

# MINUTES N<sup>o</sup>: 126 OF THE CAWSTON PARISH COUNCIL

## Meeting Held on Monday 19<sup>th</sup> December 2016 at Cawston Community Hall, Scholars Drive, Cawston, CV22 7GU

<b>Present:</b>	Chairman Cllr. P Venner (PV), Cllr. S. Bestwick (SB), Cllr. M. Murphy (MM), Cllr M Cool (MC), Cllr A Billingham (AB)
<b>Guests in Attendance:</b>	
<b>Public in Attendance:</b>	4
<b>Minute Taker in Attendance:</b>	Shona McKee
<b>Clerk:</b>	Shona McKee, Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Tel: 07449 961505 or Email: <a href="mailto:clerk@cawstonpc.org">clerk@cawstonpc.org</a>

		Action
01	<b>Welcome and Apologies for absence</b> Meeting opened at 7.30pm. Apologies Cllr. Wilson, Cllr. Horton	
02	<b>Declaration of Interest as defined by the Code of Conduct for Councillors.</b> No Declarations were received.	
03	<b>Minutes of the Previous Meeting held on Monday 19<sup>th</sup> September &amp; Monday 21<sup>st</sup> November 2016</b> It was proposed by Cllr. Murphy, seconded by Cllr. Billingham that minutes of the previous meeting be approved. The council approved the minutes.	Clerk
04	<b>Report from Warwickshire Police</b> None received. The Clerk will follow up on the September actions for Commissioner Seccombe.	Clerk
05	<b>Introduction of potential new councillors</b> 2 new councillors have joined the Parish Council (subject to relevant checks). Welcome to David Rabone and Edwin De Krejij.	
06	<b>To allow members of the public to address the Council</b> 2 members of the public addressed the council. Can we organise a Christmas Lights competition for next year (held over for next year). Can we ensure that the Parish Council liaise with the Hall Committee/Shadow Trustees on relevant matters on a regular basis.	Clerk
07	<b>Opportunity for Borough and County Councillors to address the Council</b> No Borough or County Councillors present	Clerk
08	<b>To receive and discuss Working Party reports:</b>  a. <b><u>Finance, Staffing &amp; Admin.</u></b> i) Proposed payments for the month of November were presented in the sums of £12,029.95 relating to Cawston Parish Council and for Cawston Community Hall. These include the PWLB payment and the NNDR (council tax) for 2015/16. It was proposed by Cllr Bestwick, seconded by Cllr Venner that the payments are paid. ii) Direct Debit to Opus energy for Cawston Community Hall and included within payments. iii) Budget & Precept - Cllr. Bestwick proposed approval of the budget and that no increase to precept will be made. Seconded by Cllr. Venner. Approved by all Councillors.	SB/ Clerk

	<p><b>b. <u>Community Hall</u></b></p> <p><b>i) Working Party Feedback</b>  The new Welcome sign is ready to collect on Wednesday and will be installed as soon as possible.  Fault on fire alarm has been reported and awaiting an engineer.  Problems with Party bookers at the Hall leaving rubbish behind.  An interim cleaning service is to be provided at the hall. The Clerk will contact cleaning providers for costs.  Discussion needs to be carried out with the Shadow Trustees on the day to day to management of the hall and bookings and how these duties are carried out. A proposed statement of work to be considered and put forward to the Council for a trial period.</p> <p><b>ii) CIO</b>  The application process is underway. Trustees are in the process of re-drafting documentation and seeking legal advice.</p> <p><b>c. <u>Parks and Open Spaces</u></b></p> <p><b>i) Working Party Feedback</b>  The green bin collection has been re-instated and will commence in January 2017.  More hedge trimming has been carried out on the estate on Judith Way.  Further planting of trees and shrubs will be carried out on the estate and a new map of the maintenance areas will be issued to Cllr. Cool</p> <p><b>d. <u>Website</u></b>  Cllr. Billingham has started to create the new website. Content is to be viewed and agreed by Councillors prior to go live. Cllr. Billingham to liaise with Clerk on domain registration and any other costs associated with the launch of the website – potentially end of January will be ‘go live’. A hall e-booking form is to be created in order to streamline the process. Matt Emery (Shadow Trustee) to liaise with Cllr. Billingham on booking form content.</p>	<p><b>Clerk</b></p> <p><b>SB/Clerk/ Trustees</b></p> <p><b>AB//Clerk/ ME</b></p>
<b>09</b>	<p><b>To hear and consider any received correspondence (including notice of forthcoming external meetings)</b>  None received</p>	
<b>10</b>	<p><b>To consider and discuss any relevant planning notices including a summary of previous month’s activity.</b>  Planning notice received regarding the Coventry Road roundabout temporary closure on 14<sup>th</sup> January.</p>	<b>ALL/Clerk</b>
<b>11</b>	<p><b>To discuss items requiring the Clerk’s attention</b>  Complaints received regarding the mess on the Road at Trussell Way caused by the builders. Michael Stokes (RBC) has contacted the planning enforcement team on a regular basis to ensure they keep on top of clean-up.  A number of houses were burgled on the estate during November – persons have been apprehended and will be charged. An update from Warwickshire police is required. The Clerk to request.  The Clerk to contact WALC to see if they can hold a training course for the Parish Councillors at the Community Hall and to provide literature.</p>	<p><b>MS</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p>Meeting was closed at 20:29pm.  <b>Date and Time of the Next Meeting:</b>  The next meeting will be held on Monday 16<sup>th</sup> January 2017 at 7.30pm in the Cawston Community Hall, Scholars Drive, Cawston.</p>		

Signed: .....  
Chairman

Date: .....