

Cawston Parish Council

Councillors: R. Bishop, D. Richards, S. Bestwick, P. Harrison, M. Blandford, G. Heaton, K. Boxall, G. Shaw, S. Prime.
<https://www.cawstonpc.org/parish-council>

AGENDA

H. Stewart

9th July 2024

I hereby give notice of a **Meeting (205)** of **Cawston Parish Council**, which will be held on **Tuesday 16th July 2024**, commencing at **7pm** at the Community Hall, Scholars Drive, Cawston, Rugby, to which all Parish Councillors are summoned to attend.

Summons	R. Bishop, D. Richards, S. Bestwick, P. Harrison, M. Blandford, G. Heaton, K. Boxall, G. Shaw, S. Prime.
Invitation	Representatives of Rugby Borough Council, Warwickshire County Council, Warwickshire Police and the general public.

Notice

The Parish Council are committed to considering diversity, inclusion, environmental impact and biodiversity when discussing and forming resolutions.

Public Democratic Forum

An opportunity for members of the public in attendance to comment on any business which has been raised in previous meetings or raise issues for future consideration at the discretion of the Chair. Members of the public are requested to ensure their comments do not exceed 3 minutes and all comments should be directed to the Chairman. Members of the public may not take part in any other part of the Parish Council meeting but are invited to remain as observers.

- 1. Apologies:** To receive and accept apologies for absence.
- 2. Declarations of Interest:** (as defined by the Code of Conduct for councillors)
- 3. Borough and County Councillors:** An opportunity to report to the Parish Council on matters which are relevant to Cawston. Councillors are respectfully requested to keep their reports succinct.
- 4. Minutes:**
To consider the approval of the following sets of Minutes:
Annual Meeting of the Parish Council (203) & Ordinary Council Meeting (204) 21st May 2024
Annual Parish Assembly held on 16th April 2024
- 5. Casual Vacancy:** to co-opt one qualifying member of the public to fill the casual vacancy.
- 6. Action Log:** Clerk to report progress on matters arising at the last meeting.

Item No:	Item	Action By
1.	Notify RBC of Cllr Henderson's resignation	Clerk
2.	Attend Homes England Public Consultation	PH
3.	Appoint Fire Safety Professional	Clerk
4.	Appoint professional to under reinstatement evaluation of the hall.	Clerk
5.	Appoint contractor for installation of new flooring	Clerk
6.	Request discount from Karndean	RB
7.	Appoint a contractor for barrier installation	Clerk
8.	Submit planning application	AH
9.	Investigating fencing off green area at hall	PH
10.	Promote NP event	Clerk
11.	Prepare information for NP event	KB
12.	(From April) – consider if a response if required to the Conservative Party social media post regarding retail units at Heritage Way.	All Members

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7. Correspondence

Resident – Local community event funding.

8. Finance

- a. To approve the payments list for July 2024
- b. To confirm the bank reconciliation has been verified for May and June 2024
- c. To confirm changes to the Bank Mandate

9. Planning & Land Matters

- a. To consider any planning applications shared by Rugby Borough Council
- b. To agree to open informal talks with the new owner of the 'Land off Heritage Way' and arrange a formal meeting if required.
- c. To feedback on a meeting held with (RBC) Cllr Moran to address the grass cutting issues in Cawston.

10. Communications

- a. To agree to send a flyer to every home in August including important information about job vacancies.
- b. To consider ways the Parish Council can improve communications in the long term.

11. Community Speed Watch Team

To inform the Parish Council of the progress that has been made in establishing a Community Speed Watch Team for Cawston.

12. Neighbourhood Plan

To approve the report from the Community Engagement NP Event on 8th June and agree the next steps to move the project forward.

13. Policies

To consider and adopt the following policies:

Data Protection Policy
Vexatious Complaints Policy
Tree Management and Maintenance Policy
Equality and Diversity Policy
Risk Management Policy

14. Training

To consider if there are any training requirements or preferences that would be beneficial to members.

15. Community Hall & Events

To receive a report on the Community Hall from the Parish Clerk

16. To discuss items requiring the Clerk's attention

17. Meeting Date:

The next agreed meeting date is Tuesday 17th September 2024 7pm in Cawston Community Hall

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Public Participation Statement

GUIDANCE NOTE FOR MEMBERS OF THE PUBLIC

Parish Councils hold their meetings in public, so electors may exercise their democratic rights to witness the decision-making process. There is no legal duty to offer a public forum at meeting however Cawston Parish Council is committed to community engagement and therefore welcomes attendees at its meetings providing an opportunity for people to address the Parish Council.

Please note: The meetings of the Parish Council are time limited and while it values feedback from residents, it must try to ensure that its meetings are as efficient and effective as possible, therefore it is not a good use of time for members of the public to attend the meetings to report items such as overgrown vegetation, faulty streetlights, potholes, etc. These can be reported directly to the Parish Clerk or any councillor at any time outside of a meeting, or directly to the relevant local authority.

In meetings the following procedure applies-

- Questions and presentations of petitions by electors registered within the Parish of Cawston shall be allowed on matters affecting the Parish Council at the beginning of each meeting of the Council.
- The question should be relevant to the business of the Parish Council.
- The period allowed for questions and the presentation of petitions shall not exceed 3 minutes except with the consent of the Parish Council.
- Each individual questioner and presenter of a petition shall be restricted to a total of 3 minutes.
- Questions shall be directed to the Chairman of the meeting who may request another councillor or the Clerk to reply but no member of the Parish Council is obliged to answer questions immediately.

Answers to questions may take the form of:

- A direct oral response
- When the desired information is contained in a publication, reference to that publication
- When it is more convenient to do so, a written answer subsequent to the meeting
- The Chairman of the meeting shall disallow any question that is, in their opinion, scurrilous, improper, capricious, irrelevant or otherwise objectionable.

THIS STATEMENT WAS ADOPTED BY CAWSTON PARISH COUNCIL ON 19TH SEPTEMBER 2023