1. **Apologies for Absence**  
   Apologies were received and accepted from Cllr. L Chase (LC)

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 18th September 2018**  
   Cllr. A Horton proposed that minutes of the previous meeting be approved, seconded by Cllr. M Bryant.

   The Council unanimously approved the 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**  
   Cllr. M Stokes informed the council he that he had been out delivering leaflets and Halloween cards to residents with Cllr. D Keeling. He commented that, aside from a couple of minor retrospective planning issues, things had been fairly quiet in the community. He informed the council of the following points:

   - There is a new Democratic Services Manager.
   - RBC will be continuing its maintenance programme during the winter.
   - Residents are permitted to cut back trees overhanging into their property from council land. The cuttings can be thrown back onto council land or arrangement can be made for them to be collected by RBC depending on size.
   - RBC will be conducting a financial review including an audit of services it charges Parish Councils for.
   - Only one Green bin collection will be missed over the Christmas period.
   - The dead tree in the Arboretum is scheduled to be planted and will be done by
Remembrance Sunday. Cllr. M Stokes will chase this up with Colin Horton in the Parks & Open Spaces department.

WCC Cllr. P Butlin advised of the following:

- Cawston Grange Drive has now been adopted but the work done pre-adoption by the builder is guaranteed for a year. Once major link roads have been adopted, those that feed it can be adopted which will probably happen this year. The surrounding roads where there is still building work will have to wait until that is completed. Whitefriars will probably be adopted next year.
- The green space on roundabouts is owned by WCC but maintained by RBC.
- The request for a crossing on Calvestone Rd has been refused. This is because it doesn't meet the criteria of visibility or number of people using it. There are other measures that could be investigated if this becomes an issue, like refuges.
- WCC is reviewing how services are delivered with reduced budgets. It is currently on-budget and doing well as a county with an underspend.
- Cllr. P. Butlin is still dealing with the grit bin location and is trying to get the costs rolled into another project. Cllr. S Bestwick commented that budget has been allocated for the costs so Cllr. P Butlin will get the highways department to contact the Parish Council to advise on positioning.
- Cllr. P Butlin volunteered to write an article for the Parish Newsletter on gritting.

Cllr. S Bestwick raised concerns about residents parking on Calvestone Rd. Cllr. P. Butlin replied that it is difficult to take restrictive measures due to the feelings of residents and that in some cases parking can be beneficial as it slows down traffic.

Cllr. E de Kreij asked whether Cawston Grange Drive was now on the gritting route. Cllr. P. Butlin said he would send the gritting route as was unsure. Cllr. M. Stokes said that the adopted road would continue to be gritted in the same way as the consortium had been paying RBC to do this.

6. To discuss arrangements for Annual Christmas Lights Community Event

The quotes received from Bradley Electrical to dress and remove lights from the tree were discussed and all felt alternative quotes should be sought.

- The Community Hall has been booked for the event.
- The clerk will order the supplies needed.
- Cllr. A Horton will contact BEC regarding their repeated input with the event.
- The clerk has been instructed to submit the required paperwork for the event to RBC.
- Cllr. E de Kreij will invite the volunteer litter pickers as guests.
- The event will start at 4pm around the tree, moving to the community hall at 4.30 for an hour.

7. Working Party Reports

a. Community Hall
   i. Whychbury has done a temporary fix of the underfloor heating with a full total cost of under £2000 to flush the system. The pumps look fine. They will maintain the system to make sure it is flushed regularly.

b. Finance Staffing and Administration
   i. The recommended payments to creditors were proposed by Cllr. S Bestwick and
seconded by Cllr. A Horton and agreed by all present. Up to £500 was approved to cover PAYE tax obligations. It was noted that the AGAR invoice was larger than previously budgeted for due to Section 106 money taking CPC into a different classification.

ii. AGAR Update
PKF Littlejohn have an annual contract to audit. There was a discrepancy in figures as loan repayments had been attributed to the wrong category. This year’s accounts will be qualified to be corrected next year. CPC has received help and support from PKF Littlejohn who recognised lack of access to a clerk has caused difficulties. They recognise that the accounts are a full and accurate reflection of CPC’s finances.

iii. Future Internal Audits
Cllr. S Bestwick proposed that CPC should have a more thorough internal audit next year. WALC have a list of pre-approved auditors. The clerk was requested to contact WALC for costs in January.

iv. Annual Budget
The principles were discussed, the clerk is to share last year's budget and a year-to-date comparison for councillors to review and comment on. It was discussed whether the precept should be increased.

- The budget will be confirmed at the November meeting.
- It was decided that the council will be aiming for a balanced budget.
- It was decided that the council should try applying for relief on business rates – the clerk was asked to contact the new Democratic Services Manager at RBC
- The lengthsman contract will be tendered for again next year. The current lengthsman has used 113 hours of the 200 budgeted so far this financial year.
- There is currently a surplus in the planters and signage budget so the clerk will contact Cllr. P Butlin regarding a ‘Welcome to Cawston’ sign and planter for after the bridge on Coventry Rd.
- The clerk will contact Parks and Open Spaces at RBC regarding how we can move forward with spending the allocated budget in line with Section 106 money.

c. Parks and open spaces
i. Cllr. P Butlin has previously updated on the grit bin. The clerk will chase up Colin Horton regarding previous requests.

Cllr. A Horton will instruct the lengthsman to paint the bollards on Gerard Road

d. Communications
i. Newsletter: Cllr. P Butlin will write an article on gritting for the newsletter. Val Moody will collect adverts from those advertising in the next issue and insert into the template which will be sent on to Cllr. M Bryant. All articles are to be sent to Cllr. M Bryant by 5th November, the newsletter will then go to the printers 12th November for delivery 18th/19th. Dunchurch Nursery has contacted Cllr. E de Kreij with a special request for an insert which was thought to be impractical so will be redirected to Val Moody regarding a full-page or double page advert.

8. To hear and discuss any correspondence received
- Correspondence has been received from a resident regarding an ash tree sapling growing in a hedge, this is to be redirected to Colin Horton.
9. **Planning Applications and Decisions**

R18/1779 – Grange Farm Cottage – Plots 6, 7 & 8 – no comments

10. **To discuss items requiring the Clerk’s attention**

   See Action Log

11. **Action Log**

   To be reviewed ahead of the next meeting

   1. Chase up Colin Horton re: Arboretum tree. (MS/Clerk)
   2. Highways dept to advise on grit bin positioning. (PB/Clerk)
   3. Gritting article for newsletter. (PB/Clerk)
   4. Send gritting route. (PB/Clerk)
   5. Seek out alternative quotes for decorating tree. (Clerk)
   6. Order supplies for Christmas Lights Switch On Event (Clerk)
   7. Contact BEC for input at above event. (AH)
   8. Submit event paperwork. (Clerk)
   9. Invite litter pickers to event. (EdK)
   10. Contact WALC for internal audit costs. (Clerk)
   11. Share last year’s budget and year-to-date comparison. (Clerk)
   12. Review last year’s budget and make comments on spreadsheet. (All Councillors)
   13. Contact Democratic Services Manager at RBC re: rates relief. (Clerk)
   14. Contact Clr. P Butlin re: signs and planter. (Clerk)
   15. Contact Colin Horton re: spending allocated budget 106 money. (Clerk)
   16. Contact Colin Horton re: EdK previous requests. (Clerk)
   17. Instruct lengthsman to paint bollards on Gerard Rd. (AH)
   18. Val Moody to collect adverts for newsletter. (VM)
   19. Send articles to Clr. M Bryant for newsletter. (ALL)
   20. Re-direct Dunchurch Nursery to Val Moody for newsletter advertising. (EdK)
   21. Redirect resident to Colin Horton re: ash tree sapling growing in hedge. (Clerk)

Meeting was closed at 21.20

**Date and Time of the Next Meeting:**

Tuesday 20\textsuperscript{th} November 2018 at 7:30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston

Signed: [Signature]

Chairperson

Date: 2018.11.20