

MINUTES 138 OF MEETING OF CAWSTON PARISH COUNCIL

Meeting Held on Tuesday 16th January 2018
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 M Bryant (MB)
Guests in Attendance:	0
Public in Attendance:	2
Minute Taker in Attendance:	Sam Bestwick, Chair, Cawston Parish Council
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 Cllr. De Kreij, Borough Cllr Mark Williams	
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 21st November 2017. It was proposed by Cllr. Bryant that minutes of the previous meeting be approved, seconded by Cllr. Wilson. The Council approved the minutes. Signed copy to be passed to the clerk.	
0 4	Report from Warwickshire Police None available for the meeting. To be requested after the meeting by the Clerk	Clerk
0 5	To allow members of the public to address the Council Two members of the addressed the council: a. Requesting information on adoption progress for Whitefriars Road and its environs b. Requesting information about the land, not yet developed near the Community Hall. c. State of roads on Cawston Grange Drive, leading to William Davis development	
0 6	Opportunity for Borough and County Councillors to address the Council Cllrs Stokes and Butlin attended. Cllr Butlin gave updates on: a. Local issues with bollards (positioning and mildew) b. Gritting; nominated secondary route (Calvestone) and options for locating grit bins (prior to completion of adoption). Parish Council requested consideration of other key roads (Cawston Grange Drive and roundabout onto Relief road Cllr Stokes updated on: a. Whitefriars adoption – by end 2018 b. Regular calls with consortium c. Pre-talks on developing the land near the community hall d. Refuse collection – green bins – for 2018/29 (no increase) e. Green spaces – recent hedge and tree clearance	
0 7	Community Forum Plans for the forum were discussed; Cllrs Stokes and Butlin confirmed they could attend Monday 5 th March 2018. Arrangements to promote and invite questions from parishioner agreed. Cllrs Bryant and Horton to action. Hall Management Group to be approached to help manage refreshments.	Cllrs Horton & Bryant
0 8	Action Log Reviewed and updated – items completed were closed.	
0	To receive and discuss Working Party reports:	

9	<p>a. <u>Community Hall</u></p> <p>i) Working Party Feedback Car Park surfacing – booked for February half term. Defibrillator options discussed; agreed that an externally mounted machine would bring greater community benefit. Cllr Butlin suggested an application might be made for Borough / County Cllr funding as the wider community would benefit. Cllr Bryant to pursue.</p> <p>b. <u>Finance, Staffing & Admin.</u> Payments: Proposed payments for the month were presented and approved.</p> <p>c. <u>Parks and Open Spaces</u></p> <p>d. <u>Communications</u></p> <p>i) Newsletter: Cllr Gill outlined plans for the next edition and arrangements for advertising going forward. Cllrs asked to note copy date. ii) Social Media: best practice guidelines discussed.</p> <p>e. <u>Consortium</u></p> <p>i) Invitation to attend Forum discussed. Cllr Horton outlined range of recent contacts.</p>	<p>Cllr Bryant</p> <p>Clerk</p> <p>All Cllrs</p>
10	<p>CPC Archiving Documents Completeness of website documents discussed; agreed to commit up to £500 to archive current site. Then wider review of Parish documents to be completed; ICO registration, impact of GDPR change and consideration of Impresse registration for newsletter.</p>	<p>MB</p>
11	<p>To hear and discuss any correspondence received None</p>	
10	<p>To consider and discuss any relevant planning notices including a summary of previous month's activity. None.</p>	
11	<p>To discuss items requiring the Clerk's attention Councillor training to be arranged to take place in February or March – Chair to coordinate. Cllr. Bryant will add resident facebook stickers in noticeboards</p>	<p>SB MB</p>
	<p>Action Log To be reviewed via google docs.</p>	<p>MB/SB</p>
<p style="text-align: center;">Meeting was closed at 21:25 Date and Time of the Next Meeting: Tuesday 27th February 2018 at 7:30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston</p>		

Signed:
Chairperson

Date: