

MINUTES NO 116 OF THE CAWSTON PARISH COUNCIL
MEETING HELD ON MONDAY 8th FEBRUARY 2016 AT CAWSTON COMMUNITY HALL,
SCHOLARS DRIVE, CAWSTON, CV22 7GU

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

Guests in Attendance: None

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

Minute taker in attendance: Mr R Morgan

		Action
01	Welcome and Apologies for absence Meeting opened at 7.30pm.	
02	Declaration of Interest as defined by the Code of Conduct for Councillors. No Declarations were received.	
03	Minutes of the Previous Meetings held on 18th January 2016 It was proposed by Cllr Mr Venner, seconded by Cllr. Mrs Murphy that the minutes of the previous meeting be signed as a true and correct record. All Cllrs in favour of accepting the minutes. The minutes were signed by Cllr Mr Venner.	
04	Report from Warwickshire Police There was no police present at the meeting but a report had been sent to the Clerk. The report from the police is attached to these minutes.	
05	To allow members of the public to address the Council No public were present.	
06	Opportunity for Borough and County Councillors to address the Council No County or Borough Councillors were present.	
07	<p>To receive and discuss Working Party reports:</p> <p>a. Finance, Staffing & Admin.</p> <p>i) Cllr Mrs Bestwick reported that the bank balances totaled £203,324.75. Proposed payments for the month of February were presented in the sum of £7,691.23 plus materials purchased for the hall in the sum of £1,069.00. It was proposed by Cllr. Mrs Bestwick, seconded by Cllr. Mr Venner that the payments for February are paid. The situation with Hilary's Blinds is that the shutter contractor has given a quote for the repairs to the shutter which has been passed on to Hilary's. Once Hilary's Blinds have settled the account with the shutter contractor then their cheque can be paid. It was agreed that a transfer of £7,000.00 be made from the Business to the Current Account.</p> <p>ii) <u>To confirm Direct Debits payable by the Council</u> The following Direct Debits are currently set up by the Council:- E.On Energy (Electricity); Public Works Loan Board (Loan Repayments); Severn-Trent Water. PLusNet (Phone and Broadband).</p> <p>b. Community Hall</p> <p>i) <u>Build and Design</u> The fencing was now complete.</p> <p>ii) Grant Income and Expenditure Report A report had been prepared by the Clerk and circulated to the councillors. This showed that the £10,000.00 from Awards4All had only £6,758.63 spent to date. However, to be added to the expenditure is the oven, more tables, PA System and the Sound Limiters. As regards the WCC Councilor's Fund where £3,110.00 has been awarded it was confirmed that this had been spent in full and re-imburement was awaited from WCC.</p> <p>iii) Hall Income and Expenditure Report Report issued by the Clerk showed that income is covering costs at present.</p> <p>iv) Working Party Feedback Cllr Mrs Brett said that more tables were needed; the council agreed that these could be included</p>	<p>DW</p> <p>RM</p> <p>RM</p>

	<p>under the Awards4All award. Furniture for the office was on order but no delivery date had yet been given. Currently the recycling and other bin is collected on a weekly basis by RBC and this is to be changed to once every two weeks from April 2016.</p> <p>Hall cleaning was becoming an issue Cllr Mrs Brett had obtained three quotes for this service. Cllr Mrs Bestwick said that there was now sufficient income from the hall bookings to outsource this. Cllr Mrs Brett proposed that the quote from Solutions Services be accepted in the sum of £58.12 plus VAT per week for a twice weekly service, this was seconded by Cllr Mr Emery, all councilors were in favour. As to the state of the carpeting it was proposed by Cllr Mr Emery and seconded by Cllr Mr Venner that it is cleaned and left for a year before deciding whether to replace it or not. It was proposed that there be a litter pick around the Parish.</p> <p>Cllr Mr Emery said that the hall needed a 'welcome' sign in the foyer, he had spoken to the school and they would do art work on the theme 'What I like about Cawston'. The cost of a 'welcome' sign would be in the region of £600 and it was proposed by Cllr Mr Cool and seconded by Cllr Mrs Brett that this is proceeded with.</p> <p>v) Official opening discussion Discussion took place on the 'official' opening of the hall and members thought it a good idea to have an event after the hall had been opened for 12 months.</p>	<p>RM</p> <p>RM</p> <p>ME</p>
08	<p>Discussion on Draft Rugby Local Plan to 2031 A draft response to the Draft Rugby Local Plan 2031 had been circulated by Cllr Mr Venner as had amendment by Cllr Mr Emery and following discussion it was agreed that the amended version should be sent to the RBC by the Clerk.</p>	RM
09	<p>To hear and consider any received correspondence (including notice of forthcoming external meetings) WALC had sent out details of the revised External Audit arrangements applicable from 2017. The National Association of Local Councils, Society of Local Council Clerks and The Association of Drainage Authorities have jointly set up a new company to appoint external auditors from 2017 and anticipate the fees will be no more than that currently being charged by Grant Thornton. If councils wish they can make their own arrangements but will have to set up Audit Panels to appoint auditors. It is up to councils to 'opt out' of the scheme under NALC, etc by 31st March 2016 if they want to go alone. It was proposed by Cllr Mr Venner and seconded by Cllr Mrs Wilson that the Parish Council does not 'opt out' of the NALC scheme. All councilors voted in favour.</p> <p>WALC had sent out a revised 'Model Financial Regulations' and the Clerk is to review these and comment to the Finance, Staff, Admin working party.</p> <p>WALC Briefing Day at Myton School, Warwick on Saturday 12th March 2016.</p> <p>Email that former councilor Tom Tucker had left the area.</p>	
10	<p>To consider and discuss any relevant planning notices including a summary of previous month's activity. Application R16/0266 – Cawston Extension Site – Spine road and strategic landscaping (Phases 1a and 2a) only. Approval of Reserved Matters in relation to R11/0114. Cllr Mrs Bestwick asked whether it would be necessary to submit another S106 application. It was agreed that Cllrs Mrs Bestwick and Mrs Wilson would take this up with the Planning Department at RBC. If councillors wished to comment on the application they should send them to the Clerk.</p>	SB & DW
11	<p>To discuss items requiring the Clerk's attention Articles for the Parish News are to be with Cllr Mr Venner by 29th February with the planned delivery being 12th March 2016.</p> <p>The Clerk is to obtain quotes for 10 Acrylic Sheets for the noticeboards.</p> <p>Cllr Mr Cool said that he still awaited the Adoption Plan from Borough Cllr Mr Stokes.</p> <p>Cllr Mr Emery was producing a Key Holder Declaration form.</p> <p>Cllr Mr Venner is to write to Borough Cllr Mr Stokes re the fencing on the bridle path by Gerard Road.</p>	<p>ALL</p> <p>RM</p> <p>MC</p> <p>ME</p> <p>PV</p>
	<p>Date and Time of the Next Meeting The next meeting will be held on Monday 21st March 2016 at 7.30pm in the Cawston Community Hall, Scholars Drive, Cawston. Meeting was closed at 9.15 pm.</p>	

Signed:

Chairman

Date: