

# Cawston Parish Council

**Councillors:** P. Venner (Chairman), Mrs D. Wilson (Vice Chairman)  
Mrs M. Brett, M. Cool, P. Hart, Mrs P. Lindsay, P. Sharples, Mrs S Bestwick, M. Emery, W. Hayward

## 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 70, Tuesday 10<sup>th</sup> July 2012 Held at Cawston Grange Children's Centre

Parish Councillors in Attendance:	Mrs D. Wilson, P. Sharples, M. Emery, Mrs Brett, Mrs P. Lindsay, Ms S. Bestwick
Other Guests in Attendance:	Sean Lawson of RBC
Number of Public in Attendance:	None

The Clerk / RFO was also in attendance.

#### ***The meeting opened at 7.30 pm***

In the absence of the Chairman Mrs Wilson, Vice-Chairman took the chair.

**1. To receive apologies for absence.**

Apologies were received from Cllr P. Venner, Cllr M. Cool, Cllr P. Hart and Cllr W. Hayward. Borough Cllr M. Williams.

**2. Declarations of interest as defined by the Code of Conduct for councillors;**

- a. **Personal Interests** – None
- b. **Prejudicial Interests** - None

**3. Minutes of the previous meetings(s);**

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

Cllr Ms Bestwick asked in future the minutes are confined to action points only as previously agreed.

It was agreed that the public be kept to their 3 minute s in future.

- **The Council Resolved That:** The minutes of Meeting No. 69 dated 12<sup>th</sup> June 2012 are signed by the Chairman as a true and accurate record of that meeting, after the above amendment.

- **Proposed:** Cllr Ms Bestwick

- **Seconded:** Cllr Sharples.

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

These would be dealt with under the items on the agenda.

**4. Report from Warwickshire Police**

No report received and no police attendance at the meeting. Clerk to chase latest reports.

**5. 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.**

None present.

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

In the absence of the Borough and County Councillors the chairman invited Sean Lawson of Rugby Borough Council to address the Council on the subject of the play area.

Mr Lawson said following consultations, with interested parties, design, including two companies RBC had met with the Consortium and provided them with prices. Waiting now for them to come back but no timescale could be given.

The question of securing the estate from traveller access was raised and Cawston Parish Council to be involved in discussions.

Waste/dog bins at end of bridle way to be chased by Sean Lawson.

Cllr Bestwick was concerned with the welfare of current and future trees following the incident with the mower. Plan of areas of planting to be provided to RBC.

Sean Lawson left the meeting at 2025 hrs.

**Chairman's Initials:.....**

7. To receive and discuss Working Party reports:

a. Consortium Liaison and Adoption

The latest on the road adoption is that an inspection meeting has taken place, with the County Council, and a list of remedial works has been agreed. The consortium have authorised the contractor to complete these works to the satisfaction of the County whereupon Adoption can proceed. Residents had complained about the state of Whitefriars drive and the contractors involved had promised to improve this.

Cllr Mrs Lindsay will contact the Environmental Health re the noise from the contractors at 0700 hrs.

b. Community Hall

Design and Build

No meeting held. Delay on Design Access Statement.

Cllr Sharples had contacted Rugby Bridge Club and there was a need to appoint a solicitor in order to proceed.

Fundraising and Business Plan

Re-visiting the Business Plan.

Targeting funds for specific areas.

Capital funding has tight time limits on expenditure.

Small schemes for specific funding activities

A Bill of Quantities was needed to look at specific funding. This could cost up to £1,000.

- **THE COUNCIL RESOLVED THAT:** A sum of £1,000 is allocated to the Build Working Party to get costings from a Bill of Quantities
- **PROPOSED:** Cllr Mrs Wilson
- **SECONDED:** Cllr Mrs Brett.  
All councillors were in favour.

A meeting of heads of working parties was required to specify the way forward.

Two community funding events were to be held:-

Autumn Treasure Hunt on 30<sup>th</sup> September 2012

Spot a Star on 2<sup>nd</sup> December 2012

- **THE COUNCIL RESOLVED THAT:** a sum of £100 be made available to fund social events
- **PROPOSED:** Cllr Sharples
- **SECONDED:** Cllr Mrs Lindsay  
All councillors were in favour.

c. Finance and Staffing Inc. report on finances and to consider and agree any payments to be made.

The Working Group had met and recommendations of payments made:

- **THE COUNCIL RESOLVED THAT:** Staff related payments of £641.16 are made.
- **PROPOSED BY:** Cllr Mrs Wilson
- **SECONDED BY:** Cllr Mrs Brett  
All councillors voted in favour
- **THE COUNCIL RESOLVED THAT:** A transfer is made from the Savings Account to the Current Account of £2,000.00
- **PROPOSED BY:** Cllr Mrs Wilson
- **SECONDED BY:** Cllr Ms Bestwick  
All councillors voted in favour.
- **THE COUNCIL RESOLVED THAT:** Purchase invoices amounting to £887.22 be paid
- **PROPOSED BY:** Cllr Ms Bestwick
- **SECONDED BY:** Cllr Mrs Brett  
All councillors voted in favour.
- **THE COUNCIL RESOLVED THAT:** the following payments be approved:-

Jubilee Street party Donation	£ 50.00
Insurance Premium	£ 460.54
- **PROPOSED BY:** Cllr Ms Bestwick
- **SECONDED BY:** Cllr Mrs Wilson  
All councillors voted in favour.
- **THE COUNCIL RESOLVED THAT:** the invoice from Bluetree Website Maintenance in the sum of £600.00 paid in full but will not be renewed at the end of the current period and a new provider be found.
- **PROPOSED BY:** Cllr Ms Bestwick
- **SECONDED BY:** Cllr Venner  
All councillors voted in favour.
- **THE COUNCIL RESOLVED THAT:** the Finance Working Party be given authority to authorise payments to ensure the contract with Rugby Bridge Club can proceed
- **PROPOSED BY:** Cllr Sharples
- **SECONDED BY:** Cllr Emery

d. Community Parks and Open Areas

Jubilee bench was with RBC and awaited installation.

Chairman's Initials:.....

Two of the three planters had been planted with summer flowers.  
Cllr Mrs Brett said there was a growing need for a handyman to be employed. It was agreed to include for this in the 2013/14 Budget.

**8. Code of Conduct Adoption**

WALC recommended adoption of borough council code as these authorities will still be responsible for investigating any complaint and advising councillors if they have an interest in a matter.

- **THE COUNCIL RESOLVED THAT:** they continue with the current code but have the intention to adopt the borough council's code when it has been adopted by that council
  - **PROPOSED BY:** Cllr Sharples
  - **SECONDED BY:** Cllr Mrs Brett
- All councillors voted in favour.

**9. Parish Boundary**

The clerk handed out a sheet detailing the necessary criteria for applying for a boundary change. The council requested the clerk to carry out a feasibility study on this. Also a Working Party to be formed. To be put on September meeting agenda.

**10. Emergency / Escalation Procedure**

Following the last traveller incident Cllr Ms Bestwick said a procedure should be in place detailing action to be taken and by whom. It was decided that a documented procedure was necessary. Staffing Working Group to deal with.

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

Cllr emery re cabling by on Cawston Grange Virgin Media will not act until adoption had taken place.  
Cllr Mrs Lindsay only paths and Calvestone road will be lit between 12 midnight and 5 am.

**12. To consider and discuss any relevant planning notices. Applications :-**

Decision on the Cawston Extension Site delayed until September 2012.

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

Cllr Ms Bestwick said that council training had been put back to September / October.  
Also the Finance Working party would be looking at the Budget and asked other groups to provide details of expenditure required in 2013/14.

**There being no further business the meeting closed at 10.01 pm.**

Signed as a true record;

.....  
(Chairman)

.....  
(Date)

Chairman's Initials:.....