MINUTES OF MEETING 161 OF CAWSTON PARISH COUNCIL

Meeting Held on Tuesday 28th January 2020
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

Action

C20-01 Apologies: Apologies were noted from Cllr. L Chase (LC).

C20-02 Declarations of Interest: None

C20-03 Minutes

RESOLVED: The minutes of the Council Meeting (160) held 17th December 2019 were approved as an accurate record of the meeting and signed by the Chair.

C20-04 Public Question Time: None present.

C20-05 Borough and County Councillors: None present.

C20-06 Casual Vacancy: The clerk informed the Council that a casual vacancy has arisen due to non-attendance at meetings of a Councillor and the process and options available were discussed.

RESOLVED: The clerk was directed to declare the casual vacancy and to draft a flyer for residents interested in becoming a councillor through co-option.

C20-07 Finance and General Purposes Committee:

a. Cllr. R Bishop reported that the Facilities and Communications Manager (FCM) is due to start employment on 1st February 2020, and the current Facilities and Bookings Management Service Contract will end.

b. The new software recommendation for accounts and bookings was discussed.

RESOLVED: To accept the quote of £665.76 (inc VAT) for hosted AdvantEDGE Finance and Facilities payable annually based on a 5-year contract and £780.00 (inc VAT) as a one-off Setup and Training fee. This software is to be in place for the start of the next financial year.

c. The shutter recommendation was discussed.

RESOLVED: To accept the quote from Mercian to service all the shutters at the Community Hall at a cost of £100 per shutter plus any parts needed. To purchase a box of 40 SR3 end caps at a cost of £55+VAT and delivery from the original manufacturer.

d. Policy updates are to be revisited at a future meeting as they are not yet at a stage to be adopted.
**C20-8 Planning:**

a. The merits of forming a committee were discussed. It was agreed that a committee would be unnecessary as the Council does not wish to delegate authority on this matter. The formation of a working party to investigate major planning applications as they arise was then discussed and voted on. All working parties are to be reassessed at the Annual Parish Council meeting in May.

**RESOLVED:** The Council resolved by majority to form a working party to investigate major planning applications.

b. It was noted that planning applications R19/1469 and R19/1281 have been approved.

c. There were no objections to planning application R19/1516.

<table>
<thead>
<tr>
<th>Ref #</th>
<th>Location</th>
<th>Proposal</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>R19/1469</td>
<td>34 Brudenell Close, Cawston, CV22 7GN</td>
<td>The proposal involves a single storey rear extension, rear loft dormers, front porch extension &amp; internal configuration.</td>
<td>Approved</td>
</tr>
<tr>
<td>R19/1281</td>
<td>Willow Barn, Cawston Old Farm Barns, Whitefriars Drive CV22 7QR</td>
<td>Single storey side/rear extension and new canopy/porch</td>
<td>Approved</td>
</tr>
<tr>
<td>R19/1516</td>
<td>11, SPOTTISWOOD CLOSE, RUGBY, CV22 7GP</td>
<td>Single storey rear and side extension</td>
<td>No objection</td>
</tr>
</tbody>
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**C20-9 Parks and Open Spaces Working Party (POS)**

a. The Lengthman’s recommendation for moss treatment was discussed.

**RESOLVED:** To purchase Sapphire Moss Killer 20L at £249.59 including VAT and delivery.

b. Community litter picking is due to recommence on February 16th 2020.

c. The clerk reported that progress has been made as the Consortium now accepts responsibility for the streetlights in the LEAP, NEAP and footpath on the field toward Bilton. The clerk also reported that a significant number of streetlights in the parish were defective and that there has been a report from a resident of vandalism relating to streetlights. This has been reported to the PCSOs who will remain vigilant.

d. The clerk reported that RBC does not feel there is a safety issue with the fencing around the pond. The issue was discussed further.

**RESOLVED:** The clerk is to direct the Lengthman to repair the rabbit netting at the pond as the Council feels this is a safety issue.

**C20-10 Friends of Cawston Grange PTA:** The clerk has been approached by the PTA regarding future collaborations. Cllr. S Wood will discuss directly with the PTA. Cllr. D Parsons suggested that an event supporting the ‘Great British Spring Clean’ could be discussed.

**C20-11 Communications Working Party:**

a. The Facilities and Communications Manager (FCM) will be responsible for the next edition of the Cawston Parish News, under the direction of the clerk. The newsletter is to be delivered to all Cawston residents, not just those within the parish boundary. Councillors should submit content directly to the FCM. The clerk was directed to get comparative quotes for printing work and ensure value for the Council.

b. It was agreed to lapse the gov.uk domain subscription.
C20-12 Correspondence:
- The clerk reported on correspondence received regarding enforcement of covenants, streetlighting issues, maintenance of privately-owned borders and hedges and anti-social behaviour.

RESOLVED: The clerk is to seek advice on covenants for inclusion in the newsletter.
- Cawston Greenway has approached the Council for funding for benches to create a meeting place for young people away from residential and business areas. The proposal was discussed and it was agreed that the Council recognises the lack of suitable recreation space/activities for young people but does not feel this is the solution.

RESOLVED: The clerk was directed to seek advice on a suitable facilitator for a community youth consultation and to explore the idea of helping to bring people together with a youth worker/youth club.

C20-13 To discuss items requiring the clerk’s attention:
- To continue working with the POS WP regarding a feasibility study for a new recreation space.
- To enquire about works on Ophelia Rd onto Coventry Rd.
- To collaborate with the events working party on the Annual Parish Assembly.

C20-14 Action Log
1. To discuss future collaboration with the PTA
2. Submit content for the newsletter to the FCM
3. Feasibility study for new recreation space
4. Annual Parish Assembly

Meeting was closed at 21.09

Date and Time of the Next Meeting:
Tuesday 18th February 2020 at 7.30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston

Signed: Date:
Chairperson