

Cawston Parish Council

Councillors: P. Venner (Chairman), Mrs D. Wilson (Vice Chairman)
Mrs M. Brett, M. Cool, P. Hart, Ms S Bestwick, M. Emery, M. Duncan

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 80, Tuesday 16th April 2013 Held at Cawston Grange Children's Centre

Parish Councillors in Attendance:	P. Venner, Mrs D. Wilson, M. Emery, Ms S. Bestwick, Mrs M. Brett, M. Duncan
Other Guests in Attendance:	Borough Cllrs M. Stokes and M. Williams
Number of Public in Attendance:	Two

The Clerk/RFO also attended.

The meeting opened at 8.00 pm.

- 1. To receive apologies for absence.**
Apologies were received from Cllr M. Cool, Borough & County Cllr P. Butlin.
- 2. To confirm the resignation of Cllr Wayne Hayward**
The Chair confirmed the resignation of Cllr Hayward for personal and business reasons.
- 3. Declarations of interest as defined by the Code of conduct for Councillors.**
Cllr Mrs Brett re Item 9c(i) due to member of Friends of Cawston Greenway.
Cllr Ms Bestwick re Item 9d(i) Play Area due to proximity of house to area.
- 4. Minutes of the Previous Meeting(s).**
The Council Resolved That: The minutes of Meeting No. 79 dated 12th March 2013 were signed by the Chairman as a true and accurate record of that meeting after the removal of parishioner's names from the minutes.
Proposed: Cllr Mrs Wilson
Seconded: Cllr Mrs Brett
Matters arising from the Minutes of the previous meeting.
Items to be discussed include PCSO, Bollards, Bridge Club, Debtors, Groundwork, Prospective Cllrs, Emails re Community Hall, Funding Group, Petition Areas, Lanyards, Meeting Date.
- 5. Report from Warwickshire Police.**
There was no police presence at the meeting. The crime reports are now obtained from the police website www.police.uk.
Crime statistics for January 2013 for Cawston Parish were as follows:-
Anti-social Behaviour (1) –
Kalfs Drive
Criminal Damage & Arson (1) -
Cawston Grange Drive.

6. To receive presentations from prospective councillors

One prospective councillor attended the meeting and made a presentation about her. The Council were pleased with the presentation but before any co-option could be confirmed the clerk to check on qualification criteria.

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

A parishioner requested the Council's support in an objection to Rugby Borough Council in regard to a planning application re 2 Cave Close. Borough Cllr Stokes said he had made representations to RBC on behalf of residents. After discussion the clerk is to make representations to RBC in support of the objections already made by residents.

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

Borough Cllr Stokes reported that travellers had been looking around the parish for a possible site. This had been reported by the clerk who observed them looking at the Sports Field. Action was immediately taken to ensure they did not find a site. Bollards are required on Primary Walk and this is to be taken up with RBC to have these installed as soon as possible. With regard to rattling lamp standards, PCSO's have received calls of youths shaking them. He also reported that dog fouling seemed to be getting worse and will pass this on to Borough Cllr Williams and RBC.

Borough Cllr Williams said he had a Royal Oak Tree which could be planted within the parish.

9. a) Consortium Liaison and Adoption

The question of adoption was raised again as this appeared to have stalled. This subject is to be chased with vigour. It was noted that the broken Perspex on the bike shelter by the shops had not been removed or replaced. Borough Cllr Stokes promised to follow up

b) Community Hall

(i) Build and Design

Following submission of the planning application in January 2013 there were objections to the application which has led to the application being put before the planning committee on 22nd May 2013.

Issues:

- Gates are an issue with the planning officer (guidance indicates gate should be set back 6m from highway boundary). Drawings amended to meet planner's requirements.
- Parking requirements should be adjusted, a minimum of 26 spaces must be provided with ideally up to 35. Drawings amended to meet planner's requirements.
- Landscaping proposals have been added to the scheme drawings based upon a draft scheme by Landscape Architect. Requested by Planner.
- Noise is a potential issue for Environmental Health; EHO is requiring a noise assessment to be carried out in order to proceed.
- A sample board of building materials has been requested by Planning Officer. This is being put together by HB.
- Statement of intended users has been requested. Required from Cawston PC. Cllr Ms Bestwick to respond to this.
- County Archaeology has been consulted by Planning and are insisting on an Archaeological Condition be placed on the planning consent. This could result in costly Archaeologists fees to carry out a search prior to works commencing or maintain a watching brief during the works. HB has queried County Archaeology regarding the objection raised by them.

Discussion took place on the latest plans having no gates at the entrance. It was agreed to replace the gates with rising bollards and HB to be notified. Cllr Mrs Brett raised concern that the height of the fence fronting Scholars Drive was only 1.2 m.

(ii) Fundraising and alternative to Bridge Club Funding

A report from a working party commented on the very low hourly income from the Bridge Club over a 15 year period. Examples were given of projected annual increases over the years. The report stated that the proposed deal was not in the interest of the residents as the period was too long, no sessions had been given by the Bridge Club, and it would be possible to borrow the equivalent sum of money over the same period.

Borough Cllr Stokes had produced an email from the Bridge Club dated 16 January 2008 where the offer was for £250,000.

The conclusions of the working party were:

1. A comprehensive business plan is required before any more decisions are taken.
2. A completely autonomous committee should be established.
3. An ability to obtain funding perhaps more easily because the committee itself would have no existing funds.
4. It is possible to utilise those people that have expressed an interest in becoming councillors but do not yet fill the requirements to serve on the council and the expertise of local residents.

Cllr Ms Bestwick agreed that a business plan was essential before going forward. The council agreed that they were not in a position to make a decision on the deal at this time.

Loans were available through the County and Borough Councils in special circumstances. Some grants were also available.

(iii) Legals and Governance

Six points to be met over the next six months.

(iv) Feedback on Open Evening

This is summarised in an email from Cllr Ms Bestwick.

c) Finance, Staffing and Admin

(i) Report on Finances and to consider any payments to be made

The Working Group **recommends** the following payments are approved:

Cousins Business Law	£576.00 including VAT	Bridge Club Agreement
Direct print Technology Ltd	£ 21.60 including VAT	Plaque for Bench
WALC	£637.00 no VAT	Annual Subscription
Staff Related	£307.88 no VAT	Clerk's net salary
TOTAL PAYMENTS	£1,542.48p	

- **The Council Resolved That:** The Working group recommend payment of all the above together with a transfer of £2,500.00 from the Savings to the Current Account.
- **Proposed:** Cllr Ms Bestwick
- **Seconded:** Cllr Venner

- All in favour

In addition there is another potential payment to consider:

Request received from:

Friends of Cawston Greenway £300.00 no VAT Donation to cover insurance

- **The Council Resolved That:** The Working group recommend payment of the above
 - **Proposed:** Cllr Ms Bestwick
 - **Seconded:** Cllr Venner
 - All in favour with Cllr Mrs Brett abstaining
- With all payments approved by Council the total payments this month will be **£1,884.47**

Debtors overdue amounted to £72.00. The debt due from Harringtons continues to be unpaid. **ACTION** – The clerk is to make further contact to this bring this matter to a conclusion.

Year End PAYE 2012/13

This has to be completed by 19th May 2013 (before the May Council Meeting) and a salary estimate will therefore have to be used. It is assumed that the total will follow the pattern of previous months.

Should reconciliation be required the salary for May 2013 will be adjusted accordingly.

Year End Accounts

The paperwork for completion has been received from Grant Thornton.

A Notice of appointment of Date for the Exercise of Electors' Rights has to be completed, a pro forma notice has been received, and relevant dates are as follows:-

Date audit called	1 July 2013
Table of latest dates	
Date of announcement – no later than	20 May 2013
Inspection period starts	3 June 2013
And ends 20 working days later	28 June 2013
Submit for audit	29 June 2013

(ii) Policies and Regulations

A range of policies and regulations were highlighted at the last meeting of the Full Council and it was agreed to carry forward this agenda point to the May meeting after the Clerk had distributed the following:

- Standing Orders
- Financial Regulations
- Complaints Policy
- Child Protection Policy.

Councillors should review documentation prior to the meeting with a view to discussion and final approval or commissioning additional action

d. Community Open space and Play Area.

(i) Parish open spaces specification for groundwork services

Cllr Mrs Brett reported that a specification had been drawn up and sent out to possible tenderers.

(ii) Update on play area.

Cllr Mrs Wilson said that two quotations for the play area had been received by Rugby Borough Council. She showed the plans drawn up by each of the tenderers which were well received. A further meeting will be held with the Borough Council to determine the final acceptance.

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

Move to Impose Referendums on Local Council Precepts rising above 2% 2014-15. Walc had sent a briefing received on a Bill that proposes a cap on local council precepts by imposing the need for referendums on a precept increase of 2% or more. The clerk to write to the local MP stating that with a growing parish, on-going build and increased responsibility the increase should be 2% per household and not 2% of previous year's precept. Coventry, Solihull, Warwickshire Superfast Broadband are requesting final cabinet locations. Cllr Emery reported this had already been provided. The question of being involved in a Lengthsman/Parish handyman was raised. It was decided not to get involved as there was too much going on. A parishioner had emailed questions on two issues. The first regarding school provision and the planned new development off Trussell Way and the second is the community hall.

Cllr Venner said he would respond to the email.

11. To consider and discuss any relevant planning notices.

Planning Application.

R13/0567 - 7 Bronze Road - resurfacing of the existing driveway with permeable block paving

12. To discuss items requiring the clerk's attention

Booklet entitled 'How to be a Good Councillor' to be obtained from Walc. (6 copies).

Parishioner enquiry to reducing speed limit on Cawston Grange Drive - nothing mentioned on Cawston Extension Site application.

13. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution;

"That under Section 100A of the Local Government Act 1972, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during consideration of such business, there would be disclosure to them of exempt information under paragraphs 1 and 11 of Part 1 of Schedule 12A of the said Act, that the public be temporarily excluded and they are instructed to withdraw."

PRIVATE BUSINESS

1. To consider the appointment of a councillor(s) by co-option.

It was agreed that the applicant was a suitable candidate to be co-opted and, subject to the clerk checking qualification criteria with Walc, would be co-opted at the next meeting of the council.

There being no further business the meeting closed at 10.10 pm

Signed as a true record;

.....
(Chairman) (Date)

2. Fundraising

Awaiting planning permission before bids can be submitted.

C) Finance, staffing and admin

1. Report on Finances and to consider any payments to be made

As at 28th February 2013 the bank accounts are as follows:-

Current Account £ 2,640.50

Deposit account £183,012.00

Payment recommendations are:-

Staff related costs	£351.97
W. J. Robinson	£125.00 - Councillors Training Course
Warwickshire C.C.	£216.00 – Room hire at Children’s Centre
P. Venner	£160.00 – Chairman’s Grant
HMRC	£262.00 – PAYE 4 th Quarter
The Cystic Fibrosis Trust	£100.00 – Donation
The Information Commissioner	£ 35.00 – Data Protection Subscription
PDF Pro	£ 51.85 – Software
Orchard Street Furniture	£664.96 – New bench
Rugby Borough Council	£ 89.25 – Post mount bin on Gerard Road
Clerk	£175.00 – Working from Home

Allowance

-
-
-
-

The Council Resolved That: The Working group recommend payment of all the above together with a transfer of £1,400.00 from the Savings to the Current Account.

Proposed: Cllr Ms Bestwick

Seconded: Cllr Emery

All in favour with the Chair abstaining from the vote

Debtors amounted to £72.00. The debt due from Harringtons continues to be unpaid. **ACTION** - Cllr Ms Bestwick will make further contact to process this.

Standing Orders and Financial Regulations

ACTION – Clerk to send out both of these policy documents, amended to be relevant to CPC, to all Councillors for their consideration prior to the next council meeting.

D) Community Open space and Play Area

The new bench has been delivered to RBC and the plaque has been made.

The damaged bench is currently being repaired.

Already two people have expressed an interest in providing groundwork services around the Parish

A small working party will produce a specification of the groundwork services required. **ACTION** – Cllrs Mrs Brett, Cllr Cool and Cllr Emery

14. To hear and consider received correspondence

Two parishioners have expressed interest in becoming councillors. **ACTION** – Clerk to check the eligibility of both Parishioners, and if eligible to invite both to the next Council meeting.

Emails from parishioners with comments on Community Hall plans. **ACTION** – ALL to forward any emails to Cllr Ms Bestwick for collation.

WALC re Quality Parish and Town Council Status – Advance warning of Consultation.

NALC re Section 137 Expenditure: Limit for 2013-2014 is £6.98.

WALC re 'Being a Good Councillor and Clerk' Induction Day on Saturday 27th April 2013 at Lapworth Village Hall.

Freedom of Information request is now completed.

Borough Cllr Stokes felt the consultation on the Bridge Club did not go far enough. He said he would help with funding for the hall from Borough and County sources. Cllr Venner commented that he had already asked this question of Borough Cllr Butlin. A re-constituted working group to look at funding was organised. **ACTION** - Cllr Cool to lead, Cllrs Duncan, Emery and Stokes to be members.

15. To consider and discuss any relevant planning notices.

Planning Permission granted for R12/2123 for 10 Clement Way, Conversion of garage and external alterations to provide additional living space.

Planning Applications:-

R13/0222 – Unit 3 Heritage Close. Display of illuminated fascia sign.

R13/0337 – Land East of Calvestone Road. Substitution of house types re 3 dwellings.

16.

To discuss items requiring the Clerk’s attention

Initial.....

ACTION - Cllr Mrs Brett is to email all Councillors with their petition areas again.

ACTION - Clerk to obtain lanyards for Councillor name tags.

Move meeting to 3rd Tuesday in month so that the agenda setting and finance meeting did not keep clashing with bank holidays. **ACTION** - Clerk to confirm with Children's Centre.

There being no further business the meeting closed at 10.10 pm

Signed as a true record;

.....
(Chairman)

(Date)

Initial.....