

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 86, Tuesday 15th October 2013
Held at Cawston Grange Children's Centre

Parish Councillors in Attendance:	P. Venner, Mrs M. Brett, Ms S. Bestwick, M. Emery, M. Duncan, Mrs J. Hudson, M. Cool
Other Guests in Attendance:	Borough Cllr M. Williams.
Number of Public in Attendance:	One

The meeting opened at 7.30 pm.

1. To receive apologies for absence.

Apologies were received from Cllrs. Mrs D. Wilson, P. Hayden-Hart, Mrs C. Yates and Borough Cllr P. Butlin

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

Cllr Ms Bestwick re Item 7d. (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 are to be signed by the Chairman as a true and accurate record of that meeting once the type errors are corrected and section 6 is made clearer.
- **Proposed:** Cllr Mrs M. Brett
- **Seconded:** Cllr Mrs J. Hudson

Matters arising from the Minutes of the previous meeting.

Items are included on agenda for this meeting.

4. Report from Warwickshire Police.

No Police in attendance. No Police Report.

Clerk to follow up with PC Duffield Smith who promised a more accurate report last month.

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

Concern was expressed by a resident about the noise levels coming from the play area. It was agreed to pick this up in the next section.

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

Borough Cllr M. Williams reported back on the following areas;

Bilton Road Closure – 28th October to 1st November to allow the new crossing to be built

Budgens – Cllr Williams to contact Cllr Stokes ref previous actions on talking to the landlord reference promised litter bins (part of the planning consent we believe) and whether one of these could be sited to stop cars driving over the pavement. **Action – Borough Cllrs Williams and Stokes**

Play Area – The open day had gone well and was well received by all of the residents that attended. The play area will now obviously go through a period of maintenance and development as it begins to bed in.

On the subject of noise the council discussed the potential of additional planting to help as a natural sound barrier to alleviate the issue raised by the Parishioner in item 5. Whilst the council are in favour of such a move Borough Cllr Williams expressed the fact that as so much had been made by objectors to the play area of ASB the Police had expressed a view that the edges of the area remain open to provide 'natural

surveillance'. This issue to be discussed with Sean Lawson and Scott Ballard at RBC to see what can be done in the next planting period. **Action – Borough Cllr Williams.**
Cllr Venner reported back on the meeting with Sean Lawson and Scott Ballard ref the thinning out and topping off to be done around the open space by the play area.

7. a) Consortium Liaison and Adoption

Cllr Venner reported back on a meeting he had with Dylan Smith and Jack Macullum from Severn Trent Water and Rob McGuinn from the Consortium. STW have conducted the remedials on the main roads and the Consortium are now in discussion with WCC reference the start of the adoption process for these roads. For the side roads STW will do the surveying of the sewers, however it is then up to the individual builders to conduct the remedial work. Once the sewers are fit for transfer the Consortium will inspect the side roads, but again the remedial work is the responsibility of the individual builders and their agents. At this stage we may need to enlist the help of RBC, WCC and possibly our M.P. to bring pressure to bear on the individual builders to get the work completed.

b) Community Hall

i) Build and Design

Further to the last meeting no response had been provided by Borough Cllr Stokes in relation to the ground survey conducted on the commercial centre. Cllr Emery contacted the developer directly and although the survey had been promised nothing had been delivered. This is now holding up the process. The cost of a ground works investigation is circa £2,800 + VAT. It was proposed that we authorise this to go ahead.

Proposed Cllr Emery.

Seconded Cllr Venner.

All voted in favour.

Room data sheets are required from HB – **Action Cllr Emery**

Confirmation of S106 monies still required from Karen McCulloch at RBC Planning – **Action Cllr Ms Bestwick**

Meeting to be set up between HB, the Mech. Engineer, and the Parish Council working group – **Action Cllr Emery**

ii) Fundraising incl. Legals and Governance

a. Fundraising

Caroline Pick, Consultant, is working on the draft budget for the hall.

b. Governance

Nothing more to report at this stage

c) Finance, Staffing and Admin

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

The funds available to the council at 8th October 2013 were as follows:

Current account	£ 29,398.57 inc 2 nd precept payment
Savings account	£201,871.88

Total Funds	£231,270.45
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There were two unrepresented cheques amounting to £491.24.

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

Staff Related	£282.80 no VAT
Bay Plastics Ltd	£226.94 inc VAT – Noticeboard acrylic sheets
Grant Thornton	£360.00 inc VAT – Audit Fee
Warwickshire County Council	£120.00 no VAT – Room hire at Children's Centre
Mark Cox	£247.50 no VAT – Groundworks
Caroline Pick Consulting Ltd	£736.11 no VAT – Community Hall Consultancy Payment

BT Line Rental and Calls	£109.63 paid by direct debit
HB Architects	£12,540.00 inc VAT – 2 nd Interim payment and Noise Survey
TOTAL PAYMENTS	£14,622.98

A transfer of £12,000.00 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

ii) Timetable for 2014/15 Budget

Reminder of the schedule.

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

d) Community Open Space and Play Area

i) Update on play Area

Covered in section 6.

ii) Boundary Change and Petition

News of the boundary change to be put in next issue of CPN – **Action Cllr Venner**

iii) Cawston Lane Development

Parish Council response to be submitted – **Action Cllr Venner.**

iv) Preparation for Christmas

Christmas tree lights to be put up around the end of November – **Action Cllr Cool to arrange**

Carol Service to be held around the tree as last year. **Date 8th December at 4pm**

Response required to BEC – **Action Cllr Venner to Cllr Hayden Hart**

Use of BEC P.A. system to be confirmed – **Action Cllr Duncan**

v) Cawston Parish News

Delivery needs to be the weekend of the 29th / 30th November

All articles to Cllr Venner by 15th November – **Action All Councillors.**

Confirmed that businesses going into the new units in the Commercial Centre can have their first advert free

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

Sean Lawson – RBC – Re Thanks to those that supported the Play Area opening event

WCC – Temporary closure of Cawston Lane 13th to 27th November to allow resurfacing.

WCC - Temporary closure of Bilton Lane / Lawford Lane 28th October to 1st November.

WALC Newsletter – Out on circulation

Girl Guiding Warwickshire – Girl guide requesting help in supporting a project trip to Ghana in 2014. To be passed to the Clerk to be added to other requests. Process for such requests to be set up (possibly 1/4ly review) – **Action The Clerk.** Process to be published in next CPN – **Action Cllr Venner**

Bridge Club – **Passed to Cllr Ms Bestwick to respond**

Parishioner emails to the Chair ref parking in Bronze Avenue

9. To consider and discuss any relevant planning notices including a summary of the previous month's activity – None

10. To discuss items requiring the clerk's attention

WALC 'Being a good councillor and Clerk' course on 5 October at Ettington. Cllr Duncan turned up at 9am to find that he wasn't booked on the course. **Action – Clerk to resolve**

There being no further business the meeting closed at 9.28 pm

Signed as a true record;

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(Chairman) (Date)

Initial.....