

# Cawston Parish Council

**Councillors:** P. Venner (*Chairman*), Mrs D. Wilson (*Vice Chairman*)  
Mrs V. Mair, Mrs M. Brett, Mrs R. Latham, 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 028. Wednesday 11th February 2009 Held at Cawston Grange Primary School

Parish Councillors in Attendance:	P. Venner, Mrs D. Wilson, Mrs M. Brett, R. Mistry, T. Medcraft, P. Sharples
Other Guests in Attendance:	WPCSO C. Hall
Number of Public in Attendance:	None

The Clerk & RFO Raymond Morgan in attendance

#### ***The meeting opened at 7:30pm***

**1. Apologies were received from:**

Councillors Mrs R. Latham and Mrs V. Mair  
Borough Councillors P. Butlin, M. Stokes and M. Williams.

**2. Declarations of Interest**

- a. **Personal;** None Received
- b. **Prejudicial;** None Received.

**3. Minutes of the previous meeting(s).**

**a. To Agree the minutes of the previous meeting(s);**

**The Council Resolved That:** The Chairman, subject to amendments to Item 17a, Item 5 (bold type), Item 6 and Item 16, sign the minutes 027 at the next Meeting, as a true and accurate record of that meeting.

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

**b. Matter Arising;**

**Item 3b:** Cllr P. Sharples does not need to contact Warwickshire County Council re adoption of Cawston Grange Estate.

**Item 5:** Borough Cllr M. Stokes did not pass on the invitation from Orbit Housing.

**Item 6:** The Clerk is awaiting dates of Rugby West Area meeting  
Cllrs Mrs M. Brett and P. Sharples are to attend Rugby Area Committee meeting at Marton Village Hall on 26<sup>th</sup> February 2009.

**Item 11:** Councillors met with Borough Cllr M. Stokes and are now more confident of keeping the website updated.

**Item 15(3):** The Clerk has spoken to RBC on responsibility for play area and matting under climbing frame..

**4. Up to 15 Minutes for members of the public to address The Council;**

No members of the public spoke.

Chairman's Initials:.....

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

WPCSO Charlotte Hall represented the police and advised that they were to hold a surgery at Cawston Grange Primary School on the 1<sup>st</sup> Tuesday of each month between 5 and 7 pm, hopefully starting in March 2009. She requested that the Council publicise this in the Parish News, on the website and on the notice boards. The Council requested a quarterly feature for the Parish News of the previous quarters problems.

Cllr P. Venner asked for information on the recent meeting with Orbit Housing and was advised that PCSO Mossop had attended and she did not currently have the details. She would let us know.

Cllr Mrs M. Brett suggested that the next issue of the Parish News had a re-print of the legal points regarding motorcycling.

WPCSO Hall gave her contact details to the Council.

- **Action:** The Clerk to talk to Orbit Housing and find out a contact name and details to be circulated to all Councillors.

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

None present.

**7. To receive Working Party reports:**

a) Cawston Parish News

1. The editor asked for articles for the next issue. Various suggestions were put forward and councillors were asked to submit articles on these subjects no later than Sunday 22<sup>nd</sup> February.

Cllr P. Sharples suggested that a competition be run in the Parish News and it was agreed that a 'Best Snow Photo' competition be held.. There would be a prize of £10 in vouchers.

2. Approval of funding, not exceeding £350.00, for next issue.

**The Council Resolved That:** The above cost be approved for the cost of printing the next issue of Cawston Parish News.

- **Proposed:** Cllr P. Sharples
- **Seconded:** Cllr Mrs D. Wilson

b) Consortium Liaison

It was reported that Borough Cllr M. Stokes had not got back to Cllrs T. Medcraft and P. Sharples on liaising with residents re: Trussell Way car park. It was proposed that both Parish Councillors carry out a survey of residents as soon as possible and report back to the Parish Council. This was agreed by all councillors.

- **Action:** Cllrs T. Medcraft and P. Sharples to carry out the survey of residents.

c) Finance and Staffing.

Cllrs P. Venner and Mrs D. Wilson had carried out a Performance Review of the Clerk. The assessment had been discussed with the Clerk who had agreed with it and both parties, employee and employer, had signed the review.

A timetable of key dates had been drawn up and this would be reviewed periodically.

Cllr R. Mistry produced a schedule of tasks and requested that councillors prioritised them and returned the schedules to him duly completed by 20<sup>th</sup> February.

d) Parish Plan and Survey

Cllr P. Sharples produced 'The 9 Step Process' of how to achieve a Parish Plan.

One of the main steps is to have 'Community Consultation' involving as many people as possible. In order to achieve this Cllr P. Sharples proposed that a survey

Chairman's Initials:.....

of residents would be better achieved through an external agency rather than councillors themselves.

Further Cllr P. Sharples asked that a second person be appointed to assist and it was agreed that Cllr Mrs V. Mair be approached.

**The Council Resolved That:** Cllr P. Sharples contacts suitable companies and obtains quotations as to the cost and timescale for carrying out the necessary survey.

- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr R. Mistry

- **Action:** Cllr P. Sharples to obtain suitable quotes and speak to Cllr V. Mair about assisting him.

e) Village Hall update.

Cllr Mrs M. Brett reported on a meeting of the working party with Mavis Wilkins, Village Hall's Adviser from WRCC. The report showed 4 main ways to manage the hall once built. There was also information on establishing an 'implied charitable trust' in order to start fund raising.

Cllr P. Sharples proposed that the deeds of the land should be held by the Parish Council. He produced an article on 'The Use of Village Halls' and asked for councillors' comments.

A drawing was produced showing a specimen village hall layout with phases 1, 2 and 3. This showed the conception of starting with the basics and expanding as the facility merits.

- **Action:** The Clerk to contact both WALC and Bill Robinson on their opinion of the best way to manage a village hall – Charitable Trust or other.

f) Benches – design, price and location.

Cllr Mrs V. Mair had produced a report on the number and location of benches. A discussion took place on whether one or two benches should be located on the sports field. Also whether litter bins should initially be provided or not.

**The Council Resolved That:** One bench is located by the Xmas Tree and two benches located on the sports field without the provision of litter bins.

- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr T. Medcraft

**The Council Resolved That:** A quotation is obtained for three benches being Braeburn Design: simple design sustainable hardwood (Iroko) seat based on heavy duty cast iron end frames complete with arm rests.

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

- **Action:** The Clerk to obtain a quotation for the provision of benches and cost of installation.

**8. To receive an update on Christmas Tree fence.**

The contractors had indicated an installation date of week commencing 16<sup>th</sup> February 2009. This fencing is already covered by Clause 3.2.2 of the Licence Agreement.

**9. To receive an update on Notice Boards, including amendment of Licence Agreement with Rugby Borough Council.**

No indication as yet of installation date for the new boards. See above Item 8 re Licence.

Chairman's Initials:.....

**10. To receive a feedback on bus stop re-location.**

WCC had advised that, with Stagecoach, they had carried out an on site inspection and come to the decision that the flag and stop should remain where they are.

This was communicated to Mrs Lynn Marsella who has responded by email and provided photos of the traffic problem caused by the stop being located where it is. She also provided specific reasons as to why the stop should be re-located. This was discussed and the Council decided to pursue the re-location of the bus stop.

- **Action:** The Clerk to arrange a site meeting with WCC and Stagecoach on a Friday afternoon at 3.30 pm to discuss the matter further.

**11. To fix a date for the Annual Parish Meeting, and to consider a change of date for the April 2009 Council Meeting.**

**The Council Resolved That:** The Annual Parish Meeting will be held on 20<sup>th</sup> May 2009.

- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr Mrs D. Wilson

**The Council Resolved That:** The Council Meeting due to be held on 8<sup>th</sup> April 2009 be moved to 1<sup>st</sup> April 2009 due to the unavailability of several councillors.

- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr R. Mistry

**12. To hear and consider any received correspondence.**

Rugby Borough Council re Consultation Draft Affordable Housing Supplementary Planning Document and Sustainable Design and Construction Supplementary Planning Document (SPD).- Public Consultation between 26<sup>th</sup> January and 9<sup>th</sup> March 2009.

CiLCA – Walc holding mentoring session on Tuesday 12<sup>th</sup> May 2009 for candidates for the CiLCA qualification.

WALC – Nominations for attendance at a Royal Garden party at Buckingham Palace on Tuesday 21<sup>st</sup> July 2009. Nominations by 16<sup>th</sup> March 2009.

NALC – The Parish Councils (Power to Promote Well-being) (Prescribed Conditions) Order 2009.

Warwickshire County Council – ‘The Right to Roam in Warwickshire’ – Posters for Notice Boards.

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

The RFO produced Bank reconciliations for both bank accounts as at 31<sup>st</sup> January 2009.

These showed a Deposit Account balance of £74,205.04 and a Current Account balance of £419.37, both after taking into account uncleared and unrepresented effects.

Debtors are currently totalling £54.00 and are being actively pursued.

Payments:-

1.

Cheque Number	Description	Amount	Signatories
000115	Came & Cot	25.00	DW / PV
000116	Warwickshire Training Partnership	105.00	DW / PV
Direct Debit	BTt	86.24	DW / PV
Transfer	Clerk's Salary (Nett)	352.39	DW / PV
Transfer	Clerk,s Travel expenses	88.00	DW / PV

Chairman's Initials:.....

**The Council Resolved That:** The above payments be approved.

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

The Clerk drew the Council's attention to the small amount of interest being received on the Deposit Account.

- **Action:** The Clerk to look at a way of obtaining more interest by looking at other forms of saving.

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

- Decision R08/1877/HOUS - 29 Alicia Close, Erection of two storey front extension – Permission approved - 28<sup>th</sup> December 2008.  
Duly noted.
- Proposal – R1442/09CC005 – Construction of an Acoustic Fence on the Rugby Western Relief Road between Cawston Roundabout and Sow Brook, Rugby.  
No objections from any Councillors
- Application R09/0083/PLN – Plots 353 to 356 Corbridge Place. Application to substitute 5 No. dwellings (4 No. three storey and 1 No. two storey) with 4 No. dwellings (two storeys). The proposed dwellings are the same/similar in design as previously approved for this development.  
No objection by any Councillors.
- Decision R08/1600/PLN – Cawston Manor, Coventry Road. Change of use to Boutique Hotel – Permission approved – 3<sup>rd</sup> February 2009.  
Duly noted.
- Appeal R08/1660/PALB – Swallowfields Cawston Old Farm Barns-Erection of a rear orangery – has gone to appeal with the Secretary for State.

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

Note that The Clerk is on leave from Saturday 14<sup>th</sup> February 2009 returning to work on 23<sup>rd</sup> February 2009.

There being no further business, The Chairman declared the meeting closed at 9:55pm.

**Signed as a true record;**

.....  
(Chairman)

.....  
(Date)

**\*\*\*END OF DOCUMENT\*\*\***

Chairman's Initials:.....