MINUTES OF MEETING 166 OF CAWSTON PARISH COUNCIL
Meeting Held remotely on Tuesday 16th June 2020 7:30pm


Guests in Attendance: WCC Cllr. P Butlin

Public in Attendance: None

Officers in Attendance: Clerk (minute taker), Facilities and Communication Manager (FCM)

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

Action

C20-70 Apologies: None.

C20-71 Co-option:
   a. A candidate put themselves forward for co-option which was considered by the Council.
   RESOLVED: The Council unanimously agreed to co-opt A. Mistry as a Councillor.
   b. The candidate signed the Declaration of Acceptance of Office, witnessed virtually by the clerk and all present and took office as Cllr. A Mistry.
   c. Cllr. A Mistry completed a Declaration of Interests which is to be forwarded to the clerk.

C20-72 Declarations of Interest: None

C20-73 Annual Parish Assembly: It was noted that, as previously, 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 keep up-to-date with prevailing advice and to report back to Council when there is an update.

C20-74 Minutes: RESOLVED: The minutes of the Council Meeting (165) held 19th May 2020 were approved as an accurate record of the meeting and signed by the Chair.

C20-75 Public Question Time: None present.

C20-76 Borough and County Councillors: Apologies were received from RBC Cllr. D Keeling.

WCC Cllr. P Butlin reported that:
- The shielding hub has been enormously successful but is starting to wind down as the need for additional support decreases.
- The number of volunteers from the community has been amazing and he thanked the people of Warwickshire.
- WCC is looking to maintain the momentum of volunteering and exploring possibilities such as the delivery of summer youth activity provision.
- There will be a reallocation of road space in Rugby Town Centre to provide more space for social distancing.
- WCC is encouraging businesses through grants to tackle unemployment/loss of jobs.
- The speed survey on Coventry Road from Bilton into Cawston will be shared with
  the clerk but did not reveal excessive speeding.
- WCC has made it clear to developers that it would not adopt Brudenell Close with
  the current road surface.

Cllr. S Bestwick explained that the NNDR relief previously granted has been withdrawn as
the Council is a precepting authority, but that as the Community Hall is closed the Council
is not operating the business activities that fund the rates. COVID-19 restrictions are
unprecedented and the Council wishes to understand which regulations are in force to
prevent the relief. Cllr R. Bishop also requested clarity on why the Council would not be
eligible for a relief grant for the leisure facility.

Cllr. S Bestwick stated that the Council is exploring options for offering the use of the hall
to support the wider community, such as education.

Cllr. P Butlin agreed to support the Council in making enquiries regarding NNDR relief and
relief grants. He will also investigate how the hall could be used by the education
department or for summer youth activities.


C20-77 Annual Governance and Accountability Return (AGAR): Section 1 Annual
Governance Statement 19/20 that was circulated with the agenda was considered.
RESOLVED: Cllr. G Murphy proposed that AGAR Section 1 Annual Governance Statement
19/20 be approved, seconded by Cllr. M Bryant and unanimously agreed. The Chairman
signed Section 1 and will pass to the Clerk.

C20-78 Annual Governance and Accountability Return (AGAR): Section 2 Accounting
Statements 19/20 that was circulated with the agenda was considered.
RESOLVED: Cllr. L Chase proposed that AGAR Section 2 Accounting Statements 19/20
be approved, seconded by Cllr. G Murphy and unanimously agreed. The Chairman signed
Section 2 which had already been signed by the Responsible Financial Officer.

Cllr. S Bestwick thanked the Clerk/RFO and the FCM on the incredible amount of work
done to improve processes and controls. The clerk was directed to return the AGAR to the
external auditors and make provision for the exercise of public rights.

C20-79 Finance and General Purposes Committee (FGP):
  a. The minutes of the meeting (11) held on 9th June 2020 were noted.
  b. The existing Terms of Reference were considered.
RESOLVED: To approve the Finance and General Purposes Committee Terms of
Reference for the forthcoming year.
  c. The clerk reported that £16.23 of historic VAT payments in the VAT Control account
could not be identified and therefore reclaimed.
RESOLVED: To write-off £16.23 of unclaimable VAT payments.

C20-80 Planning:
  a. Planning application R20/0128 was considered with no objections.
  b. Major planning application R20/0134 was considered.
RESOLVED: That the clerk draft a response on behalf of the Council noting that the
application sits outside the Local Plan and there is already a lot of planned development
in the SW Rugby allocation. The clerk is to make representations that the Council is not
opposed to development but that Highways, Education, Health & Social Care and
Transport infrastructure needs to be given due consideration.
C20-81 Public Safety Working Party: Cllr. D Parsons reported on initial discussions on ideas relating to Neighbourhood Watch and Police Liaison. The working party is to continue due diligence in examining the scope and necessity of the working party.

C20-82 Cawston Community Hall: Potential options for the temporary use of the hall to provide extra support in the community were considered.  
**RESOLVED:** To progress offering CCH to WCC for educational purposes including the local school. The FCM was directed to contact Cllr. P Butlin and Cawston Grange Primary.

C20-83 Correspondence:  
- Residents in Brudenell Close are unhappy with the road surfacing but this has now been resolved as David Wilson Homes have agreed to resurface with Hot Rolled Asphalt.  
- A resident has reported a damaged bollard on the bridleway at Turchil Road which RBC/WCC are aware of.

C20-84 To discuss items requiring the clerk’s attention:  
- To engage with Cllr. D Parson regarding options for restarting the litter pick.  
- To make software recommendations for the administrative working of the Council.  
- To liaise with Cllr. A Mistry regarding membership of working parties.  
- To include the future of the Community Hall Management on the next agenda.  
- To discuss the 5 aside posts removed at Trussell Way and dropped kerb with RBC.  
- To request information from RBC as to how the S106 green gym monies have been spent.  
- To organise the removal and repair of the Christmas Tree Lights.  
- To get more information from Cllr. M Cool regarding the gap in the hedge on Coventry Rd.  
- To arrange a meeting with Dunchurch Parish Council when appropriate.  
- To instruct the Lengthsman regarding barges in road.

C20-69 Action Log:  
1. Declarations to Monitoring Officer Clerk/AM  
2. Changes in advice- Annual Parish Assembly Clerk  
3. NNDR/Grant relief Clerk/P Butlin  
4. Progress AGAR Clerk  
5. R20/0134 draft response Clerk  
7. Offering the use of CCH to WCC FCM

Meeting was closed at 20.58  
**Date and Time of the Next Meeting:**  
Tuesday 21st July 2020 at 7.30pm to be held remotely.

Signed: Date:  
Chairperson