Minutes of the meeting (number 13) held by Cawston Parish Council on Wednesday 12th December 2007 at 7.30pm in Cawston Grange Primary School.

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

Also present were, PCSO Harry Mossop and two members of the public who had applied for the post of Clerk and RFO.

Public Business

1. Apologies for Absence were received from Borough Cllrs P Butlin and M Williams, PCSO Jane Thatcher and Jo Devine from Orbit Housing.

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;
   There were no matters arising.
   The minutes of the previous meeting were agreed.

4. Forum for Members of the Public to speak;
   None of the members in attendance raised any questions.
   Cllr Tucker read out extracts from an Email received from a resident of Edwin Close. The resident raised the issues of; overgrown footpaths, Granite sets coming up and Street Lighting
   issues. 
   Due to roads being unadopted the resident’s only course of action is to take the issues up with
   his local builder, his Borough Councillor (M Stokes) and his County Councillors directly.
   Cllr Tucker has offered to meet with the resident to discuss the issues and to gain more
details / specific information. At the time of the meeting the resident had not responded to Cllr
   Tucker’s email.

5. Opportunity for Warwickshire Police to address the Council;
   PCSO Mossop read out the latest crime report for Cawston for the last 3 month period. There
   has been 1 theft from a vehicle, 10 nuisance and 8 rowdy vehicle incidents, 2 thefts, 5
   damage reports, 5 suspicious circumstances and no burglaries.
   However in November there had been 35 burglaries in town and 9 rural burglaries mostly
   involving flat screen televisions. All of these offences were committed either on a Monday
   during the day or night time on a Wednesday and Friday’s.
   PCSO Mossop asked everyone to be vigilant, he also advised residents not to display the
   empty boxes of expensive gifts amongst their rubbish after Xmas.
   The Council resolved to publish these issues on the Notice boards and on the website.
   Action:- Cllr Tucker and Cllr Stokes.
6. Opportunity for Borough and County Councillors to address the Council; 
   None

   Cllr Stokes put forward a revised proposal for the budget based upon the output from the last 
   full Council Meeting. Each line item was discussed in turn and any small amount of rebalance 
   was agreed by the Council.

   The Council resolved that;
   • Specifically £10,000 be moved from Pond Restoration to General Projects. Carried by the 
     majority with 1 objection.

   • The Chairman moved that the Budget be accepted with the agreed changes. Proposed 
     Cllr Stokes, Seconded Cllr Latham, Carried unanimously.

   • The Chairman proposed that the Precept of £47,367.57 be submitted to Rugby Borough 
     Council. 
     Proposed Cllr Stokes, Seconded Cllr Venner, Carried unanimously.

   • The agreed amounts and headings be typed up as a true record of the agreed budget. 
     Action :- Cllr Stokes.

   • The Consortium be asked to tidy up the pond areas and balancing ponds to stop them 
     from deteriorating further. Action:- Cllr Stokes.

8. Public Notice Board on Calvestone Road; 
   Rugby Borough Council are happy for CPC to take on this notice board under licence. 
   However until WALC have advised us of our legal status it was agreed to defer the application 
   for the licence. Action:- Cllr Stokes to advise RBC of our position.
   In the meantime the provision of notice boards is to be added to our January agenda and Cllr 
   Tucker offered to obtain further quotes (at least 2) for new notice boards.

9. To consider amending Standing Orders 58 & 70; 
   NALC have advised that our Standing Orders be amended in line with their recommendations 
   with regard to public participation at CPC meetings. The proposal was to accept the changes. 
   Proposed Cllr Stokes, Seconded Cllr Mair, Carried unanimously.

10. To consider the adoption of a Complaints Procedure and a Publication Scheme; 
    Both documents were discussed. The proposal was to adopt the two documents. 
    Proposed Cllr Stokes, Seconded Cllr Latham, Carried unanimously

11. Climafuel Manufacturing Facility Consultation; 
    The deadline for responses is 31st December 
    Cllr Stokes agreed to distribute discs containing the detailed information by Friday 14th Dec. 
    Action:- All Cllrs to respond to Cllr Stokes with comments by Friday 21st December.

12. Carol Service Working Party; 
    Cllr Venner advised the Council that everything was ready for Sun 16th Dec at 4pm.

    Cllr Venner also expressed his thanks to the members of the working party.
13. Correspondence;
The following correspondence has been received
a) WALT response (Julia Dyke)
b) The Audit Commission have informed us that they will appoint an external auditor
c) Advertising material relating to dog bins and notice boards (Info passed to Cllr Mair
and Cllr Tucker resp.)
d) Payroll returns
e) Bank Statements
f) Cheque from CGCA for £148 (Refund on their liability insurance)
g) Article of Rugby’s Economic Prosperity. Action :- All Cllrs to provide comments to
Cllr Stokes before the next meeting.

14. Planning Notices;
Cllr Mair advised that there are 2 planning notices for consideration, the links will be sent out
ASAP. Action:- Cllr Mair to discuss the absence of timely back up material with RBC.

15. Payments to be made;
A cheque to be paid to Warwickshire Air Ambulance for £250.
Proposed Cllr Stokes, Seconded Cllr Venner, Carried unanimously.
A cheque to be paid to the Warwickshire Fire Fighter Fund for £250
Proposed Cllr Stokes, Seconded Cllr Venner, Carried unanimously.

16. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act
1972;
The Council resolved that;
• The public should be excluded (one present) to conduct Private / Exempt Business,
  namely the discussion around the applications for the position of Clerk & Responsible
  Finance Officer.

Private / Exempt Business
1. The two candidates were welcomed to the meeting.
   Raymond Morgan agreed to wait outside whilst the Parish Council talked to Carol Norfolk.
   She introduced herself, described her background and the Councillors asked questions.
   Mrs Norfolk left the room whilst the same procedure was conducted for Mr Morgan.
   Both candidates were thanked and then excused from the proceedings.
   The members of the Council discussed both applicants.
   The members of the interview sub committee then recommended Mr Morgan for the position
   of Clerk and RFO. The recommendation was accepted on a 6 to 4 majority.

The Council resolved that;
• Cllr Stokes write to Mr Morgan and offer him the position of Clerk and RFO.
• Cllr Stokes write to Mrs Norfolk and explain that in this instance her application had been
  unsuccessful and thank her for her interest in the role.

Date and time of next meeting is ?? (No date was set) at 7.30pm in Cawston Grange Primary
School. There being no further business, the meeting closed at 2205.

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

Date..............................

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