

MINUTES 136 OF MEETING OF CAWSTON PARISH COUNCIL

Meeting Held on Tuesday 21st November 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)
Guests in Attendance:	
Public in Attendance:	2
Minute Taker in Attendance:	Cllr A Horton
Clerk:	Shona McKee, Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Tel: 07449 961505 or Email: clerk@cawstonpc.org

		Action
0 1	Apologies for Absence Shona McKee.	
0 2	Declaration of Interest as defined by the Code of Conduct for Councillors. No Declarations were received.	
0 3	Minutes of the Previous Meeting held on Tuesday 17th of October It was proposed by Cllr. Gill that minutes of the previous meeting be approved, seconded by Cllr. Bryant. The Council approved the minutes. Signed copy to be passed to the clerk.	SB
0 4	Acceptance of resignation Cllr Cool has handed in his notice. Cllrs Bestwick & Horton wanted to thank Cllr Cool for this work and efforts over the years and for this to be recorded within the minutes	
0 5	Report from Warwickshire Police: No report available	
0 6	To allow members of the public to address the Council There was a discussion on the timetable for the adoption of the Whitefriars roundabout. The Parish Council will discuss this with the consortium	All
0 7	Opportunity for Borough and County Councillors to address the Council None present	
0 8	To receive and discuss Working Party reports: a. <u>Community Hall</u> i) Working Party Feedback Rates Feedback: To be followed up Car park surfacing: Work is confirmed for February Half Term Shutters: It has been accepted by the original providers the shutters were the wrong size so they van re repaired with a final decision to be made on resolutions Bookings: FM is producing occupany reports with bookings still exceeding budgets. 65% of payment are made by cheque so faster payments are going to be encouraged. Phone: Cllr Bryant has overseen the installation of the VOIP phone for the Hall Office. Going to be for outgoing calls only and the voicemail will be changed to reflect the FM's working hours Cleaners: We are on the third new cleaner since the contract started with the new provider, this	Clerk MB

	<p>situation is to be monitored</p> <p>b. Finance, Staffing & Admin.</p> <p>i) Payments: Proposed payments for the month of July were presented in the sum of £2,386.83 relating to Cawston Parish Council and for Cawston Community Hall. It was proposed by Cllr Bestwick, seconded by Cllr De Krejij that the CPC payments are paid. Proposed by Cllr Bestwick, seconded by Cllr De Krejij that payments for CCH be made.</p> <p>The invoice for Mark Cox has not been paid so it will be requested again and it was proposed by Cllr Horton and seconded by Cllr Gill that this be paid when presented.</p> <p>A new laptop for the FM was discussed and £500 was proposed by Cllr Horton and seconded by Cllr Gill to be set aside for the purchase of a new laptop for the FM. Cllr Bryant is going to oversee this process</p> <p>c. Parks and Open Spaces</p> <p>i) The council commented on the weekly litter pickers are doing a great job and wanted to record their thanks with members of the local C0-OP team also joining in</p> <p>ii) Cllr Horton has been in contact with RBC regarding putting in place new football facilities and also new bins on the park behind Bilton school adjacent to Bilton Rd. He will follow these conversations up</p> <p>d. Communications</p> <p>i) Newsletter: The next newsletter has been sent to print and will go out next week. There was a discussion on the advertising policy and also Cllr Gill is going to put in place a newsletter schedule for 2018</p> <p>Cllr Bestwick will work with the clerk to make sure the noticeboards are up to date and advertising the right things and the Parish Council is meeting its legal requirements.</p> <p>e. Consortium</p> <p>i) Cllr Horton wrote to Adrian McInnes of the consortium regarding the availability of the land next to the Community Hall & Co-Op. Mr McInnes is forwarding on this letter to other members of the consortium and Cllr Horton will chase for a response</p>	<p>SB</p> <p>AH</p> <p>MB</p> <p>AH</p> <p>MG</p> <p>SB</p> <p>AH</p>
09	<p>To finalise arrangements for the December event:</p> <p>i) Cllr Horton advised that a event request has been made to RBC with a new form needing completing with a PAT test of the lights required and also a copy of the Public Liability Insurance needed which Cllr Bestwick will try and provide. BEC are kindly helping with the service again and two rooms within the hall are booked. Cllr Horton will order the refreshments and members of the hall team and the PC will meet on Sunday the 3rd of December set up the hall ahead of the event at 16.00</p>	AH
10	<p>To hear and discuss any correspondence received:</p> <p>i) No correspondence received</p>	
11	<p>Planning Applications and decisions:</p> <p>i) No applications received</p>	
12	<p>To discuss items requiring the clerk's attention</p> <p>1) None</p>	
13	<p>Budget: Preparation for the 2018/2019 precept application:</p> <p>i) Discussed at length with principles agreed as follows:</p> <p>a. No increase to the precept will be requested</p> <p>b. A balanced budget will be set (income v expenditure)</p> <p>c. Surplus on core running costs will focus on activities flagged as important by parishioners</p> <p>d. Any end of year surplus will be used to build a reserve to enable hall loan repayment as</p>	SB

	<p>further s106 monies are released</p> <p>ii) Detailed line by line discussion followed to allocate funds to core areas. Some questions were raised for clerk action to respond</p> <p>iii) Agreed to circulate the final draft budget for review by all Cllrs, pending a final vote at the December meeting. Clerk to confirm this fits the RBC precept application process.</p>	<p>Clerk</p> <p>SB Clerk</p>
1 4	<p>Action Log Review</p> <p>i) Cllrs Bestwick & Horton to review post meeting</p>	
<p>Meeting was closed at 21:55</p> <p>Date and Time of the Next Meeting:</p> <p>Tuesday 19th December 2017 at 7:30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston</p>		

Signed:
Chairperson

Date: