

## Cubbington Parish Council

Minutes of the Parish Council Meeting held at 7:00pm, the Village Hall,  
Cubbington on 23<sup>rd</sup> January 2020

**Present:**

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

Warwick District Councillors: Councillor Trevor Wright, Councillor Pam Redford  
Councillor Alan Boad Councillor Phill Kohler

Warwick County Council: Councillor Wallace Redford

Residents: 1

**In Attendance:**

Jane Chatterton, Clerk & RFO

**126. Apologies**

Apologies for absence were received from Councillor Graham Coles. WDC Councillor; Cllr Daniel Russell. WCC Councillor; Cllr Mrs Sarah Boad.

**127. Declarations of Interest**

Declarations of interest were received from:

Councillor Mrs Ann Higham – Village Hall and Pavilion Committees.

Councillor David Saul – Village Hall and Pavilion Committee

Councillor Ian Hodges – Village Hall Committee

Councillor Doug O'Donnell – Village Hall Committee

**128. Minutes of previous meeting:**

The minutes of the Parish Council Meeting held on 28<sup>th</sup> November 2019 were discussed.

**RESOLVED THAT** the minutes of the Parish Council meeting held on 28<sup>th</sup> November 2019 were approved.

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

It was noted that all actions from November's meeting had been completed. There were no matters arising that were not agenda items.

The Chairman suspended the Standing Orders to allow public participation.

**130. Public participation**

Nick Sellwood attended the meeting and spoke on the circulated document that provided a brief outline on the process and potential outcomes that Cubbington Parish Council may wish to achieve from any investment into the Recreation Ground. A basic overview was provided in the body of the report.

As an introduction, Nick Sellwood has had a long career in the Sport and Activity sector. He initially trained as a teacher before moving into the High-Performance sport sector.

In recent years he was part of the infrastructure team that developed the 2012 Olympic Games facilities and has been the CEO of a National Governing Body of sport. Currently, he's working in consultancy working with government, local authorities, national governing bodies of sport and clubs on projects.

It is hoped that Mr Sellwood could assist the Parish Council in obtaining grants to develop the Recreational Ground.

The Chairman reinstated the Standing Orders.

### **131. Correspondence**

#### **131.1 Royal Garden Party 2020 Now Open for Nominations**

NALC had been requested by the Lord Chamberlain's office to inform Member Councils that Her Majesty will be hosting a Royal Garden Party at Buckingham Palace on Tuesday 19<sup>th</sup> May 2020.

Warwickshire & West Midlands Association (WALC) had been allocated 4 places (2 nominated plus guests) and would be grateful to receive Member Council's nominations (one councillor plus a companion) to attend.

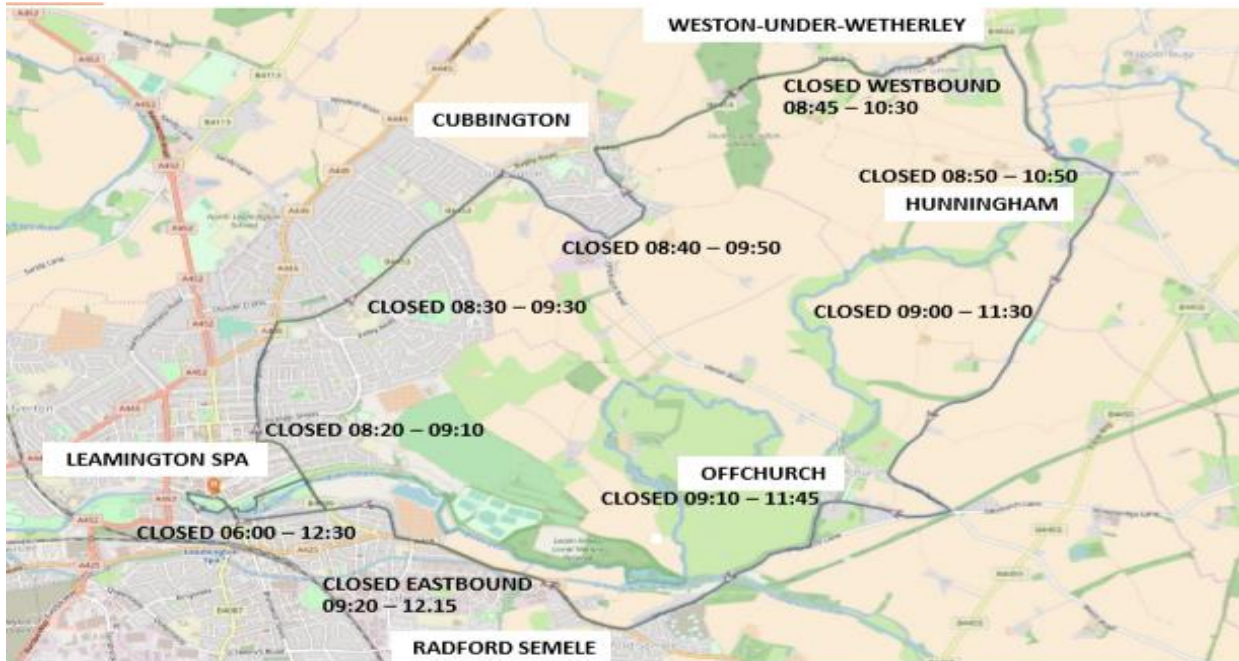
Nominations must be received by the WALC office by midday on Monday 27<sup>th</sup> January 2020

**RESOLVED THAT** Councillor Mrs Dean be Cubbington Parish Council's nominee.

#### **131.2 Leamington Half Marathon**

Information had been received from Rob Sullivan Events & Marketing Manager in relation to the Leamington Half Marathon taking place on Sunday 5<sup>th</sup> July 2020.

This was discussed, including the route and the affect on Cubbington roads being closed between 08:40am and 09:50am.



Councillor Wright added that he had met with Rob Sullivan, and he would be happy to attend a parish council meeting to provide further information and discuss issues.

**RESOLVED THAT**

- (i) The update be noted.
- (ii) Clerk to invite Rob Sullivan to February's Parish Council Meeting.

**132. Chairman's Report**

The Chairman updated that over the past few weeks he had been busy working with Councillor Doug O'Donnell on several projects, these being the extension to the Village Hall carpark, refurbishment of all the benches and had also started work on the perimeter footpath around the Recreational Ground.

He thanked Councillor O'Donnell for everything that he had done.

It has been decided to halt the work on the perimeter path as the weather has made conditions difficult. They were committed to start as the digger and dumper had been organised. Over 300 tonnes of material had been moved, the footpath is in usable condition but not quite finished.

The dumper was loaned to the PC by Thwaites and had proved to be invaluable. Thanks, was expressed to Thwaites for their kind gesture.

Many compliments had been received on the new path and it had been appreciated by the residents who use it on a regular basis.

The Chairman's Civic Service had been held at the Church on 12<sup>th</sup> December and it was well attended, thank you to all who came and special thanks to the two schools for their input.

Work had continued with the Clerk looking into several grant applications and with Nick Sellwood on what was the best method of improving the sports facilities within Cubbington. An application had been submitted to the next Area Forum.

**ACTION:**

- (i) Clerk to write to Thwaites (Andy Sabin), thanking them for the free use of the dumper
- (ii) Clerk to write to the two schools and thank the children for attending and their contribution.

**133. Councillors Reports in brief****• Cllr Saul - Community services****Street Signs**

Councillor Saul updated that following an action from November's meeting when it was agreed to look into the refurbishment of the street name plates. Initially, it had proved difficult to obtain quotations for the work. Early indication of the potential cost for each street name plate, depending on the size of the name and the amount of the letters, would cost approximately £20 per sign. The signs would also need jet washing to clean them.

It was noted that WDC had a budget for street signs. Councillor Saul had contacted the appropriate officer. WDC confirmed that they had been carrying out work to replace road signs in certain areas, but the budget was limited, therefore limited work could be undertaken. The polycarbonate signs were also deteriorating and going misty, there was no desire currently to looking at refurbishing these signs.

It had been agreed that the officers from WDC would come out in the next few months and look at what was required.

**Cubbington Events**

It was noted that the Events Group lead by Daniel Meggit, organised events for the enjoyment of parishioners, including the Cubbington Fun Day and the Victorian Evening. The Parish Council currently made some financial donation to these events but the group had plans to organise more events.

**RESOLVED THAT**

- (i) Agenda item for February's meeting.
- (ii) Clerk to liaise with Daniel Meggit.

**• Cllr Hodges – WALC**

Nothing to report.

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

Councillor Mrs Higham reported on the competition for "Wonderful Village, competition".

Details included:

- Top prize is £1,000 to the village hall and £500 to the photographer. There are other prizes.
- Theme: 'Village Life - a photo which characterises the value of community in your village'. This is not about 'pretty villages' or professional photography, but rather capturing the essence of 'community'.
- It's open to all rural halls. No fee to enter. Halls can enter as many photos as they wish.
- Closing date is 15/3/20 but many halls are using Village Halls Week to capture great photos.
- Details and rules are available from <https://villagehallsurvey.com/survey/photo-competition>

- Trustees can download a poster for noticeboard display from the above link.

### **Cliff Cleaver Pavilion Committee**

The Pavilion Committee had held a meeting last week, at which Councillor Mrs Higham had informed them that she would be resigning as Chairman and committee member from their AGM in May.

There would be the requirement for a CPC Councillor to take over as Chairman and to undertake the bookings for the Pavilion.

### **ACTION:**

- (i) Councillors consider taking on the role of Chairman of the Pavilion Committee.
- (ii) Councillor Mrs Higham to liaise with Councillor Mrs Dean in relation to the bookings.

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

#### **Councillor Pam Redford**

**New parking initiative** – this would be trialled in the Spring. This included the introduction of free parking spaces for owners of electric vehicles throughout Warwickshire. Parking in town centre car parks would increase by 50p.

#### **Interactive Futures**

Interactive Futures would return to the Royal Spa Centre in Leamington. The two-day conference and expo would showcase to the industry and to the public, talent within the Leamington Games Hub. The two day conference would take place on Friday 31<sup>st</sup> Jan and Saturday 1<sup>st</sup> Feb. Tickets were available.

Further information: [https://www.warwickdc.gov.uk/events/event/135/interactive\\_futures](https://www.warwickdc.gov.uk/events/event/135/interactive_futures)

#### **Councillor Trevor Wright**

Councillor Wright had met with Philip Seccombe, the Warwickshire Police and Crime Commissioner, to discuss the details of the planned police force separation. It was confirmed that negotiations were going well, work included looking at options to share certain services, but nothing operational that would have an impact in the area, but included shared services such as forensic services, payroll etc. Consequently, it was hoped this would save money.

It was noted that the area was very fortunate to have a very good SNT Officer (Ed King). Road safety was high on the agenda and money would be available for speeding initiatives.

Cybercrime was becoming a huge problem; it appeared to be one of the things victims found embarrassing to report. A specialist team in the area was working to track and bring the perpetrators to justice. This type of crime was very hidden and the targeting was becoming more and more sophisticated.

#### **Councillor Alan Boad**

**Safer routes to schools** - Kelvin Road had new road markings and signage installed. Time limits on the zig zags. This had been funded from WCC Councillor Mrs Boad's Community budget.

**Stagecoach** - were changing the bus service again including the 67 and 67a. Stagecoach had said they were going to change all the service times but no information was known. Changes would be from the end of February.

**Salt spreading** – there were issues with the salt spreading route on Kelvin Road and surrounding roads. Parked vehicles on the roads were preventing the gritters from get through. If this continued, they would stop gritting the roads.

### **Councillor Wallace Redford**

**Bus stop** - Following a request from November's meeting in relation to the bus stop it was confirmed that this was now approved. Work should be completed.

**Highways** – due to the bad weather, there was a 2 to 3 month delay in completing work. The potholes would be filled by a temporary fix. Full repairs would not be carried out until after April.

**HS2** – Finally HS2 had carried out work to get rid of the flooding on the Coventry Road. They had dug out the ditches and the drains had been jetted. This has also been carried out up by the Woodyard. The situation would be monitored.

### **135. Highways and Police**

#### **135.1 Letter – Broadway**

A letter had been received which had been sent to various councillors in relation to the state of the grass verges on Broadway. Vehicles parking or driving over the grass verges had churned up the grass, leaving the areas very muddy and slippery. Residents who lived in the houses had to walk across the mess to get into cars or cross the street. The Parish Council had been requested to investigate the possibility of having the road widened to allow more parking spaces.

The Clerk had written to David Elliston, who had inspected the area. It was confirmed that this was a widespread problem across the County and unfortunately there were no budgets for protecting the verges or creating parking spaces. The issue being, to attempt to protect an isolated area simply pushed the problem to a new location. The other problem, if they were to re-soil the verge and the parking continued, to become eroded, and remain a muddy area.

The issue had also been reported on Fixmystreet.

Discussion took place on how this could be progressed.

#### **RESOLVED THAT**

- (i) Parish Council to write to the residents of Broadway informing them that they were damaging the highway.
- (ii) Councillor Redford to speak to WCC and request they survey the tree roots that were protruding and causing a trip hazard.

### **136. Finance**

#### **136.1 Bank Balances**

The Parish Council's credit balances – 16<sup>th</sup> January 2020

Account	£
Unity Trust Bank TOTAL	<b>£59,109.41*</b>

*\* the figure included funds allocated to planned projects (amounting to £42,000)*

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

(Current Account)				
Date	Ref	Payee	Details	Value
02.12.19	E94	Building & Plumbing	Inv 4/1739941	£16.56
02.12.19	E95	Building & Plumbing	Inv 4/1740817	£20.98
02.12.19	E96	Building & Plumbing	Inv 1/1741926	£4.04
02.12.19	E97	Building & Plumbing	Inv 1/1742630	£28.37
02.12.19	E98	Building & Plumbing	Inv 4/1743446	£65.16
02.12.19	E99	Building & Plumbing	Inv 4/1738361	£14.90
02.12.19	E100	J Chatterton	Reimbursement Stationery	£89.95
02.12.19	E101	SSE SWALC	Pavilion Electricity	£282.19
02.12.19	E102	Frog Inc Ltd	Christmas Lights	£200.00
02.12.19	E103	Mr G Willoughby	Playground inspection	£102.00
02.12.19	E104	Warwickshire LGPS	Clerk Pension November DPA	
14.12.19	E105	B&PS Invoice	1/1747743	£6.84
14.12.19	E106	B&PS Invoice	1/1746755	£8.10
14.12.19	E107	B&PS Invoice	1/1745371	£5.78
14.12.19	E108	B&PS Invoice	1/1732611	£37.53
14.12.19	E109	B&PS Invoice	1/1731751	£47.76
14.12.19	E110	B&PS Invoice	1/1730054	£106.58
14.12.19	E111	B&PS Invoice	1/1730070	£95.52
14.12.19	E112	B&PS Invoice	1/1728200	£62.09
14.12.19	E113	David Saul reimbursement	Civic Serv refreshments	£142.74
14.12.19	E114	NS Booth	Christmas Lights 2019	£924.00
14.12.19	E115	J Chatterton	Clerk Salary December DPA	
14.12.19	E116	HMCR	Tax for Clerk December DPA	
14.12.19	E117	Mr Ian Hodges	digger hire	£528.00
23.12.19	E119	Zurich	Insurance uplift for increased values	£71.00
23.12.19	E120	B&PS	Invoice 1/1754140	£7.27
23.12.19	E121	Warwickshire LGPS	Clerk Pension December payment	
31.12.19	E122	Unity Bank	Bank Charges	£18.00
11.01.20	E123	Gary Willoughby	P/grnd Inspec 2 <sup>nd</sup> 9 <sup>th</sup> 23 <sup>rd</sup> 31 <sup>st</sup> Dec	£127.50
11.01.20	E124	Wright Hassall	Land Reg fee	£40.00
11.01.20	E125	B&PS	Invoice 1/1758384	£457.73
11.01.20	E126	B&PS	1/1759637	£83.02
11.01.20	E127	WALC	Invoice 000412 Training PW	£10.00
11.01.20	E128	Mr I Hodges	reimbursement equipment	£100.00
11.01.20	E129	Village Hall Trust	Meeting venue	£22.00
11.01.20	E130	WALC	Invoice 000413 Training JLC	£30.00
11.01.20	E131	Wright Hassall	First Registration Rec & Austen	£1,202.40
11.01.20	E132	HMRC	Tax for Clerk January DPA	
11.01.20	E133	J Chatterton	Clerk Salary January DPA	
14.01.20	E134	J Chatterton	Reimbursement Stationery	£68.28
14.01.20	E135	J Chatterton	Office Allowance & Expenses	£93.52



**RESOLVED THAT** the payments be approved.

### 136.3 Bank Reconciliation up to 31<sup>st</sup> December 2019

The Bank Reconciliation up to 31<sup>st</sup> December 2019 was received and discussed.

Opening Balance 1st April 2019	£50,517.19
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Add Receipts up to 31st December 2019	54,185.89
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Less: Payments up to 31st December 2019	£42,578.92
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Closing balance per cash book as	£62,124.16
at 31st December 2019	<hr/> <hr/>

**RESOLVED THAT** the Bank Reconciliation up to 31<sup>st</sup> December 2019 be approved.

### 136.4 Quarterly Report up to 31<sup>st</sup> December 2019

The Quarterly Report up to 31<sup>st</sup> December 2019 was received and discussed.

**RESOLVED THAT** the Quarterly Report up to 31<sup>st</sup> December 2019 be approved.

### 137. Footpath Recreation Ground

Previously reported.

### 138. Austen Court parking

The Chairman updated that communication had been received from PCSO Ed King, in relation to Safer Routes to School. He had requested that a meeting be held to progress further.

One idea was to develop the Austen Court play area and convert the bottom part of the area to a car park. This could then be used for the school at drop off and pick up time and take parking issues away from New Street. Further options were discussed.

**ACTION:** Agenda item for February.

### 139. Planning Matters

#### 139.1 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:

Number	Address	Work	
W/19/1984**	44-46 Queen Street	Erection of a two storey side extension to form a new dwelling	OBJECTION
W/19/1985	44-46 Queen Street	Erection of 1no. front and 1no. rear dormer to facilitate a loft conversion including the installation of a second floor side facing window	OBJECTION



\*\*It was noted that the above application has since been withdrawn.

**between 30/12/2019 and 05/01/2020**

Number	Address	Work	
W/19/2030**	Comptons Garage, Rugby Road	Installation of jet wash	OBJECTION

\*\*It was noted that the above application has since been withdrawn.

**between 06/01/2020 and 12/01/2020**

Appl. No: W/19/2110  
 Site: 49 Beaufort Avenue, Cubbington, Leamington Spa, CV32 7TB  
 Proposal: Erection of single storey rear extension, double storey side extension with garage at the front and a loft conversion

**RESOLVED THAT:** No comment.

**Between 13/01/2020 and 19/01/2020**

Nothing to note.

**140. Governance**

Approve updated/new Policies:

- 140.1 Asset Register 2019 20
- 140.2 Training Policy Jan 2020

**RESOLVED THAT:** To be reviewed at February's meeting.

**140.3 CPC Emergency Procedure Jan 2020**

It was noted that the above procedure required completing.

**RESOLVED THAT:** To be reviewed at February's meeting.

**141. Doctors Surgery**

It was noted that Cubbington would benefit from their own doctors surgery. This idea would need to be investigated.

**ACTION:** To be investigated further.

**142. HS2**

It was reported that the Oakervee Review result was still awaited, decision due in February.

The hedgerow on the Coventry Road and Rugby Road had been removed to allow part of the preparatory works. Taking out the hedges was in readiness of the road changes.

It was reported that on Tuesday afternoon two lorries had been parked on the Coventry Road waiting to get onto the site. As agreed, they were not carrying out washing of the wheels, resulting in mud being brought out onto the highway. David Eliston had attended the site and raised the problems. It was noted that HS2 had a statutory obligation to keep the site in a certain way.

**143. Councillor's reports and items for future Agenda:**

**143.1 Bellway Development Site**

Councillor Wright updated that work had been done with the Enforcement Team and directly with Bellway. Issues were being reported but no improvements were occurring.

**RESOLVED THAT** monitoring to continue.

**144. Date of the Next Meeting**

The date of the next meeting was confirmed as 27<sup>th</sup> February 2020.

Meeting closed at 8:30pm

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