

Cubbington Parish Council

Minutes of the Parish Council Meeting held at 7:00pm, Cubbington Village Hall,
Broadway, Cubbington on 11th June 2019

Present:

Councillor Stewart Bosworth	Councillor Ian Hodges (Chairman)
Councillor Graham Coles	Councillor Doug O'Donnell
Councillor Rob Corbett	Councillor Joe Metcalfe
Councillor Mrs Andrea Dean (Vice Chairman)	Councillor David Saul
Councillor Ms Emma Grennell	Councillor Paul Watkins
Councillor Mrs Ann Higham	

Warwick District Councillors: Councillors Trevor Wright (part)

Warwick County Council: Councillor Wallace Redford
Councillor Alan Boad (part)

Residents: 1

In Attendance:

Jane Chatterton, Clerk & RFO

The Chairman opened the meeting and thanked everyone for attending.

19. Apologies

Apologies for absence were received from Cllr Mrs Margaret Bull, WDC Cllr Pam Redford and WCC Cllr Sarah Boad.

20. Councillor Applications for Co-option

It was reported that following the 2nd May 2019 elections the Parish Council had 5 vacancies and the decision had been made to fill the vacancies by co-option. Five applications had been received, all applicants met the qualifying criteria to apply.

Councillor Saul proposed that the applicants were suitable to be co-opted onto the parish council and each applicant received separate recommendations on their merits and suitability to be considered.

Applications were considered from:

- Mr Paul Watkins
- Mr Joe Metcalfe
- Ms Emma Grennell
- Mr Doug O'Donnell
- Mr Stewart Bosworth

The applicants were seconded by Councillor Hodges and the parish council voted unanimously to all applicants being co-opted.

RESOLVED THAT

- (i) Mr Paul Watkins, Mr Joe Metcalfe, Ms Emma Grennell, Mr Doug O'Donnell, and Mr Stewart Bosworth be co-opted onto Cubbington Parish Council effective from 11th June 2019. All signed the Acceptance of Office Forms.
- (ii) Clerk to forward completed DPIs to WDC.
- (iii) It was noted that all vacancies on the parish council had now been filled.

21. Declarations of Interest

There were no declarations of interest.

22. Minutes of the Meeting held on 14th May 2019

The minutes of the meeting held on 14th May 2019 were discussed.

RESOLVED THAT the minutes of the meeting held on 14th May 2019 were approved and signed by the Chairman.

23. Matters Arising not listed on the agenda

There were no matters arising, not listed on the agenda.

24. Public Participation

There were no members of the public who wished to raise issues.

25. Correspondence**25.1 VE Day 2020**

Information had been received in relation to VE Day which would take place on 8th May 2020.

RESOLVED THAT the information be noted.

25.2 Complaint

A complaint had been received in relation to how the previous Finance Committee had handled a change in Internal Auditor. The Parish Council acknowledged that the Finance Committee had acted appropriately and in a proper manner when appointing the new Internal Auditor.

It was noted that due to changes in the Audit Regulations more emphasis was placed on the Internal Auditor being "competent and independent" from the Parish Council.

NALC and WALC had carried out training of a bank of internal auditors who were then available for parish councils to use for the process. The Parish Council now engaged with a WALC qualified internal auditor. A strict fee structure was also provided by WALC, and any internal auditor charged according to the scale of fees.

RESOLVED THAT the complaint be noted and it was agreed that the appointment of the new Internal Auditor was in accordance with the new legislation.

25.3 Cubbington Fun Day – 14th July 2019

Councillor Corbett had requested that the insurance be put in place for the Cubbington Fun Day taking place on 14th July 2019.

ACTION: Clerk to send details to the PC insurers.

25.4 Citizens Academy

It was noted that Warwickshire Police were holding the next Citizens Academy at their Police Head Quarters, Leek Wootton in September. It was open to all residents in South Warwickshire. They were asking for members of the community to sign up to attend the ten-week course.

Applicants/students would then spend ten weeks meeting and receiving inputs from many different departments, there was no homework or course work, simply to engage and participate in the sessions.

This was a great opportunity for anyone who wanted to get to know more about their local Police Force. At the end of the course there was a graduation ceremony which should be attended by Chief Constable Martin Jelley and Police and Crime Commissioner, Phillip Secombe

The parish council were asked to publicise this great opportunity.

The course would run every Tuesday evening 18.30-20.30.

The closing date for applications was 27th August 2019 and to request an application form please email WarksSouth.CitizensAcademy@warwickshire.pnn.police.uk

RESOLVED THAT the update be noted.

25.5 Countywide approach to keeping children safe

Warwickshire County Council and partners had used Child Safety Week to highlight how they had worked together in a bid to cut preventable child accidents and hospital admission rates across the county. Child Safety Week had run from 3rd to 9th June and was an ideal time to raise awareness of how different services were working with families to keep children safe, particularly within the home.

RESOLVED THAT the update be noted.

26. Chairman's Report

Councillor Hodges presented the Chairman's Report. The Staffing Committee recently completed the recruitment process for the replacement Clerk & RFO. He was pleased to announce that Jane Chatterton has joined the Cubbington Parish Council. Jane is an experienced CILCA qualified Clerk, which was the recommended qualification for Clerks. Jane takes over the role of Clerk & Responsible Financial Officer. The parish council welcome her to our parish and look forward to working with her.

Community Pay Back Team had been active in the parish and the footpaths had been cleared and tidied. Their good work was acknowledged.

ACTION: Clerk to send a letter to the CPB Management Team thanking them for the great work.

HS2

The Parish Council was now keen to push ahead with the new opportunities that were currently available and the parish council intend to apply for a grant from HS2 Groundwork (HS2 Community Fund) who are responsible for HS2 funding. The aim was to improve facilities in and around the

parish, to enhance the environment and create an improved living experience for all of our residents.

The Parish Council would look for ideas from the community to maximise this opportunity. Please contact the Clerk if you have any ideas that you feel should be included.

Grass Cutting

Further complaints have been received with regards to the mowing of the grass. The grass was up to 10" high in places resulting in users having to cancel booked sessions or abandoning training as it was impossible to pass the ball due to the grass being too long. It was noted that this was an ongoing problem. Last year following mowing the grass debris was left which killed off patches where it lay. This had to be raked off.

The grounds were now in an embarrassing state and looking very untidy. The contractors had been requested to cut the grass shorter previously, but this was still not being completed to the standard expected.

Proposed: Cllr Corbett Seconded: Cllr Saul Unanimous

RESOLVED THAT

- (i) The Clerk contact the current contractor raising the complaint and requesting an urgent response.
- (ii) The Clerk review the Service Level Agreement for frequency of mowing etc.
- (iii) If the current provider could not meet the requirements, then an alternative contractor be sought.
- (iv) The Clerk be given delegated authority to act on behalf of the Parish Council (to the value of £2,000).

27. Councillors Reports in brief

Councillor Saul - Community services

Cubbington Fun Day

It was reported that the Cubbington Fun Day would take place on Sunday 14th July. The event was the largest fund-raising activity for supporting the Pavilion. It was acknowledged that a lot of work had gone into arranging the event, again, this year. The main organiser, Daniel Meggit had continued his hard work despite a recent accident.

Community Pay Back Team

Councillor Saul had met with the team on 6th June. Work continued on the footpaths with weeding and tidying. It was noted that this work should be completed by WDC, but disappointing this was not carried out. The street cleaners were also not doing what they were required to do. Previously agreement had been made that the Parish Council would cut the left hand side of the bank (Church Lane) and WDC could cut the right bank, WDC had failed to do this. Work was also not being completed on Windmill Hill.

Despite communication over the last 12 months, no response had been received.

RESOLVED THAT the Clerk write to WDC's Contract Services Department with a formal complaint. The service being provided was not fit for purpose and without the work of the Community Payback Scheme this parish would look a mess.

Cllr Revd Coles – Church Events

It was reported that the past two weeks had been busy with an Eco Church event, where people had been invited in and given a guided tour of the Church and grounds. A Fair had been held last weekend, which had been a success.

Cllr Hodges – WALC

Nothing to report

Cllr Ann Higham - Pavilion and Village hall

It was noted that there was work to be completed on the Pavilion. The Village Hall would have its final refurb of the toilets in August.

28. District and County Councillors Reports for information**Councillor Wallace Redford (WCC)**

Councillor Redford updated on the Community Forum, the next meeting would take place on 19th June and be chaired by Councillor Wright (WDC), the venue to be decided. The sum of circa £11,000 was available this year. All clubs, associations and the Parish Council were advised to complete and return applications for grants. Only one grant could be received per year.

Councillor Redford reported that the Safer Routes to School for 2019/20 was being carried out. The project was being led by Jo Edwards.

The road safety around the school was discussed.

RESOLVED THAT Councillor Hodges to raise a petition and send to Jo Edwards, Safe Routes to School Team, Traffic and Road Safety for discussion.

29. Highways and Police**The Warwick Rural East Community Forum**

It was reported that policing priorities vote was now live. Votes could be cast by visiting <https://www.warwickshire.police.uk/article/60943> closing date 18th June.

30. Finance**30.1 Bank Balances**

The Parish Council's credit balances – 5th June 2019 was reported as:

Account	£
Unity Trust Bank TOTAL	£67,731.29

RESOLVED THAT the bank balance be approved.

30.2 payments made since the last meeting: -

(Current Account)					
Date		Reference	Payee	Details	Value
20.05.19	E15	BACS	Mr G Willoughby	Playground supervision	£202.65
20.05.19	E16	BACS	Mrs J Chapman	Reimbursement for agenda/mins printing May 2019 meeting	£41.35
20.05.19	E17	BACS	Mrs J Chapman	Reimbursement for postage for May 2019 meeting paperwork	£13.50
20.05.19	E18	BACS	Mrs J Chapman	Reimbursement for general printing/ stationery	£19.34
20.05.19	E19	BACS	Waterplus	01.12.18 to 19.03.19	£298.77
20.05.19	E11	BACS	Mrs J Chapman	Clerk Salary April	DPA
20.05.19	E12	BACS	Mrs J Chapman	Clerk Final Salary May	DPA
20.05.19	E14	BACS	Perennial Landscape	Grass Cutting April	£271.20
20.05.19	E13	BACS	M Fairbrother	Payroll	£144.00
28.05.19	E20	BACS	Zurich Insurance	Parish Council Insurance	£1,324.53

30.3 Accounts to be paid

(Current Account)					
Date		Reference	Payee	Details	Value
04.06.19	E21		Gary Willowby	Playground inspection Weeks commencing 6th, 13th, 20th, 27th May 2019	£102.00
04.06.19	E24		Perennial Landscapes	Grounds maintenance completed during May2019	£271.90

RESOLVED THAT the payments be approved.

31. Internal Audit Report for 2018/2019

The report from the Internal Auditor had been received.

RESOLVED THAT the report be noted.

32. Audit Process**32.1. Annual Governance and Accountability Return 2018-19 Part 3**

It was reported that the 2018-19 accounts had now been internally audited Eleanor Choudry a competent and independent auditor.

The Parish Council were required to complete the AGAR Part 3. Part 3 was to be completed by all smaller authorities where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and any other smaller authorities that either were unable to certify themselves as exempt; or had requested a limited assurance review.

The AGAR was made up of three parts, pages 3 to 6:

- The annual internal audit report was completed by the authority's internal auditor.
- Sections 1 and 2 were to be completed and approved by the authority.
- Section 3 was completed by the external auditor and would be returned to the authority.

Documentation that must be sent to the external auditor:

- the Annual Governance and Accountability Return Sections 1, 2 and 3
- a bank reconciliation as at 31 March 2019
- an explanation of any significant year on year variances in the accounting statements
- notification of the commencement date of the period for the exercise of public rights
- Annual Internal Audit Report 2018/19

32.2 Section 1 Annual Governance Statement

The Parish Council completed Section 1 of the AGAR, and Section 1 was signed by the Chairman and Clerk as required.

RESOLVED THAT Section 1 Annual Governance Statement be completed and approved.

32.3 Section 2 Accounting Statements

The Parish Council completed Section 2 of the AGAR, and Section 2 was signed by the Chairman and Responsible Financial Officer as required.

RESOLVED THAT Section 2 Accounting Statements be completed and approved.

32.4 Notice of Public Rights

The Notice of Public Rights and Publication of the Annual Governance and Accountability Return of the Accounts for the Year Ended 31st March 2019 was a requirement under the Local Audit and Accountability Act 2014 Section 26 and 27, The Accounts and Audit Regulations 2015 (S1 2015/234).

It was noted that the inspection period must be 30 working days inclusive and must include the first 10 working days of July, therefore the Notice would commence on **Monday 17th June – Friday 26th July 2019**.

RESOLVED THAT the Clerk & RFO prepare the notice to be displayed on the PC website and Noticeboards.

33. Planning Matters

33.1 Consultation List

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

Number	Address	Work	Decision
W/19/0800	78 Rugby Road, Cubbington	Proposed erection of a two-storey rear extension and a single storey side extension. Alterations to the external facing materials from pebble dash render and facing brickwork details, to smooth render with some facing brickwork details, new powder-coated aluminium bifold doors and windows.	

Planning applications received w/c 04.06.19

W/19/0864/TP	2 Church Lane, Cubbington	T1-T3 3 x Sycamore – Fell	
W/19/0904/TCA	2 Church Lane, Cubbington	T4 1 x Sycamore - Fell	
W/19/0767	123 Stirling Avenue, Cubbington	Erection of single storey rear extension	

RESOLVED THAT: No comment.

33.2 District Council decisions

The following decisions were reported for noting

Number	Address	Decision
W/19/0605	Tan Cottage, Ladycroft, Cubbington, CV32 7NH	GRANTED

33.3 Appeal

The following appeal notification has been received

Number	Address	Decision
W/18/0554	Waverley Riding School, Coventry Road, Cubbington	

RESOLVED THAT the above planning applications and decisions be noted.

34. Dates for the Parish Council Meetings due to be held from July 2019 – May 2020

The dates for the Parish Council Meetings were proposed as follows:

Thursday	25 th July 2019	7:00pm	Cubbington Village Hall
Thursday	26 th September 2019	7:00pm	Cubbington Village Hall
Thursday	24 th October 2019	7:00pm	Parish Room, St Marys Church
Thursday	28 th November 2019	7:00pm	Cubbington Village Hall
<i>DECEMBER NO MEETING</i>			
Thursday	23 rd January 2020	7:00pm	Cubbington Village Hall
Thursday	27 th February 2020	7:00pm	Cubbington Village Hall
Thursday	26 th March 2020	7:00pm	Cubbington Village Hall **
<i>APRIL NO MEETING</i>			
Thursday	28 th May 2020	7:00pm	Cubbington Village Hall ***

** (including Annual Parish Meeting)

*** (including Annual Parish Council Meeting)

RESOLVED THAT the above dates be approved.

35. Response from WALC re Standing Order 25(i)

The response from WALC in relation to clarification on the Standing Orders was received and discussed.

RESOLVED THAT response noted.

36. New Working Parties to progress**36.1 Village Hall**

It was noted and confirmed that the Village Hall was a charity, run independently and managed by beneficiaries and not the Parish Council.

Councillor Mrs Ann Higham was the Chairman of the Village Hall and the Pavilion.

36.2 Pavilion

It was reported that the Parish Council wished to convert the Pavilion into a charity and would stand alone, would run independently and therefore not use funds from the “public purse” (precept).

RESOLVED THAT

- (i) work would be completed to register the Pavilion as a Charity.
- (ii) The Clerk to liaise with Councillor Ann Higham.
- (iii) Clerk to pursue the necessary legal process.
- (iv) Agenda item for July’s meeting.

37. Outstanding Issues/future projects

Discussion took place on the following:

37.1 on-going plans for the benches

Repair work was required to the benches. Concrete ends were ok but new teak runners were required.

ACTION: Councillor Doug O’Donnell to survey the benches and report back to July’s meeting.

37.2 possibility of extending the carpark at the Village Hall

Quotations had been received for extending the car park at the Village Hall (circa £22,000 ex VAT), this involved a permanent (tarmac) surface.

Other options were discussed including installing a membrane over the existing grassed area, including a membrane that could then be filled with small pea gravel.

RESOLVED THAT survey be carried out and further discussion at July’s meeting.

37.3 Painting requirements of the Pavilion

Quotation received for £2,290.00 which included replacing rotten timber in the porch area and repainting of the pavilion. Application had been made to the Freeholder Fund.

Although the Community Pay Back Team could carry out painting jobs, they were not permitted to work “at height” therefore could not work on the project.

RESOLVED THAT the Parish Council consider making an application to the Community Forum.

37.4 Austen Court climbing frame

Questionnaire to be completed by the two schools requesting a “wish list” for ideas to replace the play equipment.

RESOLVED THAT following consultation an application to be made to the HS2 Community Fund.

37.5 Update on flower boxes (old ones have been left in situ)

New flower boxes had been planted but the old boxes required removal.

ACTION: request Baginton Nursery remove old boxes.

37.6 Update on the possibility of barriers on Windmill Hill

ACTION: Councillor Wallace Redford to progress.

38. Overflow car park on the Coventry Road

Discussion took place on the issues caused by a large storage container unit which was situated in the overflow car park on the Coventry Road.

ACTION: Clerk to progress.

39. Councillor’s reports and items for future Agenda:

Road Repairs

Councillor Watkins raised the issue with the road repair scheduled for Cubbington. It was noted that some roads that were in a terrible condition were not being repaired but others which had been in better condition had been repaired. In particular, Queen Street and High Street.

ACTION: List to be sent to David Elliston, WCC requesting he carry out an inspection.

Kissing Gates

Issue with kissing gates restricting access for pushchairs.

ACTION: Agenda item for July’s meeting.

40. Date of the Next Meeting

The date of the next meeting was confirmed as Thursday 25th July 2019, Cubbington Village Hall.

Meeting closed at 9:00pm