

Cubbington Parish Council

Minutes of the Parish Council Meeting held at 7:00pm, 25th June 2020
the meeting was held via Zoom

Present:

Councillor Stewart Bosworth	Councillor Esther McCarthy
Councillor Graham Coles	Councillor David Saul
Councillors Mrs Andrea Dean (Vice Chairman)	Councillor Nick Sellwood
Councillor Ian Hodges (Chairman)	Councillor Paul Watkins (part)
Councillor Doug O'Donnell	Councillor Gary Willoughby

Warwick District Councillors: Councillor Trevor Wright, Councillor Pam Redford
Cllr Daniel Russell, Cllr Phil Kohler, Cllr Alan Boad

Warwickshire County Council: Councillor Wallace Redford
Councillor Sarah Boad

Residents: 0

In Attendance:
Jane Chatterton, Clerk & RFO

The Chairman welcomed everyone to the meeting.

162. Apologies

Apologies for absence were received from Parish Councillor, Cllr Mrs Higham (technical problems with Zoom).

Cllr Margaret Bull was absent.

163. Declarations of Interest

Declarations of interest were received from:

Councillor Ian Hodges – Village Hall Committee
Councillor David Saul – Village Hall and Pavilion Committees
Councillor Graham Coles – Village Hall and Pavilion Committees
Councillor Doug O'Donnell – Village Hall Committee

164. Councillor Co-option

Following the recruitment process it was reported that the Parish Council had been advised by WDC they were able to fill the 3 vacancies via Co-option. A meeting had been held to discuss the applications received.

RESOLVED THAT:

- (i) Esther McCarthy, Gary Willoughby and Nick Sellwood be co-opted on to the Parish Council.
- (ii) Clerk to liaise with the new councillors to complete all the necessary paperwork.

165. Minutes of previous meeting

The minutes of the previous Parish Council Meeting held on 27th February 2020 were discussed.

RESOLVED THAT the minutes of the Parish Council meeting held on 27th February 2020 were approved.

166. Matters Arising

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

167. Correspondence

There was no correspondence to note.

168. Chairman's Report

The Chairman updated that it seems an age since we last had a meeting and I look forward to us holding a proper meeting as soon as the current pandemic allows us to.

Firstly I would like to put on record how deeply sorry the council is for the loss of Theresa Saul who was Chair of Cubbington Parish Council for many years, she was a true asset and champion for Cubbington and we are less of a community without her, our thoughts go out to David for his loss which is also ours.

It's been a difficult time for us as a parish council with all of us wishing to do more for our community but most of us are at the at-risk age which has stopped any actions.

Work has still continued and our thanks must go to our Clerk, Jane, for all the extra hours she has put in over this period to keep the parish running.

We have continued work on the recreation ground both Cllr Doug O'Donnell and myself have spent many hours working on finishing the section of the footpath that we have already laid our thanks once again to Doug for all he has done.

With the help of Cllr David Saul, we have also managed to keep the parish tidy by strimming some of the roadside as we have had no Payback team to do this work while shutdown was in operation.

I have been working with our Clerk to try and obtain more grants for the recreation area and we are waiting for the results of our application to WALC. Also, Severn Trent has also been approached.

I have been also been overseeing the installation of the new play equipment at Austen Court and the recreation ground. This work is nearing completion and we hope that our parish children will soon be able to use it. So far most of the people who have seen it have been very impressed and I want to thank this council for the foresight to see this project through. It has been on the agenda for too long and now we can move on to other projects.

The payback team has now started back under different rules but we have had some work done by them, this helps to keep the area tidy and save the parishioner money and also provides a useful social service.

May I also thank our three new councillors and hope they enjoy their time on the parish council and that they will bring their expertise and improve our community even more.

169. Councillors Reports in brief**New Play equipment**

Councillor Saul reported that he had visited the playground at Austen Court to look at the progress on the new equipment installation. He thanked the Chairman and the Clerk for their hard work in completing the project. This was an excellent facility and a privilege for the village.

170. District and County Councillors Reports for information**Councillor Phill Kohler**

It was reported that there was a grant opportunity. As Coronavirus restrictions begin to ease Warwick District Council was making funding available to help support community organisations through the 'recovery' phase to enable them to deliver essential services to vulnerable people most impacted by Covid-19 in keeping with Government guidance.

The Community Economic Recovery Fund (the Fund) aims to deliver immediate funding to those most in need; it is specifically targeted at local organisations who have a role in supporting the Warwick District community and are experiencing short-term financial hardship and/or have had to cease operations due to COVID-19, or simply need funding to provide, adapt or increase their services for community benefit in the aftermath of this crisis.

Further information can be found at:

https://www.warwickdc.gov.uk/info/20615/community_grants/1574/community_emergency_response_fund_covid-19

Councillor Wallace Redford

It was noted that all important information was being disseminated via the Clerk, in turn this was shared with councillors. Information would continue to be distributed to ensure everyone was kept informed.

Covid-19 – it was reported that so far Covid-19 had cost £60m in responding to needs including things like food parcels and supporting the vulnerable.

Road grips – it was noted that the recently installed road grips on the Rugby Road were working well.

Councillor Trevor Wright

Playground - It was reported that he had been keeping updated on the progress of the playground works and agreed the new facilities were a great asset.

Business grants – WDC had distributed grants to local business affected by the Covid-19 pandemic to help them be sustained.

HS2 – he had been working with Councillor Pam Redford with regards to issues with HS2.

He thanked Councillors Hodges and Saul for the work in relation to the parishioner who required assistance following a distressing incident.

Councillor Pam Redford

It was reiterated that she was also sending all information via the Clerk for dissemination to members.

ACTION: Clerk to forward all recent correspondence to the new Councillors so they could be updated on recent events and issues.

Playground openings – it was noted that there were concerns ensuring playgrounds could be opened safely. WDC were still awaiting guidance and this would be forward once known.

Walking for health – this would start again on 4th July. Participants would be required to book a place and only 6 people could participate on each walk.

Councillor Sarah Boad

Bus service – due to the pandemic people using the bus service was minimal. Concern expressed that the bus service could be reduced due to the lack of numbers using the service currently.

Leamington parade – this was closed to allow social distancing for shoppers.

Car parking – visitors could park for free in the car parks. It was noted that on-street parking was not free and parking tickets would be issued.

Councillor Alan Boad

It was reported that all WDC meetings were being broadcast on the WDC website.

171. Highways and Police

Nothing to report.

172. Finance**172.1 payments PAID since the last meeting:-
2019-20**

Date	Ref	Payee/Details	Value
16.03.20	E160	Warwickshire LGPS Feb Payment - DPA	
16.03.20	E161	MPS Playground Inspection	£118.80
16.03.20	E162	Election Charges	£450.00
19.03.20	E163	Kompan Recreational Ground	£18,296.52
19.03.20	E164	Kompan Austen Court	£4,450.11
19.03.20	E165	J Chatterton Clerk Salary March – DPA	
19.03.20	E166	Tax for Clerk March payment – DPA	
19.03.20	E167	Lisa Montgomery Gate Keeper 01.10.19 to 31.03.20	£125.00
19.03.20	E168	B&PS Invoice 1/1800012	£487.69
25.03.20	E169	Clerk Office Allowance & expenses	£35.30
25.03.20	E170	Money to Pavilion Committee (remainder of £5,000)	£162.96
25.03.20	E171	Mr G Willoughby Invoice	£102.00
31.03.20	E172	Bank Charges	£18.00

Received

18.03.20	R	HS2 Community Fund Grant (payment 1 of grant)	£14,216.65
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2020-21

APRIL			
16.04.20	E1	Mr G Willoughby 2nd 9th 16th 23rd 30th March	£127.50
16.04.20	E2	HMRC Tax payment Clerk March DPA	
16.04.20	E3	Clerk Salary April DPA	
16.04.20	E4	Warks Pension Scheme March Payment DPA	
16.04.20	E5	Room Booking Village Hall February's meeting	£36.00
16.04.20	E6	WALC Membership	£868.80
16.04.20	E7	Eco Web reimbursement J Chatterton	£59.99
16.04.20	E8	Wagstaff Invoice 3955	£220.00
24.04.20	E9	Parish Council Insurance	£1,501.30
24.04.20	E10	Councillor Badges	£1,029.00
MAY			
07.05.20	E11	Payment to Cliff Cleaver forwarded grant	£10,000.00
07.05.20	E12	Payment to Village Hall forwarded grant	£10,000.00
07.05.20	E13	Wagstaff Invoice 3977	£625.00
07.05.20	E14	Clerk expenses April & May 2020	£51.30
07.05.20	E15	Mr G Willoughby playground inspection	£102.00
11.05.20	E16	J Chatterton Wordpress Reimbursement	£240.00
15.05.20	E17	SPS Payroll yearly charge	£180.00
15.05.20	E18	WCC Pension for Clerk DPA	
15.05.20	E19	B&PS Invoice 1/1792073	£95.47
15.05.20	E20	B&PS Invoice 1/1789599	£190.84
15.05.20	E21	B&PS Invoice 1/1727658	£29.87
20.05.20	E22	Reimbursement Ian Hodges base for benches	£257.18
20.05.20	E23	WALC Training PW Planning 0456	£12.00
26.05.20	E24	Recreational Ground Reimbursement Cllr Hodges	£205.00
26.05.20	E25	J Chatterton Clerk Salary May DPA	
26.05.20	E26	HMRC Tax payment Clerk May DPA	
26.05.20	E27	Doug O'Donnell (benches)	£92.02
JUNE			
03.06.20	E28	Mr G Willoughby inv 00022	£102.00
04.06.20	E29	WCC Pension for Clerk DPA	
04.06.20	E30	Wagstaff Inv 3997	£625.00
04.06.20	E31	B&PS Inv 1/1820448	£18.28
04.06.20	E32	B&PS Inv 1/1820411	£42.05
08.06.20	E33	B&PS Inv 4/1820452	£7.44
18.06.20	E34	B&PS Inv 1827853	£30.77
18.06.20	E35	Kompan Austen Court Completion	£19,549.88
18.06.20	E36	Clerk Salary June DPA	
18.06.20	E37	HMRC tax for Clerk June DPA	

Income

APRIL			
16.04.20	R1	Cubbington Freeholders	£2,000.00
28.04.20	R2	Half yearly Precept	£23,575.00
28.04.20	R3	CIL Monies	£7,500.00
28.04.20	R4	WCC Grant Trees/Hedges/gate	£3,000.00
28.04.20	R5	WDC Covid 19 Grant VH – sent to VH Trust	£10,000.00
28.04.20	R6	Wright Hassell refund	£17.60
MAY			
01.05.20	R7	WDC Covid 19 Grant Pavilion – sent to the Pavilion	£10,000.00
JUNE			
18.06.20	R8	HS2 Claim stage payment 2	£12,218.68

172.2 Bank Reconciliation up to 31st March 2020

The Bank Reconciliation up to the 31st March 2020 was received and discussed.

Balance per bank statements as at 31 March 2020:	£37,397.47	£37,397.47
Petty cash float (if applicable)		£0.00
Less: any un-presented cheques as at 31.03.20	£0.00	£0.00
Add: any un-banked cash as at 31.03.20	£0.00	£0.00
Net balances as at 31.03.20		£37,397.47
CASH BOOK		
Opening Balance 1st April 2019		£50,547.19
Add Receipts up to 31st March 2020		£68,402.54
Less: Payments up to 31st March 2020		£81,552.26
Closing balance per cash book as 31 st March 2020		£37,397.47

RESOLVED THAT the Bank Reconciliation up to the 31st March 2020 be approved.

172.3 Quarterly Report up to 31st March 2020

The Quarterly Report up to 31st March 2020 was received and discussed.

RESOLVED THAT the Quarterly Report up to 31st March 2020 be approved.

173. Planning Matters

between 08/06/2020 and 14/06/2020

173.1 Appl. No: W/20/0420

Site: 2 Penns Close, Cubbington, Leamington Spa, CV32 7LX

Proposal: Landing and steps to facilitate access to the rear garden (part retrospective)

RESOLVED THAT: No comment.

Between 15/06/20 and 21/06/20

Nothing to note.

174. Website

It was noted that work continued to update the website to ensure compliance with the new legislation.

RESOLVED THAT update at September's meeting.

175. HS2

It was reported that issues continued with HS2. It was important that problems were logged on their database, to provide a true picture of the situation.

It was reported that parishioners walking their dogs had been subjected to inappropriate comments and unnecessary aggression from security staff.

RESOLVED THAT

- (i) Complaints to be raised.
- (ii) Wording to be used should include the words "I wish to make a complaint".
- (iii) Generic responses which do not address the problem should be escalated to the Commissioner.
- (iv) Further issues with security staff, the person needs to make a note of the date and time and send the information to the Area Manager copying in the WDC Councillors.
- (v) Clerk to be kept updated of any individual complaints so the Parish Council can monitor.
- (vi) Refer any issues to Debbie Prince at WDC also who has a clear knowledge of the protocol.

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

Date to be decided to formally open the playgrounds

177. Date of the Next Meeting

The next of the next meeting was confirmed as 23rd July 2020.

Meeting closed at 8:00pm