

MINUTES N^o: 123 OF THE CAWSTON PARISH COUNCIL

Meeting Held on Monday 17th October 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. Gill (MG), Cllr. M. Murphy (MM), Cllr M Cool (MC), Cllr A Horton (AH), Cllr A Billingham (AB)
Guests in Attendance:	Matt Emery Hall Trustee
Public in Attendance:	2
Minute Taker in Attendance:	Peter Venner
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 Shona McKee (SM)	
02	Declaration of Interest as defined by the Code of Conduct for Councillors. No Declarations were received.	
03	Minutes of the Previous Meeting held on Monday 19th September 2016 Due to illness the minutes of meeting 122 are not available at this time Item to be held over	SM
04	Report from Warwickshire Police There was no police presence at the meeting and no report received. Request PCSO presence and report for previous months from Warwickshire Police.	SM
05	To Formally Accept the Resignations of Cllrs Emery and Brett Although both Councillors had tendered their resignations during the summer so that they can concentrate on being trustees of the hall, the Council has to formally accept the resignations of both Councillors, this is duly done. Cawston Parish Council would also like to formally acknowledge the considerable efforts of both Councillors over the previous years and in particular their efforts in building the Community Hall and making it operational. Cllr Murphy agreed to act as the liaison between the Trustees and the Parish Council	MM
06	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, and was also hoping to hear feedback from the previous meeting with particular reference to the actions taken away by the Police Commissioner – this is to be carried over and the Clerk / Chair to contact the Police Commissioner to gain a response. The issue of motorcycle scrambler activity was raised – the resident had contacted 101 to report an issues. Photos taken are to be sent to Cllr Horton Cllr Cool also reported that he had sent videos through to the Police and reported incidents via 101 2 nd member of the public wanted to understand why the Dog Bins are over flowing. The resident didn't seem to think they are being emptied as regularly as they used to be. RBC to be contacted to check the frequency of collection The issue of a man in a vehicle offering food to young children on Gerard Rd was raised. This has been reported to Police People are still driving over the pavement when leaving the CO-OP car park, Commercial Centre owner	PV / SM MC

	and Borough Councillor to be contacted to see if bollards can be erected	PV
07	Opportunity for Borough and County Councillors to address the Council No County or Borough Councillors were present.	
	<p>To receive and discuss Working Party reports:</p> <p>a. <u>Finance, Staffing & Admin.</u></p> <p>i) Proposed payments for the month of October were presented in the sum of £30,894.12 . This includes The External Audit fee for the accounts, the Hall Planting, the final retention payment to the architects and the builders. The retention fees were discussed, and as all of the snagging has been done and the Hall made good the Council agreed that payments could be made. It was proposed by Cllr Bestwick, seconded by Cllr Venner that the payments are paid. Also a loan repayment to the PWLB is expected before next meeting so a payment of £7,000 was also approved by Council As a result of payments to be made it was agreed to transfer £38,000 from the Savings Account to the Current Account</p> <p>ii) Due to illness the Direct Debit accounts cannot be accessed at this time. It was agreed that Cllr Bestwick would gain access to the accounts and as long as any sums are in line with previous payments the payments could be made.</p> <p>iii) It was agreed that an extra Parish Council meeting will be required in November in order to set the budget and precept. Cllr Bestwick to advise the date.</p> <p>Cllr Venner has attended a course in relation to Workplace Pensions, The Parish Council's staging date has been set as 1st December. Finance and Staffing working group to administer this. WCC Grant Award – Response required with reference to Fire Extinguishers and Fencing etc</p> <p>b. <u>Community Hall</u></p> <p>08 i) Working Party Feedback Planting has occurred. Thanks go to the Barclays Bank working group and the residents that supported this. Letter to be written to Barclays (Simon Moriarty) expressing the Councils thanks The Cleaning contract has been terminated although they have not come to collect their cleaning materials. Return of our key to be requested. A deep clean has been requested. Previous quotes to be looked out</p> <p>ii) Snagging Arrangements See 8ai</p> <p>iii) CIO Unfortunately the Trustees request for CIO status has been declined at this stage. The Charity Commission claims that they cannot see clear enough separation between the trustees and the council. Steps are being taken to action the points that they have raised. Bubbenhall Council to be contacted regarding their set up</p> <p>c. <u>Parks and Open Spaces</u> Cllr Horton presented a schedule of maintenance and adoption The trampolines in the play area are still not fixed. RBC to be contacted CCTV Cameras for the play area – Specs and costs have been received. Specs to be shared will Cllr Billingham Article to be written for next Parish Magazine Cllr Horton to be the liaison with Mark Cox the handyman</p> <p>d. <u>Website</u> Working group has had a meeting with JWMedia – website to be updated with new look and to make it easier to easily access the core documents.</p>	<p>SM/SB/DW</p> <p>DW</p> <p>SB</p> <p>SB</p> <p>SB/PV/DW</p> <p>SB</p> <p>PV</p> <p>Trustees SB</p> <p>Trustees Trustees</p> <p>AH AH AH</p>

	<p>Publication scheme to be sent to Cllr Billingham Cllr Gill is now the new admin person on the Facebook page Ex councillors Emery and Brett to be removed from the circulation lists. Discussion held around our disaster recovery protocols. Cllr Billingham to advise</p>	<p>SM AB AB</p>
09	<p>To hear and consider any received correspondence (including notice of forthcoming external meetings) Remembrance Sunday – Email to be forwarded to Cllr Murphy</p>	PV
09	<p>To consider and discuss any relevant planning notices including a summary of previous month's activity. Response received from Karen McCullough (RBC) stating that our response to R16/1721 has been received and that the s106 and condition requirements attached to the outline consent (R11/0114) will remain applicable Response to the Local Plan is required by 30th November. This is to be considered by all Councillors for discussion at the November meeting</p>	ALL
10	<p>To discuss items requiring the Clerk's attention Xmas Lights and Carols – Date set as 4th December at 4pm, Carols by the tree, then mulled wine and mince pies at the hall. Cllr Murphy to liaise with Margaret Brett to understand the process to be followed. Mark Duncan (BEC) to be contacted for the carols Lights to be put on tree and tested the week before. Lighting man to be contacted.</p> <p>Parish magazine to be delivered 26th November, all articles for inclusion in the next edition of the Parish Magazine to be sent to Cllr. Venner by 18th November. Cllr Murphy to pick up delivery liaison from M Brett.</p> <p>Prospective New Councillor to be contacted</p>	<p>MM M Emery MC</p> <p>ALL MM</p> <p>DW</p>
<p>Meeting was closed at 9:45 pm.</p> <p>Date and Time of the Next Meeting:</p> <p>The next meeting will be held on Monday 21st November 2016 at 7.30pm in the Cawston Community Hall, Scholars Drive, Cawston.</p>		

Signed:
Chairman

Date: