

Cubbington Parish Council

Minutes of the Parish Council Meeting held at 7:00pm, Cubbington Village Hall, Broadway, Cubbington on 25th July 2019

Present:

Councillor Stewart Bosworth
Councillor Margaret Bull
Councillor Rob Corbett
Councillor Mrs Ann Higham

Councillor Ian Hodges (Chairman)
Councillor Doug O'Donnell
Councillor David Saul
Councillor Paul Watkins

Warwick District Councillors: Councillor Mrs Pam Redford

Warwick County Council: Councillor Wallace Redford
Councillor Mrs Sarah Boad

Residents: 4

In Attendance:

Jane Chatterton, Clerk & RFO

The Chairman opened the meeting and thanked everyone for attending.

Councillor George Illingworth, Chairman WDC

Councillor George Illingworth the Chairman of WDC addressed the Parish Council. It was noted that he had spent 12 years on the District Council, and this was his first visit to Cubbington PC. He had also served 16 years on Kenilworth Town Council. Following the recent boundary changes, he now had 7 parish councils in his area.

41. Apologies

Apologies for absence were received from Parish Councillors; Cllr Rev Coles and Cllr Andrea Dean. WDC; Cllr Trevor Wright, Cllr Alan Boad, and Cllr Phil Kohler.

42. Declarations of Interest

There were no declarations of interest.

43. Minutes of the Meeting held on 11th June 2019

The minutes of the meeting held on 11th June 2019 were discussed.

RESOLVED THAT the minutes of the meeting held on 11th June 2019 were approved and signed by the Chairman.

44. Matters Arising not listed on the agenda

There were no matters arising.

45. Public Participation

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

46. Correspondence**46.1 Double Yellow Lines**

Correspondence had been received requesting the installation of double yellow lines on Church Hill. Councillor Wallace Redford reminded the Parish Council that they should consult with the villagers who live there and who would be affected if they were installed.

ACTION: Parish Council to consult with residents of Church Hill.

47. Kissing Gate

Discussion took place on the issue with the kissing gates restricting access for pushchairs.

Councillor Bosworth updated that the footpath did not carry the right of way for pedal cycles. The current kissing gate was useful as it meant that motorcycles were kept out.

It was agreed that the access point could be adapted to allow pushchairs to get through but not cycles.

Proposed Councillor Saul Secoded Councillor Mrs Bull Unanimous

RESOLVED THAT it was agreed that the access be adapted.

48. Chairman's Report

Community Pay Back Team - The Chairman updated that he had met with the Community Pay Back Team Co-ordinator who worked hard in providing a good service for Cubbington, sometimes attending twice weekly with two teams. The Parish Council had written to the team last month thanking them for their efforts.

Speedwatch – the Speedwatch kit had been recalibrated.

Fun day – the fun day had been a great success. Questionnaires had been available for completion for part of the consultation process for suggestions for the HS2 Grant application. Approximately 150 questionnaires had been completed. The two primary schools had also made suggestions and provided drawings.

RESOLVED THAT the Chairman's report be received.

49. Councillors Reports in brief**Community services**

Councillor Saul updated on the Fun Day. There had been an exceptional turn out with many families attending, taking part and really enjoying the activities. He thanked the Fun Day Committee for all their hard work in organising the event, special thanks to Daniel Meggitt.

WALC

Councillor Hodges had attended a WALC event on 17th July at the Town Hall. There had been a long debate on the value of qualifications for councillors. WALC provided information about the support and advice they offered. The next meeting would take place in October.

Cllr Sarah Boad added that she had attended one of the free courses that WALC had offered called "Flying Start", these had been set up with newly elected councillors in mind or any councillors who wished to take part in a refresh. There were many training opportunities coming up.

ACTION: Clerk to circulate the training/events list from WALC.

Pavilion and Village Hall

Councillor Mrs Higham updated that the work had started on the front of the Village Hall and was progressing well.

50. District and County Councillors Reports for information

Councillor Sarah Boad - WCC

A response had been received from Mark Ryder to a letter sent by the Parish Council on 28th May 2019. In the letter he stated that Warwickshire County Council takes road safety very seriously and works with Warwickshire Police and others to address road safety concerns wherever possible. All injury accidents recorded by Warwickshire Police were collated. Locations where there had been six or more personal injury collisions in a three-year period were ranked in accordance with their respective accident numbers and prioritised to those locations where there was a common trend and where cost-effective measures may be implemented to address the causes of the accidents.

Mr Ryder had interrogated the personal injury collisions in the Kenilworth Road vicinity and there had been one personal injury collision in this area in the last 12 years.

There was limited funding for the implementation of collision reduction measures and the collision history for Kenilworth Road is very good compared with many other sites in Warwickshire.

He confirmed that there were no plans for any work to be carried out at this location at the present time.

Stagecoach – Bus Service Revisions

Stagecoach had advised of a number of Bus Service revisions being carried out on their services across Warwickshire from Saturday 20th July 2019. Most were to introduce operational efficiencies brought about by changes to traffic patterns, long term roadworks and changing passenger behaviour.

Services 67/67A: Lillington & Cubbington – Leamington – Sydenham

Services 67 & 67A are re-routed.

Services 67B/67C Sunday: Cubbington – Leamington – Kineton – Upton House

Services are withdrawn. The section of route between Cubbington & Leamington now renumbered 67A. The rest of the services are replaced by services 77 & 78 although services will no longer extend to Upton House & Compton Verney.

Councillor Pam Redford - WDC

Councillor Pam Redford asked if the Parish Council had an update on the allotment gates. Councillor Hodges confirmed that work would be completed in September. The hold-up had been due to establishing ownership of a one-meter strip of land down the middle. Councillor Redford reported that she had spoken to the Planning Officer and asked him to progress the matter.

WCC declares climate change emergency

At a meeting of the full council on Thursday 25th July 2019, WCC unanimously declared a climate change emergency.

Australian Bowls team had visited Leamington ahead of the Commonwealth Games and were looking forward to competing.

Opps Room was operating 24/7. SSAIB had received a gold star on how they operated and their ethics.

Green Flag Awards

Warwick District Council had announced that Jephson Gardens had won an impressive thirteenth successive Green Flag Award. Crackley Wood in Kenilworth and Oakley Wood in Bishop's Tachbrook had also been awarded Green Flags. Both woodlands were owned by the District Council and maintained in partnership with the Warwickshire Wildlife Trust and the Friends of Oakley Wood and Crackley Wood.

Councillor Wallace Redford - WCC

Yellow lines – the correspondence that had been discussed earlier in the meeting which referred to issues with emergency vehicles not being able to get access due to parked cars. Councillor Redford updated that he would make arrangements for the fire service to attend and make an assessment.

ACTION: Times to be sent to Councillor Redford.

Road Repairs – Outstanding from June's meeting

In particular, Queen Street and High Street.

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

"Making Life Easier" – helping people get the best use from gadgets.

ACTION: Posters to be added to the noticeboards.

51. Highways and Police

Nothing to report.

52. Public Paths

Councillor Bosworth raised the need to create a list of footpaths that should be added to the LA definitive map and statements. Cubbington had a number that were not registered as footpaths, bridleways etc.

On 1st January 2026 the government intended to close the definitive maps to the claim of historic paths which existed before 1949 (section 53 of the Countryside and Rights of Way Act 2000 (CROW Act)), with the aim of providing certainty to landowners about what highways exist on their land.

So the job of users was to ensure that all such routes which were useful or potentially useful were claimed before that date. Since most surveying authorities have a huge and growing backlog of

claims, the aim of the Deregulation Act was to speed up the processing and determination of path claims.

RESOLVED THAT:

- (i) Councillor Bosworth take the lead on the project, produce historical evidence of the footpaths. (evidence from 10 people who have used the footpath for 20 years).
- (ii) Liaise with Richard Barnyard and WCC who would be able to provide advice.
- (iii) Further update at October's meeting. Richard Barnyard be invited to a future meeting.

Obstructed Footpath

Mill Lane by the woods, a footpath was now obstructed by the fence erected by HS2.

ACTION: Letter to be sent to HS2 requesting information on when the obstruction would be removed.

53. Finance

53.1 Bank Balances

The Parish Council's credit balances – 18th July 2019 were confirmed as:

| Account | £ |
|------------------------|-------------------|
| Unity Trust Bank TOTAL | £64,908.97 |

RESOLVED THAT the update be noted.

53.2 payments made since the last meeting: -

| (Current Account) | | | | | |
|--------------------------|-----------|----------------------------|---|---------|--|
| Date | Reference | Payee | Details | Value | |
| 17.06.19 | E21 | Gary Willowby Inv 00010 | Playground inspection Weeks commencing 6th, 13th, 20th, 27th May 2019 | £102.00 | |
| | E22 | E J Choudry | Internal Audit | £230.00 | |
| 29.06.19 | E23 | J Chatterton | Clerk Salary DPA | | |
| 17.06.19 | E24 | Perennial Landscapes | Grounds maintenance completed during May2019 | £271.90 | |
| 26.06.19 | E25 | HMRC | Quarter Tax Payment | £304.39 | |
| 30.06.19 | E26 | Unity Trust | Service Charge | £18.00 | |
| 01.07.19 | E27 | SSE | Electricity for the Pavilion | £532.66 | |
| 02.07.19 | E28 | Wagstaff | Mowing of Recreational Ground | £220.00 | |
| 15.07.19 | E29 | ETTC | Removal of Tree Inv 1460 | £90.00 | |
| 16.07.19 | E30 | Waterplus | Village Hall 02.07.19 | £236.84 | |
| 16.07.19 | E31 | Village Hall | Room Hire May and June | £44.00 | |

53.3 Accounts to be paid

| (Current Account) | | | | | |
|--------------------------|--|------------------|------------------------------|--|--------------|
| Date | | Reference | Payee | Details | Value |
| 05.07.19 | | E32 | Perennial Landscapes | Grounds maintenance completed during June 2019 FINAL PAYMENT | £271.90 |
| 25.07.19 | | E33 | Gary Willoughby Inv 00011 | Playground inspection weeks commencing 3rd, 10th, 17th, 24th June 2019 | £102.00 |
| 25.07.19 | | E34 | J Chatterton | Clerk Salary July (DPA) | |
| 25.07.19 | | E35 | J Chatterton | Office Allowance, Expenses Clerk | £102.28 |
| 25.07.19 | | E38 | Ian Hodges | Reimbursement keys | £30.00 |
| 25.07.19 | | E36 | Baginton Nurseries | | £1,499.94 |
| 25.07.19 | | E37 | Baginton Nurseries | | £463.20 |

Proposed Councillor Mrs Higham Seconded Councillor Saul Unanimous

RESOLVED THAT above payments be approved.

53.4. Bank Reconciliation up to 30th June 2019

The bank reconciliation up to 30th June 2019 was received and discussed.

CASH BOOK

| | |
|---|-------------------|
| Opening Balance 1st April 2019 | £50,517.19 |
| Add Receipts up to 30th June 2019 | £23,450.00 |
| Less: Payments up to 30th June 2019 | £7,934.72 |
| | <hr/> |
| Closing balance per cash book as 30 th June 2019 | £66,032.47 |

RESOLVED THAT the Bank Reconciliation up to 30th June 2019 be approved.

53.5 Quarterly Report up to 30th June 2019

The Quarterly Report up to 30th June 2019 was received and discussed.

RESOLVED THAT the Quarterly Report up to 30th June 2019 be approved.

53.6 Pension Scheme (Clerk)

The Clerk's Contract of Employment included contribution to a Pension Scheme. The Clerk had requested this be provided by the LGPS Pension Scheme.

To proceed the LGPS Pension Scheme administrator required the parish council to pass a Resolution to approve the Clerk being enrolled into the scheme.

Proposed Councillor Saul Seconded Councillor Mrs Higham Unanimous

RESOLVED THAT the Parish Council approve the Clerk joining the LGPS. Clerk to contact Warwickshire LGPS with confirmation.

53.7 Councillor Badges

It was noted that it would be good practice for Councillors to be identifiable when carrying out Parish Council business. Costings had been gathered and this was discussed.

| | |
|----------------------|--------------|
| Lapel badges | £65.00 each |
| Nameplate with chain | £150.00 each |

It was decided that the lapel badges were the preferred choice.

Proposed Councillor Saul

Seconded Councillor Watkins

Unanimous

RESOLVED THAT the Clerk place an order for 12 lapel badges with the words “Cubbington Parish Councillor”. These to remain the property of the Parish Council to be surrendered on resignation.

Chairman’s Chain of Office

The Chain of Office had been in existence since 1989 and was held on a blue ribbon. This required replacing with a new ornate chain.

ACTION: Price to be obtained. Agenda item at September’s meeting.

53.8 Tree Maintenance

A quotation had been received to carry out works to trees along football field boundary, this was discussed. It was noted that all works were to be completed in accordance with British Standard 3998: Element Tree Care carried full public liability insurance and all work practices complied with current health and safety regulations. They were CHAS Accredited contractors and CSCS registered.

RESOLVED THAT it was agreed to proceed with the quotation of £180.00.

53.9 Mowing Contractor

The Clerk updated that following the unsatisfactory work carried out by Perennial she had worked with the company to try to resolve the situation. They were unable to do so as it appeared, they did not have the size of mower required for the area.

Many contractors had been contacted and invited to quote for the work. Wagstaff had been appointed and had worked hard over the past few weeks to restore the playfield to a required standard. In the limited time they had vastly improved the area.

RESOLVED THAT it was agreed to continue to engage Wagstaff to mow the recreational ground and Austen Court.

54. Pavilion Gates

It was reported that people were using the Village Pavilion car park who were unauthorised to do so and then becoming locked in. Councillor Mrs Higham updated that the use of the Village Pavilion Car Park was only for hirers or those attending events at the Village Hall. As previously agreed, the car park would be opened for use and locked as the hirer left the building.

It was agreed to look at the signage and make it obvious that the car park was a “Private Car Park”, closed and locked at 6:00pm at night.

Unauthorised users therefore ran the risk of being locked in.

RESOLVED THAT the signage be updated as required.

55. Planning Matters

55.1 Consultation List

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

Planning applications w/c 17.06.19 to 23.06.19

| Number | Address | Work | |
|-----------|--------------------|---|--|
| W/19/0928 | 31 Kenilworth Road | Certificate of Lawfulness for proposed erection of a single storey rear extension to the side garage, removal of a bay window to the rear and replacing the infill under the existing porch roof to the front in accordance with drawings numbers 1918/CoL/01 and 1918/CoL/02 submitted to Local Planning Authority on 03/06/2019 with all external facing materials to be of a similar appearance to those use in the construction of the existing building. | |

Planning applications w/c 24.06.19 to 30.06.19

| Number | Address | Work | |
|-----------|---------------|---|--|
| W/19/0925 | 87 Rugby Road | Re-submission of W/16/0754 to demolition of detached garage and single storey side extension and erection of a detached two storey dwelling | |

Planning applications w/c 24.06.19 to 30.06.19

| Number | Address | Work | |
|-----------|---------------|---|--|
| W/19/0925 | 87 Rugby Road | Re-submission of W/16/0754 to demolition of detached garage and single storey side extension and erection of a detached two storey dwelling | |

RESOLVED THAT: No comment.

Planning applications w/c 01.07.19 to 07.07.19

| Number | Address | Work | |
|---------------|---------|------|--|
| None received | | | |

Planning applications w/c 08.07.19 to 14.07.19

| Number | Address | Work | |
|---------------|---------|------|--|
| None received | | | |

Planning applications w/c 15.07.19 to 21.07.19

| Number | Address | Work | |
|---------------|---------|------|--|
| None received | | | |

56. Parish Updates/Projects**56.1 Extending the car park at the Village Hall**

Councillor O'Donnell updated that various materials had been investigated to extend the car park. The preferred method and material would be, to skim off the turf, put down 12 tonnes of 10mm gravel and cement. This would allow water to drain through.

The cost would be £1,004.00 including VAT (trade prices, materials only). Labour would be provided by Councillors O'Donnell, Bosworth, Corbett and Hodges.

WDC had confirmed that planning permission would be required at a cost of £117.00.

The total for the work would be £1,500.00. It was agreed to proceed.

Proposed Councillor Corbett Seconded Councillor Mrs Higham Unanimous

RESOLVED THAT:

- (i) Agreed to proceed with the work, to commence in October.
- (ii) Clerk to make the planning application with WDC.

56.2 Updates to benches (Cllr O'Donnell)

Councillor O'Donnell had surveyed the benches that required repair. All needed to be stripped down and receive an overhaul. Tanalised timber to be used, retain the original concrete ends.

The cost of £164.00 including VAT for materials (timber, paint and bolts) for the 9 benches. A generator would be required to power the tools.

In addition, two new benches were also required for Penns Close and by the Church. The overall cost for the 9 bench repairs and 2 new benches was £2,000.00.

Proposed Councillor Saul Seconded Councillor Mrs Higham Unanimous

RESOLVED THAT the Parish Council proceed with the bench refurbishments and 2 new benches.

56.3 Painting/repairs to the Pavilion

Previously discussed at June's meeting, repairs were required to the Pavilion. The quotation had been £2,200.00. A donation from the Freeholder had been received for £1,000.00.

RESOLVED THAT the update be noted and the work to the Pavilion had started.

56.4 Austen Court Playground

Work was ongoing.

57. Pavilion

An appointment to be made with the approved solicitor to progress.

ACTION: Councillor Mrs Higham to liaise with the solicitors.

58. Overflow car park on the Coventry Road

In February 2019 a resident had requested permission to site a container on the car park on the Coventry Road. The land is owned by the Parish Council.

Certain villagers are aware that if they live in the locality of the car park, they have implied consent to use the car park to park their personal motor vehicles. These must be “moveable vehicles” and not fixed items, such as caravans, sheds or containers. Space is limited and respect for other users was expected.

Following discussion at June’s Parish Council meeting the Parish Council had written to the owner of the container, reminding them that permission had been refused in February, and asking them to remove the container before the 31st August 2019. A reasonable request giving them 6 weeks to find an alternative. Failure to do so may result in the Parish Council seeking legal advice and enforcement action to remove the container being taken.

It was noted that in addition to this being sited without consent, villagers had contacted the Parish Council complaining about the container and seeking that they undertake measures to ensure its removal. These complaints were made in the strictest confidence and no information would be divulged due to GDPR and the Data Protection Act 2018.

The container had created a parking nightmare for local residents. In Willow Sheets there was now a major issue with vehicles parking along the road restricting access for various lorries, cars, ambulances etc. Residents struggled to enter and vacate the Close due to lack of overflow car parking availability. Residents feared there would be an accident soon and said they would be portioning blame firmly on limited access to the overflow car park.

RESOLVED THAT the update be noted.

59. Community Payback Scheme

The contract for the Community Payback Scheme was due for renewal. Following discussion, it was agreed to continue.

Proposed Councillor Saul

Seconded Councillor Corbett

Unanimous

RESOLVED THAT the Parish Council renews the contract with Community Payback Scheme.

60. Councillor’s reports and items for future Agenda:**Criminal activity**

Councillor Saul raised the issue with drug dealing taking place in the centre of the village. The police had been informed.

ACTION: Look at the costs and practicality of installing CCTV in the centre of the village. Councillors Saul and Corbett to liaise.

Parking on the Coventry Road – ACTION: letter to be sent to offenders.

61. Date of the Next Meeting

To confirm the date of the next meeting as 26th September 2019 at Cubbington Village Hall.

Meeting closed at 9:00pm

SIGNED BY THE CHAIRMAN

26th September 2019