

Cawston Parish Council

Councillors: P.Venner (*Chairman*), Mrs.D.Wilson (*Vice Chairman*)
Mrs. M Brett, Ms .S. Bestwick. M. Duncan, M. Emery, M. Cool

Minutes No. 98

Any queries relating to these minutes should be directed to the Clerk;

Mr.Raymond Morgan, 52 Ratcliffe Road, Rugby, CV22 6HB
Telephone: 01788 519563 or Email: clerk@cawstonpc.org

Ordinary meeting of Cawston Parish Council, Tuesday 16th September 2014 Held at Cawston Grange Children's Centre

Parish Councillors In Attendance	P.Venner, Mrs .D .Wilson, Mrs. M. Brett, M. Cool, M. Duncan, Ms S. Bestwick, M. Emery
Other Guests in Attendance	County and Borough Cllr P. Butlin
Number of Public in Attendance	None

Minute taker in attendance: Mr R. Morgan

The meeting opened at 7.30pm

1. Apologies were received from:

Borough Cllr M. Williams

2. Declarations of Interest as defined by the Code of Conduct for Cllrs.

There were no declarations of interest

3. Minutes of the previous meeting.

It was proposed by Cllr P. Venner and seconded by Cllr Mrs D. Wilson that the minutes of the previous Council meeting are a true record and can be signed as such.

4. Report from Warwickshire Police

No report had been received from the police and Cllr Venner said he would write to them about the lack of input.

Chairman's Initials.....

5. Up to 15 minutes for members of the public to address the Council

There were no members of the public in attendance.

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

County and Borough Cllr Butlin reported that the Rugby Conservative Party had elected Borough Cllr M. Stokes as their new leader and was expected to be elected as Council Leader on 23 September 2014.

WCC were still dealing with budget cuts and the CPE as from the 1st November 2014 would only have one office based in Warwick and not the three currently used.

With regard to adoption David Neal has left WCC and temporarily Neil Bennison will undertake that role. The person to speak to on adoption is Monica Fogerty at WCC. The issue with the street lights is still not resolved with WCC insisting that lights must be fit for purpose.

Action: Cllr Butlin promised to see what the latest on this issue.

Cllr Mrs Wilson asked when the crossing on Cawston Grange Drive would be installed; the reply was not until the road surface had been laid.

Cllr Ms Bestwick enquired about the £5,000 allocated to the County Cllr for small scale projects and was advised to obtain an application form. Cllr Butlin also said he would see what funds within WCC are available to be bid for.

Cllr Butlin also said he would see what S106 money had been allocated for the Cawston Lane development.

Cllr Mrs Wilson asked whether it was possible to obtain a loan from the County in lieu of the S.106 monies we are entitled to. Cllr Butlin promised to look into this.

Actions promised were:-

To see what the speed limit would be on Cawston Grange Drive after installation of the crossing – he believed this should be 30 mph.

To see if the 7 no. street lights on Coventry Road could be taken over by the County Council.

A review had been carried out on the impact of turning the street lights off overnight and it was found that the number of crimes had dropped.

7. Working Party reports

a) Consortium Liaison –

Adoption had been dealt with under Item 6 above.

b) Community Hall –

HB Architects had reported that productive interviews had been carried out with two contractors. They will review the design along with the mechanical and electrical to form a schedule for the contractors to adjust their tenders based on the following considerations:

1. Value engineering based on the existing scheme
2. Omissions based on the existing scheme
3. Phasing of the Function and Meeting Room

Also to investigate with the Planning Department as to whether any conditions can be relaxed to omit the cost associated with them.

Intend to have revised tenders returned before our next council meeting.

Cllr Cool said we should involve the community in carrying out some of the decoration. Cllr Ms Bestwick said we can apply to companies for specific works and would need a constructive list of items required.

It was agreed to hold a Hall Working Party on 13 October 2014 to consider the revised tenders and the way forward.

Our consultant is currently looking at the list of work still needed to be done:-

Finalising the Funding Action Plan

Indicative weekly timetable for the use of the hall

Drafting the documentation (memorandum & articles, constitution etc) for the COI.

c) Finance Staffing and Administration

There is a shortfall in the sum allowed for Consultancy Work re the Community Hall and it was proposed by Cllr Ms Bestwick and seconded by Cllr Venner that the sum of £272.46 be agreed to cover the latest invoice rendered, together with a further sum of £1,000.00 to cover additional work. The proposal was unanimously agreed.

A report on finance had previously been sent to Cllrs. It was proposed by Cllr Ms Bestwick and seconded by Cllr Venner that all payments listed, totalling £1,856.30, be paid, together with a transfer of £1,800.00 from the savings to the current account. The proposal was unanimously agreed.

The current figure from the bank accounts totalled £219,895.27.

The Finance and Staffing Working Group proposed that the same approach to Budget Planning 2015/16 as for the previous year which resulted in a detailed budget and precept application being ready well in advance of the RBC deadline. A timetable was produced which was approved by the council.

d) Community open space

It was confirmed that 11 trees would be planted on 11 November 2014 to commemorate the First World War. Cllr Ms Bestwick is to contact Sean Lawson of RBC on the details of that day.

8. To discuss plans for the Annual Carol Service

Cllr Mrs Brett is to complete the necessary form and submit to RBC to obtain permission to hold the event. It was agreed that 14 December 2014 at 4.00 p.m. would be the date and time of the event. Food and beverages were to be obtained and Cllr Duncan agreed to provide the music and carol sheets.

The question of Christmas Tree Lights was raised by Cllr Cool who said that there was a question of buying or hiring lights. He was requested to get further information and report back. It was proposed by Cllr Venner and seconded by Cllr Ms Bestwick that the cost should be kept to £700.00 or less. Cllr Cool said that it would also be necessary to hire a Cherry Picker to put up and remove the lights. Cllr Venner said he would make an appeal in the Parish News to

see if anyone in the parish could provide this. The lights needed to be up by 30 November 2014 for a 1 December switch on.

9. To hear and consider any received correspondence

The clerk had prepared a correspondence log and forwarded to Cllrs prior to the meeting. (Log attached).

10. To consider and discuss any relevant planning notices

Approvals

See attached document

11. To discuss items requiring the Parish Clerks attention

The Chairman went through the Action Log up-dating as necessary.

The night on which council meetings are held was raised as a number of the councillors were finding it difficult, due to personal commitments to attend. After discussion it was agreed, subject to the Cawston Grange Children's Centre being available, to change the date from the 3rd Tuesday of each month to the 3rd Monday.

This would mean the Agenda and Finance Meetings taking place on the 2nd Monday of each month. On Monday 13 October these meetings would be followed by a Hall Working Group meeting.

For the October Council Meeting the only items on the agenda to be Budget and Community Hall with the exception of any urgent business.

There being no further business, the Chairman declared the meeting closed at 9.18 pm

Signed as a true record <i>(Chairman)</i>
 <i>(Date)</i>