

MINUTES NO: 118 OF THE CAWSTON PARISH COUNCIL

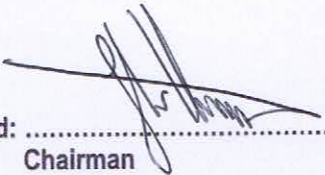
Meeting Held on Monday 16th May 2016 at Cawston Community Hall, Scholars Drive, Cawston, CV22 7GU

Present:	Chairman Cllr. P Venner (PV), Vice Chair Cllr. D. Wilson (DW), Cllr. S Bestwick (SB), Cllr. M Brett (MB), Cllr. M. Gill (MG), Cllr. M. Murphy (MM)
Guests in Attendance:	None
Public in Attendance:	1
Minute Taker in Attendance:	Shona McKee
Clerk:	Shona McKee, Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Tel: 07449 961505 or Email: clerk@cawstonpc.org

		Action
01	<p>Welcome and Apologies for absence Meeting opened at 7.30pm. Apologies Cllr. M Cool (MC), Cllr. M Emery (ME). No apologies from Rugby Borough Council.</p> <p>Welcome to Cllr. M. Gill (MG) who was co-opted and officially voted in at the Annual Parish Meeting and Clerk & RFO Shona McKee.</p>	
02	<p>Declaration of Interest as defined by the Code of Conduct for Councillors. No Declarations were received.</p>	
03	<p>Minutes of the Previous Meetings held on 18th April 2016 It was proposed by Cllr Venner, seconded by Cllr Brett 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.</p>	
04	<p>Report from Warwickshire Police There was no police presence at the meeting and no report received. The PCSO presence has not been visible for a while. Concerns were raised regarding the recent spate of fires in the community. Request PCSO presence and report for previous months from Warwickshire Police.</p>	SM
05	<p>To allow members of the public to address the Council 1 member of the public addressed the council saying that he was here to view the proceedings, he also expressed his thanks to the Council for the building of the Community Hall.</p>	
06	<p>Opportunity for Borough and County Councillors to address the Council No County or Borough Councillors were present.</p>	
07	<p>To receive and discuss Working Party reports:</p> <p>a. Finance, Staffing & Admin.</p> <p>i) Cllr Bestwick reported the bank balance which included the balance of the savings and current account. Value is slightly higher due to the receipt of VAT payment. Proposed payments for the month of May were presented in the sum of £2,257.29. It was proposed by Cllr Bestwick, seconded by Cllr Venner that the payments are paid. Direct Debit payment to Plus Net for £39.73 p/m, payment approved, this service is no longer required and contract needs to be cancelled. There is a 1-month notice period for this contract with notice to be served immediately by the Clerk. Current Debtors value of £84.00 which is to be collected by the Clerk. No transfer required from the Current to the Business Account. The approved sum of £300.00 has been allocated to The Friends of Cawston Grange P.T.A annual summer sizzler event. The Clerk has written to advise the value of funding, but no</p>	RM/SM RM/SM

	<p>response received to date. The Clerk will follow up.</p> <p>ii) RM provided headline numbers from the Annual Accounts. The implementation of the new finance system has improved the process. The un-audited and un-published accounts are open and available to all Cllrs for review and amendment ready for approval at next monthly meeting. Accounts have to be published by 30th June.</p> <p>iii) Declaration that the process for preparing the Annual Return has been signed off by Cllr. Venner and witnessed by the Clerk.</p> <p>b. <u>Community Hall</u></p> <p>i) <u>Hall Income and Expenditure Report</u> The Clerk reported that income and expenditure has yet to be reconciled and will be done prior to next monthly meeting. Despite our request in October/November 2105 we are still awaiting the Tariff for the solar panels. The Clerk to chase this information.</p> <p>Expenditure for Gas and Electric, provided by Opus Energy, approved in previous meeting.</p> <p>The proposed Rugby Borough Council (RBC) rates of approx. £11,000.00 per annum for the Community Hall are in dispute as the value seems excessive. The Clerk has written to RBC for clarification but the reason is still unclear. The Clerk is required to forward all correspondence relating to this matter to Cllrs. Wilson and Bestwick for further investigation.</p> <p>Cllrs Wilson and Bestwick to make approach to the Council to understand the issue and agree a way forward.</p> <p>ii) <u>Working Party Feedback</u> The sound limiters are now installed and set to 90dB. Cllr. Brett advised that the grass cutting is a large task and is ok for this year but this is becoming too big a job for the volunteers to handle, therefore costs and labour requirements need to be assessed and factored into next year's budget.</p>	<p>RM/SM</p> <p>RM/SM</p> <p>RM</p> <p>SB/DW</p>
08	<p>To hear and consider any received correspondence (including notice of forthcoming external meetings) Cllr Venner had received complaints regarding dog mess on the estate. Notice to be published in Parish magazine reminding dog owners to collect and remove mess. Cllr. Cool previously suggested a spray paint campaign to highlight areas of concern. Cllr Cool to contact RBC and advise that CPC would like to participate in their "spray" scheme Cllr Venner received a request for a link to a local community Facebook page be added to our page. As this is an unofficial page we declined the request.</p>	MC
09	<p>To consider and discuss any relevant planning notices including a summary of previous month's activity. No planning notices received. However, it has been noticed that Redrow have ceased building. The Clerk is required to ascertain why building has stopped.</p>	RM/SM
10	<p>To discuss items requiring the Clerk's attention Cllr. Murphy to hold book sale to raise funds for the Hall. Article to be published in Parish Magazine requesting book donations and notifying residents of sale. Article MM, Publish PV Hedge cutting reminder to residents to be published in Parish Magazine Advise the Post Office of Parish Council change of address from Ratcliffe Road to the Community Hall, Scholars Drive Phone line to be transferred from Ratcliffe Road to Community Hall The levels of litter on the estate seems to be increasing. Article to be published in the Parish Magazine notifying residents of a community litter pick. Cllr. Brett will write article and decide on a date – potentially 1st week of July. Once a date has been decided Cllr Brett will write to RBC requesting donations of surplus litter picking equipment after the Clean for the Queen day. The Clerk is required to write to Bilton High School to request student participation in clean-up</p>	<p>MM/PV PV RM/SM</p> <p>RM</p> <p>MB</p> <p>MB</p>

<p>operation. Letter received from Mark Pawsey regarding the Tesco Carrier Bag fund campaign. Cllr. Murphy to submit an application for funding for a PA system and/or demountable stage for the community hall. Laminated sign to be produced for the Ladies toilet advising users to use hand dryers and not toilet paper for hand drying. Website requires updating with details and photos of the Councillors and Clerk All articles for inclusion in the next edition of the Parish Magazine to be sent to Cllr. Venner by 12th June</p>	<p>SM MM MM ME/MC All</p>
<p>Meeting was closed at 8:46 pm.</p> <p>Date and Time of the Next Meeting:</p> <p>The next meeting will be held on Monday 20th June 2016 at 7.30pm in the Cawston Community Hall, Scholars Drive, Cawston.</p>	

Signed: 

Chairman

Date: 20/6/16