

MINUTES NO 111 OF THE CAWSTON PARISH COUNCIL MEETING HELD ON MONDAY 19th OCTOBER 2015 AT CAWSTON GRANGE CHILDREN'S CENTRE, SCHOLARS DRIVE, CAWSTON, CV22 7GU

Present: Chairman Cllr. Mr P Venner (PV) Cllr. Mr M Cool (MC)
Vice-Chair Cllr. Mrs D Wilson (DW) Cllr. Mr M Emery (ME)
Cllr. Mrs M Brett (MB) Cllr. Mrs M Murphy (MM)
Cllr. Mrs S Bestwick (SB) Cllr. Mr P Taylor (PT)

Guests in Attendance: Borough & County Cllr. Mr P Butlin & PCSO Andrew Grant

Clerk: Mr Raymond Morgan, 52 Ratliffe Rd, Rugby, CV22 6HB
Tel: 01788 519 563 or Email: clerk@cawstonpc.org

Minute taker in attendance: Ms D Groves

		Action
01	Welcome and Apologies for absence Meeting opened at 7.30pm. Apologies for absence were received from Clerk Mr Raymond Morgan	
02	Declaration of Interest as defined by the Code of Conduct for Councillors. No declarations received.	
03	Minutes of the Previous Meeting held on 21st September 2015 It was proposed by Cllr. Mr Venner, seconded by Cllr. Mrs Brett, 8 votes in favour to accept the minutes. Signed minutes to be forwarded by Cllr. Mr Venner to Clerk Mr Morgan	PV
04	Report from Warwickshire Police PCSO Mr Andrew Grant presented a breakdown of incidents/crimes for the area from 20 th September to 17 th October 2015. Consisting of 23 incidents (considered a low amount) and included the following: 3 reports of abandoned vehicles, one of which was a bike 1 missing 14yr old who was later found and returned home On-going neighbourhood dispute, a visit to both parties is being organised 4 reports of mopeds being driven on bridleways and greens, registration numbers of vehicles are needed to track down owners and deal with the issue 5 reports of ASB over 2 weekends consisting of doors being kicked in by youths approx. 14/15 yrs. old. Someone has been spoken to 1 report of fraud; this has been passed to the relevant department to deal with. 1 report of loitering, no trace of anyone when Police attended 1 report of dog on dog attack 1 parking issue – on-going 1 burglary involving a flick knife and theft of an X-box one from a property – police attended and an arrest was made Bailiffs served a warrant, aggressive behaviour dealt with and fine was paid 8yr old girl was found in the road by a teenager. Police attended and took the 8yr old home Type and number of Incidents reported were standard; no need for residents to be concerned. Question was asked whether taking pictures or videos are useful; in principal yes but never to put yourself in danger. Reported that there had been no response on tel. no. 541 111. Contact should be made via tel. no. 101. PCSO Mr Andrew Grant would try to attend the next meeting of the Council	
05	To allow members of the public to address the Council 15 minutes allowed. The Chairman reserves the right to restrict speakers to 3 minutes each under Standing Orders 6.1.2 No members of the public present	
06	Opportunity for Borough and County Councillors to address the Council <ul style="list-style-type: none"> Borough and County Councillor Mr Butlin informed that the grant application for fencing and fire extinguishers for new hall had been approved in the sum of £3,110. Discussions have been held with 106 planning officer Mandy Wakelin-Lloyd at RBC who is dealing with re-negotiating the 106 agreement with Redrow. It was indicated that the contribution 	

	<p>towards the community centre would be similar to that contained in the original agreement. It was commented that Mandy and RBC officers have been very helpful. The re-negotiations re the extension, is looking favourable. There is a duty to ensure that one application doesn't compromise another development.</p> <ul style="list-style-type: none"> • Officers are aware of the delay in the adoption process. • A potential pedestrian crossing at Cawston Grange Drive will be discussed with the Borough Council; potential costs for this would be in the region of £70,000. Delegated budget to Borough Councillors is £32,000 due in 7-8 months' time. Question was asked about the feasibility of signs warning of children crossing in Cawston Grange Drive. Borough & County Cllr. Mr Butlin will investigate to find out if legislation permits this and report back to the Parish Council. A Sign such as this should be easier to obtain than a pedestrian crossing. • It was reported that the Fanzone has been phenomenally successful resulting in a 200% increase in the take up of training in Rugby together with bringing many visitors to the area. <p>Borough and County Cllr. Mr Butlin left the meeting</p>	PB
07	<p>To receive and discuss Working Party reports:</p> <p>a. <u>Finance, Staffing & Admin.</u></p> <p>i) Proposed payments for the month of October were presented in the sum of £12,221.77. External Auditors fee has been invoiced based on income which includes loan amounts and not based on the level of precept only. This is being challenged. Invoice for the painting of the hall is awaited. Payment in the sum of £48.50 is due to RBC for the discharge of planning notice 11; how this will be paid needs to be determined.</p> <p>Pro-forma invoice received in the sum of £3,501.60 Inc. VAT and delivery for 186 chairs Pro-forma invoice in the sum of £1,130.63 Inc. VAT and delivery received for the purchase of 12 tables.</p> <p>Following discussion, it was proposed by Cllr. Mrs Wilson, seconded by Cllr. Mr Venner, 8 votes in favour that the number of tables purchased is increased to 20 with additional costs to come from either grant funds if available or Parish Council funds, if necessary; to be determined at a later date. Supplier to be contacted to amend the order.</p> <p>It was proposed by Cllr. Mrs Bestwick, seconded by Cllr. Mr Venner, 8 votes in favour that the invoices and payments for October are paid.</p> <p>Pre-approved budgeted reimbursement of purchases made by Working Party members on submission of receipts. It was proposed by Cllr. Mrs Bestwick, seconded by Cllr. Mr Venner, 8 votes in favour that the reimbursement of expenses submitted with receipts are paid.</p> <p>Invoice from carpenters in the sum of approx. £1,000 is expected</p> <p>ii) Arrangements for funding of working party to ensure that the hall is operational. A budget for purchases to be made up to November's Parish Council meeting was set at £4,000; this would cover funds for items necessary for the opening of the hall and includes funds to cover potential car park bay painting costs (estimated at £800-£900) an A frame ladder, a skip, baby changing mats, 100 place cutlery sets, T-towels and other items deemed necessary. Proposed by Cllr. Mrs Bestwick, seconded by Cllr. Mr Venner, 8 votes in favour. Additionally, £500 has been pre-approved for air testing.</p> <p>Cllr. Mrs Murphy left the meeting at 8.25pm.</p> <p>iii) Mid-Year Finance Summary/Review & Budget planning for 2016/17 – Draft budget meeting due to be held on 2nd November. As this will be a public meeting, it will need to be advertised ensuring compliance with Parish Council legislation. Waste management, washroom and running costs of the hall to be added to the budget. Hall accounts to be kept separate from Parish Council accounts. New Software for budget management has been agreed. Cllr. Mr Venner to progress</p> <p>b. <u>Community Hall</u></p> <p>i) <u>Build and Design</u></p> <ul style="list-style-type: none"> • Whilst it was acknowledged there are funds to mark out car parking bays; agreement by the planning department should be sought to the opening of the hall without the parking 	<p>SB</p> <p>DW</p> <p>ME & MB</p> <p>PV</p>

	<p>bays marked out as clarification by the Architects on how to delineate the bays and what surface material will be used between bays before bays are marked out is needed. Architects to speak to planning department and report back to the Parish Council</p> <ul style="list-style-type: none"> To ensure that the hall is ready for opening much work has been undertaken by volunteers, but some snagging work is still required to be undertaken by the contractor, including dirty brickwork, crazy paving problem, missing cladding. BT have attended the hall and installed wiring inside the building – Clerk to be asked if approval of costs/works have been agreed with BT before the work was carried out Toilet handles need to be put up on walls using a contrasting background colour A qualified electrician needs to install sound limiters, PAT test certificate will also be needed <p>ii) Fundraising</p> <ul style="list-style-type: none"> Architects can be informed that funding is in place for provision of fencing at the front of the hall which complies with planning conditions. Costs for the provision of fencing at the rear of the hall will cost more as this fencing will need to be higher, outcome of an application for a grant from Veolia for the provision of rear fencing and landscaping is expected in December. An appropriate planting scheme has been approved by Scott Ballard at RBC. Fire Extinguishers can now be sourced – Cllr. Mrs Wilson to provide Cllr. Mr Emery with the ESPO catalogue; Cllr Mr Emery to research costs. Payment will be made from funds obtained from County Councillor grant. <p>iii) Working Party Feedback</p> <ul style="list-style-type: none"> 3 quotes were obtained for blinds for the hall meeting room/function room and main hall. Samples were shown. Following discussion, it was proposed by Cllr. Mrs Brett, seconded by Cllr. Mr Venner, 8 votes in favour to place an order for blinds in a stripped grey/white material for the meeting/function room and a plain dark grey material for the main hall at a cost of £2,971.00 Inc. VAT. A VAT invoice in the Parish Council’s name will be required. Parts of the ceiling in the hall still require painting – help and ladders needed; painters have been very reliable and have done an excellent job. When invoice is received and paid there should be acknowledgement to them of a job well done. Opening of the hall will take the form of a softly softly approach, payments for functions etc. can initially be made to the Clerk in cash and cheques; Clerk to bank income The Parish Council agreed there would be no objections to considering a second hand large meeting room table which could potentially be purchased reasonably from a local auction site. <p>iv) Discussion regarding readiness for opening On-going tasks continue to be carried out, moving towards readiness for opening</p> <p>c. <u>Community Cohesion</u> None</p>	<p>HB Architects</p> <p>RM MB RM</p> <p>ME</p> <p>DW & ME</p> <p>MB</p> <p>RM RM</p>
08	<p>To discuss arrangements for the Annual Carol Concert</p> <ul style="list-style-type: none"> Incorrect insurance form received by Cllr. Mrs Brett. Clerk to supply correct insurance form Event will be advertised, advert should state the event is “lighting of the Xmas tree and carols” not carol concert. Event to take place 6th December at 4pm. Will be advertised on-line, on Parish Council noticeboards and at the co-op. School children to be invited to enter a competition to design a poster advertising the event; switching on the Xmas tree lights will be the winner’s prize. Mulled wine, mince pies and chocolate bars will be provided by the Parish Council; Minister of Bilton Evangelical Church Paul Rogers will be invited to attend and a collection will be made. All details to be included in the advertising 2 supplier quotes for Xmas tree lights to be obtained. White/blue lights randomly arranged on the tree. It was agreed that apart from testing the lights, the lights will not be turned on until the day of the “lighting of the Xmas tree and carols” event date of 6th December. 	<p>RM</p> <p>SB</p> <p>MC</p>

09	<p>To hear and consider any received correspondence (including notice of forthcoming external meetings)</p> <ul style="list-style-type: none"> Information received regarding a funding fayre to be held at Dunchurch Village Hall – no-one is available to attend Letter received from Headmaster of the Crescent school offering free pre-school chairs/tables for use at the Hall. Following discussion, it was proposed that the tables/chairs are accepted in principle, Cllr. Mr Venner to ask some further questions as to condition etc. proposed by Cllr. Mr Venner, seconded by Cllr. Mrs Wilson, 7 votes in favour, 1 against. Cllr. Mrs Bestwick offered to collect, if required. Letter received from a Cawston resident wanting to set up a forest school freelance business using outdoor space – Resident to be advised to contact RBC as this is not a Parish Council issue. 	<p>PV SB PV</p>
10	<p>To consider and discuss any relevant planning notices including a summary of previous month's activity. No relevant planning notices received.</p>	
11	<p>To discuss items requiring the Clerk's attention Other than items highlighted in these Minutes, no other items presented.</p>	
	<p>Date and Time of the Next Meeting The next meeting will be held on Monday 16th November at 7.30pm in the Cawston Grange Children's Centre, Scholars Drive, Cawston. Meeting was closed at 9.29 pm.</p>	

Signed:
Mr P Venner
Chairman

Date: