MINUTES OF MEETING 158 OF CAWSTON PARISH COUNCIL

Meeting Held on Tuesday 22nd October 2019
at Cawston Community Hall, Scholars Drive, Cawston, CV22 7GU


Guests in Attendance: None

Public in Attendance: None

Minute Taker in Attendance: Gemma Burgess

Clerk: Gemma Burgess, Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Email: clerk@cawstonpc.org

158.1 Apologies: Apologies were noted from Cllr. G Murphy.

158.2 Declarations of Interest: None

158.3 Minutes

RESOLVED: The minutes of the Council Meeting (157) held 17th September 2019 were approved as an accurate record of the meeting and signed by the Chair.

158.4 Public Question Time: None present.

158.5 Borough and County Councillors: None present.

158.6 Finance and General Purposes Committee (FGP C)

a. Minutes: The minutes of the 14th October (3) 2019 meeting were reviewed and noted.

b. Debit card application:

RESOLVED: To submit application for a debit card.

c. Council Resourcing Plan: An oral report was given and the written report is to be circulated to councillors.

RESOLVED: The Council delegated authority to the Finance and General Purposes Committee to move forward with the resourcing plan in-line with aspirations to be a Quality Council. This includes revisions to benchmarking against Local Council profiles, job descriptions, employed officers and reporting structure which will be reported to full Council as appropriate.

d. Budget recommendations from Working Parties: Expectations were discussed.

RESOLVED: All Working Parties were directed to submit budget proposals to the Finance and General Purposes Committee, via the clerk, by 5th November.

e. Utilities: The recommendations were considered.

RESOLVED: To enter into a 36m contract with nPower Business for both electricity and gas.

f. Rialtas Facilities Management and Accounting Software: The recommendation was considered.

RESOLVED: To accept the quotation from Rialtas Business Solutions Ltd to purchase software, set-up and training and on-going annual support and maintenance costs.
158.7 Community Hall Liaison and Management Group (CCHLMG)
a. The report circulated with the agenda was noted.
b. Shutters: The options were discussed. Cllr. M Bryant will contact the original manufacturer/installer to further explore options which will be reported back to the Council.
c. Maintenance: The current issues were considered. Cllr. M Emery will discuss a chargeable model for storage with the group.
RESOLVED: To accept the quotation from Safe IS and enter into an annual maintenance contract for the fire alarm, emergency lighting and fire extinguishers.

158.8 Parks and Open Spaces Working Party (POS WP)
a. The report circulated with the agenda was discussed and noted.
   - The clerk will submit relevant information to the POS WP in order for a budget proposal to be finalised.
   - The clerk was directed to explore how restrictive covenants may be enforced.
   - Community litter-picking will break for winter, returning in mid-February, weather dependent.
RESOLVED: To formally extend the Lengthsman's contract and for the clerk to direct the work performed with specific attention to mitigating safety concerns.
b. The clerk reported on the current progress regarding adoption.

158.9 Events and Projects Working Party (EP WP)
a. The report circulated with the agenda was noted.
   - The clerk was directed to contact RBC regarding licences for the event and access to the open space surrounding the Christmas Tree and to book the community hall for future Christmas events.
b. RESOLVED: A budget of up to £2000 for the Christmas event and decorating the tree was authorised.

158.10 Communications Working Party (C WP): The report circulated with the agenda was noted. The working party will make IT-strategy recommendations.

158.11 S106/PWLB: The calculations for current early repayment of the PWLB loans were noted. Councillors were directed to consider how S106 monies may be used most effectively as a contribution towards the cost of providing, improving and maintaining the community hall.

158.12 Correspondence:
   - Potential Transfer of maintenance duties Phase 1: RBC has advised that this is a complex matter which does not look likely to be resolved for 20-21 budget.
   - Footpaths following streetlight repairs: The contractor has advised these repairs are a temporary reinstatement which has been communicated to the resident.
   - Concerns regarding crossing Cawston Grange Drive via the bridleway: The resident will report back if found to be a wider concern. The Council encourages all pedestrians to use the footpath to cross the road which provides an island between lanes.

158.13 Planning: Application R19/1246 was considered with no comments at the current time.

158.14 Events for Councillors:
a. CWPT Joining up Mental Health Services: On-going action.
b. Rugby Remembrance Sunday: Attendance to be confirmed with RBC.
c. WALC Conference & AGM 9/11/19: Attendance to be confirmed with WALC.
   **RESOLVED:** Spending from training budget for delegates to attend was approved.

d. Visit to Parliament: The clerk was directed to organise.
e. Defibrillator training: Interested parties to contact the clerk.

**158.15 To discuss items requiring the clerk’s attention:**
- To confirm attendance of Councillors at SW Rugby Supplementary Planning Document Workshop.

**158.16 Action Log**
1. To submit budget proposals by 5/11/19.
2. To contact shutter manufacturer/installer.
3. To discuss a chargeable model for storage.

Signed: [Signature]
Chairperson

Date: 19/11/19.