

# 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 90, Tuesday 21st January 2014**  
**Held at Cawston Grange Children's Centre**

Parish Councillors in Attendance:	P. Venner, Mrs M. Brett, M. Emery, M. Duncan, M. Cool, Ms S. Bestwick
Other Guests in Attendance:	County & Borough Cllr P. Butlin & Borough Cllr M. Williams.
Number of Public in Attendance:	None

**The meeting opened at 7.30 pm.**

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

Apologies were received from Cllrs Mrs D. Wilson, Mrs J. Hudson & Mrs C. Yates. Also from Borough Cllr M. Stokes.

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

None

**3. Minutes of the Previous Meeting(s).**

- **The Council Resolved That:** The minutes of Meeting No. 89 dated 10th December 2013 are to be signed by the Chairman as a true and accurate record of that meeting.

- **Proposed:** Cllr P. Venner

- **Seconded:** Cllr Mrs M. Brett

**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 provided by Rugby Police.

In the month of December 2013 there were 3 Crimes in Cawston, these were:-

Theft in Turchil Road, Criminal damage in Whitefriars Drive and Theft in Noble Drive.

Up to the 11<sup>th</sup> January 2014 there were no reported crimes.

**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**

County & Borough Cllr P. Butlin spoke on the proposed crossing on Cawston Grange Drive and said this was going ahead and Gafoor Din of the County Council would be on site next week to look at where this should be located. As for a crossing on Calverstone Road he said that there was no support for this due to the lower vehicle movement. If the Parish Council wanted to pursue the possibility of a crossing on Calverstone Road then Jo Edwards at WCC should be contacted.

**Action:** Clerk to **write to Jo Edwards to request provision of crossing.**

He also said that £1.5m had been allocated to the school for the expansion of buildings.

The question of adoption of the estate was then raised with Cllr P. Venner saying he had worked closely with STW and Rob McGuinn on this subject. STW had now progressed into the side streets with the sewer

adoptions. However, Rob McGuinn, stated the completion of the roads could not proceed as there was an issue now with street lighting and that WCC did **not** have the staff available to deal with this.

**Action:** County Cllr P. Butlin is to chase WCC on this subject.

Cllr P. Venner then referred to an email from Bourne Town Council Clerk who, whilst congratulating the Council for managing to arrange such a fantastic new play area, complained about the number of dog walkers who walked in the vicinity with their dogs off the lead causing anxiety among both children and adults. The town clerk also noticed dog faeces near some of the equipment. Cllr P. Venner said that in the first instance signs are needed; a) for dogs off leads and b) the penalty for dogs being allowed to foul without picking up. He further said that both the dog warden and the district safety team be asked to keep a close eye on this area.

**Action:** Borough Cllr M. Williams said he would ensure the necessary action would be taken by the Borough Council.

Borough Cllr M Stokes sent a question with his colleagues regarding the provision of parking at the Community Hall for the parking of scooters. The Council said that this would be considered when the detailed planning takes place.

## 7. a) Consortium Liaison and Adoption

This was covered under Item 6 above.

### b) Community Hall

#### i) Build and Design

Cllr M. Emery said that a Ground Investigation Survey of the site had been carried out and the results were awaited.

**Action:** Room data sheets needed to be pulled together. Cllr M. Emery and Cllr Ms S. Bestwick are to liaise on this.

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

Cllr Ms Bestwick said there was a need to set up a board of trustees. The Public Works Loan Board requires this as a necessity.

The working party is to meet on 28<sup>th</sup> January.

**Action:** An article will be required in the next issue of CPN calling for volunteers. Cllr P. Venner / Cllr Ms. S Bestwick

### 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 January 2014 were £213,305.58p

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

Staff Related	£282.80 no VAT
Office Expenses	£ 1.00 inc VAT
<b>TOTAL PAYMENTS</b>	<b>£283.80p</b>

- **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

At the Carol Concert a collection for Zoe's Place raised the sum of £40.00.

- **The Council Resolved That:** The sum raised is increased by £60.00 making a total of £100.00.
- **Proposed:** Cllr Ms S Bestwick
- **Seconded:** Cllr P. Venner
- All in favour

#### d) Community Open Space

**Great War Centenary Avenue of Trees.** Cllr P. Venner produced a plan of the planting area, together with a list of types of trees. Poppy planting is also to be incorporated.

**Action:** Cllr Ms S. Bestwick to organise a working group which is to include the school.

There is a possibility of this group needing some funds.

**Action:** Cllr M. Emery is to have this put on the website.

### **Feedback from Sean Lawson RBC**

Play Area – steps are to be put in and the waterlogging in several areas to be looked at. **The tree planting that has been agreed will take place in the planting season around Mar / Apr time.**

A great oak tree has disappeared from land at the end of Cawston Grange Drive, there is concern that a preservation notice may have been in existence. Sean Lawson of RBC is looking into this.

Concern had been expressed over safety of Button Swing on the play area. Proludic are to be asked for a Safety Assessment. **Action: Sean Lawson through the Clerk**

Cutting the grass between the goal posts at Durrell Drive will be carried out in the spring.

The bushes planted by a resident on Drummond/Arundel will be taken back to the enforcement officers.

**Action:** The Clerk is to contact the handyman as to whether he wishes to extend his contract and, if so, on what terms.

**Action:** The Clerk to see if any invoices have been received from RBC in relation to the plants in the planters.

### **To discuss and approve the following policies:**

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

- **The Council Resolved That:** The Financial Regulations be adopted.
- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr M. Emery
- All in favour
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- **The Council Resolved That:** The Child Protection Policy is adopted.
- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr Mrs M. Brett
- All in favour
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- **The Council Resolved That:** The Complaints Policy is adopted.
- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr Ms S. Bestwick
- All in favour
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- **The Council Resolved That:** The Standing Orders be adopted.
- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr M. Cool
- All in favour

**Action:** The Clerk is to carry out a risk assessment of all policies for the working group.

**Action:** The clerk to check with WALC regarding the European regulations on procurement.

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

Warwickshire County Council – Home Composting Workshops – Rugby Library on 10<sup>th</sup> May at 10.00 am.

Warwickshire Police – A scam purporting to be a phone call from Rugby Police about keeping youths off the street and a donation of £125.00 being requested together with your bank details.

The Royal British Legion acknowledging receipt of donation.

WALC Annual Briefing Day to be held on Saturday 1<sup>st</sup> March 2014 at Myton School, Warwick.

WALC asking for Royal Garden Party Nominations by 3<sup>rd</sup> February 2014 – Garden party being held on 21 May 2014.

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

None notified.

#### **10. To discuss items requiring the clerk's attention**

NHS Leaflet through doors requesting that your medical records being open to everyone. Need to let your surgery know if you do not want this to happen.

RBC will comment on the petition for the Cawston Grange Extension Site at end of February.

Any articles for the next issue of the Parish News to Peter Venner by 9<sup>th</sup> March at the latest.

**There being no further business the meeting closed at 9.32 pm**

Signed as a true record;

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(Chairman)

.....  
(Date)

Initial.....