I. MINUTES OF MEETING OF CAWSTON PARISH COUNCIL

Meeting Held on Tuesday 18th September 2018
at Cawston Community Hall,
Scholars Drive, Cawston, CV22 7GU


Guests in Attendance: 0

Public in Attendance: 0

Minute Taker in Attendance: Gemma Jones

Clerk: Gemma Jones, Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU

Email: clerk@cawstonpc.org

1. Apologies for Absence
   Apologies were received and accepted from Cllr. A Horton (AH) and RBC Cllr. D Keeling

2. Declaration of Interest as defined by the Code of Conduct for Councillors.
   No Declarations were received.

3. Minutes of the Previous Meeting held on Tuesday 17th April 2018.
   Cllr. M Bryant proposed that minutes of the previous meeting be approved, seconded by Cllr. L Chase.

   There was an omission of detail from the Parks and Open Spaces Working Party that was agreed should be corrected. The Council unanimously approved the updated minutes. Cllr. S Bestwick signed a copy of the minutes and the clerk retained a copy for council records.

4. To allow members of the public to address the Council
   There were no members of the public present.

5. Opportunity for Borough and County Councillors to address the Council
   There were no Borough or County Councillors present but RBC Cllr. D Keeling submitted an update:
   - He organised the litter-picks for the last month – the volunteers targeted the pond and its surroundings and have done a fantastic job. RBC has removed two bikes that were recovered.
   - New street signs are on order for Callier Close.
   - RBC has been contacted about officially naming the play areas and are supportive.
6. **Working Party Reports**
   
a. **Community Hall**
   Cllr. S Bestwick met with Facilities Manager Val Moody and reported back:
   - There had been a flood in July from the under-floor heating system housed in the roof space which damaged the alarm system and other electrics. Action has already been taken to secure the building and Val is in the process of obtaining quotes to repair the heating system. All Councillors agreed this repair was necessary and to discuss the quotes once obtained to ensure due diligence in using public funds.
   - The Fire Assessment has been done.
   - Quotes are being obtained for bringing all essential servicing together on a maintenance contract.
   - Soundproofing is an issue in the main hall and function room – quotes are being obtained for this.
   - The volunteer Hall Management Group has requested a new Christmas tree and will investigate costs.
   - Occupancy and income are up 10% on last year.

b. **Finance Staffing and Administration**
   i. The recommended payments to creditors were proposed by Cllr. L Chase and seconded by Cllr. M Bryant and agreed by all present.
   ii. The annual budget setting process was discussed and it was decided that the budget be discussed in October’s council meeting. RBC will notify us of the precept deadline.
   iii. Access to online banking needs to be updated, Cllr D. Wilson explained the procedure.

c. **Parks and open spaces**
   i. Cllr. E de Kreij reported on previous requests to RBC which need following up:
      - Goal posts
      - Bins near benches in park towards Bilton
      - Fence repair on path from Calvestone Rd
      - Remove damaged kick rails on Calvestone Rd
      - Zebra crossing on Calvestone Rd from park towards Cawston Grange Primary School – initial survey in progress
      - Replacing dead tree in Arboretum in NEAP
      - Oak whip planting by WI

   RBC has approved the placement of a bin near the bus stop on Calvestone Rd. The Lengthsman is to be instructed to paint bollards around the community hall.

   ii. Grit bin on crossing of Western Relief Rd and Calvestone Rd has been discussed with Cllr. P Butlin.

d. **Communications**
   Newsletter: Cllr. W Pimlett has resigned from the council and all present expressed their thanks for his hard work and commitment. Cllr. S Bestwick proposed that an edition should be sent out middle of November and that content should be prepared in time for the next parish meeting.

e. **Consortium.**
   The work on Cawston Grange Drive is nearly finished and it was noted that the Toucan crossing is now working. Whitefriars Drive works are still in progress.
7. To hear and discuss any correspondence received
   - Correspondence has been received from PKF Littlejohn regarding the AGAR. Cllr. S Bestwick suggested an official internal audit be included in the budget for next year. Income has now put the Parish Council into the intermediate audit category.
   - Cllr M. Bryant has been contacted by a parishioner regarding road adoption queries from their conveyancing solicitor.

8. Planning Applications and Decisions
   The clerk gave a description of planning applications over the summer and the process of commenting in future was clarified.
   R18/1656 – 2 Stonehall Rd - discussed but no comments at this time.

9. To discuss items requiring the Clerk’s attention
   - Cllr. S Bestwick reminded all councillors to submit items for the agenda before the 2nd Tuesday of the month
   - The Christmas Lights switch-on was discussed and set for the 2nd December 2018 – the community hall has been booked.
   - PAT testing at the hall is booked for 10th November and needs to include Christmas lights.
   - Defibrillator

10. Action Log
    To be reviewed ahead of the next meeting
    1. Check alarm & subcontractor insurance policy clauses for Community Hall
       Clerk
       BFM & Clerk
       Clerk
       BFM
    2. Obtain quotes for underfloor heating and share with councillors
       ALL
       Clerk
       AH, LC, Clerk
       EdK
       EdK, AH
       DW
    3. Check whether paperwork stored in the roof has been damaged
       ALL
       Clerk
       AH, DW, Clerk
       SB
       AH
       MB
    4. Obtain quotes for soundproofing
    5. Budget ideas to be considered & discussed at next meeting
    6. Budget planning – Year to date comparison
    7. Submit personal information for online banking
    8. Chase up RBC on parks and open spaces requests
    9. Instruct Lengthsman
   10. To discuss advertising in Parish newsletter with Bookings and Facilities Manager (BFM)
       ALL
       Clerk
       SB, DW, Clerk
       AH
       MB
   11. Prepare content for submission to Parish newsletter
   12. Confirm newsletter delivery
   13. Respond to AGAR queries & correct accounting system
   14. Check paperwork for Christmas light switch on & contact partners
   15. Check progress on Defibrillator

Meeting was closed at 21:03

Date and Time of the Next Meeting:
Tuesday 16th October 2018 at 7:30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston

Signed: SB
Chairperson
Date: 16/10/18