

Cawston Parish Council

Councillors: P. Venner (*Chairman*), Mrs D. Wilson (*Vice Chairman*)
Mrs V. Mair, J.F. Tucker, Mrs R. Latham, Mrs M. Brett, Mrs L. Porter, R. Mistry, T. Medcraft, P. Sharples

MINUTES

Any queries relating to these minutes should be directed to The Clerk;

Mr Raymond Morgan. 52 Ratliffe, Rugby. CV22 6HB
Telephone: 01788 519563 or Email: clerk@cawstonpc.org

Ordinary Meeting Number 22. Wednesday 13th August 2008 Held at Cawston Grange Primary School

Parish Councillors in Attendance:	Mrs D. Wilson, Mrs V. Mair, T. Tucker, Mrs R. Latham, Mrs M. Brett, Mrs L. Porter, T. Medcraft, P. Sharples
Other Guests in Attendance:	None
Number of Public in Attendance:	None

The meeting opened at 7:30pm

1. **Apologies were received from:** Cllrs. P. Venner and R. Mistry, Borough Cllr M. Stokes
2. **Declarations of Interest**
 - a. **Personal;** Cllr T. Tucker re Item 9
 - b. **Prejudicial;** "None Received"
3. **Minutes of the previous meeting(s).**

Meeting 020

 - a. **Matter Arising;** None
 - b. **To Agree the minutes of the previous meeting(s);**
The Council Resolved That: The Chairman sign the minutes (20) as a true and accurate record of that meeting.
 - **Proposed:** Cllr Mrs M. Brett
 - **Seconded:** Cllr T. Medcraft

Meeting 021

 - c. **Matters Arising;** None
 - d. **To Agree the minutes of the previous meeting(s);**
The Council Resolved That: The chairman sign the minutes (21) as a true and accurate record of that meeting.
 - **Proposed:** Cllr Mrs L. Porter
 - **Seconded:** Cllr Mrs V. Mair
4. **Up to 15 Minutes for members of the public to address The Council;**
None present.
5. **Opportunity for representatives of Warwickshire Police to address the Council**
None present.
6. **Opportunity for Borough and County Councillors to address the Council**
None present.

Chairman's Initials:.....

7. Status on the auditing and filing of the annual accounts

The clerk confirmed that the Annual Return had been sent to Clement Keys, external auditor, but had not received any acknowledgment from them.

- **Action:** Clerk to telephone auditors to confirm receipt of the Annual report.

8. To receive an update from The Cawston Parish News working party, including articles from councillors by 30th August latest, and to discuss and approve the cost of printing of the September 2008 issue to a maximum of £352.

A discussion was held on an article entitled 'Freecycle' being put in the next issue. Councillors were happy for this being printed on the proviso that a general disclaimer also be printed, the wording of this to be confirmed after consultation with WALC.

Insertion of adverts from residents of Cawston Grange, at a cost of £5 for 1/8th of a page, was agreed. It was further agreed that if a resident placed an advert for 4 issues then the cost for 1/8th of a page would be £15 total.

All articles for inclusion in the September 2008 issue to be with Cllr P. Venner no later than 30th August with printing by 12th September.

The clerk stated that all outstanding monies in respect of adverts had been received.

The Council Resolved That: The cost of printing the next issue of The Parish News be agreed to a maximum of £352.

- **Proposed:** Cllr Mrs M. Brett
- **Seconded:** Cllr P. Sharples

Action: Cllr Mrs M. Brett to talk to Walc on the wording of the disclaimer.

The clerk to get an update on football pitches from the Borough Council

Copies of the Speed Limit Survey documentation to be sent to Councillors.

9. To receive an update on the Xmas tree fencing and confirm the requirements for Xmas lights. To discuss the securing of the lighting power box.

An email had been received from Borough Cllr M. Stokes to the effect that permission was needed from the Borough Council to install new fencing around the tree and he would be happy to process this through on our behalf. All councillors approved this course of action.

The securing of the lighting power box was still ongoing reported the clerk, still awaiting contractor to make a site visit. Councillors requested that this be concluded quickly and other contractors (local) be requested to advise and quote.

Action: The clerk to get other contractors to advise and quote on the lighting power box.

The clerk had located tree lights and had a quote for £200, and had reserved these on the council's behalf. The lights are clear LED's and Cllr T. Medcraft asked if one bulb goes out do the rest in the series go out. Also, what guarantee is there and what is the length of each set of lights.

Action: The clerk to obtain answers to the queries re the lights and, if satisfied, to purchase them.

Three quotes obtained on the xmas tree fencing and figures were given to the meeting. Quotes were for both 1.2m and 1.5m in height were received. The preferred quotation was from Jacksons Fine Fencing to supply and install approximately 14.4m's of 1.5m high Bow top fencing and a single leaf gate, in Polyester Powder Coated green at a cost of £2,333.67, subject to a site visit and permission from the Borough Council.

Chairman's Initials:.....

The Council Resolved That: The fencing be 1.5m high. The voting for this was 4 in favour of 1.2m high and 4 in favour of 1.5m high. The Chairman's casting vote was for 1.5m high fencing .

Action: The clerk to arrange a site visit and discuss warranty.
Cllr T. Tucker to obtain guide rope key from Borough Cllr M. Stokes.

10. To receive an update From the notice board working party

On the question of repairs to the existing boards Cllr T. Medcraft had completed one window on Gerard Road and this seemed to be fine. However, he felt that the boards needed more work than originally envisaged including weather proofing and other locks.

- **Action:** Cllr T. Medcraft to obtain quotes for the work required on the notice boards and look at a better way of securing the doors.
The Clerk to check on quotes for third board as to price validity and check whether three quotes had been received.

11. To receive an update on grass cutting

Meeting had been held between residents of Cave Close and Borough Cllr M. Stokes with a representative of Rugby Borough Council. Pathways around the area will have regular maintenance and the conservation cut area will be cut and baled early September. Also the wet area in front of Cave Close will be planted up this year. The clerk reported that Cawston Parish Council would not be permitted to take over responsibility for the conservation cut areas due to the legislation governing public open spaces.

12. To receive a report on the village hall survey

Cllr Mrs M. Brett reported that 939 out of 1030 houses had been covered. Out of these 58% had responded. Cllr T. Tucker said that the original documentation is to be kept to justify any decisions reached.

- **Action:** The remaining 91 houses to be covered a.s.a.p. in order that results can be published in the next edition of the Parish News.

13. To discuss arrangements for the Annual Parish Meeting

The working party had prepared an agenda.

- **Action:** Clerk to confirm booking with school and check re loan of projector.
Clerk to confirm attendance of invited speakers.
Photographs of councillors and clerk to be available

14. To discuss the possible provision of bus shelter at the pick up point in Calvestone Road

This subject had been raised by a resident who stated that bus shelters are an often neglected facility by Principle Authorities but certainly something which an active Parish Council can provide as part of their Precept. Following investigation the Parish Council has no powers in this respect and would have to be done by the Borough Council. Currently there are no monies available from Borough Council.

15. To discuss the status of the hearing loop

The clerk had had discussion with hearing loop provider who had stated that school halls were notoriously bad areas due to hard floors and high ceilings. Permanent loop can be installed at cost of approx. £1200 or portable system from £599 plus microphones.

- **Action:** Clerk to arrange survey and ask about possibility of portable loop trial.

16. To receive a report on website changes/updates

Chairman's Initials:.....

- **Action:** Cllr R. Mistry to update the website without delay liaising with Borough Cllr M. Stokes to conclude this matter

17. To approve renewal of Domain name at a cost of £80

The Council Resolved That: The Domain Name be renewed at a cost of £80

- **Proposed:** Cllr P. Sharples
- **Seconded:** Cllr Mrs R. Latham

18. To consider the financial package contract with Edge Designs and decide whether to continue or terminate the contract which has two years to run.

The clerk reported that the cost of cancellation of the contract would be £595, whilst the cost for 2008-2009 would be £340. In addition to the renewal fee is £96.25 for training for the clerk.

The Council Resolved That: The contract to be continued for the next two years.

- **Proposed:** Cllr P. Sharples
 - **Seconded:** Cllr T. Medcraft
- Voting was unanimous.

19. To discuss the Clerk's requirements

The Council Resolved That: All requirements are agreed with the proviso that the clerk look at the cost of the Norton Internet Security software to reduce the cost.

- **Proposed:** Cllr T. Tucker
- **Seconded:** Cllr Mrs M. Brett

- **Action:** Clerk to book Induction Course for self and Cllr P. Sharples.

20. To approve the purchase of Governance and Accountability for Local Councils – A Practitioners Guide 2008 at a cost of £10.50.

The Council Resolved That: the purchase of the above be approved.

- **Proposed:** Cllr T. Tucker
- **Seconded:** Cllr Mrs M. Brett

21. To discuss the provision of additional dog foul signs

Cllr Mrs V. Mair raised this item and said that more signs were needed to remind people to pick up the dog foul and deposit in the bins provided. Also signs for litter should also be put on bus stops.

- **Action:** Cllr Mrs V. Mair to follow up with Dog warden and obtain cost of signs necessary.

22. To hear and discuss any received correspondence

Renewal of Society of Local Clerks and Councillors subscription in the sum of £80.

The Council Resolved That: the subscription be renewed.

- **Proposed:** Cllr Mrs L. Porter
- **Seconded:** Cllr T. Tucker

23. To consider and discuss any planning notices

Planning Application had been received in respect of 23 Kalfs Drive, conversion of part of the existing garage to living accommodation.

24. To receive a report on the finances of Cawston Parish Council

Reported that the Savings Account held £55,587.88 and the Current Account £1,035.00, as at 31st July 2008.

25. To consider and agree any payments to be made

The Council Resolved That : the following payments are made

Chairman's Initials:.....

- **Proposed:** Cllr Mrs D. Wilson
- **Seconded:** Cllr Mrs M. Brett

Cheque Number	Description	Amount	Signatories
000080	Edge Designs Limited	£512.59	DW / VM
000081	Prontaprint	£77.93	DW / VM
000082	WALC	£10.50	DW / VM
000083	Dunchurch Baptist Church	£75.00	DW / VM
000084	Clerk's salary	£384.57	DW / VM
000085	Friends of Cawston Grange School	£100.00	DW / VM
000086	Clerk's expenses	£35.79	DW / VM
000087	Society of Local Clerks	£80.00	DW / VM

There being no further business, The Chairman declared the meeting closed at 10.11pm.

<p>Signed as a true record;</p>	<p>..... (Chairman)</p> <p>..... (Date)</p>
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Chairman's Initials:.....