

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 7) held by Cawston Parish Council on Wednesday 8th August 2007 at 7.30 pm in Cawston Grange Primary School.

Present: Cllr M. Stokes (Chairman), Cllr Mrs M. Brett, Cllr Mrs V. Mair, Cllr T. Medcraft, Cllr Mrs L. Porter, Cllr T. Tucker and Mrs L. Early (Clerk/RFO). A representative of the local press and two local Police Community Support Officers (PCSOs) were present at the meeting.

Public Business

1. Apologies for Absence were received from Cllr P. Venner (Vice-Chairman), Cllr Mrs D. Wilson, Cllr Mrs R. Latham and Cllr R. Mistry. County Cllr T. Cavanagh and Jo Devine (Orbit Housing Association) also passed on their apologies.

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 previous meeting;

Minutes of the ordinary meeting (5) held on Wednesday 11th July 2007;
Minutes of the extraordinary meeting (6) held on Monday 23rd July 2007;
a) Both sets of minutes were agreed.
b) Matters arising; The Chairman reiterated that minor issues concerning previous minutes could be addressed in this section but reminded the Council that issues requiring decisions should be addressed as an agenda item at the following meeting.

4. To discuss the creation of a sub-committee to deal with the commercial area development.

Cllr Medcraft opened the discussion by expressing his concern that numerous residents had reported a difficulty in selling their houses due to the uncertainty over the development of a commercial area in Cawston. Furthermore, Cllr Medcraft suggested that a definitive plan should be established to reassure and advise potential buyers and current residents of future planning developments in the locality. Cllr Tucker commented that these planning issues were not new and that the now dissolved Cawston Grange Community Association (CGCA) had been battling for such definitive plans for many years to no avail. Cllr Tucker added, that in his opinion, the vacant areas of land around the Cawston Grange estate should not be developed immediately just because they are available. Furthermore, Cllr Tucker reminded the Council that the Planning Department had made it clear in the past that such areas of land were to

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be held back for development in the future.

Cllr Medcraft reiterated that he believed residents were in 'limbo' regarding the development and the issues regarding who was responsible for the land maintenance. Cllr Tucker stated that the Consortium had agreed to fence and grass the land - plus mow the areas three times per year. Cllr Medcraft expressed his concerns that residents needed a clear plan and suggested that people selling their houses could be liable, following the introduction of the new Home Information Packs (HIPs), if they do not accurately declare planning proposals within their area. Cllr Mrs Brett added that she believed that the Consortium wished to build a public house and a doctor's surgery on the estate. The Chairman commented that no brewery interest had been received despite numerous approaches from the Consortium and that the local Primary Care Trust (PCT) had ruled out a doctor's surgery to serve Cawston as Bilton and Dunchurch surgeries were able to accommodate residents of the estate. However, he added that local concerns highlighted the need for the Parish Council to form a sub-committee to ensure that the local concerns were presented to the developers. Furthermore, the Chairman proposed that the sub-committee be formed with no maximum number of Councillors and a set number of members of the public. Cllr Mrs Porter commented that the Consortium had stated at the previous Council meeting, that plans for the development of the commercial area would be submitted within the next month or two. Cllr Mrs Porter suggested that the Consortium should be given more time, in the interests of fairness, to submit the plans before a sub-committee be formed.

Following discussion it was agreed that all Councillors should be able to participate in the sub-committee should they wish and that five members of the public should also be involved. Cllr Tucker suggested that the members of the public should represent a cross section of Cawston, not only those residents who live close to the proposed development who may hold a prejudicial viewpoint. The Chairman enquired how the Council proposed to decide which members of the public would be chosen and how they would be invited to apply. Cllr Medcraft suggested the use of advertisements in the new Cawston Parish Council website and the local notice boards. Cllr Mrs Mair suggested holding a public meeting to outline the purpose of the sub-committee to residents and to ask people to nominate themselves as participants. Furthermore, Cllr Mrs Brett commented that following the application process, applicants could be filtered by area. It was proposed by Cllr Stokes and seconded by Cllr Tucker that a sub-committee be formed with no maximum number of Councillors plus five members of the public. Applications will be requested via advertisements placed on the notice boards, the website and inside a newsletter. Final selection of the applicants will be based on area to ensure representation across the whole estate.

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RESOLVED: The Consortium shall be granted further time to submit plans for the development of the commercial area. A sub-committee shall then be formed with no maximum number of Councillors and five members of the public.

5. To discuss parking restrictions on Calvestone Road near to junctions and speed restrictions.

Cllr Medcraft opened the discussion by explaining that he believed cars parking near to junctions on Gerard Road/Calvestone Road were causing a danger to children and other road users. Cllr Mrs Mair suggested that people may be parking on the roads due to habit and could be unaware of the danger they are causing. The Chairman advised the Council that these issues had been raised previously by the School and CGCA but that Rugby Borough Council would not take action until the road is fully adopted. The Chairman added that speed restrictions are unlikely unless a serious accident occurs. Cllr Mrs Mair suggested that a message in a newsletter could educate local residents of the importance of parking safely. The Chairman suggested that a letter be issued to Warwickshire County Council outlining local concerns and requesting a formal response. Cllr Tucker agreed that the current parking situation was a potential danger and suggested that the issue could be tackled via the Police Community Support Officers (PCSOs).

The PCSOs present at the meeting stated that, unless there was evidence to the contrary, that cars are allowed to park on the roads unless there are yellow lines. However, it could be possible to place a polite notice on offending vehicles to advise the driver to park elsewhere. Furthermore, the PCSOs added that vehicles parking dangerously could fall foul to the law and in that situation; vehicle details could be passed to the Safer Neighbourhoods Team for action.

Cllr Medcraft suggested that, if cars are observed to be parking near to junctions or other speed restrictions, that the first move should be to pass the vehicle details to the local PCSOs in order for them to have a polite word with the driver. Furthermore, Cllr Medcraft agreed that the issue should be mentioned in a newsletter in order to educate residents across the whole estate. Cllr Mrs Porter commented that it is important to advise all of the residents as there are other areas of Cawston where cars park dangerously - such as at the top of Calvestone Road near to the notice board.

ACTION: The Clerk will write to the Safer Neighbourhoods Team to request their opinion on the options available in tackling dangerous parking.

6. To discuss the annual precept and budget setting process.

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Cllr Tucker opened the discussion by expressing his belief that all Councillors and parishioners should be aware of the annual precept and budget setting process. Furthermore, Cllr Tucker commented that it is important to consider the views of the local residents as early as possible in the planning stages as the budget is designed to be spent in ways agreeable to the parishioners. Cllr Mrs Porter enquired what would happen to funds that were not spent in any given financial year. The Chairman responded that such money would be kept in a reserve account. Cllr Medcraft suggested the use of a newsletter to explain the annual precept and budget setting process and request feedback from the parishioners. The Chairman explained that discussion over these issues should commence in September in order to agree the precept figure in December with a final deadline of January 3rd. Furthermore, the Chairman advised that the Council will have to be cautious in considering the figures as Cawston Parish Council is soon likely to gain control over more than one thousand lampposts on the bridleways around the area. Cllr Medcraft enquired whether Cawston Parish Council would be required to turn the lampposts off during the night, as recently proposed by higher levels of government. The Chairman confirmed that such decisions will be made by the Council.

RESOLVED: The Council will consider feedback from parishioners in the annual precept and budget setting process following commencement of such discussions in line with the set timescale.

7. The publication of a leaflet/newsletter to Cawston.

The Chairman opened the discussion by reminding the Council that Councillors have an obligation to communicate with the parishioners. The Chairman suggested a publication to introduce Cawston Parish Council to residents of the estate as he had recently been made aware that not all residents know of its' existence. Cllr Tucker questioned whether residents will actually read such a publication, considering that a formal letter had previously been issued by Rugby Borough Council to advise local people that Cawston has become a parish. Cllr Mrs Brett suggested that people will read the document if it is presented as a booklet in A5 size rather than a formal letter. Cllr Tucker agreed that there is enough material to ensure the continuation of a booklet/newsletter. Cllr Medcraft suggested that the first issue should make an impact in order to capture the interest of the reader. The Chairman agreed that residents are more likely to read an A5 booklet if it is related to local issues and reminded the Councillors that they will be required to deliver such publications. Cllr Mrs Mair suggested the formation of a working party to deal with the publication of a newsletter. The Chairman enquired whether all Councillors would be willing to contribute to the newsletter which was subsequently confirmed. Cllr Tucker suggested that 'extras' could occasionally be added to the newsletter, such as articles/advice from the police. At this point, the PCSOs added that the Safer Neighbourhoods Team website could also be

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used to display messages through consultation with Sergeant Farrow. Cllr Tucker also suggested the possible use of Kate Jackson's newsletter.

Cllr Tucker added that the newsletter, The Voice which was distributed by the CGCA did well out of advertising and was completely self sufficient in the beginning. Cllr Mrs Brett agreed, suggesting that advertisements in the Cawston Parish Council newsletter could provide a good contribution towards its' running costs. The Chairman concluded that the first edition of the Cawston Parish Council newsletter should have an impact in order to attract the interest of the reader and that subsequent issues could possibly contain advertisements and more varied articles. It was proposed by Cllr Stokes and seconded by Cllr Tucker that an A5 booklet similar to The Voice shall be produced on behalf on Cawston Parish Council subject to costs to be approved at the next meeting.

ACTION: It was agreed that although all Councillors shall fully participate in the production of the newsletter, that Cllr Tucker shall be the focal point for article submissions and shall seek quotations regarding production costs and provide an update at the next meeting.

8. To receive an update regarding the adoption of Consortium controlled areas by RBC.

The Chairman advised that the adoption of Consortium controlled areas by Rugby Borough Council (RBC) remains an ongoing process. Furthermore, the Chairman explained that the first part of Cawston Grange Drive up to the first roundabout was currently under a 'council maintenance agreement' for a minimum period of twelve months before RBC gain ownership of the road. The Chairman advised that the rest of Cawston Grange Drive could be placed under a council maintenance agreement by February 2008 and Calvestone Road by May 2008. The green area behind Gold Avenue, the 'triangle' by the pond, the grassy area containing the Christmas Tree and the area behind the current William Davis development are 'in consideration' following an ongoing dispute over borders.

Cllr Tucker commented that it will be a great improvement for families when the adoption process is complete as the grassy areas are currently too overgrown to play in. The Chairman reminded the Council that council maintenance agreements last a minimum of twelve months in order for RBC to ensure the roads are in an acceptable state for adoption.

ACTION: The Clerk will invite representatives from RBC and the Consortium to the September meeting in order to provide an update on the adoption process.

9. To receive an update regarding the application to register the Council for VAT.

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The Clerk advised that Cawston Parish Council does not need to register for VAT as it does not currently supply any taxable goods and services. However, the Council can still claim VAT on goods and services using form VAT126. The Clerk confirmed that Dunchurch Parish Council also operates in a similar manner.

RESOLVED: Clerk to ensure that VAT is reclaimed on goods and services where appropriate.

10. To discuss and agree any further requirements for the Clerk.

a) Associated subscriptions;

The Clerk advised that membership of the Society of Local Council Clerks (SLCC) will be at a total cost of £94.00 comprising a £9.00 joining fee and £85 annual subscription. Furthermore, the Clerk has been advised that attendance at the Annual Conference in October will cost a further £30.00.

The Council will receive one free copy of the journal, Local Council Review with the WALC membership. To receive a further five copies will cost £13.50. It was agreed that this journal will be a worthwhile read and can be passed from the Clerk to all of the Councillors for their perusal.

b) Equipment & Stationary;

1. Printer/Scanner/Fax/Copier - HP Officejet 6310 All In One has been recommended costing £116.91 to include VAT, cartridges and delivery.

The Chairman requested that a quotation be sought excluding delivery as the company is based in Coventry.

2. Filing Cabinet - A four drawer, metal, lockable filing cabinet is available from an office supplies website for £115.03 including VAT and postage.

3. Phone - A cordless BT phone is available from Argos for £19.99.

The Clerk shall be reimbursed for this cost as Argos no longer accepts cheques.

4. Stamp - An invoice stamp will cost £27.89 from Viking Direct including VAT and postage. Cllr Tucker suggested that a 'received' stamp should also be purchased. It was agreed that the Clerk will cover the cost of the additional stamp and reclaim in expenses.

5. BT additional line - To provide the Clerk will an additional phone line for Council business will cost a one-off fee of £124.99 plus £17.99 monthly line rental.

RESOLVED: The Clerk will (a) request a quotation for HP Officejet 6310 excluding delivery and proceed with payment, (b) proceed with the purchase of all other agreed items and (c) source high quality recycled paper for official usage.

11. To hear and consider any received correspondence.

The Clerk has received the following correspondence;

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- (i) A letter from Warwickshire County Council regarding funding from the Big Lottery website for innovative play-recreational activities for children and young people.
- (ii) A request for a representative of Cawston Parish Council to outline the Council's work at the forthcoming Rugby Town West Locality Panel meeting.

RESOLVED: The Clerk will circulate both documents.

12. To consider and discuss any relevant planning notices.

Cllr Mrs Mair advised that she has recently received one planning notice which is not complete as yet.

RESOLVED: Cllr Mrs Mair to provide update at next meeting.

13. To consider and agree any payments to be made.

- (a) £94.00 for membership of Society of Local Council Clerks (SLCC).
- (b) £30.00 for Clerk's attendance at SLCC Annual Conference in October (SLCC).
- (c) £13.50 for 5 copies of Local Council Review from WALC (WALC).
- (d) £116.91 (minus postage) for HP Officejet 6310 All In One Series (Micom).
- (e) £115.03 for filing cabinet for Clerk (Office Supermarket).
- (f) £19.99 for phone for Clerk from Argos (Clerk).
- (g) £27.89 for 'invoice' stamp plus reimburse Clerk for purchase of 'received' stamp (Viking Direct/Clerk).
- (h) £124.99 (one off fee) plus £17.99 line rental for additional BT Line for Clerk (BT/Clerk).
- (i) £18.25 for Clerk's July expenses (Clerk).
- (j) £256.46 for Clerk's August wages (Clerk).
- (h) £72.34 for income tax on Clerk's August wages (HMRC).

Date and time of next meeting is Wednesday 12th September 2007 at 7.30pm in Cawston Grange Primary School. There being no further business, the meeting closed at 2105.

Signed..... Date.....
Councillor M Stokes, Chairman

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