

# Cawston Parish Council

**Councillors:** P. Venner (*Chairman*), Mrs D. Wilson (*Vice Chairman*)  
Mrs V. Mair, Mrs M. Brett, 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 48, Wednesday 13<sup>th</sup> October 2010**  
**Held at Cawston Grange Primary School**

Parish Councillors in Attendance:	P. Venner, Mrs D. Wilson, Mrs M. Brett, R. Mistry, P. Sharples
Other Guests in Attendance:	Borough Cllr M. Williams
Number of Public in Attendance:	None

The Clerk / RFO in attendance.

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

1. **Apologies were received from:** Cllrs Mrs V. Mair, T. Medcraft and Mrs B. Thomas. Also the police.
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 047 a true and accurate record of that meeting.
    - **Proposed:** Cllr Mrs M. Brett
    - **Seconded:** Cllr P. Sharples

**Outstanding actions from minutes of the previous meeting(s).**  
Any outstanding actions covered in meeting agenda.
4. **Opportunity for representatives of Warwickshire Police to address The Council**  
None present.
5. **Up to 15 Minutes for members of the public to address The Council**  
None present
6. **Opportunity for Borough and County Councillors to address The Council**  
Borough Cllr M. Williams reported that the council had received two letters from residents of Cavendish Close objecting to the NEAP. Cllr Mrs. Wilson said that a Working Party had been set up and would liaise with Sean Wilson and John Cowley of RBC. Borough Cllr Williams said he would attend the December parish council meeting with outline proposals, which will take into account the Parish Plan. Cllr Mrs. Wilson stated that the Borough and Parish Council would work together on the NEAP. Cllr Mrs. Brett advised that the Coventry Road crossing (and the access to the field) had been moved a further 10 yards from the Bilton houses.
7. **To receive Working Party reports**
  - a) **Consortium Liaison**  
It was reported, by email from Cllr Medcraft, that there was an incorrect statement in the September issue of the Cawston Parish News with regard to maintenance of the estate post adoption. Thanks to Tom Tucker for drawing this to our attention. The councillors agreed the following statement to be printed in the next issue of the Parish News: - "We apologise for reporting to you in error, in the September issue of the Cawston Parish News, that general care and maintenance of the estate post

Chairman's Initials:.....

adoption will have to be funded by the residents through the precept (council tax). The Parish Council would like to correct this statement by stating that the responsibility for care and maintenance will be the Highways Authority.”

The issue of the ‘Green Footpaths’ or more correctly ‘Service Strip’ was raised. The Service Strip is usually a strip of land next to the road side of approximately 600mm width. Within this strip and below the ground are some of the services that feed the various roads and houses. The Service Strip can usually be identified by a strip of concrete set at the 600mm distance. When the estate is ready for adoption any use of the area within the Service Strip will be expected to be returned to the original condition. How serious the authorities will treat the incursion into the Service Strip remains to be seen, but for example; someone has planted a tree in the Service Strip and the Consortium insist it is removed, and a resident refuses, legal proceedings will be taken after which the Consortium have the right to move in and remove the tree themselves. An article on this is to be included in the next issue of Cawston Parish News.

Cllr Medcraft has started a Care and Maintenance Log, currently containing 16 entries, of remedial works to be carried out by the Consortium prior to adoption. All councillors and residents are requested to be vigilant around the estate and report any remedial requirements to the Parish Council. An article is to be included in the Parish News advising residents of contact details.

Cllr Mrs Brett advised that the new fencing around the Pumping Station had been completed.

**b) Finance and Staffing**

Cllr Mistry reported on a 1 to 1 meeting with the clerk. During this meeting the clerk was asked to get quotes for binding the minutes and agendas, a correspondence log to be created and maintained.

The clerk said that he wanted to create folder of funding options which could be shared with ‘project leaders’ as appropriate. With the increasing changes to legislation the clerk proposed that he create a ‘Clerk’s Report’ covering any changes or proposed changes in legislation or items of interest to the council. Cllr Venner agreed that this was a good idea but asked that it be sent out with agenda to councillors in order that items could be debated at Council meetings.

The clerk reported the figures for the bank balances:

Current Account	£2,477.55
Savings Account	£132,927.49

- **The Council Resolved That:** The following payments be approved:-

Clerk salary	£391.85	Salary for October 2010	Bank transfer
Steers Printing	£312.00	Printing of September Parish News	Chq 000177
HMRC	£278.65	PAYE to 05/10/2010	Chq 000176
Clerk expenses	£ 14.35	Postage costs	Bank transfer
Clement Keys	£334.88	External audit fee	Chq 000178

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

Cllr Mistry reported on progress on the website which is held up by an email issue, which it is hoped will be resolved quickly.

**c) Parish Plan and Survey**

Cllr Medcraft had produced a list of high priority issues for delivery of the parish plan together with allocated responsibilities. This was discussed and some of the responsibilities changed. These to be notified to Cllr Medcraft and a new list issued.

**d) Parish News**

Cllr Venner asked for articles to be included in the next issue during the 2<sup>nd</sup>/3<sup>rd</sup> weeks of November.

**e) Village Hall**

Cllr Sharples reported on his ongoing dialogue with Adrian McInnes of the Consortium and produced a plan of the area being offered by the Consortium to the Parish Council. The plan shows an area of 0.5 acres, shown as plot ‘A’ and a further 0.6 acres shown as plot ‘B’. After discussion

- **The Council Resolved That:** Cawston Parish Council accepts Plot ‘A’ for the consideration of £1, as previously agreed, but to consider an option for the purchase of Plot ‘B’ for a sum to be determined.
- **Proposed:** Cllr R. Mistry
- **Seconded:** Cllr P. Venner

All councillors voted in favour.

Cllr Sharples also stated that the planning application for the Commercial Centre would be made at the end of October. Cllr Venner asked Cllr Sharples to get the Consortium to talk with the school head prior to the application.

It is envisaged that the Commercial Centre would comprise a One Stop/Pharmacy/and 2 other units. Cllr Sharples proposed that the council opened a cafe in one of the units staffed by volunteers. Cllr Brett said that finding enough volunteers might be a problem. No decision was taken on this proposal.

Chairman’s Initials:.....

f) **Street Furniture**

The clerk reported that he now had contacts for the planters and the surround around the noticeboard in Whitefriars Drive – he would contact both of them as soon as possible. Cllr Brett said that the benches had been installed.

Acorn Tree Surgery to be chased up re report on Xmas tree.

Plaque to be fitted to the Xmas tree fence as soon as possible.

g) **NEAPS**

Cllr Mrs Wilson had attended a meeting with Borough Cllr Williams and Sean Wilson of RBC. The original plan for the NEAP showed a fenced in area, but the area does not have to be fenced in.

There are eight items to be paid for by the Consortium. Cllr Wilson showed the council the plan of the area. The NEAP does not have to be confined to one small area but can be spread over the whole of the field. Borough Cllr Williams said that there might be some gym equipment available from RBC.

8. **To discuss and consider the Budget setting for the year 2011-2012**

The clerk had forwarded a copy of this year’s budget and added a column showing expenditure to date. A further column had been added for expenditure next year. Cllr Venner said that the rate of tax payable by residents should be no greater than that paid this year. Income and expenditure for 2011-2012 was discussed and the clerk asked to complete the draft and send to each councillor for consideration and discussion at the November meeting.

9. **To discuss and consider the arrangements for the annual carol service.**

The date agreed is 12<sup>th</sup> December 2010 at Cawston Grange Primary School with a 4.00 p.m. start.

Cllr Mrs. Mair to see if her band is available. Cllr Mrs Brett to organise the food and mulled wine. The clerk to liaise with the school and vicar.

10. **To hear and consider any received correspondence (Including notice of forthcoming external meetings)**

A resident had enquired as to where to take children to feed ducks. Probably Draycote Reservoir is the best place.

Another resident had complained about the lack of cables on the estate for cable TV etc. They would need to contact a cable provider on this.

Complaint about Orbit Housing putting shutters on empty property. This is normal procedure to prevent squatters and damage to building.

11. **To consider any planning notices**

Planning Consent received re ground and first floor extension to provide a ground floor study and 2 no. additional bedrooms at 19 Clement Way.

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

Change of meeting night

- **The Council Resolved That:** As from January 2011 the monthly council meetings would be held in the Children’s Centre on 2nd Tuesday of each month at a rate of £8 per hour.
- **Proposed:** Cllr Sharples
- **Seconded:** Cllr Mistry

A copy of our Indemnity Insurance required.

A shed and caravan to speak to developers re shed and caravan parked in Dorset Close.

Clerk to speak with PC Charlotte Hall re car for sale on Coventry Road.

**There being no further business, The Chairman declared the meeting closed at 10.10 pm.**

Signed as a true record;

.....  
(Chairman)

.....  
(Date)

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

Chairman’s Initials:.....