MINUTES 150 OF MEETING OF CAWSTON PARISH COUNCIL

Meeting Held on Tuesday 19th February 2019
at Cawston Community Hall, Scholars Drive, Cawston, CV22 7GU


Guests in Attendance: RBC Cllr. M Stokes (MS), RBC Cllr. D Keeling (DK), RBC Greenspace Officer Scott Ballard

Public in Attendance: 4

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).

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 15th January 2018
   Cllr. M Bryant proposed that minutes of the previous meeting be approved, seconded by Cllr. E de Kreij. 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: None

5. Terracycle
   Residents presented the scheme to the council. They are looking for a site to place bins where residents can recycle crisp packets and toothcare products. Their volunteers will sort and send off what is collected. It was confirmed that there is space to site the bins in the bin store at the Community Hall. Cllr. S Bestwick proposed supporting a pilot scheme, seconded by Cllr. L Chase and agreed by all present. Cllr. M Bryant volunteered to liaise with the organisers. A risk assessment will be carried out. The volunteers will write a piece for the Parish newsletter.
   Cllr. M Stokes agreed that Rugby Borough Council will fund the bins and possibly additional security measures like chains.

6. Opportunity for Borough and County Councillors to address the Council
   Apologies were received from WCC Cllr. P Butlin. Cllr. M Stokes reported that the Borough and County Councillors had been meeting residents around the estate with the Police Commissioner and the leader of WCC. Residents have raised dog fouling as an issue. To address this, consultation on Public Spaces Protection Orders (PSPOs) specifically relating to dog control will begin after May. Cllr. M Stokes reported that Police Chief Inspector Goddard informed that crime rates in Admirals and Cawston are the lowest in Warwickshire. The police are keeping an eye on car crime in the area.

   Rugby Borough Council is proposing a 3% council tax rise, subject to a vote. Cllr. M Stokes reported that from April 1st 2019, RBC will be single-use plastic free, will offer free water refilling stations and is looking into using electric cars.
7. **Parks and Open Spaces: A presentation from Rugby Borough Council**

Cllr. M Stokes and Scott Ballard presented plans for Cawston Parish Council to take on the maintenance of open spaces for Phase I of the Cawston estate (the blue area on attached map) from 2020. RBC would retain ownership of the land which is protected as a public open space, but it would be licensed to the Parish Council to maintain. The current costs associated with maintenance are £17k p.a. for Phase I and approximately £60k p.a. for Phases I – III. Phase IV is still under the control of the developers and discussions need to take place as to whether this phase will come directly to the council.

Cllr. M Stokes advised that it was included in the original articles at inception of the council that the Parish Council would take on land outside the special expensed area. Cllr. M Stokes advised that possible options for funding would be for Cawston Parish Council to raise the precept to cover the costs or that Rugby Borough Council could precept directly for the area. There is also the option of the council choosing to manage the land directly.

The clerk was directed to speak to Aftab Razzaq (Legal, Democratic and Electoral Services Manager at RBC) to discuss the legal aspects. The clerk was also directed to obtain a statement of works, to obtain the articles from the inception of the council, to obtain relevant RBC Section 106 agreements, to find out what the council’s obligations and options are and to contact WALC for their advice.

8. **Working Party Reports**

a. **Community Hall**

i. Update from Facilities Manager:
   - Parts are on order to fix the heating system.
   - There’s a problem with the main hall shutters, quotes are being obtained.
   - There’s a crack in the front door, but this doesn’t compromise security.
   - Quotes for soundproofing have come in.

b. **Finance Staffing and Administration**

i. The recommended payments to creditors were proposed by Cllr. S Bestwick seconded by Cllr. D Wilson and agreed by all present. All invoices were checked and signed by Cllr. L Chase and Cllr. M Bryant as being an appropriate use of council funds. The banking reconciliation for January was also checked and signed by Cllr. L Chase and Cllr. M Bryant as being correct.

c. **Defibrillator** – the 4 quotes were discussed. Cllr. S Bestwick proposed taking up the Cardiac Science quote fully automatic option, which was seconded by Cllr. M Bryant and agreed by all present.

9. **Gritting:** Cllr. S Bestwick proposed that the council approves the supply of a grit bin and supplies if the community hall management team wishes to install one. This was seconded by Cllr. M Bryant and agreed by all present. It would not be the responsibility of volunteers to grit the car park, but grit would be available for individuals if needed. The clerk was directed to liaise with the facilities manager.

10. **Bins:** the different options were discussed. Cllr. L Chase proposed that a new Steel Jumbo 120l bin be positioned on Cawston Grange Drive near the junction with Whitefriars Drive. The existing bin should be moved further down Cawston Grange Drive to replace the bin and...
11. **To hear and discuss correspondence received:**
- A young local resident will be litter picking for Duke of Edinburgh award.

12. **Planning Applications and Decisions**
R19/0032 & R19/0105 Decision notices were discussed.

13. **To discuss items requiring the Clerk’s attention:**
- Chase up enquiries regarding hedges bordering Creswell Place
- Check Section 106 parished issue (Dunchurch) with Aftab Razzaq and explore how developers might respond to impact
- Send WALC 'Guidance on Purdah' to councillors.
- Access to the council's twitter account has now been re-established.

14. **Action Log**
To be reviewed ahead of the next meeting

1. Liaise with Terracycle organisers
2. Terracycle risk assessment
3. Article on Terracycle for newsletter
4. RBC to supply Terracycle bins
5. Contact Aftab re: legal aspects of land maintenance
6. Obtain statement of works for Phase I
7. Check articles from inception of Parish Council
8. Obtain RBC Section 106 agreements for Cawston
9. Check the council's obligations for land maintenance
10. Contact WALC for legal advice re: land maintenance
11. Shutter quotes
12. Soundproofing quotes
13. Order defibrillator package
14. Grit bins
15. Order bins from RBC
16. Chase Colin Horton re: Creswell Place
17. Check Section 106 Parished issue
18. Send Purdah guidance to councillors

Meeting was closed at 21.27

**Date and Time of the Next Meeting:**
Tuesday 19th March 2019 at 7:30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston

Signed: [Signature]

Chairperson

Date: 19/3/19