

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 92, Tuesday 18th March 2014
Held at Cawston Grange Children's Centre

Parish Councillors in Attendance:	P. Venner, Mrs D. Wilson, Mrs M. Brett, M. Emery, Ms S. Bestwick
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 Cllr M. Cool.

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 the meetings No's 90 and 91 are signed by the Chair as a true and correct summary of the meetings.
- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr Mrs. D. Wilson

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. However, Julia A'Barrow, Community Safety Ambassador, Office of the Police & Crime Commissioner attended and explained that her role is to be the eyes and ears of the community. She wanted to hear what the community thought of the police, not only complaints, but anything good.

Cllr Ms. Bestwick said that the PCSO's had been very helpful in monitoring the new play area and their visibility was good.

Cllr P. Venner commented on the fact that the roads not being adopted meant that signage and road markings could not be put down. Support from the Police in putting pressure on local authorities to do this would be appreciated. Borough Cllr M. Williams said Rugby made up 18% of the crime in the county but only received 8% of the funding, this needed to be addressed.

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

None elected to speak.

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

Borough Cllr M. Williams said a tree in the school grounds would be looked after by RBC. Also there were plenty of poppy seeds available for the parish.

As for the play area the dog signs were in progress and the necessary paths are to be put in.

Cllr Ms S. Bestwick said that the fencing around the pond is broken and needed attention.

Action: Borough Cllr Williams to bring these matters to the attention of RBC

Borough Cllr M. Williams said that the Council Tax had been reduced by 3% by RBC.

The maintenance schedule for the play equipment would be re-sent. **Action:** Borough Cllr Williams ??

Bins with solar panels are to be trialled by RBC.

There is also a 'dog app' available from the RBC website.

7. To discuss Community Governance Review of Cawston Parish Boundaries

- **The Council Resolved That:** The draft letter compiled by Cllr P. Venner is agreed as the Council response.
- **Proposed:** Cllr P. Venner
- **Seconded:** Cllr Mrs. M. Brett

8. a) Consortium Liaison and Adoption

Cllr. P. Venner had been in contact with Chris Thorley, WCC, to get a list of maintenance items requiring attention. The Consortium is to notify Chris Thorley when they have completed the list so that an engineer can be sent to check.

b) Community Hall

i) Build and Design

Cllr M. Emery reported that plans and drawings had been passed to RBC, and there was an administration fee of £174.00 to pay. HB Architects are ready to proceed once we have finance.

ii) Fundraising incl. Legals and Governance

Approval Application Checklist: Action plan to compliance

1. Copy of the Council's budget for this year and next showing provision to meet the loan costs

Actions:

- a. Clerk to consolidate this year's account
- b. Cllrs Ms S. Bestwick and Mrs. D. Wilson as sub group to consider borrowing requirement, length for full repayment and estimated full life loan cost

2. Council to re-consider budget allocations for next financial year at the April Meeting – writ(??) to Community Hall commitment, notably loan repayment

Copy of the report to the Council – breakdown of the proposed work and estimated costs, plans and drawings

Actions:

- a. Cllrs M. Emery and Ms S. Bestwick to liaise on the production of an appropriate pack for the application involving HB for presentation to Full Council in April

3. Breakdown of the funding sources; named grant contributors, reserves, other resources

Actions:

- a. As part of action 1b. Cllrs Ms. S. Bestwick and Mrs D. Wilson to draw up funding schedule – one with s106 and one without
- b. Full Council will need to confirm with a clear vote the intent to use reserves to fund Community Hall

4. Consultation with local people about the planned project and intention to borrow, Inc. evidence (newsletters, websites etc.)

Actions:

- a. Clerk to review Minutes of meetings to draw up Schedule of open debate, formal records of discussion and decisions and details of consultation events concerning the building of a Cawston Community Hall
- b. Chair to consolidate pack of copy newsletters that demonstrate Community Hall information distributed to Cawston community
- c. Cllr M. Emery to complete a website search and print screen prints of any announcements / information to demonstrate consultation
- d. Plan for loan consultation to be approved at the March meeting and actioned.

Parishioner Consultation Plan for Borrowing Approval

We need to show meaningful consultation before seeking approval to borrow from the Secretary of State for Communities and Local Government

Consultation should be open, transparent and employ as many different modes of communication as possible to ensure no individual is disenfranchised from making a contribution to the debate.

The Parish Council need to be open to suggestions and consider appropriately any suggestions put forward. To enable this the Parish Council need to ensure relevant information is in the public domain in advance and during the consultation period.

The consultation period needs to be long enough to allow individuals to assimilate the publicly available information and then construct an informed response.

Cllr Ms. S. Bestwick suggests a plan which encompasses the following:

1. A flyer promoting the forthcoming consultation in the newsletter to be distributed this weekend
Actions:
Cllr Ms S. Bestwick to draft notice and Clerk to print off using donated paper
Clerk to deliver to Cllr Mrs. M. Brett by Friday for inclusion in the newsletter mailing
Cllr M. Emery to upload notice to website by Friday
2. We need to prepare a consultation pack – Parishioners can contact the Clerk for a printed copy or download from the website. We need to consider how the pack is put together, how long it will take and therefore when the consultation should run.
Action: Pack contents to be agreed, lead for compiling to be nominated, contact point for queries to be agreed, start and duration of consultation to be agreed. Cllr Ms S. Bestwick to organise.
3. Consultation launch – should be website driven but we also need A3 posters for the notice boards and perhaps ask the co-op if we can put a poster on their noticeboard too. We should also include the other shops.
If we can ‘push’ to blog subscribers and website list that would be good too
4. Annual Meeting – we should make this the face to face consultation ‘event’ and then perhaps agree a special meeting to consolidate consultation results and make a final decision on whether to borrow or not
Action: Agree annual meeting presentation and when we will make the final decision. The Chair to action.

There is a need to set up hall trustees.

Action: An article will be in the next issue of CPN calling for volunteers. **Action:** Cllr Venner

Discussion took place on the financing of the hall build and the need to consult local residents on the project and associated borrowing. Any proposal to increase the precept to meet borrowing costs must be backed by evidence of public support.

- **The Council Resolved That:** To develop, deliver and consultate with the local community regarding the use of borrowed funds from the Public Works Loan Board for the construction of a Community Hall
- **Proposed:** Cllr Ms. S. Bestwick
- **Seconded:** Cllr Mrs. D. Wilson
All in favour.

It was agreed to hold the following meetings:

Full Council Meeting on 15th April 2014 at 7.30 pm
Hall Funding Consultation Evening on 29th April 2014 between 8.00 pm and 9.00 pm
Annual Parish Meeting on 13th May 2014 at 7.00 pm
Annual General Meeting on 13th May 2014 at 7.15 pm
Full Council Meeting on 13th May 2014 at 7.30 pm

- **The Council Resolved That:** HB Architects be instructed to complete all necessary works and proceed to tender for the construction of the Community Hall
- **Proposed:** Cllr M. Emery
- **Seconded:** Cllr P. Venner

All in favour.

c) Finance, Staffing and Admin

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

The funds available to the council at 9th March 2014 were £214,659.83p

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

- Staff Related £ 282.60 no VAT
- Clerk Expenses £ 10.20 no VAT
- HMRC £ 212.00 no VAT
- Plusnet plc £ 28.80 incl VAT
- **TOTAL PAYMENTS £ 533.60**

- **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

Cllr Ms S. Bestwick reported on the retirement of Caroline Pick and would be passing the consultancy work over to Mike Candler.

- **The Council Resolved That:** They are in favour of the above transfer of consultancy work
- **Proposed:** Cllr Ms.S. Bestwick
- **Seconded:** Cllr P. Venner
- All in favour.

d) Community Open Space

Great War Centenary Avenue of Trees. Cllr Ms. Bestwick reported that the working group had been set up.

The school would be working on soldier profiles in the summer and autumn terms with the help of funding from RBC to develop a learning package.

Other groups are interested in being involved e.g. WI, Scouts etc etc.

There would be the planting of 11 (eleven) trees on 11th November 2014.

Blue Strawberry will be involved in the planting of poppy seeds.

Open Space

Cllr Mrs M. Brett said she would like to see a bench commemorating the first war plus two other benches.

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

WALC re Repeal of reliance on cheque payments.

Mayor's Parlour – Mayor wanting to visit each Parish Council during year of office. **Action:** Clerk to invite Mayor to our open evening on the 29th April

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

Approval

R13/0106 – 6 Calvestone Place, retention of decorative stone gravel to front and side of house and provision of associated landscaping.

R13/2223 – 9 Monk Close, requiring certificate of lawfulness for retention of hard landscaping to front and side of property.

R13/2077 – Erection of first floor extension over garage and part conversion of garage.

R14/0313 – 5 Brudenell Close, conversion of garage to ancillary living accommodation.

R14/0166 – 19 Cave Close, retention of hard surfacing.

Refused

R14/0180 – 21 Noble Drive, retention of hard surfacing.

Applications

R14/0101 – 27 Cave Close, retention of hard surfacing.

R14/2101 – 1 Rotherham Close, retention of hard surfacing.

11. **To consider the date of the April Council meeting and agree the annual schedule of meetings.**

It was agreed the date of the April 2014 meeting, 15th April, would remain unchanged.

The schedule of Council meetings for the financial year 2014/15 was agreed.

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

Schedule of meetings to be sent to County and Borough Councillors, also put on the notice boards.

There being no further business the meeting closed at 9.36 pm

Signed as a true record;

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(Chairman)

(Date)

Initial.....