

# 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

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## 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](mailto:clerk@cawstonpc.org)

**Ordinary meeting Number 89, Tuesday 10th December 2013**  
**Held at Cawston Grange Children's Centre**

Parish Councillors in Attendance:	P. Venner, Mrs D. Wilson, Mrs M. Brett, M. Emery, M. Duncan, M. Cool, Ms S. Bestwick
Other Guests in Attendance:	None.
Number of Public in Attendance:	None

**The meeting opened at 7.30 pm.**

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

No apologies were received

**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. 88 dated 19th November 2013 are to be signed by the Chairman as a true and accurate record of that meeting.

- **Proposed:** Cllr P. Venner

- **Seconded:** Cllr M. Cool

**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** – Alicia Close 1, Blyth Close 1, Callier Close 1, Cavendish Close 3, Francis Drive 1, Judith Way 1 and Oatland Drive 2.

**Criminal Damage and Arson** – Cawston Grange Drive 1, Spottiswood Close 1..

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

None present.

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

None present.

**7. a) Consortium Liaison and Adoption**

Cllr P. Venner reported he awaited an update from STW on the adoption of the sewers. **Action:** Cllr P. Venner to monitor the progress.

**b) Community Hall**

**i) Build and Design**

Cllr M. Emery reported on a meeting with the Mechanical and Electrical Engineer during which forms of heating and air conditioning were discussed.

The hot water system was discussed and it was felt that we should go for a gas boiler and water tank rather than individual heaters

Solar panels would be fitted to the roof.

Electricity data sheets were required for each room. The number of electrical points and data points were felt to be inadequate.

Query as to Fire alarm System being Level 1 or 2 to be resolved by the Mechanical and Electrical Engineer.

The specification for the hall floor needs to be confirmed – **Action** Cllrs M. Emery and Ms S. Bestwick to liaise on this.

The room specification sheets compiled by Cllr Bestwick need to be shared with the M & E Engineer –

**Action:-** Cllrs Bestwick and Emery.

The specification of the disability room to be concluded – **Action:-** Cllrs Bestwick and Emery.

**Action:** the Clerk to contact WALC with regard to Section 18.f of Standing Orders about Public Contract Regulations 2006 (SI No. 5 as amended) and the Utilities Contract Regulations (SI No. 6 as amended) and compliance with EU procurement rules.

- **The Council Resolved That:** The shutter/partitions in the function room be deleted to save £25,000 in cost

- **Proposed:** Cllr M. Emery

- **Seconded:** Cllr Ms S. Bestwick

**All councillors were in favour.**

It was agreed to keep the glass over the entrance hall and there was a discussion on window frames with an agreement on powder coated aluminium rather than uPVC.

Could go out to tender in 4 weeks from authorising the architects to complete drawings and specifications.

**Action:-** Cllr Bestwick to contact Karen McCulloch at RBC to obtain details on Cawston Extension s106 money.

Cllr M. Emery had attended a seminar on Community Hall Building and reported on solar panels, booking software and insurance. **Action:-** Cllr Emery to obtain details of solar panels from our M&E Engineer to pass to the presenter at the seminar for review.

ii) **Fundraising incl. Legals and Governance**

Cllr Ms Bestwick reported that Cllr J. Hudson had been in touch with her and Cllr C. Yates would join them from January.

Viola application needs to be submitted in Jan 14. **Action:-** Cllrs Bestwick, Hudson and Yates.

### c) Finance, Staffing and Admin

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

The funds available to the council at 2nd December 2013 were £214,585.83p

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

Staff Related	£282.74 no VAT
Office Expenses	£ 2.00 inc VAT
Caroline Pick Consultancy	£150.00 inc VAT – Governance work
Mark Cox	£207.50 no VAT – Groundworks
Steers Printing	£430.00 no VAT – Printing of Parish News
HMRC	£207.77 inc VAT – PAYE 3 <sup>rd</sup> Qtr
<b>TOTAL PAYMENTS</b>	<b>£1,280.01p</b>

A transfer of £1,600.00 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) **To approve the Budget for 2014-15**

- **The Council Resolved That:** The budget showing a Precept of £57,591.49 is approved for the Financial Year 2014-15
- **Proposed:** Cllr Ms S Bestwick
- **Seconded:** Cllr P. Venner
- All in favour

**d) Community Open Space and Play Area**

Cllr S. Bestwick commented that some residents had raised safety concerns about one item of equipment on the play area. As this falls under Rugby Borough Council they would have taken this into consideration before passing the equipment as fit for use. **Action:-** Cllr Venner to bring to the attention of RBC. Grass needs cutting between goalposts. **Action:-** Cllr Venner to bring to the attention of RBC.

**8. To discuss and approve the following policies:**

**Standing Orders, Financial Regulations, Child Protection and Complaints Procedure.**

Held over to the next council meeting.

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

Walc on the subject of Precepts for 2014-15.

Broadband Fibre Optic Cable installed..

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

**Applications:-**

R13/1983 44 Drummond Road – retention of hard-surfacing to front of property.

R13/2038 35 Bronze Road - retention of hard-surfacing to front of dwelling house.

**Decisions:-**

R13/1838 1 Cave Close – Conversion of part of double garage to living accommodation – APPROVED.

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

No items were raised.

**There being no further business the meeting closed at 9.08 pm**

Signed as a true record;

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(Chairman)

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(Date)