of £358.60 for the production of the Parish magazine. Cllr Tucker added that this will be the maximum required and advertising revenue may reduce this cost if included in future issues.

c) Local competition to decide newsletter name/logo – The Council decided to carry the competition over to the next edition of the magazine to be discussed in December.

The Chairman closed the discussion by thanking Cllr Tucker for his recent efforts.

7. To discuss the organisation of ‘social events’ in Cawston;

a) Halloween – Following its’ popularity in previous years, Cllr Mrs Brett proposed a Halloween event whereby children gather in an area around the school at 6pm dressed in Halloween costumes. The children will be split into three groups and a ‘best costume’ winner from each group chosen and awarded a small prize – all participating children will also receive a small amount of sweets. Cllr Mrs Brett advised that the cost of this event will not exceed £20 and requested volunteers to assist on Halloween night. Cllrs Tucker and Medcraft offered to help. It was proposed by Cllr Mrs Brett and seconded by Cllr Mrs Wilson that a payment not exceeding £20 be authorised to fund the event. Cllr Mrs Brett questioned whether the Council felt that the organisation of social events, such as Halloween, should be lead by the Parish Council. Cllr Tucker felt that following the dissolution of the community
Council. Cllr Tucker felt that following the dissolution of the community association, that the Council should assist in organising social events such as Halloween. However, Cllr Tucker added that the Christmas events working party had not been created with the intention of organising other events. The Council discussed how to advertise the Halloween event and it was decided that adverts would be placed in the notice boards and in the Parish magazine. Furthermore, it was proposed by Cllr Tucker and seconded by Cllr Mrs Wilson that no more than £30 be spent on the creation of wooden advertising boards – cost to be ratified at next meeting.

**ACTION:** Cllr Mrs Brett to organise Halloween event with the assistance of Cllrs Tucker and Medcraft – the cost of funding being no more than £20. The event will be advertised on the notice boards and in the magazine and the Clerk will ensure the appropriate insurances are in place. The issue of the purchase and creation of wooden advertising boards will be an item on next month’s agenda.

b) **Christmas Carol Service** – Cllr Venner explained that, assuming a Christmas Tree was in place, the Salvation Army band has been booked for the 16th December at 6pm. The Chairman suggested that the Council consider organising an event assuming that the tree is *not* in place. For example, an indoor event at Cawston Grange Primary School. Cllr Stokes also advised that the Reverend of St. Mark’s Church in Bilton has offered her services to the Council. It was decided that the sub-committee comprising Cllr Venner, Cllr Tucker and three members of the public shall decide how to proceed with the organisation of the event and to decide whether to have a religious or ‘general’ service. The Chairman reminded the Council to try and be inclusive of all parishioners.

**ACTION:** Cllr Venner to liaise with the Head Teacher of Cawston Grange Primary School in order to establish whether the Council can hold a Christmas service in the school building and report findings to Cllr Tucker. The costs of purchasing minced pies and mulled wine for the event plus the production and distribution of suitable advertising shall be an item on next month’s agenda.

c) **The creation of a ‘social events’ working party** – The Council decided to carry this item over to be discussed in January 2008.

**ACTION:** Clerk to ensure this item is added to January’s agenda.

d) **Christmas Tree update** – The Chairman advised the Council that of the seven suppliers he had contacted for a quotation – that there had been five replies with only one full quote of £4,990.19 including VAT of which 5% is recoverable. This price is to include a 5 metres high *Picea Orientalis* tree, professionally planted with ropes built in and pinned underground plus a perforated pipe to encourage the roots to grow downwards. The company will also water and insure against the death of the tree for one year. The Chairman advised that Stephen Beasley of RBC confirmed that this was a competitive quote. Cllr Mrs Mair expressed her concern that the general public would be uneasy with the Council spending such a large amount of money on a Christmas Tree that may not survive. Cllr Stokes responded that the money
passed to the Council by the community association was intended to cover the cost of a Christmas Tree. Cllr Mrs Mair suggested that it may be unwise to make a decision based on one quotation.

Following much debate, the Council decided to change the remit to a 3 metres high planted tree. The Chairman shall re-approach those companies that were unable to provide an initial quotation and an extra-ordinary meeting shall be held to discuss issues surrounding the Christmas Tree if necessary.

**ACTION:** The Chairman shall report back details regarding further Christmas Tree quotations at a future meeting and the Clerk shall request quotations regarding the purchase of metal railings to fence the tree.

**8. To discuss action to be taken in determining demand for a village hall.**

Cllr Tucker opened the discussion by expressing his opinion that the introduction of a village hall onto the development should be considered now to ensure that there are facilities available for all interested parties in the future. Furthermore, Cllr Tucker suggested that Councillors begin the process by canvassing the estate to ascertain general opinion. Following much discussion, it was agreed that the residents of Cawston shall be asked the following questions;

"Do you want a village hall?"
"Would you use a village hall?"
"What would you use it for?"

Cllr Venner agreed that it was important to ask direct and clear questions but felt that the Councillors should receive a briefing in order that they can answer other questions put to them by the residents. Cllr Mrs Porter asked what action should be taken if nobody is at home when they call. It was decided that Councillors shall knock on two occasions and following this, an advisory note shall be posted.

Cllr Tucker questioned whether all Councillors would be available and willing to canvas the estate. Cllr Mrs Wilson explained that although she was willing to help, that she would find her time limited to dark evenings and weekends due to work commitments. Cllr Mrs Porter agreed that perhaps the imminent dark nights and colder weather would be the wrong time of year to be outside knocking on doors. Cllr Mrs Mair suggested that all canvassing be done in pairs and her suggestion was supported by the Chairman. Borough Cllr Williams put forward the idea of taking a sample opinion from the Cawston residents. Cllr Mrs Latham suggested the inclusion of an advisory leaflet within the Parish magazine requesting feedback to be returned to a box positioned in the school. Cllr Tucker felt that in general, people did not respond to these types of questionnaires.

The Council decided that Cllr Mrs Brett will write a short article outlining present discussion of a potential village hall to be included in the forthcoming Parish magazine. The following issue of the magazine shall include a more detailed explanation of the issues and canvassing of the estate shall begin early next year.
ACTION: Cllr Mrs Brett shall submit her written contribution to Cllr Tucker in order that it be included in the parish magazine. The item shall be carried forward to next month’s meeting.

9. To discuss the annual precept and budget setting process.
   The Chairman advised the Council that proposed budget headings shall be circulated shortly and Councillors shall be required to provide feedback / suggestions at the next meeting. The budget shall then be proposed at the December meeting and submitted shortly afterwards.

ACTION: Councillors to provide feedback at next meeting – item carried over. The Clerk shall invite a representative of WALC to the next meeting to discuss the budget setting process.

10. To discuss and agree any appropriate action to be taken regarding traffic lights at the Sheaf & Sickle junction.
    The Council decided not to take any action.

11. To hear and consider any received correspondence
    The Clerk has received Rugby Borough Council’s emergency plan for Cawston Grange that she shall circulate to all Councillors.
    All other general correspondence has been circulated.

12. To consider and discuss any relevant planning notices.
    There were no planning notices.

13. To consider and discuss any payments to be made;
    (a) £129.72 for public notice in Rugby Observer regarding adoption of Code of Conduct – to be split with Dunchurch Parish Council (Observer Standard Newspapers).
    (b) £256.46 for Clerk’s October wages (Clerk).
    (b) £72.34 for income tax on Clerk’s Oct wages (HMRC).
    (c) £52.88 for finance package upgrade (Edge Designs Ltd).
    (d) £358.60 for Parish magazine production (Steers).
    (e) £1.50 per month to have a personalised message on the official phone line (BT).
    (f) £20 in cash being funding for Halloween event.

Date and time of next meeting is Wednesday 14\textsuperscript{th} November 2007 at 7.30pm in Cawston Grange Primary School. There being no further business, the meeting closed at 2140.

Signed........................................... Date.............................
Councillor M. Stokes, Chairman

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