

# MINUTES N<sup>o</sup>: 121 OF THE CAWSTON PARISH COUNCIL

## Meeting Held on Monday 15<sup>th</sup> August 2016 at Cawston Community Hall, Scholars Drive, Cawston, CV22 7GU

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| <b>Present:</b>                    | Cllr. S Bestwick (SB), Cllr. M Brett (MB), Cllr. M. Gill (MG), Cllr. M. Murphy (MM), Cllr. M Cool (MC), Cllr. A. Horton (AH).                                    |
| <b>Guests in Attendance:</b>       | Michael Stokes (MS), Rugby Borough Council,  |
| <b>Public in Attendance:</b>       | 1  |
| <b>Minute Taker in Attendance:</b> | Shona McKeen   |
| <b>Clerk:</b>                      | Shona McKeen , Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU, Tel: 07449 961505 or Email: <a href="mailto:clerk@cawstonpc.org">clerk@cawstonpc.org</a> |

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| 01 | <b>Welcome and Apologies for absence</b><br>Meeting opened at 7.30pm. Apologies Chairman Cllr. P. Venner, Vice Chair Cllr. D. Wilson, Cllr. M. Emery, Cllr. A. Billingham, P. Butlin (Warwickshire County Council). Cllr. Bestwick chaired the meeting in the absence of Cllr. Venner.  |           |
| 02 | <b>Declaration of Interest as defined by the Code of Conduct for Councillors.</b><br>No Declarations were received.   |           |
| 03 | <b>Minutes of the Previous Meetings held on 18<sup>th</sup> July 2016</b><br>It was proposed by Cllr Bestwick, 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. Bestwick.  |           |
| 04 | <b>Report from Warwickshire Police</b><br>Two Community Safety Wardens were in attendance to discuss the issues raised by the council on behalf of residents regarding the dog fouling and littering on the estate.   |           |
| 05 | <b>To allow members of the public to address the Council</b><br>1 member(s) of the public were in attendance.   |           |
| 06 | <b>Opportunity for Borough and County Councillors to address the Council</b><br><br>Following complaints received regarding dog fouling on the estate, MS spoke to Sean Lawson, Head of Environment Services, who offered the services of the Community Safety Wardens to attend the meeting to explain their role in the community and to advise on solutions to issues experienced on the estate. The Community Safety Wardens areas of responsibility are anti-social behaviour and environmental crime such as noise complaints, littering, dog fouling, graffiti etc. The Wardens carry out regular patrols on the estate and can issue fines of £80 to offenders. The patrols in Cawston have been increased due to the large number of complaints received. MS re-iterated the new dog control orders (currently in the approval stages) following more complaints about dogs being free to run around the children's play area, whereby dogs must be kept on leads at all times and dog owners who do not carry bags for clearing up after their dogs will be fined. If residents experience or witness anti-social behaviour or dog fouling then this must be reported to the Community Safety Wardens on 0800 096 8800 or <a href="mailto:communitysafety@rugby.gov.uk">communitysafety@rugby.gov.uk</a> , Working hours are 2 pm to 11 pm, Monday to Saturday and 1 pm to 10pm on Sundays. Where possible it is advisable to tell the Wardens the name of the offender, or take a photo of the offender and keep a record of times the offences are the worst. The wardens can then take a witness statement and fine offenders accordingly. Contact information for the Wardens will be uploaded to the Cawston Parish Council website and Facebook page. MS to provide a write-up for the newsletter regarding the roles and responsibilities of the Community Safety Wardens. | <b>MS</b> |

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|    | <p>MS has been around the estate to highlight areas of dog fouling using non-permanent spray paint and stencils. MS has handed this over to Cllr. M Cool who will continue to carry out this service.</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. To date this has not been received and MS will follow-up.</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. To date this has not been received and MS will follow-up.</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. The Clerk has written to Rob McGuinn on 10<sup>th</sup> August 2016 and no response received to date. The Clerk will follow this up.</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. To date this has not been received and MS will follow-up.</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. The Clerk has invited Phillip Seccombe to the September meeting and awaiting confirmation. Once confirmed residents will be advised of Mr. Seccombe's visit.</p> | <p><b>MC</b></p> <p><b>PB/MS</b></p> <p><b>Clerk</b></p> <p><b>PB/MS</b></p> <p><b>Clerk</b></p> <p><b>PB/MS</b></p> <p><b>Clerk</b></p> |
| 07 | <p><b>To receive and discuss Working Party reports:</b></p> <p><b>a. <u>Finance, Staffing &amp; Admin.</u></b></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 August were presented in the sum of £797.22. It was proposed by Cllr Bestwick that all payments be paid, seconded by Cllr. Murphy. All in agreement.<br/>Current Debtors value of £161.00 which is to be collected by the Clerk.<br/>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 2<sup>nd</sup> August 2016. The Awards 4 All End of Grant report has been submitted and our submission has been accepted.</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. The deadline for viewing the un-audited accounts has now passed and the accounts are currently being audited. Once the accounts have been signed off by the auditors they will be available to the public. 1 request received for a copy of the accounts received, but as they are un-audited we are unable to publish, however arrangements are being made to view the accounts at the</p>   | <p><b>Clerk</b></p>  |

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|           | <p>Community Hall.</p> <p><b>b. <u>Community Hall</u></b></p> <p><b>i) Working Party Feedback</b><br/> 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. The booking procedure has been written and is in the process of being approved.</p> <p>The cleaning service levels are still causing problems so the cleaning service will be put out to tender. Recommendations for cleaning companies should be sent to the Clerk for inclusion on the tender list. A notice inviting companies to tender will be published in the newsletter.</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>Water meter has been located and a reading has now been sent to Severn Trent. Awaiting rates bill.</p> <p>At point of final snagging for the building. Most pressing problems are doors and the pump on the heating system. Cllr. Emery to update on progression.</p> <p><b>ii)</b> Update on Charity Application. The CIO application has been submitted to the Charity Commission and is in the approval process. Approval could take up to 12 weeks. The Clerk has advised RBC of the timescales, to which they have provided an extension to the Council Tax (National Non-Domestic Rates) invoice.</p> <p><b>c. <u>Parks and Green Spaces - Grounds Maintenance</u></b></p> <p><b>i)</b> Cllr. Horton has proposed a new working party be formed for Parks and Green Spaces Maintenance with Cllrs. Brett, Murphy and Cool. The working party will be responsible for developing the specification and tendering for weeding, cutting and maintaining the areas.</p> <p><b>ii)</b> Quotations have been received for consideration to provide plants for the community hall in adherence to the planning application. A benchmarking exercise was carried out and three prices have been submitted to the council for consideration as follows; 1. Bernhard's = £1,269.54, 2. Buckingham Nurseries = £1,244.35 and 3. Chew Valley Trees = £2,179.00. It was proposed by Cllr. Brett that the price provided by Bernhard's be approved, seconded by Cllr. Bestwick, and approved by all Councillors. The Clerk to place the order with Bernhard's.</p> | <p><b>Clerk</b></p> <p><b>MB/Clerk</b></p> <p><b>ME</b></p> <p><b>ME</b></p> <p><b>AH</b></p> <p><b>Clerk</b></p> |
| <b>08</b> | <p><b>To hear and consider any received correspondence (including notice of forthcoming external meetings)</b><br/> 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>We have received notification that The Councillors' Grant Funds are now open for application to be received by October. We will submit an application and interested parties should advise the Clerk of any items that could be funded by the grant. These will be presented for discussion and approval at the September meeting.</p> <p>Discussion topics raised on the social media pages will be considered at all future meetings.</p>  | <p><b>PV</b></p> <p><b>PV</b></p> <p><b>Clerk</b></p>   |
| <b>09</b> | <p><b>To consider and discuss any relevant planning notices including a summary of previous month's activity.</b><br/> None received, but will check with the planning office that they have the correct contact details now the</p>   | <p><b>Clerk</b></p>   |

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|  | new Clerk has taken over.   |              |
| 10   | <b>To discuss items requiring the Clerk's attention</b><br>Research course dates for How to be a Good Councillor and issue to all councillors for information and inclusion on the course where applicable. The Clerk has contacted WALC for advice on suitable courses and dates. Awaiting response. | <b>Clerk</b> |
| Meeting was closed at 9.04 pm.   |   |              |
| <b>Date and Time of the Next Meeting:</b><br>The next meeting will be held on Monday 19 <sup>th</sup> September 2016 at 7.30pm in the Cawston Community Hall, Scholars Drive, Cawston. |   |              |

Signed: .....  
Chairman

Date: .....