

MINUTES N^o: 120 OF THE CAWSTON PARISH COUNCIL

Meeting Held on Monday 18th July 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),
Guests in Attendance:	Michael Stokes (MS), Rugby Borough Council, Peter Butlin (PB), Warwickshire County 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. Apologies Cllr. M. Cool	
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 20th June 2016 It was proposed by Cllr Venner, seconded by Cllr 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 presence at the meeting and no report received. The Clerk to follow up.	SM
05	Introduction of Potential New Councillors We are pleased to announce two new potential councillors; Alan Billingham and Alan Horton, who were co-opted and officially voted in.	
06	To allow members of the public to address the Council No members of the public were in attendance.	
07	Opportunity for Borough and County Councillors to address the Council We have had a number of good Samaritans on the estate who have voluntarily weeded certain areas and Mick Cool weeded the roundabout. The work carried out by the volunteers looks good. MS has taken photos of the estate and sent them to the developers to highlight the issue. MS recommended that the Parish Council spend an amount of the precept for the weeding as this would be a good investment and make a significant difference to the appearance of the estate. Peter Butlin will provide contact details of a supplier who will quite for the works required. MS asked that the Parish Council take this into consideration. MS spoken to PCSO at the community forum evening who has advised that it's been a fairly quiet month but we have had a few incidents, namely a road block in Cawston; the relief road was blocked off recently due to police blocking exits while they pursued a vehicle but nothing to do with Cawston, and motorbikes on the estate, particularly in the parks and on the pathways; the police know who this is and hopefully this will be resolved within a couple of weeks. Overall the estate looks good, very green. MS have put out a number of notices to the Environment Team regarding hedges overgrowing pathways etc. On a wider scale, Rugby and Warwickshire County Council are now part of West Midlands Combined Authority and are non-constituent members. With regards to developments in the area, the local plan	

	<p>goes to full council tomorrow for consideration which contains a five year plan.</p> <p>Peter Butlin will send via email the contact details for the recommended grounds maintenance provider to carry out the weeding and tidying of the estate to the Chairman.</p> <p>Upon receipt of information required from RBC, a request for quotation will be issued to a number of suppliers for the grounds maintenance and will be presented to the Council for approval.</p> <p>Warwickshire County Council are asking that Parish Councils take on more responsibilities for their localities and have a Lengthsman scheme to assist with this. The service providers within the scheme are more hands on and as they are local people they can provide a cheaper service than the County Council. Details of the scheme will be sent to the Parish Council.</p> <p>The road adoption needs addressing quickly as we are still receiving complaints regarding this and the potholes on the estate is becoming a problem. These issues need to be addressed with the consortium and a plan of adoption needs to be provided to us. The Parish Council will write to Rob McGuinn (Consortium) for an update and plans.</p> <p>Vice Chair D. Wilson asked for an update regarding the crossing on Cawston Grange Drive. PB advised that this has been submitted, but was not accepted as it did not meet the criteria for the Safer Routes to School. The Parish Council have not been advised about this. Chairman P. Venner requested that PB check on this and confirm to us.</p> <p>Cllr. Bestwick requested level of police presence in the summer as concerns have been raised over a number of fires in Cavendish Close and to fencing. MS suggested we invite the new Police and Crime Commissioner, Philip Seccombe to the next meeting.</p>	<p>PB</p> <p>Clerk</p> <p>PB</p> <p>Clerk</p> <p>PB</p> <p>Clerk</p>
08	<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 July were presented in the sum of £3,595.37. One item on payments schedule that requires discussion, namely the roller shutter door maintenance contract proposed value of £400.00. We are uncertain as to what this covers so will hold payment until further information can be obtained. The Clerk will contact RSL to ascertain exactly what the contract includes. It was proposed by Cllr Bestwick that all payments with the exception of the roller shutter door maintenance agreement be paid, seconded by Cllr Venner. All in agreement. Revised total less roller doors is £3,195.37. Current Debtors value of £1,941 which is to be collected by the Clerk. No transfer required from the Current to the Business Account.</p> <p>ii) The Awards4All End of Grant report is complete and awaiting sign off by Vice Chair Wilson. Sign off will happen this week and report will be issued to the Big Lotto Fund by the deadline of 2nd August 2016.</p> <p>iii) 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. No requests to view the accounts have been received.</p> <p>b. <u>Community Hall</u></p> <p>i) Working Party Feedback We have a steady stream of bookings coming through and the booking email has now been fully transferred to the Clerk and a hall booking procedure will be uploaded to the website to advise potential customers of the process.</p> <p>The inaugural Cawston Community Hall Trustees meeting was held in June at which Matt</p>	<p>Clerk</p> <p>Clerk</p> <p>DW / Clerk</p> <p>Clerk</p>

	<p>Emery was elected Chair, Sarah Geddes, Vice Chair and Sam Bestwick, Treasurer. Additionally, Pete Venner, Margaret Brett, Margaret Murphy, Shona McKee and Judy Rhodes have been nominated as Trustees.</p> <p>We are experiencing some difficulties with the cleaning company and will be introducing a new cleaner from w/c 25th July. The service will be monitored closely to ensure an increase to service levels.</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. A written report needs to be provided to RBC informing them the levels have been set.</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>At point of final snagging for the building. HB Architects have produced a list and issued to Greswolde, Main Contractor, who will supervise the works required. Due to start w/c 18th July 2016. Most pressing problems are doors and the pump on the heating system. Cllr. Emery to update on progression.</p> <p>ii) Update on Charity Application. The CIO application has been sent to Mike Candler, who we have retained to manage the application for us, for checking and submission to the Charities Commission. The Clerk to provide an update to RBC on progression of the application.</p>	<p>MB/Clerk</p> <p>Clerk</p> <p>ME</p> <p>SM</p> <p>ME</p> <p>Clerk</p>
09	<p>To hear and consider any received correspondence (including notice of forthcoming external meetings) 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. Councillors to send their information to Chairman Venner for collation and inclusion in the Parish Newsletter.</p> <p>Check the structure and wording of the Agenda items to encourage the residents to attend our meetings.</p> <p>A Hedgehog Officer would like to come and talk to us about hedgehogs in our area. Chairman Venner to request further information that we will post on our social media sites, website and recommends that they contact Cawston Primary school and the Forest School.</p> <p>Received correspondence regarding from the Stop Ashlawn Road Development (SARD) advising that RBC will be voting on the application on 19th July and members will be holding a vigil at the event from 6.30pm to 7.00pm for those wishing to attend.</p>	<p>PV</p> <p>PV</p> <p>PV</p>
	<p>To consider and discuss any relevant planning notices including a summary of previous month's activity. None received</p>	
10	<p>To discuss items requiring the Clerk's attention Research course dates for How to be a Good Councillor and issue to all councillors for information and inclusion on the course where applicable.</p>	<p>Clerk</p>
<p>Meeting was closed at 9:07pm.</p> <p>Date and Time of the Next Meeting: The next meeting will be held on Monday 15th August 2016 at 7.30pm in the Cawston Community Hall, Scholars Drive, Cawston.</p>		

Signed:
Chairman

Date: