

MINUTES N^o: 119 OF THE CAWSTON PARISH COUNCIL

Meeting Held on Monday 20th June 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), Cllr. M. Emery (ME), Cllr. M. Cool (MC)
Guests in Attendance:	Michael Stokes, Rugby Borough Council
Public in Attendance:	0
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	Welcome and Apologies for absence Meeting opened at 7.30pm. All councillors in attendance.	
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 16th May 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.	
04	Report from Warwickshire Police There was no police presence at the meeting and no report received. Our PCSO has now changed from Andrew Grant to Jackie Pimlott. The Clerk has written to Jackie Pimlott to request the Warwickshire Police Report and frequency of patrols on the estate. No response received as at 20 th June 2016. The Clerk to follow up.	SM
05	To allow members of the public to address the Council No members of the public were in attendance.	
06	Opportunity for Borough and County Councillors to address the Council Mike Stokes was hoping to get an update from Peter Butlin as he has a new role, Deputy Leader of County Council but hasn't managed to get a hold to him so no update on the County is available. Not a great deal to report from the Borough as it's been fairly quiet, however we do have a problem at the moment with nitrous oxide canisters which have been found on the estate by the shops and in the grounds of the community hall, the police have been informed and are looking into this. It is now illegal to have the canisters but we are trying to discourage the teenagers from using them. Generally things are quite good at the moment, but some complaints received about the grass areas not being maintained, which is a seasonal issue and unfortunately the weather conditions experienced means that the grass is longer than usual. Cllr. Brett raised the question of the road adoption. Mike Stokes advised that the surface of Gerrard Road and Turchill Road have been adopted by the County, but the sides of the road are still un-adopted. Cllr Brett advised that the grass areas around the shop and Turchill are untidy. MS advised that RBC are working on a site wide weed control spray, however it is down to the developers in the residential areas to undertake weed control, but RBC try to do a one off weed spray of the estate. RBC are also trying to do this in conjunction with the County Council as it costs around £6,000.00 to carry out this service on the estate. Mike Stokes advised that this is a County issue but will contact Peter Butlin on 21 st June and provide a progress update. Cllr. Venner advised that he has written to Sean requesting "No Dogs Allowed", "Dogs Must Be Kept On	MS

	<p>Leads" signage for the parks and play areas as we have received a letter of complaint from a resident, who took his grandchild to the park and was unable to use the play area as a young man was allowing his dog on the slide. Mike Stokes stated that we couldn't have signs for the parks and play areas as RBC have no enforcement powers. With regards to the growing dog fouling problem on the estate; Mike Stokes stated that spray painted stencils will be sprayed on the pathways to remind pet owners to pick up after their dogs as dog fouling on the estate is still a growing concern, this method appears to be effective and the paint lasts for around 10 days. As an example on the severity of the dog fouling problem, last week, 9 children arrived at school covered in dog mess.</p> <p>Cllr. Venner asked if they had any signs we could have and he would gladly put them up in the required areas himself. Mike Stokes advised that a council decision was made two years ago that no more signs would be put up that were unenforceable and were also advised by the Communities Minister that signs should not be used. Mike Stokes will speak to Sean to see what we can do and stated that we source our own signs if required. Cllr. Cool enquired as to whether we could have a weekly Dog Warden patrol, to which Mike Stokes informed the council that he was a dog warden and part of a volunteer team who are bringing new powers into force at the moment, such as; challenging pet owners who do not carry bags with them for cleaning up after their dogs, pet owners not carrying bags will be fined. The pathway that runs between the school and the community hall is particularly an issue.</p> <p>Cllr. Cool advised the temporary "keep off the grass while the area is being re-seeded" signs in Trussell Way are misleading as it was obviously due to new sewers being built and nothing to do with the grass.</p> <p>Mike Stokes advised that RBC have served a stop notice on the Redrow builders on Coventry Road as they were advised to preserve hedgerows and trees, but the builders have removed them and also blocked off a public right of way. Mike Stokes advised that the stop notice is due to be lifted any day now.</p>	<p>MS</p> <p>MS</p>
<p>07</p>	<p>To receive and discuss Working Party reports:</p> <p>a. <u>Finance, Staffing & Admin.</u></p> <p>i) Cllr Bestwick reported the bank balance which included the balance of the savings and current account. Proposed payments for the month of June were presented in the sum of £7,755.02. It was proposed by Cllr Bestwick, seconded by Cllr Venner that the payments are paid. Plus Net Direct Debit payment has now been cancelled. Current Debtors value of £84.00 which is to be collected by the Clerk. No transfer required from the Current to the Business Account.</p> <p>ii) We have received an invoice from Rugby Borough Council (RBC) for the Council Tax rates of approx. £11,000.00 per annum for the Community Hall. We are working with the help of RBC to set up a CIO so that we can have rates relief at 80% with charity status and apply at RBC discretion for the extra 20% too. Rates liabilities stand until we have completed this ongoing process. In order to start this process an Un-registered charity account needs to be opened and a transfer of £5000.00 is required to be deposited into this account. Upon receipt of transfer a registered charity account can then be set up and the un-registered account can be closed with all balances transferring. Cllr. Bestwick requested the transfer, Cllr. Venner seconded and all councilors agreed. The working party for the Community Hall has agreed to be trustees and in order to ensure the trustee process is carried out in accordance with mandatory guidelines, Cllr. Bestwick proposed to employ the services of a consultant, Mike Candler for 3 days at £100.00, seconded by Cllr. Venner and all agreed.</p> <p>iii) Cllr. Bestwick proposed an amendment to accounts to include the council tax liability for 2015/16 at a value of £4,225.86. Motion seconded by Cllr. Venner and agreed. The Clerk has amended the accounts and the accounts can now be filed. Cllr. Bestwick motioned that the accounts should be filed, Cllr. Venner seconded and all councilors agreed. The un-audited and un-published accounts have been approved by the Council and are now open to the public for viewing. Notices have been placed on the notice boards around the estate advising residents that they are available for public viewing.</p> <p>b. <u>Community Hall</u></p> <p>i) Hall Income and Expenditure Report</p>	<p>SM</p> <p>SM</p> <p>SM</p>

	<p>Due to the changeover and transition of a new clerk the income and expenditure report has been delayed until Friday 24th June.</p> <p>Unable to locate water meter for the Hall as to date we have yet to receive a water bill. Clerk to locate plans and contact STW with a reading</p> <p>Despite our request in October/November 2015 we are still awaiting the Tariff for the solar panels. Information regarding the solar panels has been received and a meter reading needs to be submitted prior to the tariff being issued. The Clerk will provide the meter reading.</p> <p>ii) Working Party Feedback</p> <p>All going smoothly with the exception of a teenage party held at the hall which got slightly out of hand as it was posted on Facebook and attracted unwanted guests. We will not be holding teenage parties at the Hall in future.</p> <p>The Hall Booking Clerk role has now been transferred to the Parish Council Clerk and a hall booking procedure will be uploaded to the website to advise potential customers of the process.</p> <p>Cllr. Wilson requested contact information for all members of the Hall Committee which the Clerk is to prepare and issue to relevant parties.</p> <p>The sound limiters are now installed and require testing.</p> <p>At point of final snagging for the building. Adam Greytrex to visit on 21st June to perform snagging list. Most pressing problems are doors and the pump on the heating system.</p>	<p>SM</p> <p>SM</p> <p>SM</p> <p>SM</p> <p>SM</p> <p>MB</p>
08	<p>To hear and consider any received correspondence (including notice of forthcoming external meetings)</p> <p>Received 2 complaints from residents regarding linking other residents' Facebook page to ours. This was declined during May's meeting; however we will update the Facebook page to enable residents to post comments directly on to our page.</p> <p>There are discussions between residents about setting up a residents association as they feel they are not benefiting from the Parish Council. This is a duplication of efforts and an article will be published on the website, Facebook and the in the next newsletter to re-introduce the Councillors to the residents and outline their roles and responsibilities to the Parish. Cllr. Venner will produce the article and distribute accordingly.</p> <p>Check the structure and wording of the Agenda items to encourage the residents to attend our meetings.</p> <p>Mike Stokes advised that the resident's association was deliberately disbanded as this diluted the Parish Council and that the Parish Council is the closest form of democracy. The best way to introduce the Councillor's to the residents is to go out into the community and knock on doors.</p>	<p>ME</p> <p>PV/MC/ME /SM</p> <p>SM</p>
09	<p>To consider and discuss any relevant planning notices including a summary of previous month's activity.</p> <p>Planning notice for a Toucan Crossing on Coventry Road. This scheme is being formally advertised in the local press on Friday 24th June 2016. Notices will also be put up on site and residents directly affected by the proposals will be informed. Any communication should be received by 15th July 2016</p>	
10	<p>To discuss items requiring the Clerk's attention</p> <p>Holiday schedule needs to be completed. Councillors to send holiday details to the Clerk who will collate and issue.</p>	SM
<p>Meeting was closed at 8:44 pm.</p> <p>Date and Time of the Next Meeting:</p> <p>The next meeting will be held on Monday 18th July 2016 at 7.30pm in the Cawston Community Hall, Scholars Drive, Cawston.</p>		

Signed:
Chairman

Date:

DRAFT