

MINUTES 138 OF MEETING OF CAWSTON PARISH COUNCIL

Meeting Held on Tuesday 16th January 2018
at Cawston Community Hall,
Scholars Drive, Cawston, CV22 7GU

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| Present: | Chair Cllr S Bestwick (SB), Cllr D Wilson (DW), Cllr. E De Kreij (EDK), Cllr M Gill (MG), Cllr M Bryant (MB) |
| Guests in Attendance: | 0 |
| Public in Attendance: | 0 |
| Minute Taker in Attendance: | Gill Peacock, Locum Clerk |
| Clerk: | Shona McKee, Cawston Community Hall, Scholars Drive, Rugby, CV22 7GU Tel: 07449 961505 or Email: clerk@cawstonpc.org |

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| 01 | Apologies for Absence Apologies were received and accepted from Vice Chair Cllr A Horton (AH), Borough Cllr Mike Stokes, Borough & County Cllr Peter Butlin. | |
| 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 Tuesday 21st November 2017. It was proposed by Cllr. Gill that minutes of the previous meeting be approved, seconded by Cllr. Bryant. The Council unanimously approved the minutes. Cllr Bestwick signed a copy of the minutes and she retained a copy for council records. | |
| 04 | Co-option of new Councillors Mr Will Pimlett agreed to be co-opted on to Cawston Parish Council and it was agreed that he would sign his Declaration of Acceptance prior to the next meeting in March. A Register of Members Interests Form would also be given to him to complete. | Clerk |
| 05 | To allow members of the public to address the Council There were no members of the public present. | |
| 06 | Opportunity for Borough and County Councillors to address the Council Cllrs Stokes and Butlin were not able to attend the meeting and sent their apologies. | |
| 07 | Community Forum to be held on 5th March Plans for the Community Forum were discussed; Cllr Bryant confirmed that arrangements had been made to promote and invite questions from parishioners and he had a list of 14 questions. <ul style="list-style-type: none"> Cllr Gill said that some of the questions could be amalgamated as they were similar in content, such as issues regarding lighting, the state of the road surfaces, the routes of the construction lorries etc. Cllr Bestwick suggested that the panel could comprise of the members of Cawston Parish Council. She went on to say that a representative from the Consortium had declined to attend. It was agreed that Cllr Bryant act as Chair for the Panel. Cllr De Kreij agreed to act as Journalist. It was agreed that Cllr Gill contact the Rugby Observer and Advertiser to promote the event. Cllr Gill also agreed to put a piece on Face Book and Cllr De Kreij agreed to put notices on the CPC notice boards. It was agreed that refreshments be provided for the event. | Cllrs Bestwick & Bryant |
| 08 | Report from Warwickshire Police It was agreed that Cllr Horton make direct contact with a representative from the Police and request that they submit a Report for the Community Forum on 5 th March. | Cllr Horton |
| 09 | To receive and discuss Working Party reports: a. Community Hall i) Working Party Feedback | Cllr Bryant |

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| <ul style="list-style-type: none"> • Car Park surfacing – completed during February half term. • It was agreed that the hire rates be reviewed which would allow a cohesive approach to the amounts charged. If the hire rates were increased for ad hoc bookings, there could be a potential increase of £3,000 in revenue. • Thanks were expressed to the current Booking Clerk for the Hall and it was agreed to look for further participation from members of the community who would be able to open and close the Hall on a regular basis. • It was agreed that Cllrs Bestwick & Bryant liaise with the management of the Hall for an increase in the amount of parish council storage facilities for a lockable filing cabinet, tables & chairs etc. • It was also agreed that there should be a rigorous approach towards the register of key holders and there should be a restriction on key holders who could access the office. • Cllr Bryant confirmed that Cllr Butlin had agreed to fund a Defibrillator for the community, however, he was away on holiday until 1st March. Cllr Bryant advised that he would pursue contacting Cllr Butlin to receive confirmation that there were funds remaining to purchase the Defibrillator in this financial year. He went on to say that the cost of the equipment would be approximately £1,500.00. Cllr Bestwick said that there would also need to be a power supply and installation costs to take into consideration. | <p>Cllrs Bestwick /Bryant</p> <p>Cllr Bryant</p> |
| <p>b. <u>Finance, Staffing & Admin.</u></p> <ul style="list-style-type: none"> • Cllr Wilson advised that £35.00 had just been paid to the ICO. Cllr Wilson agreed to contact the ICO and request the Cawston PC security number for future reference. • Cllr Wilson reported that an invoice had been received from Severn Trent and it was agreed that the invoice be queried and included in the Finance Report for March. • Cllr Wilson advised that she would transfer £7,127.00 from the CPC deposit account to the current account to cover the payments required. • Cllr Wilson reported that a payment was due to the company who had re-surfaced the Community Hall Car Park recently. It was agreed that the company be approached, and an invoice requested. • Payments: Cllr Wilson presented the payments for the month and they were duly approved (see attached Finance Report). This motion was proposed by Cllr Bryant, seconded by Cllr Gill and carried unanimously. Thanks were expressed to Cllr Wilson. | <p>Cllr Wilson</p> |
| <p>c. <u>Parks and Open Spaces</u></p> <ul style="list-style-type: none"> • Cllr De Kreij reported that he continued to monitor the parks and open spaces in the Parish and Cllr Bestwick said that they were looking very good. Cllr De Kreij suggested that this item be included on future agenda's. • Cllr Wilson suggested that four Cllrs each take responsibility for maintaining the content of one of the four CPC notice boards in the future. • It was agreed that updated maps could be placed on each one of the notice boards, together with Cllr's contact details. Cllr Bryant agreed to circulate a copy of the maps and Cllr details to each member prior to placing them on the notice boards. • Cllr Bestwick reported that the litter picking group had taken a winter break but would resume shortly. • Cllr Bestwick reported that a Parishioner had contacted her and said there needed to be an additional litter bin on the edge of Whitefriars, however, access to empty it could be difficult. She went on to suggest that litter hot spots could be monitored by the lengths man and the provision of additional litter bins could be considered. Once additional sites had been chosen, Rugby Borough Council would be contacted so that collection could be arranged. It was agreed to carry out a litter bin audit and additional bins provided if necessary as there was an amount in the budget for this provision. | <p>Cllr De Kreij</p> |
| <p>d. <u>Communications</u></p> <p>i) Newsletter:</p> <ul style="list-style-type: none"> • Cllr Gill reported that the newsletter had been printed and distributed. She went on to say that a different printing company had been used who were cheaper and took less time. If members were pleased with the result, the PC could set up an account with them. | |

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| | <ul style="list-style-type: none"> It was also pointed out that Cllr Butlin's County Council email address needed to be updated in the next issue of the newsletter. Cllr Gill confirmed that the next issue of the newsletter was due out in June. Cllr Bestwick advised that more people would like to advertise in the newsletter. Thanks were expressed to Cllr Gill and volunteers were invited to take over her role of Newsletter Editor. <p>ii) Social Media: It was agreed to place a piece on Face Book in respect of the forthcoming Community Forum.</p> <p>e. Consortium</p> <p>i) Cllr Bryant confirmed that Cllr Horton is Chair of the Working Party, with himself being deputy. It was expected that several issues would be raised at the Community Forum, such as the roads in the Parish not being adopted and not being maintained appropriately.</p> | |
| 1 0 | <p>To hear and discuss any correspondence received</p> <ul style="list-style-type: none"> Cllr Bestwick reported that she had been contacted regarding the street lights in St Francis Drive which were switching off during the hours of darkness and there was a concern raised that this may exacerbate additional crime in the area. It was agreed to refer this issue to County Cllr Butlin. Cllr Bestwick reported that two letters had been received from RBC regarding the R167 footpath diversion. Cllr Wilson advised that the footpath would be reinstated so it was agreed no action would need be taken. Cllr Gill suggested that a footpath could be made into a cycle path which would encourage cycle users. It was agreed to refer this matter to County Cllr Butlin. | MB |
| 1 1 | <p>Planning Applications and Decisions</p> <ul style="list-style-type: none"> There were no applications to report. | |
| 1 2 | <p>To discuss items requiring the Clerk's attention</p> <ul style="list-style-type: none"> Cllr Gill reported that Finance training would be provided for Cllr Bestwick and herself from the software package provider at a cost of £35.00 ph and this could be taken out of the training budget Cllr Bestwick reported that WALC had provided CPC with a professional advisor who had offered to conduct a thorough overhaul of the PC to ensure that they complied with all the legal requirements of a PC. The advisor had quoted a cost of £960.00 for this service, although CWP had been given an hour of free time with the advisor and could take a further free hour if required. Cllr Bestwick advised that he CWP web site needed to be updated with policies loaded. Cllr Bestwick reported that it had been suggested that a Locum Clerk be employed to cover the current Clerk's absence. | |
| 1 3 | <p>Action Log</p> <p>It was agreed that bulbs could be planted in some of the green spaces in the parish and it was suggested involving the Brownies and School children with this project.</p> | SB |
| <p>Meeting was closed at 21:10</p> <p>Date and Time of the Next Meeting:</p> <p>Tuesday 20th March 2018 at 7:30pm. To be held at Cawston Community Hall, Scholars Drive, Cawston</p> | | |

Signed:
Chairperson

Date: