

## Cubbington Parish Council

Minutes of the Parish Council Meeting held at 7:00pm, Cubbington Village Hall,  
Broadway, Cubbington on 26<sup>th</sup> September 2019

**Present:**

Councillor Rob Corbett	Councillor Ian Hodges (Chairman)
Councillor Graham Coles	Councillor Doug O'Donnell
Councillor Mrs Andrea Dean	Councillor David Saul
Councillor Mrs Ann Higham	Councillor Paul Watkins

Warwick District Councillors: Councillor Trevor Wright

Warwick County Council: Councillor Wallace Redford

**Residents:** 2

**In Attendance:**

Jane Chatterton, Clerk & RFO

**Councillor Day - Warwick District Council Leader (in attendance)**

Cllr Andrew Day, Leader of Warwick District Council, attended the meeting to discuss and engage on subjects that were of particular concern to the Parish Council and residents.

**Gary Charlton – Contract Services Manager, WDC (part)**

Attending to discuss the District Councils grounds maintenance and street cleansing contracts

**Gary Rudd – Contract Services (part)**

The Chairman opened the meeting and thanked everyone for attending.

**62. Apologies**

Apologies for absence were received from Parish Councillors; Cllr Stewart Bosworth, and Cllr Margaret Bull. WDC Councillors: Cllr Mrs Pam Redford, Cllr Alan Boad and Cllr Phill Kohler. WCC Councillor; Cllr Sarah Boad.

**63. Declarations of Interest**

Declarations of interest were received from:

Councillor Mrs Ann Higham – Village Hall and Pavilion Committees.

Councillor Graham Coles – Village Hall and Pavilion Committees

Councillor David Saul - Pavilion Committee

Councillor Ian Hodges – Village Hall Committee

**64. Minutes of the Meeting held on 25<sup>th</sup> July 2019**

The minutes of the meeting held on 25<sup>th</sup> July 2019 were discussed.

**RESOLVED THAT** the minutes of the meeting held on 25<sup>th</sup> July 2019 were approved and signed by the Chairman.

**65. Matters Arising not listed on the agenda**

There were no matters arising.

**66. Public Participation**

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

**67. Correspondence****67.1 Car Park, Coventry Road**

The Clerk updated on the situation with the container which had been placed on the car park on the Coventry Road. Information had been passed to Warwickshire County Council's Highways Department for further action.

**RESOLVED THAT** the update be noted.

**68. Chairman's Report****Chairman's Report**

The Chairman updated that he had been busy meeting with playground suppliers and working on grant applications for funds to carry out the refurbishments.

The application to the HS2 Community Fund was almost ready to be submitted, we were just waiting on prices from a supplier.

Community Speed Watch group had met several times over the summer. More volunteers were required, anyone interested should contact the Clerk for further information. All volunteers received the necessary training.

The Community Pay Back Team had worked hard carrying out tasks throughout the village over the summer, their efforts were making a huge difference.

The overgrown hedge on the Recreational Ground had been removed, most of the vegetation included self-set trees which were blocking access to the ditch behind. Work was underway to replace the hedging with one which was more appropriate and easier to maintain.

Advanced notice of the Christmas light switch on, would take place on Sunday 8th December. The roads in the village centre would be closed with permission from Warwick District Council. CJ's were authorised to put the closures in place. The charge of £78 for this was met by the Parish Council.

**RESOLVED THAT** the update be noted.

**69. Councillors' Reports in brief****• Cllr Saul - Community services**

Community Speed Watch - Councillor Saul added in relation to the Community Speed Watch, that, 3 volunteers were required per session. The sites were nominated by the police, the requirement was 1 hour per fortnight. Last week 12 vehicles were measured travelling in excessive speed outside the primary school, one recorded at 54mph.

**ACTION:** Notice to be displayed on the Noticeboards and website for Speed Watch volunteers.

Perennial Festival at the Church - The event had been enjoyed by all. It was agreed that the volunteers worked tirelessly to maintain the Church grounds and the Parish Council along with parishioners were grateful for their efforts.

**ACTION:** The Parish Council write to the Volunteers involved thanking them for their hard work.

- **Cllr Hodges – WALC**

There had been no meetings over the Summer break.

- **Cllr Coles**

Christmas tree lights – the Committee had met to discuss the arrangements for the event taking place on 8<sup>th</sup> December.

- **Cllr Ann Higham - Pavilion and Village hall**

Village Hall – the toilet refurbishments were completed and to a very high standard.

Thanks, was given to Reg and Doug for their hard work.

## **70. District and County Councillors Reports for information**

### **Councillor Trevor Wright – WDC**

#### **HS2**

It was reported that a lot of work was ongoing in relation to HS2. It had been agreed at the last WDC Council meeting that a letter would be sent to Central Government requesting that work on HS2 be stopped. Any permissions required from WDC and WCC would be looked at closely.

**ACTION:** Cllr Watkins to liaise with Cllr Wright as the new PC lead for HS2.

### **Leamington Half Marathon**

The organiser for the 2020 Leamington Spa Half Marathon had notified of potential changes to the route. In the Cubbington area, these possible changes, if agreed could be useful in regards to reducing disruption around the area.

**ACTION:** Councillor Wright would continue to discuss and feedback to the Parish Council.

### **Councillor Andrew Day – WDC**

Councillor Day introduced himself to the meeting. He is also a Councillor at Bishop Tachbrook Parish Council. He was keen to attend the meeting, listen to discussions. He acknowledged the importance of Parish and Town Councils, as they were the bedrock of the communities.

### **Councillor Wallace Redford - WCC**

#### **Community Forum**

The next meeting would take place on 16<sup>th</sup> October 2019 in Stoneleigh. Money was available for the local community and community groups were encouraged to apply. Criteria was that the project should benefit the community.

### **Hedge Cutting**

David Elliston was currently scheduling hedge cutting to all WCC's land.

**ACTION:** list of any requirements to be sent to David Elliston.

**Road Repairs**

Any issues with the quality of repairs carried out recently should be raised.

**ACTION:** Information to be sent to Cllr Redford or David Elliston without delay, following the repair. This would then be inspected.

**Gary Charlton – Contract Services Manager, WDC**

Attendance had been instigated following the Parish Council's Stage 1 Complaint sent to Chris Elliott in July 2019. Initially, a review had been conducted by Gary Rudd (also present at the meeting) assisted by Councillor Saul. Over a 2 hour period they had walked the areas of Cubbington highlighting various issues of poor workmanship, or areas which had not had the scheduled work completed. The findings report received stated that the work carried out by Contract Services was adequate and no further action would be taken.

This had led to the Parish Council instigating the Stage 1 Complaint. The report submitted included photographic evidence of the issues. Following receipt of the Complaint, Contract Services had worked hard on rectifying the issues and bringing Cubbington up to the expected standard.

It was acknowledged that the prior failure of WDC Contract Services to carry out maintenance properly had led to additional expense as the work had been completed by the Community Pay Back Scheme at a cost to the Parish Council.

Mr Charlton explained that the contract services officers for the area of Cubbington had big issues in relation to staff absence and therefore officers from other areas were covering Cubbington. Leading to the loss of continuity.

Councillor Saul added that he had served on the Parish Council since 1983 and until recently, these problems were not experienced. Villagers were unhappy and were making their complaints known to the Parish Council. Many felt the Parish Council were to blame.

**RESOLVED THAT**

- (i) Councillor Day would sit down with Officers and return with distinct plans for monitoring the service being carried out.
- (ii) Issues to be reported to Contract Services.
- (iii) Councillor Wright would take on the role of overseeing the processes.
- (iv) Gary Charlton to look at grass cutting where drains were clogged by cut grass in the "flood risk areas".
- (v) Date to be agreed to inspect the Village as a whole with Mr Charlton/Mr Rudd and Parish Councillors.
- (vi) Officers to return March PC Meeting.
- (vii) Mr Charlton to send the information to the Clerk.

**71. Highways and Police****Public Right of Way – Cubbington Wood**

It was reported that HS2 had closed a public right of way into Cubbington Wood without consultation. WCC had raised this as a formal complaint with HS2, HS2 had been requested to investigate and to provide an explanation.

HS2 contractors had continued to fell trees, but permission was only given to continue with this work if it was critical to process. WCC had requested a list of “critical” areas and for them to stipulate why. Response was:

**5 sites to be deferred to Autumn / Winter 2020**

- Rough Knowles Wood
- North Wood
- Un-named copse off Drayton Lane
- Rookery Wood
- Burnt Firs

**6 sites to be deferred to early 2020**

- Fulfen Wood
- Broadwells Wood
- Birches Wood
- Crackley Wood
- Unnamed Woodland south of Ashow Road
- South Cubbington Wood

**RESOLVED THAT** the update be noted.

**72. Dog Fouling**

Issue with dog fouling was raised again. Some owners were either not picking up or were throwing the bags into the hedgerow. A lot could be seen on Penns Close. The Recreational Ground was also badly affected, and this included around the children’s play area.

**RESOLVED THAT**

- (i) New signage be erected.
- (ii) Situation to be monitored.
- (iii) Could lead to dogs being banned from certain areas of the Recreational Ground.

**73. Finance**

**73.1 Bank Balances**

It was reported that the Parish Council’s credit balances as of the 19<sup>th</sup> September 2019 were:

Account	£
Unity Trust Bank TOTAL	<b>£55,108.53</b>

**73.2 payments PAID since the last meeting: -**

<b>(Current Account)</b>				
<b>Date</b>	<b>Ref</b>	<b>Payee</b>	<b>Details</b>	<b>Value</b>
25.07.19	E32	Perennial Landscapes	Grounds maintenance 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
	E36	Baginton Nurseries		£1,499.94
	E37	Baginton Nurseries		£463.20
	E38	I Hodges	Reimbursement keys	£30.00
26.08.19	E39	G Willoughby Inv00012	Playground inspection weeks commencing 1 <sup>st</sup> 8 <sup>th</sup> 15 <sup>th</sup> 22 <sup>nd</sup> & 29 <sup>th</sup> July	£132.45
26.08.19	E40	Wagstaff	Invoice Mowing July	£625.00
26.08.19	E41	AIMS	Payroll Provider	£144.00
27.08.19	E42	Shay Construction	Parish Asset Repairs	£1,770.00
27.08.19	E43	Shay Construction	Parish Asset Repairs	£2,720.00
27.08.19	E44	J Chatterton	Clerk Salary August (DPA)	
27.08.19	E45	SSE SWAC	Electricity Bill	£170.34
09.09.19	E46	Wright Hassell	Legal Fees on account	£900.00
09.09.19	E47	Wagstaff	Invoice 3836 Mowing August	£625.00
09.09.19	E48	Gary Willoughby Inv 00013	Playground inspection weeks commencing 5 <sup>th</sup> 12 <sup>th</sup> 19 <sup>th</sup> 26 <sup>th</sup> Aug 19	£112.69

**73.3 Accounts to be paid**

<b>(Current Account)</b>				
<b>Date</b>	<b>Ref</b>	<b>Payee</b>	<b>Details</b>	<b>Value</b>
26.09.19	E49	J Chatterton	Clerk Salary September (DPA)	
26.09.19	E50	J Chatterton	Office Allowance, Expenses Clerk August & Sept	£104.58
26.09.19	E51	J Chatterton	Reimbursement Ink & stationery	£81.79
26.09.19	E52	PFK Littlejohn	External Audit Fee	£360.00

*Proposed*      *Councillor Saul*                      *Seconded*      *Councillor Mrs Higham*                      *Unanimous*

**RESOLVED THAT** the payments be approved.

**73.4 Community Payback Equipment Purchase**

A request had been received from the Lead of the Community Payback Scheme for the purchase of equipment.

**RESOLVED THAT** it was agreed to purchase the equipment at a cost of £1,519.00 (plus VAT).

**73.5 Christmas Tree**

The Parish Council currently purchased a Christmas tree for the Village. Discussion took place to purchase a second which would be sited by the shops.

*Proposed Councillor Corbett Secoded Councillor David Saul Unanimous*

**RESOLVED THAT** the Clerk make the necessary arrangements to purchase the second tree.

**73.6 Installation of Flower Containers – Penns Close**

A quotation had been received to install two additional flower containers in the Winter bedding schedule, these would be sited in Penns Close.

*Proposed Councillor Saul Secoded Councillor Mrs Higham Unanimous*

**RESOLVED THAT** the quotation of £564.00 (including VAT) be approved. Clerk to place the order.

**73.7 Village Hall and the Pavilion**

A request had been received to grant approval of an independent valuation of both the Village Hall and the Pavilion.

*Proposed Councillor Mrs Dean Secoded Councillor Saul Unanimous*

**RESOLVED THAT** the be approved the Clerk obtain the valuations.

**74. Audit 2018 19**

The Clerk updated that the Parish Council had received notification from the External Auditor of the completion of the limited assurance review for the year ended 31<sup>st</sup> March 2019

The external auditor's report and certificate (Section 3 of the AGAR Part 3) stated that:

*"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met"*

It was reported that the cost of the External Audit was £360.00 (including VAT).

*Proposed Councillor Corbett Secoded Councillor Saul Unanimous*

**RESOLVED THAT** the update be received, notice of conclusion of audit to be displayed on the Parish Council website and noticeboards.

**75. CCTV**

It was noted that under the Local Government and Rating Act 1997, s31 the Parish Council had the statutory power to install and maintain equipment and establish and maintain a scheme for detection or prevention of crime.

Discussion took place in relation to installing CCTV cameras in prominent points throughout the village.

**RESOLVED THAT** the matter be progressed further.

**76. Planning Matters****76.1 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:

**(i) Planning applications w/c 05.08.19 to 11.08.19**

**(ii) Planning applications w/c 12.08.19 to 18.09.19**

**(iii) Planning applications w/c 19.08.19 to 25.08.19**

Nothing to note

**(iv) Planning applications w/c 26.08.19 to 01.09.19**

Number	Address	Work	
W/19/1285	2 Penns Close	Variation of condition 2 for the application reference W/19/0287	No comment

**(v) Planning applications w/c 02.09.19 to 08.09.19**

Nothing to Note

**(vi) Planning applications w/c 09.09.19 to 15.09.19**

Nothing to report

**77. Parish Updates/Projects****77.1 Playground Refurbishment**

The Chairman updated that he and the Clerk had met with playground equipment suppliers to design the two play areas. Once the quotations had been received the application to the HS2 Community Fund for a grant of up to £75,000 would be submitted.

A letter of support was requested from Councillor Trevor Wright.

**RESOLVED THAT** the update be noted.

**78. Pavilion**

It was reported that previously work had commenced on changing the status of the Pavilion to a registered Charity. On consultation with a legal firm the cost had been estimated in the region of £5,000 to £7,000 depending on the complexity. After discussion it was felt that this was not the appropriate way forward as it proved cost inhibited.

Another way forward would be for the Parish Council to grant a Lease to the Pavilion Committee, the Parish Council would continue to insure the building as “landlord” but all other running costs would be met by the “tenant” the Pavilion Trust.

**RESOLVED THAT**

- (i) this option be pursued further, the Clerk to engage with a firm of solicitors on the feasibility and cost.
- (ii) Working party be established to progress.

**79. Governance****New Policies and Policy Updates**

The following policies had been written and/or updated and were received with the request for approval.

- 79.1 Community Engagement Policy
- 79.2 Complaints Policy
- 79.2 Vexatious Complaints Policy
- 79.3 Risk Assessment Policy
- 79.4 Data Protection Policy
- 79.5 Equal Opportunities Policy
- 79.6 GDPR Privacy Notice
- 79.7 Health & Safety Policy

**RESOLVED THAT** the policies be approved and uploaded to the website. The policies would be reviewed on an annual/biannual basis.

**80. Councillor’s reports and items for future Agenda:****Contractors Vehicle Parking at the Coventry Road Housing Development**

The Parish Council were requested to seek assurances from Warwick District Council that the Developers would provide a car park for the Contractors’ Vehicles during the above development. This was to avoid the contractors parking all over the grass verges, Coventry Road, Rugby Road and the adjoining housing estates, as seen on other housing developments in the area.

It was agreed that this could prove dangerous and limit vision.

**ACTION:**

- (i) Respond to the parishioner, informing them of the action.
- (ii) Matter to be passed to David Elliston, WCC.

**Excessive Speed, Cross Lane, New Street**

Issue was raised in relation to excessive speed in New Street and a request for traffic management scheme to be installed.

**ACTION:** Agenda item for October’s meeting. Councillor Saul to liaise with the relevant police officer and report back.

**81. Date of the Next Meeting**

To confirm the date of the next meeting as 24<sup>th</sup> October 2019, meeting to be held at the Church.

Meeting closed at 9:00pm

SIGNED BY THE CHAIRMAIN  
COUNCILLOR IAN HODGES

24<sup>th</sup> October 2019