

# Cawston Parish Council

**Councillors:** P. Venner (Chairman), Mrs D. Wilson (Vice Chairman)  
Mrs M. Brett, M. Cool, P. Hart, Mrs P. Lindsay, R. Brinkworth, P. Sharples, Ms S Bestwick

## 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 61, Tuesday 11<sup>th</sup> October 2011**  
**Held at Cawston Grange Children's Centre**

Parish Councillors in Attendance:	P. Venner, Mrs D. Wilson, Mrs M. Brett, M. Cool, Mrs P. Lindsay, P. Sharples, R. Brinkworth, Ms S. Bestwick
Other Guests in Attendance:	None
Number of Public in Attendance:	Three

*The meeting opened at 7:35 pm*

**1. Apologies were received from:** Cllr P. Hart, Borough Cllr M. Williams and County & Borough Cllr P. Butlin. The Clerk also tendered apologies,

**2. Declarations of interest as defined by the Code of Conduct for Councillors**  
None

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

a. To agree the minutes of the previous meeting(s)

**The Council Resolved That:** The Chairman to sign the minutes 060 as a true and accurate record of that meeting and hand them over to the Clerk at the earliest opportunity.

• **Proposed:** Cllr Sharples

• **Seconded:** Cllr Mrs Brett

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

The actions are covered in the agenda for the meeting.

**4.** The Council heard from two Parishoners wishing to join the Council; both had met with the Chair prior to the meeting. The Chair advised that currently one vacancy exists and a decision regarding co-option would be made after the meeting.

**5. Report from Warwickshire Police**

PCSO Jane Thatcher offered a crime report by email which included the following Crime Statistics for the period covering July 1<sup>st</sup> 2011 – October 7<sup>th</sup> 2011:

Burglary from dwellings	0
Burglary other than dwellings	2
Rowdy/ nuisance incidents	4
Theft from motor vehicle	0
Theft of motor vehicle	0

Theft not vehicle related	0
Criminal damage	0

A reminder was highlighted for all residents not to leave anything of value in vehicles and particularly not to leave anything on display.

The recent spate of scrap metal thefts were also noted. It was reported that the safer neighbourhoods team were consequently targeting engagement with potentially vulnerable sites and checking scrap metal merchants to ascertain legality of materials.

#### **6. Up to 15 minutes where members of the public in attendance can address The Council.**

Parishoner Wayne Hayward reported concern regarding pavement parking in Bowet Close (off Frewen Drive) which was forcing pedestrians onto the road on a dangerous, unsighted corner.

- **Action:** Cllr Venner agreed to refer the matter to the PCSO and Safer Neighbourhood Team.

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

Apologies were received from Borough Cllr M. Williams and County & Borough Cllr P. Butlin. No written report were received in absentia.

#### **8. To receive and discuss Working Party reports:**

##### **a. Consortium Liaison**

1). Cllr Sharples reported that a 240 page Report and 27 hours of CCTV footage covering all primary roads was now with STWA for review. This is a key stage in the adoption process.

2). Cllr Cool provided an update on conversations regarding the crossing for access to the play area on Cawston Grange Drive. Robert McGuinn had stated that traffic levels on this stretch were not sufficient to justify establishing a crossing. Cllrs expressed a desire to understand what the original planning application stated with respect to this issue before agreeing a plan of action. In the meantime Cllrs Cool and Sharples reported a temporary sign highlighting that children were playing could be erected pending agreement on a longer term solution.

- **Action:** Cllr Venner agreed to establish basis of original planning agreement.  
Cllr Cool agreed to coordinate the temporary warning sign  
All Cllrs requested this item be added to the agenda for the next meeting for more informed discussion once the planning situation is confirmed.

3). Cllrs Cool and Sharples reported positive discussions with **Sean Lawson** regarding the development potential for the playing fields bordered by Coventry Road. It was noted that the offer of trees from Affinity Sutton Housing association could now be pursued as the Borough have offered to dig the planting trenches and supply the topsoil. The planting scheme will offer a screen to the area when viewed by passing traffic along Coventry Road. It was hoped a planting event could be coordinated with the local school. Cllrs also expressed interest in investigating with the Woodland Trust options for hedging and trees for planting along the Bilton school border to the fields.

- **Action:** Clerk to contact Woodland Trust to establish options for hedging and tree donations to the community.

### **b. Community Play Area**

Cllr Mrs Wilson provided feedback on a meeting the previous week with Rugby Borough Council. The query from the last meeting regarding the location of the kick-wall had been explored and it was advised that this should stay as per the plan.

It was noted that there is a good working relationship with the Borough with respect to this project and Sean Lawson will be making an approach to the Consortium for the full development costs very soon.

It is anticipated that work will start in March next year but in advance of this a strong communications plan for Parishioners is needed. However feedback from Sean Lawson is needed before this can be actioned.

- **Action:** Communications plan to be drafted, including an article for the next edition of the magazine – Cllr Wilson.

### **c. Community Hall**

It was with great disappointment that Cllr Sharples reported that the contract for the community centre land had still not been signed and the Consortium showed no sense of urgency in resolving this in the near future.

Cllrs discussed what other options might be available to the Parish going forward. At this stage Cllr Venner brought forward

#### **Item 12 on the agenda:**

#### **To discuss updates and correspondence with reference to the Cawston Extension planning application.**

A response from the Parish Council had not yet been submitted as significant misrepresentation of the Parish Council had appeared in the local newspaper and factual errors were contained in the application. As Chair Cllr Venner felt this required a wider discussion of the full Parish Council before a response could be drafted and returned. He further reassured Cllrs that a response from the Parish Council was not subject to the 6<sup>th</sup> October deadline and could be submitted as soon as was practical (for example taking account of the meeting cycle).

After discussion the following actions were agreed:

#### **Actions:**

- i) Cllr Venner to send response to the planning applications and a letter to the local newspaper.
- ii) Prior to this Cllr Venner will send drafts of both to all Cllrs for comments by Sunday 16<sup>th</sup> October
- iii) Copies will also be sent to Mark Pawsey M.P. with a covering note
- iv) Both documents will be published on the Parish website
- v) Both documents will be posted on the Parish Notice Boards.

### **d. Finance and Staffing**

Statutory notices, with reference to the audited accounts, were placed on notice boards on the 14<sup>th</sup> September.

The bank account balances are as follows:

Current Account      £795.34

Savings Account     £172,838.91

**The Council Resolved That:** the following payments are made:-

Cheque No.	Payee Reason	Value
000215	Steers Printing(magazine)	£249.50
000216	Bilton School (flyers)	£ 9.50
Transfer	Raymond Morgan Clerk Salary	£372.60

And a request to move £2,000.00 from saving to the current account was also approved.

o**Proposed:** Cllr Mrs Brett

o**Seconded:** Cllr Sharples

#### **e. Parish Action Plan**

Cllrs are requested to provide up-to-dates to Cllr Brinkworth.

#### **f. Street Furniture**

Cllrs Mrs Brett reported progress regarding acquisition of a bin for the bus stop on Calvestone Drive. Cost will be **approx** £50.

Cawston Parish signs are not yet formally ordered with the supplier. **Signs to be type S1C as previously approved with a capital "P" on the word Parish**

- **Action:** Cllr Mrs Wilson to follow up with the clerk on his return from leave.

Arrangements for the materials and building of the planters need further clarification

- **Action:** Cllr Sharples to follow up with the clerk on his return from leave.

**Watering of the planters was discussed.**

- **Action:** Cllr Brett to request costs for watering the planters from RBC.

Progress on the grit bins had stalled as the Parishioner concerned had yet to confirm delivery would be acceptable.

- **Action:** Cllr Mrs Brett agreed to accept delivery of the bins pending permanent siting at a later date.

#### **9. To discuss and consider the proposed Fun run in aid of Community Hall funds**

Cllr Mrs Brett confirmed all permissions had been completed and correspondence sent to Sainsburys to request support through supply of refreshments.

The children's centre had been booked for 2 hours for £16.

Further marshalls were being sought for the event; a response from BEC was pending.

- **Action:** Cllr Ms Bestwick agreed to contact the school to see if a notice could be added to the weekly newsletter.
- **Action:** Cllr Mrs Lindsay agreed to approach McDonalds to request refreshment support for the event.

#### **10. To discuss "RE: Draft Housing Needs Supplementary Planning Document,**

## **Draft Sustainable Design and Construction Supplementary Planning Document and Draft Planning Obligations Supplementary Planning Document (SPD) consultation.”**

Cllrs discussed the documents and agreed the following points should be captured in a response:

- The content is interesting
- Some of the guidance supplied for Councillors will be very useful in making informed comment about applications
- On the technicalities of the content, the Cllrs do not feel qualified to comment
- There is an expectation from Cllrs that there will remain a strong reliance on the centre and robust and costed plans for the provision of a local advisory and support centre for Parish Councillors should be built into future infrastructure planning. It is also anticipated that Councillors will **require** further training.
- **Action:** **Clerk to send** a response capturing these points

### **11. Initial discussion reference setting of the budget / precept for 2012/12**

Cllr Venner explained the process and deadlines for completion and requested all Cllrs review the draft and share comments and questions during the intervening period prior to the next meeting.

**Action:** The clerk to ensure budget is a substantive item on the agenda for the next meeting.

### **12. To discuss updates and correspondence with reference to the Cawston Extension planning application.**

This item was taken earlier in the meeting under Item 8c.

### **13. To hear and consider any received correspondence (including notice of forthcoming external meetings).**

#### **i) Local Government Boundary Commission**

Noted that this might be a timely opportunity to canvas local views on Coventry Road and Lime Tree Village residents joining the Cawston Parish from Dunchurch.

**Action:** Cllrs Cool and Sharples to canvas opinion and report back at the future meeting

#### **ii) Formal consultation on closure of pupil referral centre**

**Action:** Cllr Venner to liaise with Bilton School and Cawston Primary School Headteachers

#### **iii) Grit Bin delivery**

Reported earlier under item 8.f.

#### **iv) Funding Opportunities for Parish Councils**

Cllr Mrs Lindsay will be representing the Parish at a forthcoming meeting

#### **v) WALC ICO Guidelines**

**Action:** To be referred to the Staffing and Finance Working Group

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

None

**15. To discuss items requiring the clerk's attention**

- i) **Blyth Close / Wortley Close**  
Issues with high growing hedging restricting light  
**Action:** Cllr Sharples to contact Scott Ballard
  
- ii) **Website updates**  
**Action:** Cllr Hart to update Cllr information

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\*\*\***