

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 88, Tuesday 19th November 2013
Held at Cawston Grange Children's Centre

Parish Councillors in Attendance:	P. Venner, Mrs D. Wilson, Mrs M. Brett, M. Emery, M. Duncan, Mrs J. Hudson, M. Cool, Mrs C. Yates
Other Guests in Attendance:	None.
Number of Public in Attendance:	One

The meeting opened at 7.30 pm.

1. To receive apologies for absence.

Apologies were received from Cllrs. P. Hayden-Hart, Ms S. Bestwick and Borough Cllr M. Williams

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

None received.

3. Minutes of the Previous Meeting(s).

- **The Council Resolved That:** The minutes of Meeting No. 86 dated 15th October 2013 are to be signed by the Chairman as a true and accurate record of that meeting.
- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr Mrs J. Hudson
- **The Council Resolved That:** The minutes of Meeting No. 87 dated 22nd October 2013 are to be signed by the Chairman as a true and accurate record of that meeting.
- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr Mrs J. Hudson

Matters arising from the Minutes of the previous meeting.

The Chair went through the items on the Action Log and this was up-dated. Other items are included on agenda for this meeting.

4. Report from Warwickshire Police.

No Police in attendance. Crime Statistics are taken from the police.uk website.

Anti-social Behaviour – Callier Close 1, Scholars Drive 2, Alicia Close 2, Oatland Drive 1, Near A4071 1.

Burglary – Cresswell Place 1, Gold Avenue 1.

Criminal Damage and Arson – Alicia Close 1, Clement Way 1, and Wortley Close 1.

Shoplifting – Callier Close 2.

Action: Clerk to follow up with PC Duffield Smith who had promised more accurate monthly reports.

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

Resident complaint about grass cutting last carried out on 4th October. Borough Council had promised regular cuts keeping the height of grass to a minimum height. **Action:** Cllr P. Venner to contact Borough Cllr M. Williams on this subject.

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

None present.

7. a) Consortium Liaison and Adoption

Cllr P. Venner reported contact from STW who will start adopting the sewers of the infrastructure (main roads) this week followed by associated structures (side roads) thereafter. **Action:** Cllr P. Venner to monitor the progress.

b) Community Hall

i) Build and Design

Cllr M. Emery reported that the meeting to be set up between HB, the Mech. Engineer, and the Parish Council working group had been delayed but hopefully Friday of next week – **Action Cllr M. Emery**
Action: the Clerk to book Cllr M. Emery on Community Hall Building course on 23rd November.

ii) Fundraising incl. Legals and Governance

Cllr Mrs C. Yates had been added to the Fundraising working group.

It was advised that the Council would be able to claim VAT on the building of the hall provided invoices were in the name of the council. **Action:** The clerk to produce a schedule of hall payments to date.

No report available for this meeting.

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 November 2013 were £216,160.94p.

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

Staff Related	£264.91 no VAT
Office Expenses	£ 27.97 inc VAT
Bay Plastics Ltd	£ 38.02 inc VAT – Noticeboard acrylic sheet
Mark Cox	£438.00 no VAT – Groundworks
Steers Printing	£310.00 no VAT – Printing of Parish News
Howkins and Harrison	£300.00 inc VAT – Land Valuation
TOTAL PAYMENTS	£1,378.90p

A transfer of £1,000.00 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 P. Venner
- **Seconded:** Cllr Mrs D. Wilson
- All in favour

The Clerk had appraised two options for telephone and broadband and option (B) was recommended as the preferred supplier.

- **The Council Resolved That:** The recommendation of the working group be accepted and PlusNet are to be the supplier of telephone and broadband for the next 12 months
- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr Mrs D. Wilson
- All in favour

Action: Clerk to contact PlusNet and arrange contract.

The working party recommended that un-used funds allocated to projects to 31 March 2013 are transferred to the funds of the Community Hall. The funds to be transferred are as follows:-

Street Furniture	£ 1,755.81
Parish Plan Projects	£ 7,160.00
Parish Design Statement	£ 2,500.00
Signage	£ 4,500.00
Social Development Fund	£ 1,500.00
Contingency	£ 2,500.00

Play Area (Green Gym) £11,865.00

Total Transfer £31,780.81

- **The Council Resolved That:** The recommendation of the working group is accepted and the un-used funds as above are transferred to the Community Hall Fund.
- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr Mrs D. Wilson
- All in favour

ii) Budget Update

The proposed budget had been sent out to all councillors for their consideration with comments invited before a final session at the December Full Council meeting when a vote to accept will be required.

Action: The clerk to cancel the booking for the proposed budget meeting on Tuesday 3rd December at The Cawston Grange Children's Centre.

d) Community Open Space and Play Area

i) Centenary Avenue of Trees

Cllr P. Venner produced a plan of proposed addition planting around the play area. This was discussed and agreed that the Parish Council would liaise with Sean Lawson of RBC on the planting. **Action:** Cllr P. Venner to contact Sean Lawson of RBC.

Discussion had taken place between RBC and Cllr P. Venner on the planting of a Centenary Avenue of Trees to commemorate the ending of World War I. The proposed avenue would run either side of the path leading from the play area towards Cawston Grange Drive. The school would be asked to get involved with researching local people who lost their lives in the war and placing plaques on trees. Planting would take place in the winter of 2014 with some form of celeb ration taking place in 2018. **Action:** Cllr P. Venner is to advise RBC on the Parish Councils willingness to be involved.

The issue of litter around the Commercial Area was raised, together with the egress from there over the footpath. **Action:** Cllr Mrs C. Yates is to liaise with the owners about the installation of litter bins and some form of obstruction to stop cars exiting over the pavement.

e) Xmas Carols and Tree Lighting Prep

The lights are to be put on the xmas tree on 24th November at 1 pm. The Carol Concert, including the switch on of lights, to take place on Sunday, 8th December at 4 pm. The response to BEC had been communicated. Cllr M. Duncan said the PA System would be there, together with microphone. It was agreed that six carols are required. Also agreed that a collection would be made with the proceeds going to Zoe's Place, a Coventry based Children's Hospice. High Visibility jackets are required for stewards.

Action: Cllr P. Venner to liaise with Cllr M. Duncan on carols. Carol sheets to be provided by Cllr M. Duncan. High Visibility jackets are to be provided by Cllr P. Venner.

Cllr Mrs M. Brett has purchased the refreshments for the Carol Concert spending the sum of £48.12 incl Vat.

- **The Council Resolved That:** The sum of £48.12 is reimbursed to Cllr Mrs M. Brett for the cost of refreshments for the Carol Concert.
- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr Mrs D. Wilson
- All in favour

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

Email from WALC on the subject of the need for Neighbourhood Plans.

The Royal British Legion making a Poppy Appeal.

Amended and updated Standing Orders from WALC.

Notification from WALC of a Briefing Event covering – Data Protection – Freedom of Information – Data Transparency on 18th January 2014 in Southam.

Email from residents re Rugby Bridge Club.

NALC advertising a new book entitled 'Your Council Explained'. The book provides easy to read narrative about the roles of parish councils, their councillors and officers and how they work. There is comprehensive and practical guidance about the legal issues that local councils are exposed to.

The Mayor of Rugby Borough making an appeal for pictures, drawings or photographs representing your parish for a 'Picture of the Borough'.

Email from WALC advising the change from the 'Criminal Record Bureau for Checks' to 'The Disclosure and Barring Service'.

Email from Walc on the subject of Precepts for 2014-15.

- **The Council Resolved That:** The sum of £250.00 be donated to The Royal British Legion for their Poppy Appeal

- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr Mrs D. Wilson
- All in favour

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

Applications:-

- R13/1888 - 5 Bronze Road – Retention of the additional hard standing to the front of property.
- R13/1960 - 48 Drummond Road – Retention of hard standing to front of property.
- R13/1993 - 14 Arundel Way – Replacement of woodchip with slate chips at front of property.
- R13/0883 - 71 Durrell Drive – Erection of single storey rear extension.
- R13/1903 - 40 Drummond Road – Retention of hard standing to front of property.
- R13/1977 - 3 Frewen Road – Retention of hard standing to front of property.
- R13/1838 - 1 Cave Close – Conversion of part of integral garage to living accommodation.

Decisions:-

- R13/1836 - 21 Bronze Road – **Approval** – Provision of block paving.
- R13/1903 - 40 Drummond Road – **Refused** – Retention of hard standing to front of property.
- R13/1960 - 48 Drummond Road – **Refused** – retention of hard standing to front of property.
- R13/1888 - 5 Bronze Road – **Approval** – retention of additional hard standing to front of property.

10. To discuss items requiring the clerk's attention

- Fence by play area in Turchil Road has bolts missing. **Action:** Cllr M. Cool to investigate.
- Problem with lighting problems on open areas, a key is needed to remove bollards for access. **Action:** Cllr P. Venner to contact Rob McGuinn.
- Redrow vehicles churning up grass verges and having a lack of consideration to pedestrians and other road users. **Action** – Cllr P. Venner to contact Redrow.
- Cllr M. Cool said the proposed crossing on Cawston Grange Drive was not a priority and would be better on Calvestone Road at the end of Primary Walk. **Action:** Cllr P. Venner to contact County Cllr P. Butlin.
- Cllr P. Venner reported that he had taken photos of the Parish for a presentation to Lighthorne Parish Council on the pitfalls of new builds and adoption.

There being no further business the meeting closed at 9.30 pm

Signed as a true record;

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 (Chairman) (Date)