MINUTES 153 OF MEETING OF CAWSTON PARISH COUNCIL

Meeting Held on Tuesday 16th April 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 Email: clerk@cawstonpc.org

1. Apologies for Absence
   Apologies for absence were received from Cllr. D Wilson (DW) & Cllr. E de Kreij (EdK). Apologies for delay were received in advance from Cllr. M Bryant who arrived at the meeting at 7.40pm.

2. Declaration of Interest as defined by the Code of Conduct for Councillors.
   Cllr. L Chase informed the Council that he is standing in elections for a Councillor for Admirals and Cawston Ward and is therefore in a period of purdah.

3. Minutes of the Council Meeting (151) held on Tuesday 19th March 2019
   Cllr. A Horton proposed that the minutes be approved, seconded by Cllr. S Bestwick. 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. Minutes of the Extraordinary Council Meeting (152) held on Thursday 28th March 2019
   Cllr. L Chase proposed that the minutes be approved, seconded by Cllr. S Bestwick. The Council unanimously approved the minutes. Cllr. S Bestwick signed a copy of the minutes and the clerk retained a copy for council records.

5. To allow members of the public to address the Council: None

6. Opportunity for Borough and County Councillors to address the Council
   None present. The clerk reported that no response has been received from Cllr. M Stokes regarding an incident in the park that was reported to police.

7. Progress Reports
   a. Community Hall
      i. Update from Facilities Manager:
         The clerk updated the Council on the current issues. The clerk was directed to get more information from the facilities manager regarding the following:
         - The nature of the problem with the BMS system and whether the charges for the BMS engineer should be queried if not resolved.
         - If the power flush has been unsuccessful, whether a different company specialising in commercial premises can be sourced.
- What was involved in the blinds servicing and what action now needs to be taken.
- When the fire safety checks are due, a decision was deferred to the May meeting.

ii. **Quotes for Work Needed**
Cllr. S Bestwick proposed approving the following quotes, seconded by Cllr. A Horton and agreed by all present:
- £287.47 +VAT to replace the left panel in the front door. It was decided unnecessary to replace the right panel.
- Up to £80 for an annual service for the hot water boiler.
- Up to £1000 to repair the roller shutter on the main hall.

iii. **Alarm**
- The clerk was directed to report back with an update at the next meeting.

iv. **Soundproofing**
- The Community Hall management group will report back with their recommendations.

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. Invoices were checked and signed by Cllr. L Chase and Cllr. M Bryant as being an appropriate use of council funds.

ii. The 18/19 budget performance report was discussed.
- The clerk was directed to request an aged debtors report for the Community Hall.
- It was proposed by Cllr. M Bryant that a potential shutdown of the hall in August be investigated for annual maintenance and improvements, seconded by Cllr. S Bestwick and agreed by all present.

iii. The banking reconciliation for March was checked and signed by Cllr. A Horton and Cllr. M Bryant as being correct.

iv. The list of direct debits for the previous year (18/19) were reviewed. The list of direct debits for the current financial year (19/20) were approved and signed in authorisation by all present.

v. The clerk requested a mobile phone instead of the current landline in the office. Cllr. S Bestwick proposed taking out a contract up to £15 a month, seconded by Cllr. A Horton and agreed by all present.

vi. The Council unanimously agreed for the clerk to apply for a debit card on the Council's behalf.

vii. Cllr. S Bestwick expressed her thanks to the clerk for the work done since starting in September, which was echoed by all present.

8. **Cawston Parish Uncontested Election 2019:**
The clerk informed the Council that there would be an uncontested election with 9 councillors being nominated. The clerk was directed to invite further interested parties to the May meeting to discuss working groups and co-option.

9. **PWLB Premature Repayment:** The issue was discussed without decision. The clerk was directed to schedule further discussions on the May agenda.

10. **To hear and discuss correspondence received:**
- A resident has commented that the noticeboards require attention.
The Council discussed current plans to update. The clerk was directed to purchase laminating pouches and to instruct the Lengthsman to maintain the Coventry Rd noticeboard.
- Cllr. A Horton will advise on the Common Reporting Standard paperwork received from the bank.
- The clerk was directed to respond to the Cawston Grange PTFA regarding their 9th June event requesting they apply for a £100 grant from S137 money.

11. **Planning Applications and Decisions**
There were no objections to the following applications:
R19/0440, R19/0346, R19/0726, R19/0674

A response is needed to the proposed development R18/0936. All Councillors were asked to submit their comments to the Chair by 27th April 2019 so a formal response can be submitted by the 1st May deadline.

12. **To discuss items requiring the Clerk’s attention:** none

13. **Action Log**
To be reviewed ahead of the next meeting
1. BMS
2. Powerflush
3. Blinds servicing
4. Fire Safety Checks
5. Front door panel replacement
6. Boiler Service
7. Roller shutter repair
8. Intruder Alarm
9. Soundproofing
10. CCH aged debtors report
11. CCH Annual maintenance and improvements
12. Mobile phone
13. Debit card
14. Co-option/working parties
15. PWLB Premature Repayment
16. Laminating Pouches
17. Instruct Lengthsman – Coventry Rd Noticeboard
18. CRS
19. PTFA 9th June
20. R18/0936 comments

Meeting was closed at 21.30

**Date and Time of the Next Meeting:**
Tuesday 21st May 2019 at 8pm. To be held at Cawston Community Hall, Scholars Drive, Cawston (The Annual General Meeting will be held at 7.30pm, The Annual Parish Meeting will be held at 7.45pm)

Signed: [Signature]
Chairperson

Date: 21/05/19