

Cawston Parish Council

Councillors: S. Bestwick (*Chairperson*), A. Horton (*Vice Chairperson*) D. Wilson, E De Kreij, M. Bryant, L. Chase

Dear Councillor,

You are summoned to attend an ordinary meeting (151) of Cawston Parish Council, which will be held on **Tuesday 19th March 2019** at Cawston Community Hall, Scholars Drive, Cawston, CV22 7GU, commencing at **7:30pm**.

Gemma Jones
Clerk & RFO

Dated this 12th March 2019

Cawston Parish Council

AGENDA

Appendix

1. **Apologies:** To receive and accept apologies for absence.
2. **Declarations of Interest:** (as defined by the Code of Conduct for councillors) 151.A
 - a. Non Pecuniary Interests
 - b. Disclosable Pecuniary Interests
3. **Minutes:** To consider the approval of the minutes of the last meeting of the council. 151.B1-3
4. **Public Question Time:** Up to 15 minutes where members of the public in attendance can address The Council. The Chairman reserves the right to restrict speakers to 3 minutes each under Standing Orders 6.1.2
5. **Borough and County Councillors:** An opportunity to address The Council.
6. **Progress Reports:**
 - a. **Community Hall**
 - i) Update from Facilities Manager
 - b. **Finance, Staffing and Admin**
 - i) Report on Finances and to consider any payments in the attached report totalling 151.C1-2
£10 055.56 including direct debit payments
 - ii) Bank Reconciliations
 - iii) Waterplus Direct Debit Mandate
 - c. **Defibrillator**
 - d. **Bins**
 - e. **Litter picking**
7. **Parish Elections:** Discussion on promoting the role of Councillor
8. **Parish Newsletter:** Discussion on roles for future editions
9. **Grit Bin:** Decision Needed 151.D
10. **Parish Noticeboard Advertiser Policy:** Decision needed
11. **Event Requests from Parishioners Policy:** Decision needed
12. **Lengthsman Tendering:** Decision needed
13. **Correspondence:** To hear and discuss correspondence received
14. **Planning Applications**
15. To discuss items requiring the clerk's attention
16. **Action Log** 151.B3

Signed



Clerk & Responsible Finance Officer
Cawston Parish Council

DO I HAVE AN INTEREST?

1. Read the agenda.
2. Does any of the business affect me, my spouse or partner (could there be a Disclosable Pecuniary Interest), or someone I am associated with (could there be an Other Disclosable Interest)?
3. If yes, check below to see if the way I am affected is an interest I have to do something about at the meeting.

Type of Interest	Description	What should I do?
<p>Disclosable Pecuniary Interests*</p>	<ul style="list-style-type: none"> - Source of income Job, trade, profession or vocation 	<p>Declare the interest at the meeting. Leave the room unless a dispensation has been granted If I have not registered the interest, I must do so within 28 days of the meeting.</p>
	<ul style="list-style-type: none"> - Sponsorship of election expenses Did others pay my election expenses? 	
	<ul style="list-style-type: none"> - Contract between me & the council Any contract not fully completed 	
	<ul style="list-style-type: none"> - Land Occupation, ownership or tenancy of land of any sort within the council's area (buildings count as land). Corporate tenancies where the council is landlord and my firm is the tenant 	
	<ul style="list-style-type: none"> - Stocks and shares Shares in an organisation which has a place of business in the council's area, in which I have shares worth more than £25,000 at nominal value, or one hundredth of the total issued share capital. 	
<p>Other Disclosable Interests</p>	<ul style="list-style-type: none"> - Pecuniary interest A financial interest in the item that affects me or an organisation or someone I am associated with 	<p>Declare the interest. Leave the room if anyone would think I am biased, unless I have a dispensation.</p>
	<ul style="list-style-type: none"> - Close connection A close connection with the item that affects me or an organisation or someone I am associated with 	<p>Declare the interest. Leave the room (unless I have a dispensation) if the item of council business is a planning or regulatory matter and anyone would think I am biased.</p>
	<ul style="list-style-type: none"> - Membership of another local authority or public body, whether or not as the council's representative Only gives rise to an interest if anyone would think I am likely to be biased. 	<p>Declare the interest.</p>

*see over for Definitions of Pecuniary Interests

MINUTES 150 OF MEETING OF CAWSTON PARISH COUNCIL

**Meeting Held on Tuesday 19th February 2019
at Cawston Community Hall, Scholars Drive, Cawston, CV22 7GU**

Present:	Chair Cllr. S Bestwick (SB), Cllr. M Bryant (MB), Cllr. D Wilson (DW), Cllr. L Chase (LC), Cllr. E de Kreij (EdK)
Guests in Attendance:	RBC Cllr. M Stokes (MS), RBC Cllr. D Keeling (DK), RBC Greenspace Officer Scott Ballard
Public in Attendance:	4
Minute Taker in Attendance:	Gemma Jones
Clerk:	Gemma Jones Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Email: clerk@cawstonpc.org

	Action
<p>1. Apologies for Absence Apologies were received and accepted from Cllr. A Horton (AH).</p>	
<p>2. Declaration of Interest as defined by the Code of Conduct for Councillors. No Declarations were received.</p>	
<p>3. Minutes of the Previous Meeting held on Tuesday 15th January 2018 Cllr. M Bryant proposed that minutes of the previous meeting be approved, seconded by Cllr. E de Kreij. The Council unanimously approved the minutes. Cllr. S Bestwick signed a copy of the minutes and the clerk retained a copy for council records.</p>	
<p>4. To allow members of the public to address the Council: None</p>	
<p>5. Terracycle Residents presented the scheme to the council. They are looking for a site to place bins where residents can recycle crisp packets and toothcare products. Their volunteers will sort and send off what is collected. It was confirmed that there is space to site the bins in the bin store at the Community Hall. Cllr. S Bestwick proposed supporting a pilot scheme, seconded by Cllr. L Chase and agreed by all present. Cllr. M Bryant volunteered to liaise with the organisers. A risk assessment will be carried out. The volunteers will write a piece for the Parish newsletter. Cllr. M Stokes agreed that Rugby Borough Council will fund the bins and possibly additional security measures like chains.</p>	<p>1. 2. 3. 4.</p>
<p>6. Opportunity for Borough and County Councillors to address the Council Apologies were received from WCC Cllr. P Butlin. Cllr. M Stokes reported that the Borough and County Councillors had been meeting residents around the estate with the Police Commissioner and the leader of WCC. Residents have raised dog fouling as an issue. To address this, consultation on Public Spaces Protection Orders (PSPOs) specifically relating to dog control will begin after May. Cllr. M Stokes reported that Police Chief Inspector Goddard informed that crime rates in Admirals and Cawston are the lowest in Warwickshire. The police are keeping an eye on car crime in the area.</p> <p>Rugby Borough Council is proposing a 3% council tax rise, subject to a vote. Cllr. M Stokes reported that from April 1st 2019, RBC will be single-use plastic free, will offer free water refilling stations and is looking into using electric cars.</p>	

7.	Parks and Open Spaces: A presentation from Rugby Borough Council	
	Cllr. M Stokes and Scott Ballard presented plans for Cawston Parish Council to take on the maintenance of open spaces for Phase I of the Cawston estate (the blue area on attached map) from 2020. RBC would retain ownership of the land which is protected as a public open space, but it would be licensed to the Parish Council to maintain. The current costs associated with maintenance are £17k p.a. for Phase I and approximately £60k p.a. for Phases I – III. Phase IV is still under the control of the developers and discussions need to take place as to whether this phase will come directly to the council.	
	Cllr. M Stokes advised that it was included in the original articles at inception of the council that the Parish Council would take on land outside the special expensed area. Cllr. M Stokes advised that possible options for funding would be for Cawston Parish Council to raise the precept to cover the costs or that Rugby Borough Council could precept directly for the area. There is also the option of the council choosing to manage the land directly.	
	The clerk was directed to speak to Aftab Razzaq (Legal, Democratic and Electoral Services Manager at RBC) to discuss the legal aspects. The clerk was also directed to obtain a statement of works, to obtain the articles from the inception of the council, to obtain relevant RBC Section 106 agreements, to find out what the council's obligations and options are and to contact WALC for their advice.	5. 6. 7. 8. 9.
		10.
8.	Working Party Reports	
	a. Community Hall	
	i. Update from Facilities Manager: - Parts are on order to fix the heating system. - There's a problem with the main hall shutters, quotes are being obtained. - There's a crack in the front door, but this doesn't compromise security. - Quotes for soundproofing have come in.	11. 12.
	b. Finance Staffing and Administration	
	i. The recommended payments to creditors were proposed by Cllr. S Bestwick seconded by Cllr. D Wilson and agreed by all present. All invoices were checked and signed by Cllr. L Chase and Cllr. M Bryant as being an appropriate use of council funds. The banking reconciliation for January was also checked and signed by Cllr. L Chase and Cllr. M Bryant as being correct.	
	c. Defibrillator – the 4 quotes were discussed. Cllr. S Bestwick proposed taking up the Cardiac Science quote fully automatic option, which was seconded by Cllr. M Bryant and agreed by all present.	13.
9.	Gritting: Cllr. S Bestwick proposed that the council approves the supply of a grit bin and supplies if the community hall management team wishes to install one. This was seconded by Cllr. M Bryant and agreed by all present. It would not be the responsibility of volunteers to grit the car park, but grit would be available for individuals if needed. The clerk was directed to liaise with the facilities manager.	14.
10.	Bins: the different options were discussed. Cllr. L Chase proposed that a new Steel Jumbo 120l bin be positioned on Cawston Grange Drive near the junction with Whitefriars Drive. The existing bin should be moved further down Cawston Grange Drive to replace	15.

the lamppost bin towards the roundabout with Frewen Road/Gerard Road. This was seconded by Cllr. M Bryant and agreed by all present.

11. To hear and discuss correspondence received:

- A young local resident will be litter picking for Duke of Edinburgh award.

12. Planning Applications and Decisions

R19/0032 & R19/0105 Decision notices were discussed.

13. To discuss items requiring the Clerk's attention:

- Chase up enquiries regarding hedges bordering Creswell Place
- Check Section 106 parished issue (Dunchurch) with Aftab Razzaq and explore how developers might respond to impact
- Send WALC 'Guidance on Purdah' to councillors.
- Access to the council's twitter account has now been re-established.

16.

17.

18.

14. Action Log

To be reviewed ahead of the next meeting

1. Liaise with Terracycle organisers
2. Terracycle risk assessment
3. Article on Terracycle for newsletter
4. RBC to supply Terracycle bins
5. Contact Aftab re: legal aspects of land maintenance
6. Obtain statement of works for Phase I
7. Check articles from inception of Parish Council
8. Obtain RBC Section 106 agreements for Cawston
9. Check the council's obligations for land maintenance
10. Contact WALC for legal advice re: land maintenance
11. Shutter quotes
12. Soundproofing quotes
13. Order defibrillator package
14. Grit bins
15. Order bins from RBC
16. Chase Colin Horton re: Creswell Place
17. Check Section 106 Parished issue
18. Send Purdah guidance to councillors

MB
Clerk
Resident/VM
MS
Clerk
Clerk
Clerk
Clerk
Clerk
Clerk
VM/Clerk
VM/Clerk
Clerk
VM/Clerk
Clerk
Clerk
Clerk

Meeting was closed at 21.27

Date and Time of the Next Meeting:

Tuesday 19th March 2019 at 7:30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston

Signed:
Chairperson

Date:

Cawston Parish Council

Financial Report for March 2019 Parish Council Meeting (151)

1. Status of Bank Accounts:

As of 12th March 2019 the Bank Statements of the Parish Council accounts were as follows:

CPC Current Account	£10 338.59
CPC Reserve Account	£324 625.74
CCH Current Account	£36 441.27

2. Payments:

The following items require payment and need formal council approval:

Cawston Parish Council				
Budget Code	Payee	Value	Description / Notes	Method
4070/100	Vonage	£14.40	CCH Phone Feb	DD
4060/100		£23.00	Office Supplies	TO PAY
4000/100		£404.00	March Staffing Costs	TO PAY
4050/100		£9.00	Mileage to training 12.03.18	TO PAY
4095/100	ICO	£40.00	Data Protection Fee	DD
4160/100	Defibrillator	£2,118.00	Cardiac Science Defib & installation	TO PAY
4060/100		£39.00	Reimbursement for Ikea delivery fee Cupboards	TO PAY
4300/200		TBC	Lengthsman	TBC
Total to Pay:		£2,647.40		

Cawston Community Hall				
Category	Payee	Value	Description / Notes	
4525/300		£509.08	Facilities /Bookings Staff Costs March	TO PAY
4470/300		£22.17	Cleaning Supplies	TO PAY
4445/300	Goldcrest	£347.46	Feb CCH Cleaning	TO PAY
4435/300	Rugby Borough Council	£890.00	Rates 01/03/19	DD
4430/300	OPUS	£404.32	CCH Electricity 0802-07/03	DD
4430/300	Waterplus	£436.00	CCH Water 04.11.18-14.02.19	TO PAY
4430/300	nPower Business Solutions	£4,367.63	Historic Gas Bill	PAID
4430/300	nPower Business	£431.60	CCH Gas 19/01 – 28/02	DD
Total to Pay:		£7,408.26		

Total Payments for CCH & CPC £10,055.66

3. Receipts

Cawston Parish Council				
Budget Code	From	Value	Description / Notes	Date Received
1079/100	Rugby Borough Council	£152,626.02	Section 106, Area A for CCH	11/03/19
1079/100	Rugby Borough Council	£52,782.93	Section 106, Area B for CCH	REQUESTED 04/03/19

Grit Bins

The Community Hall Management Group has agreed to the installation of a grit bin.

	Tudor Environmental	<u>Screwfix</u>	<u>ESPO</u>
Mini – 50l	£95.40	£119.99	
Small – 200l	£112.20	£159.99	£100.80
Large – 400l	£144.84	£219.99	£147.60
25kg bag grit	£7.14	£16.99	£7.86

(All prices include VAT)