MINUTES 155 OF MEETING OF CAWSTON PARISH COUNCIL

Meeting Held on Tuesday 18th June 2019
at Cawston Community Hall, Scholars Drive, Cawston, CV22 7GU

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<tbody>
<tr>
<td>Guests in Attendance:</td>
<td>WCC Cllr. P Butlin</td>
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<td>Public in Attendance:</td>
<td>None</td>
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<td>Minute Taker in Attendance:</td>
<td>Gemma Burgess</td>
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<td>Clerk:</td>
<td>Gemma Burgess, Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Email: <a href="mailto:clerk@cawstonpc.org">clerk@cawstonpc.org</a></td>
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155.1 Apologies: None

155.2 Declarations of Interest:
   a. None
   b. None
   c. Requests to redact information from declarations to be made to the Monitoring Officer.

155.3 Minutes
   AGREED: The minutes of the Annual Parish Council Meeting (154) held 21st May 2019 were approved as an accurate record of the meeting and signed by the Chair.

155.4 Public Question Time: None present

155.5 Opportunity for Borough and County Councillors to address the Council
   Cllr. P Butlin reported on grants within the Parish to the Greenway and Defibrillator last year. He reported how grants have been given in the wider area to increase safety. Requests for grants for highways projects are being accepted. Cllr P Butlin will forward information regarding Coventry Rd access works once the contract has been awarded. He requested that he is contacted by email with any safety concerns regarding highways.

155.6 Annual Governance and Accountability Return (AGAR): to review and approve
   a. Section 1 of the AGAR, the Annual Governance Statement for financial year to 31/03/2019.
      Members reviewed S1 AGAR which had been issued in advance of the meeting.
      RESOLVED: That Section 1 be approved which was then signed by the Chair and clerk of the meeting.
   
   b. Section 2 of the AGAR, the Annual Accounting Statements for financial year to 31/03/19.
      Members reviewed S2 AGAR which had been issued in advance of the meeting.
      RESOLVED: That Section 2 be approved which was then signed by the Chair, having been signed by the Responsible Finance Officer.
   
   c. Publication
      RESOLVED: That the Notice of Public Rights be published on the website and noticeboards. That the AGAR be published on the website.
Standing Orders

AGREED: The Finance and General Purposes Committee was asked to review and present to full Council for adoption.

Finance and General Purposes

a. Committee Formation and Approval
   Cllr. S Bestwick proposed that the Finance and General Purposes Committee be formed, seconded by Cllr. M Bryant and unanimously agreed.
   RESOLVED: The Finance and General Purposes Committee was formed.

b. Appointments

c. Terms of Reference
   Cllr. S Bestwick proposed that the Terms of Reference be adopted, seconded by Cllr. Martin Bryant and unanimously agreed.
   RESOLVED: That the Finance and General Purposes Terms of Reference were adopted.

d. Report on finances and to consider payments totalling £10,851.82 including direct debits.
   AGREED: The payments were agreed. The clerk will investigate the accuracy of water bills.

e. Budget Performance Report
   AGREED: The budget performance report was noted. The Finance and General Purposes Committee is to report variances.

f. Bank Reconciliations
   AGREED: The bank reconciliations were reviewed and the financial position noted.

g. Bank Mandate recommendations
   AGREED: The bank mandate will be updated to remove previous Councillors and add Cllr. L Chase, Cllr. R Bishop, Cllr. M Cool and Cllr. N Chouhan. A £1000 limit for online banking transactions is to be put in place for the clerk, with no limit for the Chair.

h. Section 137 grant request from Cawston Grange Primary PTA
   AGREED: The PTA's request of £315 for the Zorbing Balls at the Summer Sizzler was approved.

Community Hall Maintenance and Development Working Party (CCHMD WP)

a. Leadership – deferred
b. Purpose – deferred
c. Goals – deferred
d. Update - The 3 acoustics and resonance quotes were discussed.
   AGREED: To proceed with the quote of £10,940 +VAT. That Cllr. M Cool will join the working party.

Parks and Open Spaces Working Party (POS WP)

a. Leadership - Cllr. D Parsons will lead the working party.
b. Purpose – Phase I land transfer discussions with RBC.
c. Goals – not yet defined.
d. Update – RBC will be contacted for a walkaround on the estate.
155.11 **Public Safety Working Party (PS WP)**

- a. Leadership – deferred to September
- b. Purpose – deferred to September
- c. Goals – deferred to September
- d. Update – none


- a. Leadership – Cllr. S Wood
- b. Purpose – deferred
- c. Goals – Defibrillator training & Christmas Light Switch On
- d. Update – The Christmas Light Switch On is to be held on 1st December 2019. The scope of the event may be increased this year.

155.13 **Communications Working Party (PS WP)**

- a. Leadership – Cllr. M Bryant
- b. Purpose – Cawston Parish Newsletter, supporting the office
- c. Goals – deferred
- d. Update – Cllr S. Bestwick thanked the working party for the newsletter.

155.14 **Correspondence**

- a. Rugby Stakeholder Engagement – Cllr. G Murphy provided an overview.
- b. Civic Sunday Service – Cllr G. Murphy to represent the Council.
- c. Resident – a resident is having issues with a tree sapling in a hedge bordering the property. The clerk was instructed to redirect the resident to approach RBC Councillors.

155.15 **Insurance**

The clerk recommended to the Council that a short-term policy renewal was taken out while assessments were carried out.

**AGREED:** A short term insurance renewal will be taken out at a cost of £213.52 from 11th July to 1st October.

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

155.17 **Action Log**

To be reviewed ahead of the next meeting

1. The Notice of Public Rights & AGAR to be published
2. Draft Standing Orders
3. Investigate water bills
4. Banking mandate and limits
5. Soundproofing
6. Contact RBC for walkaround
7. Redirect resident
8. Renew insurance

Meeting was closed at 21.27

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

Tuesday 16th July 2019 at 7.30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston

Signed: [Signature]

Chairperson

Date: 16/07/19