

Cawston Parish Council

Councillors: M.T. Stokes (*Chairman*), P. Venner (*Vice Chairman*),

Mrs V. Mair, J.F. Tucker, Mrs D. Wilson, Mrs M. Brett, Mrs L. Porter, Mrs R. Latham, R. Mistry, T. Medcraft

Minutes of the meeting (number 5) held by Cawston Parish Council on Wednesday 11th July 2007 at 7.30pm in Cawston Grange Primary School.

Present: Cllr M. Stokes (Chairman), Cllr P. Venner (Vice Chairman), Cllr R. Mistry, Cllr T. Tucker, Cllr Mrs D. Wilson, Cllr Mrs L. Porter, Cllr Mrs V. Mair, Cllr Mrs R. Latham and Mrs L. Early (Clerk/RFO to Cawston Parish Council).

Also present were guest speaker Mr D. Keyse from The Consortium (Gallaghers), County Cllr T. Cavanagh, Borough Cllr P. Butlin, Mr P. Sharples - former Chairman of the newly dissolved Cawston Grange Resident's Association (CGRA), two Police Community Support Officers and three members of the public.

1. Apologies for absence were received by Cllr T. Medcraft and Cllr Mrs M. Brett.

2. Declaration of Interest as defined by the Code of Conduct for Councillors;

- a) Personal Interests – none.
- b) Prejudicial Interests – none.

**3. Minutes of the meeting (number 2) held on Monday 11th June 2007;
Minutes of the meeting (number 4) held on Tuesday 26th June 2007;**

- a) Both sets of minutes were agreed.
- b) Matters arising; there were no matters arising.

4. To discuss the arrangements and possibilities for the 'commercial area' adjacent to Cawston Grange Primary School.

The Chairman welcomed Mr David Keyse from The Consortium (Gallaghers) to the meeting and invited him to speak on the subject of the 'local centre'. Mr Keyse confirmed that under a Section 106 Agreement, there was outline planning permission to deliver a local centre in an agreed area on the Cawston Grange development. The initial strategy had been to establish demand for the following local facilities;

- (i) **Retail space within a capped area;** one larger unit incorporating 3500 sq ft suitable for a retailer such as *Tesco Metro* plus a further three smaller retail units each incorporating 1000 sq ft with variable usage, for example hairdressers, takeaways etc. Mr Keyse confirmed that there was sufficient demand for these retail units.
- (ii) **Private day nursery;** a detached building incorporating 6000 sq ft over two levels with sufficient outside area. Mr Keyse confirmed that there was sufficient demand for a private day nursery.
- (iii) **Public House;** Mr Keyse explained that the general demand for new public houses is unsure. The fact that the Cawston Grange site is not a 'main road' location could explain why there is no interest in development from breweries at the current time. Mr Keyse confirmed that there appeared to be no demand for a public house at the moment.
- (iv) **Doctor's surgery;** The local Primary Care Trust (PCT) is currently placing its' resources into drop-in centres rather than local doctor's surgeries. There are no resources available for Cawston Grange and Mr

Keyse confirmed that there was currently no demand for a doctor's surgery.

Mr Keyse stated that although there is no current demand for certain local facilities, areas will remain within Cawston that are earmarked for future development should the situation change.

At this point, Mr Keyse produced two copies of a draft plan and made them available for viewing. The plans depicted a crescent shaped building adjacent to Scholars Drive. The building incorporated the larger retail unit on the left hand side, a covered area for access in the middle and the three smaller retail units on the right. At the back of the site, nearer to the school, was the day nursery and sufficient car parking also allowing links to the school. Mr Keyse explained that the crescent shaped building was a two storey building with private apartments above – these apartments would also be provided with nearby car parking spaces. To the front of the building, the plans depicted a multi-purpose hard paving area with usage as part car park/part pedestrian friendly area. Mr Keyse explained that the planners believed that a two storey building would signify a 'community area' and that the private apartments on the second storey would allow a greater ability to oversee the area and therefore encourage 'self-policing'. Mr Keyse confirmed that the plans were subject to approval by Rugby Borough Council but that they had not yet been submitted.

Questions from Parish Councillors and other people present were then addressed.

Mr Keyse explained that all buildings would be traditional, with pitched roofs and brick built in order to fit in with the surroundings. There would also be a short one way system behind the retail building to allow for servicing and avoid the need for a separate servicing yard. Cllr Tucker expressed his concerns that youths may gather underneath the covered area in the centre of the building. A suggestion of gates to close off the covered way when shops were closed was noted but Cllr Tucker expressed continued concern that with a takeaway shop this area would still be available until late. He also suggested that the police be consulted regarding the design. Mr Keyse responded that the retailers would require a covered area to their premises but that the planners had done their best to keep staircases and refuse areas contained within the building rather than left outside. He added that Rugby Borough Council would consult with the police upon submission of the plans and that the Planning Authority would consider all eventualities and make a balanced judgement. The Chairman added that as elected representatives of Cawston, the Parish Councillors would have a formal say on any submitted plans.

Mr Sharples thanked Mr Keyse for an imaginative and considered plan. However, he also expressed his concerns that large service vehicles would coincide with activity surrounding the school increasing the potential for an accident. Mr Sharples suggested 'restricted movement' for such vehicles and Mr Keyse agreed that it could be possible to restrict the movement of large service vehicles between the hours of 8am-9am and 3pm-4pm. Mr Sharples considered that bright lighting and a double gate on the covered area in the middle of the retail building would minimise youth activity. Furthermore, Mr Sharples suggested that a 'car free' area be created at the front of each retail unit in order to keep the space open – Mr Keyse agreed that such ideas could be considered. In addition, Mr Sharples suggested the one way system start further down the road surrounding the retail building in order to allow residents of the private apartments to leave the area in their cars without accessing the one

way system. He also suggested that the one way system go the other way in order to slow down traffic. Mr Keyse stated that these ideas would be considered for the final plans.

County Cllr Cavanagh suggested that in order to avoid the school and the potential for an accident that there should be no access to the development from Scholars Drive. Mr Keyse disputed this explaining that the site needed two access points and that a large proportion of the site would be taken up with a turning area for vehicles should only one access point be considered.

Cllr Mrs Wilson enquired whether scrubland areas around Cawston that were still earmarked for further development would be left open or fenced – in particular, due to the threat of travellers moving onto the land. Mr Keyse stated that he was open to suggestions but that he believed it would be best to seed the areas and fence/gate them in order to stop people claiming the land as their own and therefore meaning they could not be developed in the future.

Cllr Mrs Porter enquired whether the finalised plans based upon the draft designs were to be submitted to Rugby Borough Council. Mr Keyse confirmed that they would. Cllr Mrs Mair enquired after the timescale for submission and Mr Keyse confirmed that it would be within a month or two. The Chairman thanked Mr Keyse for his presentation and a productive discussion.

RESOLVED: Parish Council to await submission of any planning applications and reconsider at that time.

5. To consider the demand and feasibility of a village hall/community facility in Cawston.

Cllr Venner opened the discussion by enquiring of Mr Keyse whether a facility would be provided for the new Parish Council. Mr Keyse explained that plans had been submitted in 2005 for a development in Calvestone Road which included a community hall – he stated that these plans had not been supported by the residents and so the development did not go ahead. The Chairman commented that 117 objections had been received and that 99% of these were from the same two roads and so it was unfair to state that *all* of the Cawston residents had rejected the plans. Mr Keyse responded that because the development could only go ahead on the basis that the community wanted it to, that the planning officials would therefore not support the plans.

The Chairman enquired whether the plans submitted in 2005 could be considered once again. Mr Keyse responded that there would be no option now on a community hall but that some features of the original plan could be reconsidered. The Chairman stated that all the Parish Councillors considered that there was demand for a community area. Mr Keyse enquired whether the Parish Council could provide funding for such a venture. Cllr Mrs Wilson suggested that the money could be raised but it was agreed that this would take many years and the land is only locked until 2011.

Mr Keyse commented that Rugby had been earmarked in the Spatial Strategy as a growth area over the next twenty years. Borough Cllr Butlin suggested that there would be a commercial viability for a community centre in Cawston sooner or later. County Cllr Cavanagh suggested that The Consortium should be required to build a community hall for Cawston residents but Mr Keyes denied this was the case.

The Chairman thanked Mr Keyes for his contribution to the discussion.

RESOLVED: Parish Council to await submission of any planning applications and reconsider at that time.

6. To discuss the dissolving of CGCA;

The Cawston Grange Community Association was dissolved on the 4th July 2007 with immediate effect.

(a) **Assets and monies;** Mr Sharples explained that the remaining £3916.15 would be transferred to Cawston Parish Council on the basis that the money be used to replace the Christmas Tree, fencing and a plaque created to thank the community association for their work over the past few years. Any funds remaining should be used for maintenance of the Christmas Tree.

Mr Sharples added that the community newsletter, *The Voice* is not to continue.

A cheque was received for £3916.15.

RESOLVED:

It was proposed by Cllr Stokes and seconded by Cllr Tucker that;

(i) The Parish Council accept the money from the dissolved CGCA.

(ii) The Parish Council use the money as defined by Mr Sharples.

(iii) The Parish Council accept that a plaque be made to thank the CGCA.

The Chairman thanked the CGCA for all the hard work they have done over the past few years and in particular, over the past 12-18 months.

(b) **Christmas Tree;** The Chairman explained that the current Christmas Tree has been examined and it is dying. It must be taken down and the area made safe at a cost of £70.00. The Chairman added that the Parish Council cannot currently be responsible for the tree, it must be replaced and then transferred to Parish Council control. It was proposed by Cllr Stokes and seconded by Cllr Tucker that the tree be removed and the area made safe.

ACTION POINT: The Chairman will organise the removal of the tree plus quotes for a new Christmas Tree and provide an update at a later meeting.

(c) **Christmas Events/Carol Service;** Cllr Venner commented that the carol service was an excellent idea and more community events should be devised.

It was proposed by Cllr Tucker and seconded by Cllr Venner that a working party comprising Cllr Venner, Cllr Tucker and Cllr Mrs Wilson be created along with two members of the public.

ACTION POINT: Working party to provide an update at a later meeting.

7. To discuss and adopt the Standing Orders and Financial Regulations for Cawston Parish Council;

Standing Orders - the following discrepancies were noted;

1.1.3 Item (h) should read 'Ensure as far as possible that proceedings are friendly and free *from* personalities'.

1.3.3 It was agreed that the difference between *personal* and *prejudicial* is defined in the Code of Conduct.

1.10.3 Item (b) should read 'On *the* passing....sufficiently debated'.

2.6.4 It was suggested that the meaning behind *statutory provisions* should be made clearer. The Chairman advised that Alison Hodge should be consulted if Councillors require a 'plain English' explanation.

2.14.4 This item refers to paragraph (c) but as this appears to be missing – perhaps it should refer to 2.12.14 (c)?

2.20.1 The meaning behind this statement was questioned and the Chairman offered the following explanation; Should a Councillor make a recommendation that would result in a reduction in the budget, then that matter must be adjourned until the next meeting.

2.36.2 This item refers to paragraph 2.26.1, it was suggested that it should refer to 2.36.1?

2.31.2 The meaning behind this statement was questioned and the Chairman offered the following explanation; Should a Councillor declare a prejudicial interest in any agenda item, then that Councillor must leave during discussion of that item.

It was noted that Cllr Mrs Wilson had not yet received an updated copy of the Standing Orders.

It was proposed by Cllr Stokes and seconded by Cllr Venner that the Standing Orders with changes be adopted as of Wednesday 11th July 2007.

Financial Regulations; no discrepancies were noted.

It was proposed by Cllr Stokes and seconded by Cllr Venner that the Financial Regulations be adopted as of Wednesday 11th July 2007.

ACTION POINT: Clerk to investigate discrepancies and distribute updated copy of Standing Orders and Financial Regulations to Cllr Mrs Wilson.

8. To receive a report from the working party regarding the need and possible positioning of dog foul and litter bins;

Cllr Mrs Wilson explained that the working party had decided upon a combination (dog mess and litter) bin at the start and end of each walkway to allow for an even spread of bins. There will be a bin for dog mess only outside the children's play areas on Turchil Road and Cawston Grange Drive. The current dog bin at the top of the pathway to the Cawston Grange Drive play area will be converted to a combined bin after the installation of a dog mess only bin closer to that play area. Bins will be placed at sufficient height to ensure young children are not able to use them unaided and no bins will be placed near houses or windows. The total cost of eleven combination bins and two 'dog mess' only bins is £2,750 – this will be a one time charge. The annual cost of emptying these bins once a week will be £540.80 – to be confirmed with Rugby Borough Council. Signs will be placed above the bins – the working party are awaiting a quote from the local authority. Further bins can be added in the future should the need arise. The working party will pass their recommendations on to The Consortium for approval – these plans may therefore be subject to change. It was proposed by Cllr Mrs Wilson and seconded by Cllr Mrs Mair that the plans for the positioning of the dog foul and litter bins be presented to The Consortium.

ACTION POINT: The Clerk will source an updated map of Cawston in order for the working party to outline the position of the bins to The Consortium.

9. To receive an update regarding insurances for the Council.

The Clerk explained that insurance quotations are being sought from Allianz Cornhill (AON), Zurich and Jardine Lloyd Thompson UK Ltd. In order to progress, hardcopy questionnaires have been completed and returned – the insurance companies advise that it will take 2-3 weeks before a final quotation will be received. Former Acting Clerk, Cllr Mrs Latham advised that she will pass earlier paperwork from Allianz Cornhill (AON) over to the Clerk.

ACTION POINT: It was agreed that an extraordinary meeting be held following receipt of the insurance quotations to discuss how to proceed.

10. To receive an update regarding the bank account arrangements for the Council.

Cllr Mrs Wilson confirmed that the Council has had a current account and savings account as of Monday 9th July 2007. The cheque book has been passed to the Clerk. The monies belonging to the Council are currently being held by Dunchurch Parish Council. In order for the appropriate amount of money to be transferred into the Council's bank account, it will be necessary to know (a) the date that Dunchurch Parish Council received the money, (b) the amount of money that was placed in their bank account and (c) the interest rate relevant to that account.

ACTION POINT 1: Cllr Mrs Wilson will provide the Clerk with the numbers for both the current and savings accounts.

ACTION POINT 2: The Clerk will ascertain (a) the date that Dunchurch Parish Council received the funds appropriate to the Council, (b) the amount of money that was placed in their bank account and (c) the interest rate relevant to that account. The Clerk will pass this information to Cllr Mrs Wilson to calculate the exact amount of money that must be returned to Cawston Parish Council.

11. To discuss which Consortium controlled areas Rugby Borough Council have adopted and timescales for adoption.

Cllr Mrs Mair questioned which areas within the estate had been adopted by Rugby Borough Council and who was currently responsible for the maintenance of hedges. The Chairman advised that currently none of the estate had been formally adopted by Rugby Borough Council but that they did seem to cut the hedges from the top of Cawston Grange Drive down to the second island. The Chairman advised that issues with hedges or drains on estate roads would be the responsibility of the developer responsible for that road. Issues with hedges/drains on main roads would be the responsibility of The Consortium. Cllr Tucker advised that The Consortium would not cut any natural hedges. Cllr Mrs Mair added that requests for 'other' hedge cutting should be placed with The Consortium early in the year in order for the request to be included in their maintenance plans. Cllr Mrs Mair suggested that it would be useful to place a notice in the notice boards advising the residents on whom to contact regarding drain/hedge cutting issues. The Chairman advised that this information had been made available regularly in *The Voice*. Furthermore, it was agreed that pressure be put on Rugby Borough Council to adopt these areas and the Chairman advised that the Borough Council is currently in the process of formulating plans for the adoption of Consortium controlled areas within Cawston and that these plans should be made available before the next meeting.

ACTION POINT: This item to be carried forward to the next meeting.

12. To discuss the arrangements for a website and email addresses and agree associated costs.

The Chairman advised that the website's annual cost would be £74.97 including VAT and domain names ending with '*cawstonpc.org*'. The company will not accept payment via cheque so it was suggested that somebody volunteer to use their personal credit card to fund these costs on the basis that they be reimbursed by the Parish Council – the Chairman agreed to use his card. It was proposed by Cllr Venner and seconded by Cllr Mrs Mair that the costs for the website, email addresses and associated costs be accepted and that Cllr Stokes pay for these costs using his own credit card on the basis that he be reimbursed by the Parish Council.

ACTION POINT: Cllr Stokes to proceed with payment.

13. To consider the ownership/adoption of the Cawston Public Notice Boards.

The notice boards are currently the responsibility of Rugby Borough Council. As the CGCA has now dissolved, the updating of information on the boards now falls to the Clerk. It was advised that the notice boards are in need of repair and that a notice board was needed in the Dorset Close area. As the Borough Council have advised that they will not repair the boards – they will simply remove them – it was proposed by Cllr Mrs Porter and seconded by Cllr Venner that the Clerk write to Rugby Borough Council to advise that the Parish Council were prepared to formally adopt the notice boards and that quotes be obtained regarding their repair.

ACTION POINT: Clerk to write to Rugby Borough Council and obtain quotes.

14. To progress the application to register the Council for VAT.

It was proposed by Cllr Venner and seconded by Cllr Tucker that the Clerk submits VAT registration documents on behalf of the Council.

ACTION POINT: Clerk to submit VAT registration and provide update at next meeting.

15. To discuss and agree any further requirements for the Clerk;

(a) **Association subscriptions;** The Clerk will obtain the cost of subscription to the Society of Local Council Clerks.

(b) **Equipment and Stationary;** It was proposed by Cllr Venner and seconded by Cllr Mrs Porter that one loose leaf copy of the publication 'Local Council Administration' be purchased at a cost of £53.45 including VAT, postage and packaging. The Clerk will also find out whether further copies of this publication are available on disc. Mr Sharples advised that the dissolved CGCA had a printer, laminator and mobile phone that could be made available. It was decided that the Clerk make a list of items needed and associated prices.

(c) **Training;** It was proposed by Cllr Mrs Wilson and seconded by Cllr Mrs Mair that payment for £195.00 including VAT be authorised to allow the Clerk to complete the flexible learning training course 'Working With Your Council' and that it was agreed in principle that the Clerk will complete 'The Certificate in Local Council Administration' at a later stage.

ACTION POINT: The Clerk will (a) obtain the cost of subscription to the Society of Local Council Clerks, (b) purchase a loose leaf copy of 'Local Council Administration' and establish whether further copies would be available on disc, (c) make a list including prices of further items needed, (d) organise payment of the training course 'Working With Your Council' and provide an update at the next meeting.

16. To discuss whether the Council will meet in August.

It was agreed that a meeting will be held in August as normal.

17. To hear and consider any correspondence.

The Clerk had received the following correspondence;

- (i) Cheque (£825.00) from William Davis Ltd regarding dog foul/waste bins.
- (ii) A further Code of Conduct training session will be held in September dependant on numbers.
- (iii) Emergency Planning Dept; a representative would like to attend the next meeting to discuss an 'emergency plan' for Cawston and whether Cawston Parish Council would like to store sandbags in case of flooding.
- (iv) Junior Football Club inquired whether land would be available for training.
- (v) Insurance documents.

(vi) Borough Council's economic prosperity strategy for 07/08.

ACTION POINT: The Clerk will (a) write to thank William Davis Ltd for their contribution to the cost of dog foul/waste bins, (b) invite a member of the Emergency Planning Dept to the next meeting and (c) distribute a copy of the Borough Council's economic prosperity strategy.

18. To consider and discuss any relevant planning notices.

There were no planning notices to consider. Cllr Mrs Mair advised that documents regarding planning applications must be retained for two years – it was agreed that Cllr Mrs Mair will pass documents in her possession to the Clerk for storage. It was also agreed that further training was needed for all Councillors regarding planning procedures.

ACTION POINT: Cllr Mrs Mair to pass documents regarding planning applications to the Clerk. The Chairman will enquire about further training for the Councillors. Item carried forward to next meeting.

19. To consider and agree any payments to be made;

- (a) £962.95 for laptop, backup drive and warranty (Micom International Ltd)
- (b) £250.00 for meeting room hire (Cawston Grange Primary School)
- (c) £74.97 for internet and email (payable to Cllr M Stokes)
- (d) £482.00 for WALC Membership (WALC)
- (e) £53.45 for publication 'Local Council Administration' (Butterworths Tolley)
- (f) £195.00 for course 'Working With Your Council' (Society of Local Council Clerks)

Date and time of next meeting is Wednesday 8th August 2007 at 7.30pm in Cawston Grange Primary School. There being no further business, the meeting closed at 2155.

Signed.....
Cllr M. Stokes, Chairman

Date.....