

Cawston Parish Council

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

Minutes No. 110

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, Monday 21st September 2015 Held at Cawston Grange Children's Centre

Parish Councillors In Attendance	P. Venner, Mrs D. Wilson, Ms S. Bestwick, Mrs M. Brett, M, Cool, M. Emery, P. Taylor
Other Guests in Attendance	County & 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:

Apology was received from Mrs M. Murphy

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

None were given.

3. Minutes of the previous meeting.

It was proposed by Cllr P. Venner and seconded by Cllr Mrs M. Brett that the minutes of the previous Council meeting (No. 109) are a true record and can be signed as such.

Actions from previous minutes

The Clerk has created a Key Register. Another 4 sets of keys are to be cut.

4. Report from Warwickshire Police

Whilst no report had been received from the police communication had been received from PCSO 6284 Andrew Grant who will try to make the next meeting.

The Clerk had been on the 'police.uk' website and obtained the statistics for July 2015. They are as follows:-

Anti-Social Behaviour – Creswell Place, Whitefriars Drive, Cave Close, Trussell Way, Turchil Road, Alicia Close, Scholars Drive, Sarawak Place, Kalfs Drive.

Other Theft – Trussell Way

Violence & Sexual Offences – Spottiswood Close and Monks Close.

Vehicle Crime – Brudenell Close and Kalfs Drive.

Burglary – Scholars Drive.

Shoplifting – Wortley Close and Callier Close.

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

Cllr P. Venner reported that he had contacted the consortium with reference to Whitefriars Drive. He had also contacted local councillors that there was a need for a dog/litter bin on Bilton Lane, near the post box, on the section between Calvestone Road and the Bear public house. Blue Strawberry had signed an undertaking with regard to the parking of their staff vehicles on the hall car park.

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

County and Borough Cllr P. Butlin was present and commented on the hall being used as a polling station rather than the school. Councillors were made aware of motorcycles on footpaths off Turchil Road, the police had been notified. He said the Rugby World Cup Fanzone was proving to be a success and the Borough Council had been approach to make this an on-going event. Warwickshire County Council had made a planning allocation, i.e. the number of houses to be built in any one district. On the question of ‘combined authorities’ there was a problem with housing allocation. He reported that Waitrose had decided not to proceed with the proposed store in Bilton and there were now 16 sheltered houses proposed for that site.

The ‘Mast Site’ would be starting to build in the New Year and will include 3 junior and 1 senior schools, together with a railway station.

As for street lighting on Cawston Grange they will all be changed to LED lighting. Cllr P. Venner requested a forward plan of adoption from WCC/RBC.

7. To receive and discuss Working Party reports

a. Finance, Staffing and Admin

i) Report on Finances and to consider payments to be made in the sum of £11,722.29 subject to any further urgent payments being received.

Cllr Ms S. Bestwick had forwarded a report prior to the meeting which showed that as at 8th September 2015 the funds in the bank amounted to £219,143.32.

It was recommended that payments amounting to £1,225.29 be made, this was proposed by Cllr Ms S. Bestwick and seconded by Cllr P. Venner. It was further recommended that Community Hall Expenses incurred since the last meeting amounting to £2,523.26 reimbursing Councillors and Parishioners who had paid for the supplies needed, proposed by Cllr Ms S. Bestwick and seconded by Cllr P. Venner. The question of the payment due to HB Architects was debated with Cllr M. Emery arguing that there was a contractual obligation to pay the invoice submitted despite the problems with the hall finish. Cllr P. Venner stated that he was not happy with this. At the conclusion of the debate it was agreed to continue in relationship with the architects and to arrange a meeting with them, proposed for Friday 25th September to discuss the hall finish. It was proposed by Cllr Ms S. Bestwick and seconded by Cllr M. Emery that the cheque for £10,497.00 is approved for payment and taken to the proposed meeting. The meeting is to discuss the way forward with the architects then arranging a meeting with the contractor to discuss the problems and whose responsibility they are in order to resolve the on-going problems.

In view of the above payments it was proposed by Cllr Ms s. Bestwick and seconded by Cllr P. Venner that the sum of £54,750 is transferred from the Current Account to the Savings Account.

The order had been placed for the interior painting of the hall in the sum of £5,975.00 plus VAT with payment against invoice 30 days from completion of the work.

A schedule of loan repayments over the year had been prepared.

Cllr P. Taylor had looked into the provision of ‘waste/recycling collections’ and had sourced quotes from three potential suppliers. It was proposed by Cllr S. Bestwick and seconded by Cllr. P. Taylor that a contract is drawn up with Rugby Borough Council to provide this service in the sum of £433.68 per annum. This will be a single payment for the year 1st April to 31st March, with a pro-rata payment in the first year.

The Community Hall working group had sourced quotes from three potential suppliers for the ‘washroom services’. It was proposed by Cllr S. Bestwick and seconded by Cllr. P. Taylor that a contract is drawn up with Initial Washroom Solutions on a three year agreement in the sum of £187.20 excl. Vat per annum.

Direct Debits with Utility providers are to be drawn up by the clerk. E-On have already been completed.

It was reported by the clerk that the rating valuation of the hall would be carried out at no cost.

ii) To discuss and approve arrangements for funding of working parties to ensure the hall is operational

The Finance Working Group proposed and recommended that they are delegated to approve (with the agreement of at least two members of the group for each request) expenditure requests from the Community Hall working group, which in total must not exceed £2,500 for the period between the September and October Full council Meetings. This was proposed by Cllr Ms Bestwick and seconded by Cllr Mrs Brett. All Cllrs were in favour.

iii) Mid-Year Finance Summary / Review & Budget Planning for 2016/17

Cllr Ms S. Bestwick said that it is proposed to maintain the process of the previous two years which allows all councillors the opportunity to submit expenditure suggestions and engage in a collective critique of a draft budget. The result will be a detailed budget and precept application ready well in advance of the RBC deadline. A schedule of progression was agreed by the Council as follows:-

Date/ deadline	Activity	Detail	Participants
30 Sep 2015	Half year review	Ytd expenditure and committed but not yet invoiced	Clerk
05 Oct 2015	Individual budget proposals and requests	Requests and suggestions for budget allocations to be submitted to Chair of Finance and Staffing and Clerk for inclusion in draft budget	All Councillors
05 Oct 2015 Finance and Staffing Working Group	Draft budget prepared	Working group will review all submissions, line by line expenditure Ytd and in previous year to prepare a draft budget for discussion	Finance and Staffing Working Group
02 Nov 2015	Special Meeting of Full Council (Agenda to be prepared and published in advance)	The draft budget from the Working Group with supporting narrative will be issued to all Councillors at least 1 week before the proposed Special Meeting. An Agenda must also be prepared and issued in advance to comply with legal requirements. The need for a further special meeting will be agreed, incl a date, at this meeting.	All Councillors
09 Nov 2015 Finance and Staffing Working Group	Revised budget prepared	Based on the discussion at the Special Meeting a revised budget will be prepared.	Finance and Staffing Working Group
16 Nov 2015 Full Council	Revised budget reviewed	.Budget could be approved at this meeting, or special meeting arranged	All Councillors
14 Dec 2015	Final draft of	If required after November meeting	Finance and Staffing

	budget prepared		Working Group
21 Dec 2015	Full Council	Budget <u>must</u> be approved at this meeting for onward transmission to RBC.	All Councillors

b. Community Hall

i) Build and Design

Cllr M. Emery said that a loft ladder was required to access the plant room and he proposed buying one at a cost of £450 plus VAT, this was seconded by Cllr Ms S. Bestwick. Also required was a Noise Limiting Device costing £498 plus VAT; 2 no. Baby Changing Table at £131.00 each; and Fire Extinguishers.

ii) Fundraising

Applications had been submitted to Veolia, Sport England and WCC Councillors Grant fund and feedback was awaited.

iii) Working Party Feedback

Carpenters were required to complete the woodwork and this would cost £170.00 per shift per man, two men needed for three shifts. Cllr Mrs M. Brett reported that the painters would start on 22nd September. In the main hall there are large gaps to all four corners which need filling for air tightness, not sure if this is included in quote, Cllr Mrs M. Brett to check on this.

Following the Fire Report its recommendations are being carried out. Cllr M. emery is to get quotes for fire extinguishers and signs as specified. Cllr P. Taylor is to start looking at fire alarm system checks. An electrician is needed to carry out safety checks on all portable appliances.

Noise limiting equipment sourced by Cllr Mrs M. Murphy is adequate and these to be bought and an electrician found to fit.

Quote received for blinds but nor exact as all boxing in not finished.

The working party had produced policies for the Community Hall and had forwarded these to all Cllrs prior to the meeting. These were policies for:

Enviromental; Equal Opportunities and Diversity; Health and Safety; Risk Assessment and Management; Safeguarding Children and Vulnerable Adults.

It was proposed by Cllr P. Taylor and seconded by Cllr Mrs M. Brett that the policies be approved. All Cllrs were in favour.

iv) Discussion regarding readiness for opening

There was still a lot of work to do before checks of Noise Control and Building Control inspections can be carried out.

c. Community Cohesion

Cllr P. Taylor reported that the Fun Run had been put back to 2016, the proposed Quiz Night would probably be postponed, but the Lights Switch On and Carols would go ahead on 6th December as previously agreed. Cllr M. Cool is to obtain a quote for putting the lights on the tree. Cllr P. Taylor said that everything else in place for that day. There would be a litter pick this autumn.

8. To hear and discuss correspondence received

Email from Borough Cllr M. Stokes regards when the rear fencing to the hall would be installed. The clerk had responded to the email.

9. Planning Applications and Decisions

There were two decisions were approved for the Parish:-

R15/1574 Cawston Parish Council Community Centre
Installation of digital aerial together with wireless transmitter and receiver mounted on pole fixed to the building.

R15/1052 9 Monks Close
Enclosure of the existing porch.

Two other planning applications were referred to:-

R15/1816 Land south of Coventry Road and north of Cawston Lane
All Cllrs invited to comment on the application by 25 September. The clerk is then to circulate proposed response to all councillors.

R15/0540 Land at Williams Fields
This is part of the Cawston Extension Site and RBC has advised that the S.106 agreement previous set against this site may not now be appropriate. Cllrs Mrs D. Wilson and Ms S. Bestwick are to arrange a meeting with Mr C. Kingham of RBC Planning to discuss this and the way forward.

10. To discuss items requiring the Parish Clerks attention

Clerk to check with insurers on cover if travellers occupy the hall car park.

The next meeting is due on 19 October 2015.

There being no further business, the Chairman declared the meeting closed at 10.20 pm

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