MINUTES OF MEETING 162 OF CAWSTON PARISH COUNCIL

Meeting Held on Tuesday 18th February 2020 7:30pm
at Cawston Community Hall, Scholars Drive, Cawston, CV22 7GU

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<tbody>
<tr>
<td>Guests in Attendance:</td>
<td>None</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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<tr>
<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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**C20-15** Apologies: Apologies were noted from Cllr S. Bestwick (SB), Cllr. R Bishop (RB), Cllr. M Bryant (MB) & Cllr. M Emery (ME).

**C20-16** Declarations of Interest: None

**C20-17** Minutes

RESOLVED: The minutes of the Council Meeting (161) held 28th January 2020 were approved as an accurate record of the meeting by those who had been present and signed by the Vice-Chair.

**C20-18** Public Question Time: None present.

**C20-19** Borough and County Councillors: None present.

**C20-20** Casual Vacancy: The clerk reported that former Cllr. N Chouhan has expressed his thanks and best wishes to all at the Council. The clerk also reported that Rugby Borough Council has not received any requests to trigger a bye-election therefore the Council may fill the vacancy by co-option.

RESOLVED: Printing costs of £79.00 for 3000 flyers advertising the vacancy were approved. The flyer is to be hand delivered by volunteers to residents in the parish and surrounding areas.

**C20-21** Financial Regulations: The revised Financial Regulations, as circulated prior to the meeting, were discussed.

RESOLVED: To adopt the new Financial Regulations.

**C20-22** Council Policies: The clerk requested that individual Councillors assist in drafting specific policies which will be presented to full Council for adoption.

RESOLVED: That all Councillors assist the clerk as required in preparing revised Council policies.

**C20-23** Finance and General Purposes Committee (FGP):

a. The minutes of the meeting held on 11th February 2020 were noted.

b. An uncollectable debt of £25 for advertising in the CPN was discussed.

RESOLVED: To write off INV00023 as an uncollectable debt in accordance with Financial Regulation 9.4.
C20-24 Cawston Community Hall:
   a. The revised rate review for room hire charges was discussed and attention
      was brought to inconsistency in proposed discount rates and the need for
      simplification.
   **RESOLVED:** The principle of fixed hire charges for specific rooms with discounts
      given for regular business hirers, residents and according to other specific criteria
      to create a fair, simple and transparent system was agreed.
   b. The remedial work needed due to storm damage to the shutter on the main
      hall was discussed.
   **RESOLVED:** The quote of £770+VAT for essential repairs was authorised and it
      was noted that there may be further charges if parts and a further call-out are
      needed.

C20-25 Planning:
   a. It was noted that planning application R19/1516 has been approved.
   b. There were no objections to planning application R20/0042.

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<th>Ref #</th>
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<th>Proposal</th>
<th>Comment</th>
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<tbody>
<tr>
<td>R19/1516</td>
<td>11, SPOTTISWOOD CLOSE, RUGBY, CV22 7GP</td>
<td>Single storey rear and side extension</td>
<td>Approved</td>
</tr>
<tr>
<td>R20/0042</td>
<td>4, MELTON COURT, RUGBY, CV22 7TE</td>
<td>Certificate of Lawfulness for loft conversion incl. 3no. roof windows to front elevation and 2no. roof windows to rear elevation</td>
<td>No Objection</td>
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C20-26 Events and Projects Working Party: Plans for the Annual Parish Assembly were discussed which require more consideration. The clerk was directed to use social media and the newsletter to identify what residents wish the Council to discuss.

C20-27 Correspondence:
The clerk reported on the correspondence received. Streetlighting remains an important issue for residents. There has been a report of antisocial behaviour from horse riders on RBC land. The clerk was directed to signpost complainants of antisocial behaviour to report the issues using the 101 police phone number.

C20-28 To discuss items requiring the clerk’s attention:
   - To report a gap in the hedge made during works on Coventry Rd to RBC to ensure it is secured.
   - To register with the Great British Spring Clean for litter picking event on March 22nd 2020.

C20-29 Action Log
   1. To assist the clerk in drafting Council policies / All

Meeting was closed at 20.33
**Date and Time of the Next Meeting:**
Tuesday 17th March 2020 at 7.30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston