


MINUTES 132 OF MEETING OF CAWSTON PARISH COUNCIL




Meeting Held on Tuesday 20th June 2017
at Cawston Community Hall,
Scholars Drive, Cawston, CV22 7GU

Present:	Chair Cllr S Bestwick (SB), Vice Chair Cllr A Horton (AH), Cllr D Wilson (DW), Cllr M Gill (MG), Cllr E De Kreij (EDK), Cllr M Bryant (MB), Cllr. M Cool (MC)
Guests in Attendance:	Hall Management Committee Leader M Emery
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	Apologies for Absence Cllr Billingham, Cllr Venner. Cllr Wilson arrived at 7.35pm, Cllr Cool arrived at 8.25pm	
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 24th April 2017 It was proposed by Cllr. Bestwick that minutes of the previous meeting be approved, seconded by Cllr. Gill. The Council approved the minutes. Signed copy to be passed to the clerk.	
04	Introduction of Potential New Councillors No new councillors	
05	Report from Warwickshire Police PCSO Ilona Turley presented the Crime Statistics. Below is a summary of some of the incidents that have been reported in Cawston between 1st May and 16th June 2017. May 2017 Anti-social Behaviour 17 incidents reported These include youths in the park, youths causing issues outside houses etc. Burglary Dwelling 2 Burglary Other (garages/sheds) 1 attempted entry to a garage Fire/Arson 1 Theft from Motor Vehicle 1 Theft of Cycle 1 Damage at a building site 1 Reports of Drugs 5 for one address Concern/Suspicious Circumstances 15 These include reports of suspicious van/people in the area; concerns for welfare etc.	

	<p>Up to 15th June 2017</p> <p>Anti-social Behaviour 9 incidents reported These include youths in the park, youths causing issues outside houses etc.</p> <p>Burglary Dwelling 2 1 – this was a car key burglary</p> <p>Burglary Other (garages/sheds) 1</p> <p>Theft from shop 1</p> <p>Concern/Suspicious Circumstances 4 These include reports of suspicious van/people in the area; concerns for welfare etc.</p> <p>Crime statistics for Rugby Town West are available on the Warwickshire Police website – link: https://www.warwickshire.police.uk/article/2706/Rugby-Town-West-Team-Information?action=map</p> <p>The Rugby Town West Newsletter for June is now available by following the following link (a copy is also appended to these minutes): https://www.warwickshire.police.uk/media/12386/Rugby-Town-West-Newsletter-June-2017/pdf/SNT_Newsletter_WEST_June_17.pdf</p>  <p>SNT_Newsletter_WEST_June_17.pdf</p> <p>PCSO Pimlott to advise the Clerk when newsletters are published.</p> <p>PCSO Turley also advised that there is a poll taking place on the Warwickshire Police Website, whereby citizens can vote on areas of policing that are important to them. The results will be collated to concentrate on specific areas of concern to residents. PCSO Turley to advise when Rugby Town West voting is open.</p>	<p>PCSO Pimlott</p> <p>PCSO Turley</p>
06	<p>To allow members of the public to address the Council No members of the public present</p>	
07	<p>Opportunity for Borough and County Councillors to address the Council None present</p>	
08	<p>To receive and discuss Working Party reports:</p> <p>a. Community Hall</p> <p>i) Working Party Feedback</p> <p>Roller Shutters: Quotation received from Stanair has been accepted to repair the shutters. Maintenance agreement options are currently being investigated</p> <p>Intruder Alarm: Fault has now been fixed and invoice for costs accepted. Have received a quotation for a maintenance agreement, but it's unclear as to what is included/excluded and call out charges. Matt Emery to contact the company and clarify</p> <p>Car park surfacing:</p> <p>Gravel option - as per planning specification: quote received for £12,000 (materials and labour). Cost excluding labour is £6.4k.</p> <p>Tarmac option: quotation received for tarmacking and timber edging at a cost of £8.5k. If this option is chosen then a resubmission of plans will need to take place. Matt Emery to look at associated</p>	<p>ME/FM</p> <p>ME</p> <p>ME</p>

	<p>planning resubmission costs, costs to carry out tarmac option exclusive of labour and to contact the consortium to ascertain if they can assist with labour element of works.</p> <p>Cllr Bestwick proposed a budget cost of £10k for the works be assigned and all cost options will be put to a vote. Cllr Horton seconded the proposal with all Councillors in favour.</p> <p>Fire Doors: In the process of gathering quotations to replace doors with a sturdier option</p> <p>Building Management System: The BMS systems requires a service. Supplier sourcing and requests for quotations being undertaken with the FM and Hall Management Committee</p> <p>Floor Cleaner: Requires servicing. The FM is currently sourcing a supplier to undertake these works</p> <p>Monodraft Units: Cost to service received for approx. £700. Unsure as to what this includes/excludes. Matt Emery to follow up.</p> <p>CCH Budget: Budget to be completed and finalised with FM and Matt Emery ready to be presented at July meeting</p> <p>NNDR (Council Tax) First quarter fees are due for payment and a direct debit for future payments will be set-up</p>	<p>ME</p> <p>FM</p> <p>FM</p> <p>FM</p> <p>Clerk/FM /ME</p> <p>Clerk</p>
b.	<u>Finance, Staffing & Admin.</u>	
i)	<p>Payments: Proposed payments for the month of June were presented in the sum of £11,519.68 relating to Cawston Parish Council and for Cawston Community Hall. It was proposed by Cllr Bestwick, seconded by Cllr Horton that the CPC payments are paid. Proposed by Cllr Bestwick, seconded by Cllr Gill that payments for CCH be made.</p> <p>The value of the EON payment for street lights on Coventry Rd appeared a little high. Clerk to check tariff with EON</p> <p>The value of the water bill for CCH appears high, the Clerk to provide actual reading to Water Plus and benchmark against other commercial water providers.</p> <p>Solar panels: Clerk to follow up on progress with the CCH FM</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
c.	<u>Parks and Open Spaces</u>	
i)	<p>Litter: The Parish Council have provided litter pickers and refuse sacks to the residents who voluntarily collect litter from the estate. Cllr De Kreij enquired as to whether the litter collected could be disposed of at CCH. The Clerk to enquire with CCH FM.</p> <p>Litter seems to be particularly bad in the field by Bilton High School. The Clerk to contact the School to enquire as to whether the students could assist in clearance of litter.</p> <p>The Clerk will contact Mark Williams from RBC and invite to our July meeting in order to discuss litter bin options.</p> <p>There also seems to be lots of McDonalds litter on the estate. Cllr Horton to write to them to see if they can assist in prevention and clearance.</p>	<p>Clerk/FM</p> <p>Clerk</p> <p>Clerk</p> <p>AH</p>
ii)	<p>Planting: builders have removed plants from the roundabout. Cllr Horton and Cllr Bryant to contact the builders to understand how they plan to replace them</p>	AH/MB
d.	<u>Communications</u>	
i)	<p>Newsletter: newsletter template to be sent to Cllr Gill. Cllr Cool to contact the Rugby Register to benchmark their advertising charges. All Councillors to send articles for the newsletter to Cllr Gill no later than Friday 30th June</p>	PV MC ALL
e.	<u>Consortium</u>	

	i) Cllr Bryant is familiarising himself with the roles and responsibilities of the consortium and is building relationships with members	
09	<p>Agreement of Year End Accounts Year end accounts are now completed. There is a query with the asset value. The Clerk to confirm with the auditors, Grant Thornton, how this should be entered into the accounts. Cllr. Bestwick proposed the accounts be agreed, Cllr Horton seconded, all Councillors in favour. Internal Audit to take place w/c 26th June and unaudited accounts will be available for public viewing during the first two weeks of July.</p>	Clerk
10	<p>To hear and consider any received correspondence (including notice of forthcoming external meetings) A resident has enquired about the use of the land adjacent to the Community Hall and whether the residents can use it for allotments or other purposes. The land is owned by the consortium and were planning to build houses on it. The Clerk to contact WALC to enquire as to statutory duty of land and whether it could be considered as an asset to the Community Hall. Cllr Bryant will contact the builders to see what their plans are for the land.</p> <p>The PC would like to take the opportunity to express our sadness at the loss of Sean Lawson. We have contacted RBC to express our condolences and thanks for the significant contribution Sean made to our Parish.</p>	Clerk MB
11	<p>To consider and discuss any relevant planning notices including a summary of previous month's activity. Planning notice and road diversion received an appended to this document.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Diversion Coventry Road_Cawston (002).f </div> <div style="text-align: center;">  TTONotice2-V1.doc </div> <div style="text-align: center;">  PO Box 123.pdf </div> </div>	
12	<p>To discuss items requiring the Clerk's attention The PC would like to advise that there will be no Council meeting in August.</p>	
13	<p>Action Log An action log has been re-instated and will be re-issued to all councillors to ensure actions are captured and carried out.</p>	
<p>Meeting was closed at 21:40 Date and Time of the Next Meeting: Tuesday 18th July 2017 at 7:30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston</p>		

Signed:
Chairperson

Date: