

Cubbington Parish Council

Minutes of the meeting held on Tuesday 12th February 2019 at the Village Hall, Broadway, Cubbington.

The meeting commenced at 19:31hrs.

Record of members present.

Cllr Mrs Dean, Cllrs Hodges, Delow, Cox, Corbett and Cllr Revd Cole

Also, in attendance: County Cllrs, Cllr Mrs Boad and Cllr Redford
District Councillors - Cllr Mrs Redford
Parish Clerk – Jackie Chapman

1. Apologies for absence and approval for absence

Apologies for absence were received and approved from Cllr Mrs Saul, Cllr Saul, Cllr Mrs Stevens, Cllr Mrs Higham.

2. Declarations of Interest:

The following personal interests were declared:
Cllr Revd Cole – Pavilion

3. To consider any dispensations

None were requested

4. Public Participation

Rosemary Guiot advised Pear Tree grafts have been planted at St Marys School, Brandon Marsh and Guys Cliff Walled Garden. St Theresa's School have also had a graft which will be grown on a bit more before it is planted.

5. Adoption of previous minutes

It was noted the minutes of the meeting held on 8th January 2019 referred to the next Finance Committee meeting due to be held on 22nd February 2019 (minute reference 11 vii (page 263). This is incorrect, the correct date is 19th February 2019. The minutes were amended manually

It was then **RESOLVED** to approve the minutes of the Parish Council Meeting held on Tuesday 8th January 2019 as a true and complete record of the meeting.

6. Chairman's Report

No speedwatch has been undertaken in the last month due to illness and bad weather. Payback team has visited every week this month with 6 people attending each time. They have cleared the middle bus shelter on Rugby Road, cut the Laurel behind the bench on the Coventry Road, a big clump further down the Coventry Road and they have cleared the bank on the right-hand side of Church Hill, as you go down the hill. New Field path has been cut back by WDC's Contract Services. It has not been cut back as far as the ditch, however, as bird nesting season is approaching this may have restricted the work. Cllr Hodges also attended a WALC Training course.

The ground around the middle bus shelter needs some work doing to it, otherwise weeds will come back again, the ground either needs to be re seeded with grass seed, or turf.

ACTION – Clerk to obtain some quotes for the ground to be reinstated.

7. Clerks Report

The Clerk has day to day work to undertake after every meeting, including issuing the authorised payments, bringing the cash book up to date, emails, telephone calls, write up the minutes and prepare the Agenda for the next meeting.

Between the last meeting on 8th January 2019 and tonight's meeting the Clerk advised she has written the Publication Scheme, Review of Data Breaches, Document Retention Policy, finalised details with Unity Trust Bank and the account is now open, written the grass tender and issued to 15 contractors, met contractors on site who wanted to view the recreation grounds, attended two standing orders meetings and had discussions with John Crossling at WALC regarding queries raised at the Standing Orders' meetings.

8. Councillors Reports in brief.

In the absence of Cllr Mrs Saul, County Cllr Mrs Boad gave an update on WALC. All Parish Councils are now able to apply for grants from WALC, details on how to apply have been circulated to all Clerks. The first grants have recently been awarded. The maximum which can be applied for is £8,000. The next Warwick District WALC meeting is due to take place at 7.00pm on 26th February 2019 at Leamington Town Hall.

Cllr Revd Coles – One of the Pear Tree grafts has been planted in the Churchyard.

Cllr Delow – gave a report on HS2 – a full copy of which is held on file. Jeremy Wright M.P. has announced the setting up of the Kenilworth and Southam HS2 Implementation Forum. This forum will meet three times a year and will bring together local representatives from the constituency, senior executives from HS2, contractors and other relevant bodies to minimise the disruption during the construction period and ensure there is effective communication between the groups. The inaugural meeting will take place on Friday 15th March 2019, Cllr Delow has been invited as the representative for the village action group. Cllr Delow is happy to attend as representative for the Parish Council for this initial meeting.

Cllr Mrs Redford advised she has asked HS2 to ensure there are representatives present at local drop in sessions who are able to answer questions on what is happening within the area. It transpired it is unlikely such a representative attended the recent drop in session.

9. District and County Councillors Reports for information

Cllr Mrs Boad advised the County Council Budget was approved on 7th February 2019. There is a £500,00 underspend on Concessionary travel, this will now be moved to support public transport in the County. Sainsburys have offered to put up better signage at the car park. Cllr Mrs Boad has reported a lot of road and pavements. Cllr Mrs Boad has taken a call from a resident stating that even though a bus now comes through from Offchurch to Cubbington there is no bus stop at the bottom of the village by Price Road.

Cllr Redford advised the precept will go up by 3%. Warwick County Council (WCC) are also taking the option to add in an additional 2% towards adult and children's social care, as it is thought this will be the last time it is available to Councils. WCC is putting extra money into both Adult Social Care and Children's Services and Special Needs, amounting to £7.4M and £6.8M respectively. As from April 2020, WCC will no longer receive any funding from central government. Cllr Redford advised he will follow the Bus Stop issue up.

Cllr Mrs Redford advised the work on the new Warwick District Council Headquarters has been delayed, probably until July, after the elections. The Police and Crime Commissioner is going to raise the Police precept, ostensibly to fund more recruits. They aim to have 900 front line police. Out of the 900 only four will be in the rural areas plus one sergeant. Warwickshire Police are still to recruit the 50-extra staff from last year, therefore it is likely to be two years before any difference is seen in the amount of police available. It appears Cllr Redford's recent meeting with Jonathan Lord and Susan Bridges from HS2 fell far short of what she expected. Cllr Mrs Redford was under the impression they had a tentative agreement that things would be improving regarding the information about meetings and the ability of them to answer questions, Cllr Mrs Redford will monitor the situation to see if improvements are made in the forthcoming weeks. Cllr Mrs Redford advised RUCAS is a grant facility available to Parish Councils which can be used for security issues. The fly tipping pilot seems to be working, there has been several prosecutions and there is enough money to carry it over into next year.

Cllr Wright advised WDC's plans to build a new HQ need to be thought of in three slightly different ways. Currently all the views are based on the new HQ, however there are three separate items to be considered. The Car Park which is to be used to build the new HQ is in a very poor state. It is being looked at and examined monthly. If floors of the car park continue to deteriorate, they will be closed. The building which currently houses the District Council was originally a building society. It was built in the 1970's, it is very inefficient and needs some serious work doing on it. The estimates to do this work are substantial. There are difficulties with the type of affordable housing proposed for the current WDC site due to restrictions as to what can go on there.

10. Police and Highways

No information was offered.

11. Finance

(i) Bank Balances

The Parish Council's credit balances

| Account | | £ |
|-------------------------|----------------|------------------|
| Community Account (397) | As at 18.01.19 | £63264.62 |
| Pavilion Account (077) | As at 18.01.19 | £2400.00 |
| Total | | £65664.62 |

The Clerk advised there is a balance of £500 in the newly created Unity Trust Bank Account.

(ii) Payment made since last meeting

| | Payee | Net | VAT | £ |
|---|--|--------|-----|--------|
| a | Mrs J Chapman reimbursement for Agenda printing | 47.55 | | 47.55 |
| b | Cubbington Parish Council – Unity Trust Bank Account | 30,000 | | 30,000 |

(iv) Accounts to be paid

| | Payee | Net | VAT | £ |
|---|--|--------|-----|--------|
| a | Clerk January 2019 Salary | 777.77 | | 777.77 |
| b | Mrs J Chapman reimbursement for printing, paper and envelopes and recorded delivery postage charge | 8.28 | | 8.28 |
| c | Cubbington Village Hall – rental 09.10.18, 13.11.18 and 11.12.18 | 66.00 | | 66.00 |

| | | | | |
|---|--|--------|-------|--------|
| d | Gary Willoughby – Playground supervision January 2019 Invoice number 000006 | 114.75 | | 114.75 |
| e | Local Councils Update – paper version only | 75.00 | | 75.00 |
| f | WALC Update on current issues course 02.03.19 | 30.00 | | 30.00 |
| | Understanding and responding to planning applications. 06.04.19 | 60.00 | | 60.00 |
| g | Keep Britain Tidy – “We’re watching you” posters | 250.00 | 50.00 | 300.00 |
| H | Waterplus – invoice for water rates – Village Hall | 53.14 | | 53.14 |

It was proposed by Cllr Delow, seconded by Cllr Cox and
RESOLVED the payments be made.

The Clerk advised she has not yet received an invoice for the new gates/fences from Allworkx. The Dog Fouling signs will be sent upon payment.

(v) Direct Debit approval for Data Protection Fee renewal.

It was proposed by Cllr Mrs Dean, seconded by Cllr Revd. Coles and
RESOLVED approve a Direct Debit being set up to pay the Information
Commissioner’s yearly fee.

(vi) Payments made and received

The Clerk advised Severn Trent has credited £25.00 to the Village Hall Water Account as they failed to keep a booked appointment with the Clerk to view the capped off water supply.

Coventry Building Society has sent the Parish Council a cheque for £102. This was to refund cheque 101091 which was made payable to the playground supervisor and was incorrectly paid into the Clerks mortgage account.

(vii) Grass Cutting Tenders April 2019 – October 2020

It was proposed by Cllr Cox, seconded by Cllr Revd Coles and
RESOLVED to accept tender document number 3 (Perennial Landscapes,
Brookside House Farm, Wood Lane, Yoxall, Staffordshire, DE13 8PH) at a
cost of £1582 plus vat for each cutting season – 2019 and 2020.

ACTION – Clerk asked to take up references for this contractor.

Cllr Cox advised there is enough money available for additional cuts during the season if required.

The grass around the Village Hall is not included in this contract, the Payback Team are tasked with looking after this area.

12. Planning Matters

a) The following planning applications have been received and the comments shown have been submitted to Warwick District Council by the Clerk under Delegated Authority:

| Number | Address | Work | CPC Comments |
|-----------|---------------------------------|------------------------------|--------------|
| W/19/0022 | 17 Sherwood Walk, Lillington | Single storey rear extension | No Comment |

| | | | |
|------------|---------------------------------------|--|--|
| W/18/2418/ | Tan Cottage, Ladycroft, Cubbington | Erection of a rear extension with room above. | |
|------------|---------------------------------------|--|--|

b) The following decisions are reported for noting

| Number | Address | Decision |
|-----------|---------------------------|----------|
| W/18/2359 | 16 The Grange, Cubbington | GRANTED |

13. Replacement flower troughs

It was proposed by Cllr Delow, seconded by Cllr Mrs Dean and
RESOLVED to replace all five flower troughs at a cost of £999.89 plus
£250.00 fitting charge

14. Cubbington Parish Council Publication Scheme

It was proposed by Cllr Delow, seconded by Cllr Mrs Dean and
RESOLVED to approve the Cubbington Parish Council Publication Scheme

15. Cubbington Parish Council Press and Media Policy

Councillors asked the Clerk to make amendments to the draft policy and bring it back to the next meeting.

16. General Data Protection Policy

Councillors asked for amendments to be made and brought back to the next meeting.

17. Cubbington Parish Council Document Retention Policy

It was proposed by Cllr Delow, seconded by Cllr Revd. Coles and
RESOLVED to approve the Cubbington Parish Council Documentation Policy

18. Forthcoming Elections – new Councillors required

It was agreed posters encouraging residents to Stand as a Local Councillor will be displayed on the Noticeboards and in the Parish Magazine and on the Parish Councils website.

19. Pavilion – Trust Status

Deferred to the next meeting.

20. Correspondence

Bank Statements

21. Items for next Agenda

22. Date of next meeting Parish Council Meeting 12th March 2019 @ 7.30 pm.

Meeting ended 20:50 hrs

Signed

Date