

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, Ms B. Thomas

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 34, Wednesday 12th August 2009
Held at Cawston Grange Primary School**

Parish Councillors in Attendance:	P. Venner, Mrs D. Wilson, Mrs M. Brett, Mrs V. Mair, R. Mistry, T. Medcraft, P. Sharples, Mrs B. Thomas
Other Guests in Attendance:	None
Number of Public in Attendance:	Two

The meeting opened at 7:30pm

1. Apologies were received from: Cllr Mrs R. Latham.

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 sign the minutes of the Annual parish Meeting.

- **Proposed:** Cllr R. Mistry
- **Seconded:** Cllr Mrs D. Wilson

The Council Resolved That: The Chairman sign the minutes 033 a true and accurate record of that meeting.

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

b. **Outstanding actions from the minutes of the previous meeting(s)**

Play area planning – held over to next meeting. Borough Cllr M. Stokes to report back.

Items in Tom Tucker garage – Cllr Medcraft has cleared the items, which will now be stored.

Xmas Lights – the original lights, the school and Dunchurch Parish Council to be approached to see if they are interested in having them.

4. Opportunity for representatives of Warwickshire Police to address The Council

No police present.

5. Up to 15 Minutes for members of the public to address The Council

No members of the public spoke.

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

None present.

7. To receive Working Party reports

a) **Cawston Parish News**

Next issue to will be early September and Cllr P. Venner requested articles by 23rd August for inclusion. To be included in the issue are the following:-

- Notice re Parish Plan survey.
- Floor plan of the Children's Centre.
- Article re Sustrans.

Chairman's Initials:.....

Minutes of the Meeting of Cawston Parish Council

b) Consortium Liaison

Cllr Medcraft reported that having contacted Severn Trent Water with regard to adoption he had received the following response – ‘Instructions had been sent to their external solicitors to commence the transfer of the pumping station land from the consortium to STW. An inspection of the pumping station is to be set up shortly to identify any works that will be required to bring up to adoptable standard. Following completion of the legal works and any remedial works required to the pumping station the adoption of the sewers and pumping station can be concluded.’

There was no update on Trussell Way.

Cllr P. Sharples reported on an incident at 10.30 pm one evening, where he and his party had an egg thrown at them from a car on Calvestone Road. The egg hit his wife on the body. This to be reported in the Parish News. Cllr P. Venner urged that any incidents of this kind be reported to the police.

A request had been made for barrier repair work at the end of Gerrard Road.

c) Finance and Staffing

The policy documents issued prior to the last Council meeting are to be approved at the next Council meeting. Cllr R. Mistry reported that the website needs attention and authority was given for him to have the works carried out. Also the problems with emails had been sorted out.

d) Parish Plan and Survey

Cllr Medcraft reported that this was progressing but that Cllr Sharples had to step back from this. A draft questionnaire had been given to Consultants to develop; the cost would be in the region of £6,500. Cllr Medcraft said that he thought the council should consider a figure in the region of £7,000 to complete. Two further Consultancy firms are to be seen and quotes obtained. The working party would prefer to have the completed surveys collected rather than posted. Also there should be a prize for completing the survey.

It would take two weeks for the questionnaire to be commissioned. Returns in October, analysis in November, and the plan produced in next two months.

It was proposed to pilot 50 homes initially to see reaction to survey. A youth survey to be carried out (12 to 18 year olds) and input from the school (6 to 11 year olds).

*Action: the clerk to contact the local scouts regards delivery of the introduction letter and the initial collection of the questionnaires.

e) Village Hall

Management The Working party recommended that the Village hall should be run as a Charitable Incorporated Organisation; title to the land and buildings would be held by the Parish Council, as Custodian Trustee, and day to day running by a group of management trustees drawn from residents, users, and parish councillors. If the Charitable Incorporated Organisation is not up and running, then the village hall would be run as an Incorporated Charitable Trust, converting to a Charitable Incorporated Organisation when that scheme is in being.

Sites At a meeting with Robert Back, Rugby Borough Council, he had met with Gallagher's who say they are to submit an application for the archaeological site, and for the commercial area, to include a site for a village hall plus one larger and three smaller shops. If permission was also given to build on the extension of the Cawston estate (along Trussell Way) they indicated that they would also build the hall. The area at the end of Trussell Way has been approved as an area for long term growth by RBC, but this does need to go to the Secretary of State).

It is felt that we should continue investigating proceeding on our own. No site has yet been selected and a further meeting with Robert back will take place in the next 3 or 4 weeks. He suggests we get local councillors on board, together with Neil Campbell (portfolio for economic development) and Mrs Leigh hunt (portfolio for sustainable inclusive communities).

f) Benches

Three benches are now on order from Orchard Street Furniture and delivery will be within three weeks. The clerk will liaise with RBC on installation.

8. Update on railway Line / Cycle Track

There is a proposed cycle track from Potsford Dam into the town centre, and this will be connected to Draycote Village. Concern was expressed with regard to the overgrown railway line that abuts Cawston estate. Cllr Medcraft stated that, as well the undergrowth etc being cut back, it needed grading. Proposed the council approach Sustrans about opening up the land and consider working with them to clear it.

9. To consider and discuss the Local Development Framework for Rugby Borough Proposed Submission Core Strategy Development Plan Document

Chairman's Initials:.....

There was concerned by all the councillors that the document had been issued at a bad time for comment as the majority of councils did not meet in the month of August.

- **Action** The clerk to speak to Dunchurch parish Council to see how they handled and responded to such documents. Also speak to Borough Cllr Peter Butlin and WALC on the same subject. Previous statement to RBC to be circulated to councillors.

10. To hear and consider any received correspondence

Letter from Clement Keys re Annual Return 2008/2009 for which an unqualified audit opinion has been given. Also reminder to advertise the closure of the audit and their invoice for their fee.
Warwickshire County Council re Local Transport Plan 3 – sent to councillors by email.
Warwickshire County Council re County Highways, North Area giving first points of contact.

11. To receive a report on the finances of Cawston Parish Council and to consider and agree any payments to be made.

The bank account balances are as follows:

Current Account	£ 5,726.10
Savings Account	£78,077.82
Petty Cash	£ 100.00

The Council Resolved That: The payments listed below are approved.

Cheque Number	Description	Amount	Signatories
000135	Lexis Nexis re Local Council Administration book	£ 67.00	PV / DW
000136	Clement Keys – External audit fee	£327.75	PV / DW
000137	SLCC – Membership Fee	£ 94.00	PV / DW
000138	WALC re Close of audit notices	£ 2.50	PV / DW
Transfer	R Morgan re Clerk salary	£360.15	PV / DW
Transfer	R Morgan re Clerk expenses	£ 40.70	PV / DW

12. To consider any planning notices

Planning Application ref 299 re 19 Devonshire Close, Cawston. Conversion of garage into living accommodation and two storey rear extension.

13. Chairman’s Discretion – to include matters requiring urgent attention received after the publishing of the agenda.

Cllr T. Medcraft raised question of paving around the new notice board in Whitefriars and the overgrown path adjacent to the board.

Cllr Mrs. M. Brett asked about additional bark inside the fencing around the Xmas tree.

The question of glass on the play area off Cawston Grange Drive was raised. Also the gathering of youths on that site.

- **Action;** The Clerk to speak to RBC on the above.

There being no further business, The Chairman declared the meeting closed at 9:29pm.

<p>Signed as a true record;</p> <p style="text-align: center;">..... (Chairman)</p> <p style="text-align: center;">..... (Date)</p>
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Chairman’s Initials:.....