

Cubbington Parish Council

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

The meeting commenced at 19:20hrs.

Record of members present.

Cllr Mrs Dean, Cllr Mrs Bull, Cllr Mrs Higham, Cllrs Hodges, Delow, Cox and Cllr Revd Cole

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

1. Apologies for absence and approval for absence

Apologies for absence were received and approved from Cllr Mrs Saul (illness), Cllr Saul (caring for spouse), Cllr Corbett (out of country – illness in family), Cllr Wright (illness)

2. Declarations of Interest:

The following personal interests were declared:
Cllr Revd Cole – Pavilion
Cllr Mrs Higham – Village Hall and Pavilion

3. To consider any dispensations

None were requested

4. Public Participation

No public participation

5. Adoption of previous minutes

Cllr Cox referred to item 19 on the minutes which stated The Pavilion Trust Status would be referred to the next meeting (12th March 2019), it is not on tonight's Agenda.

Cllr Delow, typing error, page 267 item 9, second line ought to read £500,000, the figure was amended.

It was then **RESOLVED** to approve the minutes of the Parish Council Meeting held on Tuesday 12th February 2019 as a true and complete record of the meeting.

6. Chairman's Report

Attended the Civic Service at All Saints Parish Church. Some Speed Watch has been carried out through February and there has also been increase action from the Police camera van. Payback have visited four times this month with the number of clients varying between 5 and 8. The Village Hall grass has been cut and strimmed. Boddington Close recreation border hedge has been cut back and the ditch cleared. The walkway on Coventry Road to the public footpath has been cleared and cut back. The public footpath along the edge of Thwaites through to the bottom field has been cleared and the laurel hedge behind the bench on Coventry Road has been cut back.

The Chairman offered his thanks to the working party (Cllr Delow, Cllr Cox, Cllr Mrs Dean and the Clerk) who have reviewed and updated the Parish Councils Standing Orders, Financial Regulations, Risk Register and Asset Register. Their work on these items is very much appreciated.

The Chairman also offered thanks on behalf of the Parish Council to the Councillors who are not standing for re-election:

Cllr Mrs Saul for all the work she has contributed to the Parish Council and in particular for acting as Chairman for many years. The Parish Council wishes her a speedy recovery and hopes she enjoys her retirement and more time with her husband.

Cllr Delow for his many hours spent on HS2 and his meticulous attention to detail on the Standing Orders and other items; his attention will be greatly missed.

Cllr Cox – for holding the purse strings for the Parish Council for many years and has been a terrific asset to Cubbington. His knowledge and input on many aspects of Parish Council work will be missed. The Parish Council wish him well as he looks to leave the village and enjoy his retirement.

7. Clerks Report

The Clerk advised she has amended the reports as requested at the last meeting. Attended a WALC Law Update Course on Saturday 2nd March 2019 and a CIL Briefing at Warwick District Council on 6th March 2019. The Clerk encourages all Cllrs to go to the next CIL briefing due to the developments due to take place in Cubbington. Attended the Finance Meeting on 7th March 2019. Election posters, Finance Agendas and Parish Council Meeting Agendas have been put up. Minutes have been prepared, Agendas prepared, papers written, printing arranged, collected and then collated prior to being taken to the Post Office. Telephone calls, emails, banking, Finance Cash Book.

The Clerk advised she has asked WCAVA to attend tonight's meeting, however, she was advised they do not work in the evenings. Therefore, it will be necessary to arrange a meeting during working hours. The Clerk suggested to the Chairman a working group be set up, this way Councillors can be involved to drive it forward.

8. Councillors Reports in brief.

Cllr Revd Coles – advised everyone is welcome to attend the Leamington Mayors Civic Service on 24th March 2019 at 10.30 am St Marys Church, Cubbington.

Cllr Delow – gave a report on HS2, a full copy of which is held on file. HS2 contractors have started working in the countryside to the East of Cubbington.

9. District and County Councillors Reports for information

County Cllr Mrs Boad advised at the recent WALC meeting at the beginning of March there was an interesting presentation on the year of health and wellbeing.

County Cllr Redford advised Coventry Road/Church Hill/Rugby Road will have cross roads signs put up. Cllr Redford passed two posters to the Clerk to put up on two noticeboards. These posters provide information about people's rights to access healthcare

District Councillor Stevens advised residents of Lyndop Close are concerned by the amount of litter possibly from Subways based at Comptons garage. They are requesting a litter bin be placed at the corner of Lyndop Close/Kenilworth Road. Their request has been put on the waiting list.

County Cllr Mrs Boad advised a hole has been filled in West View Road. High View Road is on the list for pavement improvements in 2019 – 2020. Cllr Mrs Boad has asked WCC for a reduction in the speed limit on Kenilworth Road. Jo Edwards, Officer at WCC has flatly refused this request.

ACTION: Clerk to write to WCC to support a reduction to 30 mph for the whole length of Kenilworth Road.

10. Police and Highways

Locality Officer, Dave Ellison has done an excellent job getting a path cleared of branches at Ladycroft.

11. Finance

(i) Bank Balances

The Parish Council's credit balances

Account		£
Community Account (397)	As at 18.02.19	31,846.62
Pavilion Account (077)	As at 18.02.19	2400.00
Unity Bank Account	As at 14.02.19	30,602.00
Total		64,848.62

(ii) Payment made since last meeting

	Payee	Net	VAT	£
a	Mrs J Chapman reimbursement for Agenda/minutes for Feb 2019 meeting	48.75		48.75
b	Morrell Play Services Invoice 1067	118.80		118.80

(iii) Accounts to be paid

	Payee	Net	VAT	£
a	Clerk Salary February 2019			
b	Re-imbusement to Mrs J Chapman Eco web hosting for 02.10.18, 02.12.18, 02.01.19, 02.02.19 and 02.03.19 5 payments @ £5.99 = = £29.95	29.95		29.95
c	Mrs J Chapman – reimbursement for printing, envelopes, laminated pouches	8.04		8.04
d	Mr G Willoughby – Playground Supervision February 2019	102.00		102.00
e	Scribe – Financial Accounting Software licence for the year 01.04.19 – 31.03.20	283.00	56.60	339.60
f	SSE Swalec – Electricity Pavilion – Account for quarter 4 2018 – 2019	751.75	41.14	792.89
g	Information Commissioners Office - annual fee	40.00		40.00
h	Mrs L Montgomery, Opening and closing of Village Hall gate 01.10.18 – 31.03.19	125.00		125.00

It was proposed by Cllr Cox, seconded by Cllr Revd Coles and **RESOLVED** the payments be made.

(iv) To seek approval to close the two HSBC bank accounts and for the remaining funds to be paid directly into the Unity Trust Bank Account.

It was proposed by Cllr Mrs Dean, seconded by Cllr Delow and **RESOLVED** the two remaining HSBC accounts be closed.

(v) To approve the revised Financial Regulations as per the Finance Committee's recommendations

It was proposed by Cllr Revd Coles, seconded by Cllr Higham and **RESOLVED** to approve the Financial Regulations.

(vi) To approve the revised Asset, Register as per the Finance Committee's recommendations

It was proposed by Cllr Mrs Dean, seconded by Cllr Mrs Higham and **RESOLVED** the Asset Register be approved.

(vii) To approve the revised Risk Register as per the Finance Committee's recommendations

It was proposed by Cllr Revd Coles, seconded by Cllr Cox and **RESOLVED** the revised Risk Register be approved.

(viii) To approve the revised Standing Orders as per the Finance Committees recommendation.

It was proposed by Cllr Cox, seconded by Cllr Mrs Dean and **RESOLVED** the revised Standing Orders be approved.

It was proposed by Cllr Delow, seconded by Cllr Mrs Bull and **RESOLVED** to authorise Cllr Hodges to monitor the Payback Team and the Recreation Ground Supervisor on behalf of the Parish Council.

(ix) To approve the Finance Committees recommendation to form a Staff Resources Committee

It was proposed by Cllr Cox, seconded by Cllr Delow and **RESOLVED** a Staffing Committee be set up.

It was agreed Cllrs Hodges, Cllr Revd Coles and Cllr Mrs Dean will serve on the Committee; Terms of Reference will be needed.

12. Planning Matters

a) 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:

Number	Address	Work	CPC Comments
W/19/0247/LB	Ham Barn, Welsh Road, Cubbington	Window and door replacement	Due by 10.03.19
W/19/0084	130 Leicester Lane, Cubbington	Proposed first floor and single storey extension to the rear of the dwelling house.	Due by 17.03.19
W/19/0274	116 Rugby Road, Cubbington	Application for variation of condition 2 for permission W/18/0274	Due by 17.03.19
W/19/0270	32 New Street Cubbington	Single storey side extension, gabling of existing porch and replacement of the front elevation brickwork	Due by 17.03.19

b) District Council decisions

The following decisions are reported for noting

Number	Address	Decision
W/19/0119	6 The Grange, Cubbington	GRANTED

13. Slow Train to OOC

It was agreed to support Greatworth Parish Council's correspondence to the Government calling for cessation of HS2.

14. Press and Media Policy

It was proposed by Cllr Mrs Dean, seconded by Cllr Mrs Higham and **RESOLVED** the Press and Media Policy be approved.

15. Noticeboards – request to replace Kenilworth Road and Rugby Road (opposite Sainsburys) noticeboards

It was proposed by Cllr Revd Coles, seconded by Cllr Mrs Dean and **RESOLVED** new Noticeboards be bought to replace the boards at Kenilworth Road and Rugby Road. The new boards are to match the remaining existing boards.

16. Candidates Nomination Pack – Elections 2019

The Clerk advised the pack is for information to ensure any Cllr who wishes to be nominated to stand for election is aware of what action they need to take and when.

17. Additional Bus Stop on Welsh Road.

It was proposed by Cllr Dean, seconded by Cllr Mrs Higham and **RESOLVED** Cllr Redford be asked to fund a new Bus Stop near the junction of Welsh Road and Cross Lane

Cllr Redford will advise WCC where the Bus Stop is required.

18. Join Keep Britain Tidy's Great British Spring Clean

It was agreed to ask the Community Police Support Officers if they are willing to arrange this.

ACTION – Clerk to contact CPSO's

19. St Theresa's and Our Lady – Barrier onto Windmill Hill

Cllr Redford agreed to refer this matter to Warwickshire County Council, Road Safety Team.

ACTION – Clerk to write to St Theresa's and ask the Headteacher to raise the issue of parking on Windmill Hill. Clerk to also ask the Police to pay attention to parking outside all schools in Cubbington Parish.

20. Data Protection Policy

Cllr Delow referred to Section 11A of Standing Orders, which is in bold font and therefore legally binding and cannot be changed. He has still not received a satisfactory answer regarding "encryption of personal data". It was agreed the Clerk will pursue this matter further and seek advice from WALC and on this basis;

It was proposed by Cllr Delow, seconded by Cllr Mrs Bull and **RESOLVED** to approve the Data Protection Policy.

20:31 hours Cllr Mrs Stevens advised she was leaving the meeting. She stated she was not standing for re-election in May 2019 and she offered the Parish Council her best wishes for the future. Cllr Hodges thanked Cllr Mrs Stevens for her help and assistance.

21. To set a date for the Annual Parish Meeting which must be held between 1st March 2019 and 1st June 2019

It was agreed the Annual Village Meeting will be held on 14th May 2019 prior to the Annual Council Meeting.

22. Correspondence

Bank Statements - noted

23. Items for next Agenda - Playground Annual Inspection results

24. Date of next meeting, Annual Parish Council Meeting 14th May 2019 @ 7.00 pm, followed immediately by the Parish Council Meeting for May 2019.

Meeting ended 20:34 hrs

Signed

Date