Minutes of the meeting (number 11) held by Cawston Parish Council on Wednesday 14th November 2007 at 7.30pm in Cawston Grange Primary School.

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

Public Business

1. Apologies for Absence were received from Cllr M. Stokes (Chairman) and Cllr T. Medcraft

2. Declaration of Interest as defined by the Code of Conduct for Councillors; 
   a) Personal Interests – None.
   b) Prejudicial Interests – None.

3. Minutes of the previous meeting;
   a) The minutes of the previous meeting (meeting 9) were agreed, subject to the following amendments:
      a. The price of the Cawston Grange news publication detailed is the maximum amount that would be required – Cllr T. Tucker
      b. Cllr Mrs R. Latham to be included as present – Cllr Mrs R. Latham
      c. Minutes to meeting 10 to be amended to reflect the correct clerks final outstanding salary from £123.00 to £323.07 – Cllr P. Venner

   b) Matters arising from the minutes of the previous meeting:
      a. Action: Cllr M. Stokes to arrange the budget setting meeting as an extraordinary meeting at the earliest convenience.
      b. Motion to pay the amended clerks final salary as detailed above to £323.07, with a further £92.96 due for tax and NI. 
      Proposed by: Cllr P. Venner  
      Seconded by: Cllr Mrs V. Mair
      The proposal was carried unanimously.

4. To update the council on the situation with The Clerk and RFO. 
   Cllr Mrs D Wilson is currently acting as the RFO.

An advertisement has been placed in the Rugby Observer with a closing date of 23/11/07. To date there have been 14 enquiries, but no applications received. Once the applications have been received an extraordinary meeting will be arranged to progress.

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Action: Cllr M Stokes to confirm whether he has contacted any of the original applicants to see whether they are currently available.

The Council formally thanked Mrs Lucy Early for all her efforts in the role and wish her well in her future endeavours.

5. To discuss potential items to be for an application to the Rural Development Fund.
Cllr P. Venner explained that there was a maximum grant available of £10,000 which is run on a fifty / fifty scheme; the grant provides the same level as funding as put forward by the council.

The due date for receipt of applications is 30th November 2007. A Borough Councillor must submit the application on behalf of the Parish Council. Cllr P. Venner confirmed that Cllr M. Stokes had indicated that he is willing to submit any requests on Cawston Grange Parish’ behalf.

Cllr P. Venner suggested that the Parish Council put forward a request for funding of the dog / litter bins. Cllr Mrs V Mair expressed a concern that this may further delay the citing of the bins, Cllr P. Venner confirmed that actions necessary to move forward would continue. Therefore, all agreed.

Action: Cllr M. Stokes to progress the request of the Rural Development Grant, immediately prior to progressing with Rugby Borough Council and The Consortium; see point 6. below.

Cllr T. Tucker suggested other areas for funding to be considered may be the fencing around the Christmas Tree. Following a discussion it was agreed that the timescales for submission of the grant request would not allow sufficient time to obtain a suitable number of quotes.

Also discussed was the potential to use the grant for improvement of general fencing around Cawston Grange. It was decided that this would not be appropriate until the Estate has been adopted by the Parish Council, as any work required remains the responsibility of the Consortium.

6. Update on situation with the approved litter/dog foul bins.
Cllr P. Venner informed us that the Rugby Borough Council and Consortium have agreed to the order of the bins in accordance with the request made by the Parish Council.

Action: Cllr M. Stokes to progress the request of the Rural Development Grant as per point 5. above, then progress with the ordering and placement with Rugby Borough Council.
7. Appearance of Cawston;
   a. Concern over the level of weed culture around the estate
   b. Planting in traffic calming islands
   c. Ranch Style fencing on Cawston Grange Drive (near A4071)

Cllr T. Tucker advised that the Consortium are responsible for the maintenance of main estate roads, such as Cawston Grange Drive, Calvestone Road and Turchill Road, with individual builders being responsible for all other residential areas.

Cllr Mrs M. Brett suggested that the Consortium Manager responsible – Rob McGuinn had been helpful in the past in dealing with specific concerns.

All agreed that a process needs to be in place to highlight specific concerns to ensure that they are dealt with in a timely, managed way. To this end it was agreed that a single point of contact would be in place, Cllr T. Tucker, to liaise directly with the Consortium. Other Councillors to submit their / residents’ specific concerns to Cllr T. Tucker. Should the Consortium be unable to assist Councillor T. Tucker to liaise with the appropriate builder.

**Action:** Councillors to contact Cllr T. Tucker with specific issues.

**Action:** Cllr M. Stokes to obtain a comprehensive list of the builders and responsible managers from the Consortium. If unavailable then to approach Rugby Borough Council Planning department for the information.

8. Christmas Tree update and whether there is a need to purchase new lights for the tree this year?

Cllr Mrs M. Brett confirmed that she is in possession of the Christmas lights which were used in 2006. Many of the bulbs are broken and the cable is heavy.

Cllr P. Venner advised that Cllr M. Stokes had spoken to the Rugby Borough Council Tree Surgeon who had suggested that no lights are put on the tree this year – the reason was to give the tree the best opportunity to establish itself with no disturbance.

A suggestion was mooted to attach the lights to the fencing, on reflection it was thought that this may cause a safety hazard / be open to vandalism.

   a. Motion to delay putting lights on the tree until December 2008.
      
      *Proposed by: Cllr T. Tucker
      *Seconded by: Cllr P. Venner

The proposal was carried by majority.

**Action:** Cllr M. Stokes to place a note on the notice boards and web site informing residents that the lights will not be on the tree this year with a brief explanation.

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**Clerk to The Council; Mrs Lucy Early**  
**30 Berrybanks, Bilton, Rugby. CV22 7JJ**  
**Telephone: 01788 819774**  
**Email: clerk@cawstonpc.org**
Cllr T. Tucker advised that the guarantee for the tree is for one year, with no maintenance contract. Rugby Borough Council will water the tree over the period they deem to be the growing period – April to October.

**Action:** Cllr M. Stokes to investigate how much the tree of its type needs watering, independently, to maintain it.

b. Motion to agree the payment of the tree of £3,226.61 (including VAT).
   
   *Proposed by: Cllr P. Venner*
   
   *Seconded by: Cllr T. Tucker*
   
   The proposal was carried unanimously.

**Action:** Cllr M. Stokes to ensure that a) VAT is claimed back within the appropriate timescale and b) confirmation that a suitable process had been put in place for doing so.

**Action:** Cllr M. Stokes to confirm whether Cawston Parish Council are registered for VAT / whether this is a requirement.

**Action:** Cllr M. Stokes to provide Cllr Mrs D. Wilson with the Christmas Tree invoice.

9. The working group for the Christmas Event to present proposals to The Council for discussion and agreement.

Cllr P. Venner advised that an Indoor event at Cawston Grange Primary School will take place on Sunday, 16th December at 4:00 PM.

After discussion on past attendance figures, it has been agreed to cater for 150 attendees. A total cost of £160.00 will be required to cover:

a. Mulled wine
b. Soft drinks
c. Plastic cups
d. Minced pies / apple pies
e. Chocolate novelties
f. Hire of the hall
g. Flier prior to the event

The cost may be lowered as where possible items will be bought on a sale or return basis as per previous years. The event will be advertised through the school newsletter and through the use of a flier.

The Zephyr Band will be available to accompany the carols, no fee will be required.

**Action:** Cllr P. Venner will put together a working party to action the above and to arrange for distribution of the fliers.
a. Motion to agree the maximum budget of £160.00.
   Proposed by: Cllr P. Venner
   Seconded by: Cllr R. Mistry
   The proposal was carried unanimously.

10. Proposal: That the Parish Council be updated verbally at every meeting of the financial situation and that printed reports be supplied at intervals of 3 months, half yearly, 9 months and as usual a full set of accounts at the end of the financial year.
   Cllr R. Mistry suggested that the Parish Councillors undertook a mini audit of the accounts every three months as a check and balance.

   Action: Cllr Mrs D. Wilson to enter all previous Financial data to date in the Finance software package and provide access to all Councillors.

   Cllr Mrs D. Wilson has transferred the significant sum of money to the savings account. Copies of all bank statements have also been received and reconciled.

   Action: RFO to provide a print out every 3 months, with a balance statement once a month. If it is deemed that this is insufficient a further audit, in addition to that required by law will be carried out.

   Cllr Mrs L. Porter provided copies of minutes from Dunchurch Parish Council where payments are clearly documented including the cheque number in the minutes for ease of reconciliation.

   Action: Payments to be made section to include cheque numbers.

   a. Motion to agree that the cheque signatories initial the front of the cheque stub, front of the cheque and to sign the corresponding invoice.
      Proposed by: Cllr Mrs D. Wilson
      Seconded by: Cllr P. Venner
      The proposal was carried unanimously.

11. To approve the costs associated with the “Advertising Boards”
   Cllr T. Tucker requires a maximum of £36.00 to create the hardboard advertising boards. Cllr T. Tucker advised that he will be able to create approximately 13 boards to be placed at the entry and exit points of Cawston Grange Drive and Caivestone Road.

   a. Motion to agree the maximum payment of £36.00 for the advertising boards.
      Proposed by: Cllr P. Venner
      Seconded by: Cllr Mrs D. Wilson
      The proposal was carried unanimously.
12. **Request for funding of a maximum of £20 producing mock-up copies of the last issue of Cawston News with added adverts making it a 24 printed page News**

Cllr T. Tucker produced mock up copies of the Cawston News with adverts previously found in The Voice.

**Action:** Cllr T. Tucker to send out to previous advertisers prior to the second edition of the Cawston News.

- Motion to agree the maximum payment of £20.00 for the mock-up copies.
  
  *Proposed by: Cllr P. Venner
  *Seconded by: Cllr Mrs M. Brett

The proposal was carried unanimously.

13. **To hear and consider any received correspondence**

- a) cheque received from Dunchurch Parish Council in the sum of £64.86 to cover half of the Code of Conduct advertisement.
- b) Cheque received from Dunchurch Parish Council in the sum of £185.69 from Dunchurch Parish Council to cover the precept interest.
- c) Invoice received from Cawston Grange Primary School to cover the hiring of the room for meeting 10.
- d) Invoice received from Steers Printing for the first edition of Cawston News.

14. **To consider and discuss any relevant planning notices**

There were no planning notices.

15. **To consider and agree any payments to be made**

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<td>Margaret Brett</td>
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Date and time of next meeting is Wednesday 12th December 2007 at 7.30pm in Cawston Grange Primary School. There being no further business, the meeting closed at 20:45.

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

**END OF DOCUMENT**

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