

Cawston Parish Council

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

MINUTES

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

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

Ordinary Meeting Number 027, Wednesday 14th January 2009 Held at Cawston Grange Primary School

Parish Councillors in Attendance:	P. Venner, Mrs D. Wilson, Mrs V. Mair, Mrs R. Latham, Mrs M. Brett, T. Medcraft, R. Mistry, P. Sharples.
Other Guests in Attendance:	Borough Councillors P. Butlin, M. Stokes, M. Williams PCSO Harry Mossop and PCSO Charlotte Hall
Number of Public in Attendance:	Three

The Clerk, Raymond Morgan, in attendance.

The meeting opened at 7.30 pm

The Chairman opened the meeting by announcing the resignation of Councillor Louisa Porter.

- 1. To receive apologies for absence.**
Apologies were received from County Councillor T. Cavanagh.
- 2. Declarations of interest as defined by the code of conduct for councillors;**
 - a. Personal Interests**
Item 17a – Cllr R. Mistry and Cllr Mrs D. Wilson – near neighbours
 - b. Prejudicial Interests**
Item 17a – Cllr P. Venner – near neighbour.
- 3. Minutes of the previous meeting(s);**
 - a. To agree the minutes of the previous meeting**
The Council Resolved That: The Chairman sign the minutes (026) as a true and accurate record of that meeting.
 - **Proposed:** Cllr Mrs M. Brett
 - **Seconded:** Cllr P. Sharples
 - b. Outstanding actions from the minutes of the previous meeting(s)**
 - **Action:** Cllr P. Sharples to contact Warwickshire County Council re the hold up in adoption of Cawston Grange Estate.
- 4. 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.**
Mr R. Nash stated that he was awaiting answers to questions raised in emails. This is to be debated under Item 15(1) of the Agenda and a reply would be sent to him in a few days.

Two residents, Mr & Mrs Bisal, raised the subject of the Planning Application re 29 Alicia Close. At this point Cllr P. Venner and Borough Cllr P. Butlin left the room as they had prejudicial interest in the Planning Application. The residents were concerned that there were only 21 days allowed for comments/objections to the Application which they received on 20th December 2008, two days before their 14 day holiday, thereby allowing little or no time to object. Their objection to the Application is that the planned two storey extension directly affects the front of their property and considerably affects the street scene. The Clerk stated that having contacted the Borough Council he had obtained an extension of time, to Friday 16th January 2009, for the Parish Council's comments to be submitted.

Borough Cllr M Stokes asked that the Council took into account residents views when deciding on their response to the Application.

Vice Chairman Mrs D. Wilson then moved that Item 17a of the Agenda be debated now. There being no objections to this the item was brought forward.

17. **To consider and discuss any relevant planning notices.**

a) **Application R08/1877/HOUS – 29 Alicia Close, Erection of two storey front extension – 19th December 2008.**

Cllr R. Mistry reported that he had been approached by a resident who was concerned about the appearance of the street with the building brought forward. Cllr P. Sharples said that he could not comment as he had not had a chance to visit the location. Cllr T. Medcraft said that the change was out of character with other houses. Cllr Mrs M. Brett had no strong feelings either way but said that the feelings of neighbours should be taken into account. Cllr V. Mair was concerned that this Application should not set a precedent for the rest of the estate. Cllr Mrs R. Latham felt that the Application is out of character with the whole street.

- **Action:** The Clerk to formulate a response to the Application from the concerns expressed by both Councillors and residents.

The Councillor and Borough Councillor who left the meeting returned at this point.

5. **Opportunity for representatives of Warwickshire Police to address The Council.**

The police were represented by PCSO Harry Mossop and Charlotte Hall. It was reported that there were 135 crimes reported last month of which 13 were in Cawston. One being a theft from a motor vehicle and one being vehicle nuisance.

Orbit Housing had invited the Police and Borough Council to a meeting on the 22nd January to promote relationships between their residents and the rest of the estate. The Clerk stated that no invitation had been received by the Parish Council.

- **Action:** Borough Cllr M. Stokes said he would send a copy of the invite to the Council.

It was further reported that there were now regular patrols to Trussell Way car park. Cllr T. Medcraft said that some months ago a resident in Trussell way had had a stone break a window after they objected to the noise. PCSO Mossop said there were signs of cannabis on the car park and they were keeping a tight rein on this. The police would continue to monitor the car park late at night. **PCSO Mossop advised all residents to ensure they report inappropriate behaviour in that area and make sure they receive a crime number.**

It was noted that graffiti in that area had been cleaned up and a power unit in Whitefriars Drive needed attention. PCSO Mossop advised Councillors to provide him with a list of places suffering from graffiti. Borough Cllr M. Stokes stated that consideration was being given to close the car park but that the Consortium would not pay for the closure.

The two representatives left the meeting.

6. **Opportunity for Borough and County Councillors to address The Council.**

Borough Cllr M. Stokes made the following comments;

He had received a number of parishioner's comments on how good the Christmas tree lights looked this year – a real success.

The Coventry Road crossing has been re-prioritised and so further surveys are being undertaken, and there is a move to reduce the speed limited from the roundabout to Bilton to 30 mph. There are ongoing discussions on what will happen.

He advised the Council to attend Rugby West Area meetings to talk to senior police officers.

- **Action:** Clerk to advise Councillors of PACT meeting dates.

He then went on to comment on the Budget/Precept for 2009/10 on various items; signage, parish plan, parish design statement and village hall. He stated that the Consortium may build a village hall if they are allowed to build on certain sites. Cllr M. Stokes had a letter to hand to the Clerk reference setting of the Budget. (Not passed on).

Borough Cllr P. Butlin drew attention to the revised permitted development rights, up to 50% of property size without planning permission, but building regulations would still be required. He also said that Inspectors did not take any notice of Parish Design Statements. On the Precept he felt that it should have been left at last year's level.

7. **To consider the make up of Working Parties. (Cllr P. Sharples proposals).**

It was proposed that the following be the make up of the Working Parties:

Cawston Parish News	- Leader Cllr Venner	Second Cllr Mrs Brett
Consortium Liaison	- Leader Cllr Medcraft	Second Cllr Mrs Mair
Finance and Staffing	- Leader Cllr Mistry	Second Cllr Mrs Wilson/Cllr Venner
Parish Plan & Survey	- Leader Cllr Sharples	Second Cllr Mrs Latham
Statutory Planning	- Leader the Clerk	Second Cllr Sharples
Village Hall	- Leader Cllr Mrs Brett	Second Cllr Medcraft

The Council Resolved That: The leaders and deputies on the Working Parties are as above.

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

- **Action:** Each Councillor would endeavour to get Parishioner participation in the working parties, and we should advertise in the next Parish News to try and attract Parishioners.

Borough Councillor Stokes offered to join the Village hall Working Party.

8. To receive reports from Working Parties:-

1) Village Hall Update.

Report received from the Working Party attached. See Appendix A.

2) Christmas tree Fencing Update.

Order has been placed with Jackson fencing. Installation should take place in 5/6 weeks.

3) Notice Boards Update.

Order has been placed for 3 No Notice Boards with the location of the third board to be determined.

4) Benches - to consider provision on the estate to include number, location, specification and cost.

Cllr Mrs V. Mair and Cllr Mrs M. Brett, together with a representative from Rugby Borough Council, had walked round the estate to decide on locations for benches. There is a consideration of two being placed on the Sports Field and one near the Christmas tree. The Consortium is to be approached with reference to one near the relief road access. It is probably wise to only put a few benches in to start with and see what the re-action is from residents and whether any vandalism takes place. It was noted that further bins may be required to be located next to the benches dependant upon their final positioning.

- **Action:** Design/price etc will be put to the next meeting and an email, to all Cllrs, of a map showing proposed locations will be sent out.

9. To consider request to re-locate bus stop.

A bus stop located on Calvestone Road adjacent to Devonshire Close is causing concern to the resident whose house the stop is outside. The stop is also, apparently, on the land of the resident. The Council supports the views of the residents. It is proposed that the stop be re-located further down Calvestone Road adjacent to the litter bin.

- **Action:** The Clerk to liaise with Stagecoach and the Consortium to resolve this problem.

10. To discuss car park at end of Trussell Way.

This subject has already been commented on in the Police report (Item 5). Cllrs Medcraft and Sharples will liaise with Borough Cllr Stokes to contact local residents in the Trussell Way area to seek their views on an appropriate solution.

- **Action:** The Clerk to respond to the lady who sent the email.

11. To discuss upkeep of website.

Concern was expressed by Cllr Venner on the complexity of maintaining the site. Whilst minutes and agendas were no problem other areas were a grey area. Borough Cllr Stokes said that there should be no problem with maintenance.

- **Action:** Cllrs Venner & Mistry to meet with Borough Cllr Stokes on Friday 16th January to resolve the matter.

12. To discuss Children's Centre.

- **Action:** Cllr Venner said that it would be difficult to explain verbally this subject and would send a copy of the presentation to all Councillors for them to read.

13. To approve training courses for Councillors and Clerk.

1) Clerks Briefing Day "Preparing for Audit" 27th January 2009 – Cost £25.00 per person.

The Council Resolved That: The Clerk attends the above at a cost of £25.00.

- **Proposed:** Cllr Mrs Brett
- **Seconded:** Cllr Venner

2) Briefing for Chairmen – 21st February 2009 – Cost £25.00 per person.

The Council Resolved That: Cllrs Venner, Mrs Wilson and Medcraft attend at a cost of £75.00

- **Proposed:** Cllr Mrs Brett
- **Seconded:** Cllr Mrs Mair

3) WALC Annual Briefing Day – 7th March 2009 – Cost £35.00 per person.

The Council Resolved That: Cllrs Mrs Brett and Sharples together with The Clerk attend at a cost of £105.00.

- **Proposed:** Cllr Venner
- **Seconded:** Cllr Mistry

14. To confirm meeting dates for 2009.

After consideration and consultation with our Borough Councillors it was left that the meeting dates continue to be the second Wednesday of each month.

Future meeting dates for 2009 will be:-

February 11th, March 11th, April 8th, May 13th, June 10th, July 8th, August 12th, September 9th, October 14th, November 11th and December 9th.

15. To hear and consider any received correspondence.

1) Email correspondence from a parishioner

Publication Scheme

Question: Will the Parish Council confirm that in accordance with the requirements of the Freedom of Information Act and the Publication Scheme adopted by the Council on 8th October, copies of Agendas and Minutes will regularly be reproduced on the Parish Council website.

Response: The Scheme was not adopted at the October 2008 meeting as it was approved with the caveat that Clerk should confirm some of the items with WALC. Unfortunately this item did not appear on either the November or December 2008 agendas as it was mistakenly thought that the October minute was sufficient for adoption – under advisement was not. It then was put on the January 2009 agenda for adoption and was subsequently adopted after amendment.

Casual Vacancy

Question: The Parish Council advertised a Casual Vacancy on 17th October, in respect of which no request for an election was submitted and for which vacancy a Councillor was co-opted at the Meeting on 12th November. There appears to have been no public notice placed anywhere in the Parish in respect of the resignation of Councillor Tucker who resigned on 17th October. The Notice placed by the Parish Council refers to a vacancy for one Councillor only. The Returning Officer at Rugby Borough Council is only aware of one vacancy. Can the Parish Council please explain on what basis it is now seeking to co-opt a vacancy to fill the second vacancy?

Response: The advertisement of a Casual Vacancy that appeared on the Notice Boards on 17th October 2008 was intended to cover both vacancies but appeared in the singular. Advice now from WALC is that the vacancies covering Councillor Tom Tucker and Councillor Mrs Louisa Porter be now advertised on separate notices. The Returning Officer at Rugby Borough Council was aware of both resignations in October 2008.

Working Parties

Question: I understand that a summons was sent by email by the Clerk to all Councillors on 23rd October for a meeting to discuss the budget and precept at the private residence of a Member. This meeting was not advertised or open to the Public. A similar situation appears to have arisen in relation to a discussion about the development of Cawston on 26th November. Can the Parish Council confirm on what basis this meeting was held and whether if all members of the Council were eligible to attend and take part it would therefore fall under the relevant provisions of the Local Government Act as set out above?

Response: All Councillors were invited to a budget and precept meeting on 23rd October last. Whilst the Finance Working Party finally prepared and advised the Council on the final figures other councillors were invited to give their input prior to their deliberations. Unfortunately we were unaware, at that time, that the Council were acting improperly in not making this a public meeting since all Councillors were in attendance and this will not happen again. The Budget and Precept was then fully discussed at the public meeting, with WALC in attendance, on 12th November and then this was discussed again and approved at the public meeting on 10th December.

As far as the meeting of the Village Hall Working Party, held on 26th November, this was a properly held Working Party Meeting (as advised by WALC) with a guest advising them on the way forward.

Budget

Question: What is the nature of the items shown in the budget Report as follows?

Section 137 - £700

CPC Projects - £31,500.

Response: The figures requested re the Budget are as follows:

Section 137 - £700

Warwickshire & Northamptonshire Air Ambulance - Donation - £350

Royal British Legion – Donation - £150

Cost of Carol Service - £200

CPC Projects - £31,500

Village Hall Fund - £10,000

Street Furniture - £6,000

Parish Design Statement - £5,000

Signage - £3,000

Parish Plan - £6,000

Social Development Fund - £1,500

2) **Communities in control: Real people, real power: Code of recommended practice on local authority publicity – A consultation.**

- **Action:** Cllr Mrs M. Brett took the document to read and report back at the next meeting.

3) **Rugby Borough Council re annual independent inspection of play areas in April 2009.**

Letter received re the annual independent inspection of play areas.

- **Action:** the Clerk to contact the writer with regard to Cawston and whose responsibility the play area is, Cawston Parish or Rugby Borough?

Cllr P. Sharples reported that the playground (west of Cawston Fields) has a problem with the matting, under the climbing frame, is sinking next to the concrete pad.

- **Action:** The Clerk to advise RBC about problem.

16. **To receive a report on the Finances of Cawston Parish Council and to consider and agree any payments to be made.**

Cheque Number	Description	Amount	Signatories
000111	M. Brett	86.24	DW / PV
000112	Warwickshire Training Partnership	100.00	DW / PV
000113	Prontaprint	24.15	DW / PV
Transfer	Clerk's Salary (Nett)	310.78	DW / PV

The Council Resolved That: The payments shown above are agreed and payment can be made.

- **Proposed:** Cllr Venner
- **Seconded:** Cllr Mrs Wilson

17. **To consider and discuss any relevant planning notices.**

a) **Application R08/1877/HOUS - 29 Alicia Close, Erection of two storey front extension – 19th December 2008.**

See Item after Item 4 above.

b) **Decision R08/1660/PALB – Swallowfields Cawston Old Farm Barns – Erection of a rear orangery – Permission has been refused – The proposed extension by virtue of its scale, style and position is considered to have an overbearing and incongruous appearance against the Grade II listed buildings historic architectural form and appearance. The proposal would significantly detract from the simple, traditional, character and form of the existing barn as well as the setting of this group of barns.**

Noted by Council.

c) **Decision R08/1661/LBC – Swallowfields Cawston Old Farm Barns – Listed Building consent for erection of a rear orangery Permission has been refused – see b) above for reason of refusal.**

Noted by Council.

18. **To formally adopt the Publication Scheme.**

The Clerk explained the reason for this item being on the agenda, in that, no formal adoption of the Scheme had been made by the Council.

After discussion the Council decide to amend the Scheme by withdrawing reference to the 'website' and replacing the wording with 'notice board'. The reason for this being that the council cannot guarantee the content of the website at any moment in time.

The Council Resolved That: The amended Publication Scheme is formally adopted.

- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr P. Sharples

19. **Chairman's Discretion – to include matters requiring urgent attention received after the publishing of the agenda.**

No issues were raised.

There being no further business the meeting closed at 10.20 pm.

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