

Cawston Parish Council

Councillors: P. Venner (Chairman), Mrs D. Wilson (Vice Chairman)
Mrs M. Brett, M. Cool, P. Hayden-Hart, Ms S Bestwick, M. Emery, M. Duncan, Mrs J Hudson, Mrs C. Yates

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 85, Tuesday 17th September 2013
Held at Cawston Grange Children's Centre

Parish Councillors in Attendance:	P. Venner, Mrs D. Wilson, Mrs M. Brett, P. Hayden-Hart, Ms S. Bestwick, M. Emery, M. Duncan, Mrs J. Hudson, Mrs C. Yates
Other Guests in Attendance:	Borough & County Cllr P. Butlin, Borough Cllrs M. Stokes and M. Williams. PC. H. Duffield-Smith, PCSO J. Thatcher. Sean Lawson from RBC. Caroline Pick, Consultant
Number of Public in Attendance:	Two

The Clerk/RFO also attended.

The meeting opened at 7.30 pm.

1. To receive apologies for absence.

Apologies were received from Cllr M. Cool.

2. Declarations of interest as defined by the Code of conduct for Councillors.

Cllr Ms Bestwick re Item 7a. (i) Play Area due to proximity of house to area.

3. Minutes of the Previous Meeting(s).

- **The Council Resolved That:** The minutes of Meeting No. 84 dated 20th August 2013 were signed by the Chairman as a true and accurate record of that meeting.
- **Proposed:** Cllr Mrs M. Brett
- **Seconded:** Cllr Ms S. Bestwick

Matters arising from the Minutes of the previous meeting.

Items are included on agenda for this meeting.

4. Report from Warwickshire Police.

PC H. Duffield-Smith and PCSO Jane Thatcher were in attendance.

Following incidents on and around the currently being constructed play area there had been a police presence in the area. Pc Duffield-Smith (supported by comments from RBC and Proludic) commented that the damage to the play area was not a pattern seen before; this seemed very targeted and was not typical vandalism. He commented that there appeared to be an under-reporting of the issues etc. in the area but hoped the advent of CCTV would be a deterrent. Public who had not been reporting incidents were now more aware and are responding well. Young people had been seen inside the fencing on the previous evening. It was felt that once the fencing was removed and more people visited the site that this would ensure more security.

Cllr Venner passed onto the Police the fact that Borough Cllr Stokes had seen people in the play area just before the meeting started. Cllr Venner and Sean Lawson had gone out but the perpetrators had gone. A section of fence was re-installed.

Ian King, Crime Prevention Design Advisor had visited the site together with Jane Thatcher the local PCSO and Borough Cllr Stokes. It was apparent that there was a clear discrepancy between the number of alleged incidents of ASB reported to Cllr Stokes by local residents and those reported to the police. The number of overall incidents is very low and the main area for the incidents is the car park outside Budgens in Gerard Road. Residents should be encouraged to report all incidents of ASB and crime to the police in order that they are able to get a true picture of what is happening in the area. Mr King suggested that in order to help with surveillance of the whole site all hedgerows between the houses and the site should be pruned back to a height of 1.5m and that all the trees should have their lower canopies raised to over 2m. Mr King concluded that he was still of the opinion that this is the right location for the play area.

Cllr Stokes said that despite the report from Mr King he would continue pushing as to why no consultation on the location of the play area or the equipment installed was carried out.

Crimes statistics for the area for July 2013 are:-

Anti-social behaviour – 3

On or near Callier Close, Scholars Drive and Spottiswood Close.

Vehicle Crime – 1

On or near Ludham Place.

Other Theft – 1

Near A4071

Drugs

On or near Callier Close.

The above figures were taken from the police.uk website but PC Duffield-Smith said that this was not accurate as some crimes were screened out and he would supply statistics on a monthly basis to the council.

It was commented that removal of the cycle shed from the commercial area was recommended by the Police architect.

3 incidents of damage to the benches on the sports field were reported to the Police.

Concern was raised as to the speeding of motorbikes on the Relief Road and the police responded that events were being monitored.

The police officers left the meeting at 8.00 pm

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

Concern was expressed by a resident that the Commercial Area was not being looked after. Both the Commercial Area and Gerard Road are looking much neglected. Also the fence along the bridle path is falling down. The clerk is to contact Adrian McInnes re the above items. The question was asked about any plans for the ground between the Commercial Area and the bridle path, but no application has been made. The consortium is to be asked to sweep Gerard road and make repairs as necessary. Car drivers are exiting the Commercial Area over the footpath and not using the proper exit, Borough Cllr Stokes will speak to the owners to have this stopped.

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

Borough Cllr M. Stokes comments on the play area are contained under Item 4.

Bollards are to be put each end of Primary walk to prevent cars entering.

Whitefriars Drive is a disgrace and needs attention.

Drag racing has been taking place on Cawston Grange Drive, the police are aware.

The fenced off roundabout in Calvestone Road is it to be repaired or revamped?

He suggested that a working group be formed to discuss possible action to be taken over adoption of the estate.

Rugby Bridge Club had contacted him as to what is happening over the proposed partnership with the Community Hall. Cllr Ms Bestwick replied she had arranged a meeting with them to outline the council's position on this.

County and borough Cllr P. Butlin stated that he had never seen such methodical damage on a play area and said this is targeted vandalism.

The RTW Community forum to be held on September 19th will feature the pedestrianisation of the town centre.

Future funding for Children's Centres is currently being debated. The County Council have to make savings of £92m over the next 4 years.

As for Highways the gritting levels will remain the same this year as for last.

Bilton Lane crossing will now be installed in November 2013.

The S106 agreement re the Cawston Extension Site has now been signed and Cllr Ms Bestwick should contact Karen McCulloch of the planning section to obtain written evidence of this.

Borough Cllr M. Williams

Travellers had looked at Cawston prior to locating at Freemantle Road; they have been issued with a three month ban from the Rugby area.

There had also been incidents of fly-tipping on council land.

7. a) Community Open space and Play Area

i) Update on play Area

Sean Lawson said it should be finished in 7 to 10 days' time. There would be an opening ceremony on Saturday 12th October 2013. Coaches from rugby leisure Centre would be on hand to ensure the correct techniques for using the climbing wall and gym equipment. It is hoped that this will prove to be a good community event. It was agreed that cake cutting and photography would take place at 10.00 am. Cllr Ms Bestwick said that the school children were very excited about the play area. Cllr Mrs Brett thanked all for their efforts in getting this up and running. Flyers would be put into the school advertising the event. Borough Cllr Stokes said re the recommendations about tree cutting when? Sean Lawson responded that this would be work in progress.

ii) Dog Fouling

Rugby borough council will do some work on this but need the public to identify offenders in order to engage and consult them. The worst areas are the Bridle Path and footpaths in Whitefriars Drive.

It was pointed out that grass cutting is an issue as the grass is allowed to grow too long and the whole estate is becoming an issue.

iii) Groundworks

All but one of the bollards has been painted. It was agreed to obtain gold tape which will be affixed to the bollards by the handyman. The acrylic panels for the notice-boards are on order and the benches require painting before during the current dry weather.

b. Consortium Liaison and Adoption

Sean Lawson said that the reluctance of the consortium to install the play area delayed adoption of the open spaces. He produced a plan of Cawston Grange Stylised Maintenance Plan showing the various types of cutting throughout the estate. Any queries about this should be directed to Scott Ballard at Rugby borough Council. There will be a meeting to discuss the cutting back of trees with Borough and Parish councillors.

Sean Lawson left the meeting at 9.05 pm.

c. Community Hall

i) Build and Design

Cllr emery had a meeting with the architects who were almost ready for going out to tender. It was pointed out that stage payments would be required during construction. A list of Contractors is being drawn up. On the question of cycles metal hoops in the ground are required.

ii) Fundraising incl. Legals and Governance

a. Fundraising

Caroline Pick, Consultant, was introduced to the Council. 28 possible funding opportunities had been researched and the top 10 had been listed. Capital Funding had been the focus and the current position is there is a Total Cost of £680,000 of which contribution from Section 106 will be £471,000. The Council have saved £150,000 from its precept, leaving a shortfall of £59,000. This should be achievable using landfill grants from Veolia. It may be necessary to look for a loan, if S106 funding phasing is longer than anticipated. The Public Works Loan Board lends money to Parish Councils.

Actions required are:-

1. If Veolia are approached by the October 4 deadline we need to concentrate on completing the online application form without delay.
2. Approach Lisa Green at WREN to determine the best time to apply.
3. Decide on what element it is best to approach Awards for All to fund, and commence application (if appropriate).
4. Look at the Public Works Loan Board in relation to S 106.

b. Governance

Two models were looked at following the July council meeting; these were Charitable Incorporated Organisation (CIO) and the Company Limited by Guarantee (CLG) with Charitable Status. A comparison of the two had been drawn up with the differences between the two listed. Following discussion

- **The Council Resolved That:** The Approval is given for the CIO structure
- **Proposed:** Cllr Ms Bestwick
- **Seconded:** Cllr P. Venner
- All in favour

c. Draft Budget

A draft annual budget was presented to the council with assumptions of hire charges and possible users. It was agreed to push for Gold Level Accessibility. Disabled toilet with hoist? This needs to be finalised a.s.a.p.

c) Finance, Staffing and Admin

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

The funds available to the council at 10th September 2013 were as follows:

Current account	£	791.07
Savings account		£204,864.92
Total Funds		£205,655.99

There were two unrepresented cheques amounting to £200.00.

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

Staff Related	£282.75
HMRC	£221.24 PAYE 2 nd Qtr.
Caroline Pick Consulting Ltd	£923.84 Consultancy 2 nd Interim Payment
Mark Cox	£270.00 Handyman Hours
TOTAL PAYMENTS	£1,497.83

A transfer of £3,000.00 from the Savings to the Current Account to restore the agreed operating level.

- **The Council Resolved That:** The Working group recommend payment and transfer of all the above
- **Proposed:** Cllr Ms S Bestwick
- **Seconded:** Cllr P. Venner
- All in favour

The Council will consider the benefits of a transfer of telephone and broadband when a broadband quote has been obtained.

ii) Timetable for 2014/15 Budget

Last year the council adopted a revised budget process which allowed all Councillors the opportunity to submit expenditure suggestions and engage in a collective critique of a draft budget. The result was a detailed budget and precept application ready well in advance of the RBC deadline. The working group propose a similar approach this year with the following schedule suggested for councillors to agree.

30 Sept 2013	Individual budget proposals and requests	All councillors
08 Oct 2013	Draft budget prepared	Working Group
22 Oct 2013	Special Council Meeting	All councillors
12 Nov 2013	Revised Budget prepared	Working Group
03 Dec 2013	Special Council Meeting	All Councillors
10 Dec 2013	Final draft of budget prepared	Working Group
17 Dec 2013	Budget approval	All councillors

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

The Air Ambulance Service requesting a poster advertising their 'Big birthday Bonanza' is placed on the Council's notice boards.

RTW Community Forum to take place Wednesday 18th September 2013 at the Indian Community Centre, Edward Street.

WALC notification of 'Budget Settings 2014/15 for Local Councils' on Tuesday 15th October 2013 at Wootton Wawen from 6.30 to 8.30 pm.

WALC Draft Revised Local Councils Charter – comments by 4 October.

WALC 'Being a good councillor and Clerk' course on 5 October at Ettington.

Via Cawston PC Contact Form various emails covering overgrown vegetation, incident opposite Cavendish Drive and comments about the play area (including Borough Cllr Stokes response).

Telephone call re overgrowing tree and branches falling at rear of Ludham Place.

Mark Williams re contact for Community Safety wardens 0800 096 8800 which operates until 11.00 pm.

9. To consider and discuss any relevant planning notices including a summary of the previous month's activity

Decision re R13/1283 – 6 Field View, Cawston.

Approval for two storey front extension.

Planning Applications

R13/1569 – 53 Berrybanks

Retention of hard standing to front of house – land directly adjoins Cawston Parish.

R13/1521 – Land South of Coventry Road and North East of Cawston lane

Outline planning permission for the development of the site for up to 250 dwellings.

10. To discuss items requiring the clerk's attention

Xmas lights and carol service to be on the next agenda.

There being no further business the meeting closed at 10.20 pm

Signed as a true record;

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(Chairman)

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(Date)

Initial.....