MINUTES 151 OF MEETING OF CAWSTON PARISH COUNCIL

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


Guests in Attendance: None

Public in Attendance: None

Minute Taker in Attendance: Gemma Jones

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

1. Apologies for Absence
Apologies for delay were received in advance from Cllr. S Bestwick who arrived at the meeting at 7.50pm. Cllr. A Horton chaired the meeting until item 6.a.

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 19th February 2018
Cllr. A Horton proposed that the minutes of the previous meeting be approved, seconded by Cllr. M Bryant. The Council unanimously approved the minutes. Cllr. A Horton 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. Opportunity for Borough and County Councillors to address the Council
None present. Apologies were received from Cllr. M Stokes.

6. Working Party Reports

a. Community Hall
i. Update from Facilities Manager:
   - The Council reviewed the report on income breakdown.
   - The Community Hall Management group recommends that a grit bin can be installed at the hall for hall users to use if necessary at their own risk.
   - Quotes are in progress for replacing the front door.
   - The heating system is currently working but with faults which are being investigated.
   - The recent power flush of the system has not been successful.

   The Council directed the clerk/facilities manager (FM) to find out whether responsibility lies with the contractor.
   - Several fitness groups use the fire doors to trap resistance bands which has led to the doors not being shut properly and risk of damage. Anchor points are being considered.

   The Council directed the clerk/FM to investigate. The Council is happy to consider possibilities which align with the hall being multi-use. The FM is to instruct hall hirers not to use the fire doors for trapping resistance bands as this could lead to chargeable damage.
- A new mop and broom is needed. The Council approved the purchase.
- The blinds need servicing, the Council awaits quotes.
- Shutter quotes were discussed.

The Council directed the clerk/FM to request alternative quotes and compare against costs for call-outs.
- Quotes were discussed for soundproofing.

The Council directed the clerk/FM to continue to explore options.

b. **Finance Staffing and Administration**
   i. The recommended payments to creditors were proposed by Cllr. S Bestwick seconded by Cllr. A Horton and agreed by all present. Invoices were checked and signed by Cllr. A Horton, Cllr. E de Kreij and Cllr. M Bryant as being an appropriate use of council funds.

   The clerk was directed to investigate premature repayment of PWLB loans utilising Section 106 monies received. Cllr. S Bestwick proposed paying off one loan in full if possible or repaying £200 000, seconded by Cllr. A Horton and agreed by all present.

   ii. The banking reconciliation for February was checked and signed by Cllr. E de Kreij and Cllr. M Bryant as being correct.

   iii. Approval of the Waterplus Direct Debit Mandate was proposed by Cllr. S Bestwick and seconded by Cllr. A Horton. It was signed by the clerk and Cllr. S Bestwick.

c. **Defibrillator:** The clerk updated the Council on the recommendations for positioning, which were agreed by all present. Delivery and installation is in progress and the clerk was directed to investigate training options.

d. **Bins:** The clerk updated the Council that upgraded bins have been ordered from RBC for Cawston Grange Drive, at the roundabout with Whitefriars Drive and the path to the Cave Close playground. RBC is also upgrading the current bin on the path near the Woodland Trust planting.

e. **Litter Picking:** Cllr. E de Kreij hopes to restart litter picking with good weather. Litter picking equipment will be made available to a resident who has proposed additional sessions.

7. **Parish Elections – Discussion on promoting the role of Councillor**

   It was agreed by all present that this should be promoted by the clerk using social media and the newsletter which is being published. The Notice of Elections is to be promoted on the parish noticeboards.

8. **Parish Newsletter**

   A decision on this is to be deferred to the new council, with the next edition scheduled for mid-June.

9. **Grit Bin**

   After discussing the options, Cllr. S Bestwick proposed that a 200l grit bin be purchased from Tudor Environmental, initially with 3 bags of grit and tool for spreading but to be filled in October. This was seconded by Cllr. L Chase and agreed by all present. The Community Hall Management Group is to recommend a suitable site.

10. **Parish Noticeboard Advertiser Policy**

    The Council unanimously approved the policy that noticeboards could be used to promote things which were non-profit making, of benefit to the Cawston community or the activities of regular Community Hall hirers. The clerk was directed to produce a timetable of regular hall activities for the parish noticeboards.
11. **Event requests from parishioners**
Support of events is at the discretion of the Council. 5137 Grant applications are welcomed for specific activities which have a clear benefit to the community.

12. **Lengthsman Tendering**
The Council moved that this should be considered by the new council after elections. The current lengthsman is to be instructed by the clerk to continue activities under the current agreement.

13. **To hear and discuss correspondence received:**
- A resident has enquired about connecting to the gas mains, the clerk is to redirect them to RBC planning department.
- A resident has enquired about bin provision, which has been addressed by the Council.
- Residents have complained about the coppicing of the Greenway. The leaseholder is awaiting an explanation from the owner.

14. **Planning Applications and Decisions**
R18/1656 decision notice was discussed.

15. **To discuss items requiring the Clerk’s attention:**
- Options for Christmas decorations to be discussed at the May meeting
- To draft a letter to RBC regarding Phase I information needed

16. **Action Log**
To be reviewed ahead of the next meeting
1. Chase front door quotes
2. Chase progress on heating system
3. Investigate unsuccessful power flush
4. Resistance bands anchor points
5. Instruct hall hirers regarding resistance bands
6. Purchase mop & broom
7. Quote for servicing blinds
8. Alternative shutter quotes
9. More information regarding soundproofing quotes
10. PWLB premature repayment quotes
11. Submit Waterplus DDM
12. Defibrillator training
13. Promote elections
14. Schedule CPN discussions on May agenda
15. Purchase Grit bin & supplies
16. Recommend grit bin site
17. Timetable of hall activities for noticeboards
18. Instruct lengthsman
19. Redirect resident re: gas supply
20. Schedule Christmas decorations on May agenda
21. Draft letter

Meeting was closed at 21.20

**Date and Time of the Next Meeting:**
Tuesday 16th April 2019 at 7:30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston

Signed: [Signature]
Chairperson

Date: 16/04/19