MINUTES OF MEETING 165 OF CAWSTON PARISH COUNCIL

Meeting Held remotely on Tuesday 19th May 2020 7:30pm

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Guests in Attendance:</td>
<td>None</td>
</tr>
<tr>
<td>Public in Attendance:</td>
<td>None</td>
</tr>
<tr>
<td>Officers in Attendance:</td>
<td>Clerk (minute taker), Facilities and Communication Manager (FCM)</td>
</tr>
<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>
</tr>
</tbody>
</table>

**Action**

C20-56 **Apologies:** Apologies were noted from Cllr. M Emery (ME).

C20-57 **Declarations of Interest:** None

C20-58 **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020:**

a. **RESOLVED:** That Parish Council Meetings be held virtually until such guidance that face-to-face meetings are safe and appropriate.

b. **RESOLVED:** That the 2020 Annual Parish Council Meeting be held over until 2021 with current appointments to Chair and Vice-Chair remaining in place.

C20-59 **Annual Parish Assembly:** It was noted that the requirement to hold an Annual Parish Assembly before June 1st is still in force but that NALC advice is to not hold such meetings due to current restrictions. The clerk was directed to update on the current advice each month.

C20-60 **Minutes**

RESOLVED: The minutes of the Council Meeting (164) held 28th April 2020 were approved as an accurate record of the meeting and signed by the Chair.

C20-61 **Public Question Time:** None present.

C20-62 **Borough and County Councillors:** None present.

C20-63 **Finance and General Purposes Committee (FGP):**

a. The minutes of the meeting (10) held on 11th May 2020 were noted. The invoices to be queried relating to work done on the shutters were discussed.

b. The S106 monies received as a contribution towards the cost of providing, improving and maintaining the community hall were discussed. The clerk reported on the current cost of premature repayment of the loans, which is not favourable. The Finance and General Purposes Committee was directed to investigate the restrictions relating to investment of reserves.

RESOLVED: To hold £455 997.25 of S106 monies received in an earmarked reserve for the community hall.
C20-64 **Communications Working Party:**

a. A more social, relevant and frequent communication strategy is being developed by the working party and officers of the Council. The clerk was directed to contact Dunchurch Parish Council to ensure there are no issues with its residents receiving our communications as residents of Cawston local area.

b. Co-option flyers have been put up in the noticeboards and online. It was considered not appropriate to deliver these leaflets to households given current restrictions. The clerk was directed to invite an interested party for co-option at the next meeting.

c. Additional communications to be included in the strategy mentioned in C20-64a.

C20-65 **Cawston Community Hall:** The draft COVID-19 Risk Assessment as circulated with agenda was presented by the Facilities and Communication Manager (FCM), discussed and its content noted. The FCM will continue to develop the plan for reopening based on changing government guidance and will look for clarity on the responsibilities of the Parish Council. The Finance and General Purposes Committee was directed to arrange appropriate PPE for employees and volunteers and to consider the increased costs involved in potential changes at the hall. Cllr. S Bestwick thanked the Facilities and Communication Manager for a really good report to be kept under review.

C20-66 **Working Parties:** The relevance and structure of current working parties was considered with the following plans for the forthcoming year:

- **Finance and General Purposes Committee:** to remain as currently operating.
  
  Chair: Cllr. R Bishop
  Cllr. S Bestwick, Cllr. M Cool

- **Communications Working Party:** to progress to a more strategic model based on the support of the Officers of the Council.
  
  Chair: Cllr. M Bryant
  Cllr. R Bishop, Cllr. L Chase

- **Parks and Open Spaces Working Party:** to continue with the involvement of residents.
  
  Chair: Cllr. D Parsons
  Cllr. L Chase, Cllr. G Murphy

- **Events Working Party:** Cllr. S Wood (Chair) not present – to be discussed at a future meeting.


- **CCH Liaison:** The clerk and FCM were directed to consider a future plan in liaison with Cllr. M Emery.
  
  Councillors were directed to continue to consider how the events and communications working parties may work together in community engagement.

C20-67 **Correspondence:**

- A DoE volunteer is to continue litter picking individually.
- A resident has queried new charges on their water bill on an unadopted road and will be redirected to the Severn Trent.
- A resident has queried progress on speed limitation signage on Cawston Grange Drive, which is currently being discussed with WCC and the Consortium.
- A resident is concerned with the hedge not being reinstated following works on Coventry Rd. The Council agreed it shared this concern therefore the Clerk was directed to draft a letter stating the concerns to RBC.
- A resident expressed concern relating to the speed limit on Coventry Rd exiting from Bilton due to pedestrians crossing. The Council considered this concern but feels there is sufficient infrastructure in place for crossing the road safely.

**C20-68** To discuss items requiring the clerk’s attention:
- The Lengthsman had previously ceased activities due to COVID-19 restrictions.
**RESOLVED:** To direct the Lengthsman to restart activities where safe to do so.
- The Christmas Tree lights are still up. The clerk was directed to see whether they can be PAT tested in-situ.

**C20-69** Action Log:
1. Annual Parish Assembly guidance Clerk
2. Investment of reserves FGP
3. Communication Strategy Comm, FCM, Clerk
4. Contact DPC Clerk
5. Co-option Clerk
6. CCH Risk Assessments FCM
7. PPE/Costs for changes at the hall FGP
8. CCH Liaison ME, FCM, Clerk
9. Working Parties – Community Engagement All
10. Hedge Reinstatement – draft letter Clerk
11. Instruct Lengthsman Clerk
12. PAT testing of Christmas Lights Clerk

Meeting was closed at 20.57
**Date and Time of the Next Meeting:**
Tuesday 16th June 2020 at 7.30pm to be held remotely.

Signed: Date:
Chairperson