

Cubbington Parish Council

Minutes of the Parish Council Meeting held at 7:00pm, 23rd July 2020
the meeting was held via Zoom

Present:

Councillors Andrea Dean (Vice Chairman)
Councillor Ann Higham
Councillor Ian Hodges (Chairman)
Councillor Doug O'Donnell
Councillor Esther McCarthy

Councillor David Saul
Councillor Nick Sellwood
Councillor Paul Watkins (part)
Councillor Gary Willoughby

Warwick District Councillors: Councillor Pam Redford
Councillor Daniel Russell, Councillor Phil Kohler, Councillor 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.

178. Apologies

Apologies for absence were received from Parish Councillors; Councillor Bosworth, and Councillor Rev Coles and also WDC Councillor; Councillor Trevor Wright.

Cllr Margaret Bull was absent.

179. Declarations of Interest

Declarations of interest were received from:

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

180. Minutes of previous meeting:

The minutes of the Parish Council Meeting held on 25th June 2020 were discussed.

RESOLVED THAT the minutes from the meeting held on 25th June 2020 were approved.

181. Matters Arising not listed on the agenda

There were no matters arising for discussion.

182. Public participation

There were no members of public present.

183. Correspondence

There were no items of correspondence for discussion.

184. Chairman's Report

We have had the Payback Community Service with us 8 times this month, they have concentrated on clearing the ditches in the Recreation Ground, cutting the grass and weeding around the Village Hall and also strimming several Bridle Paths within the Parish.

I have been actively involved with the contractors installing the new play equipment and I am pleased to say that all work is now completed. Prior to opening the play areas, we engaged a ROSPA safety post installation survey. Certain items were picked up by the report and we had these items completed so the play areas are considered safe and they were opened for the eagerly waiting children.

Councillor Doug O Donnell and I installed a new area in the Austen Court play area, this was where an old item of play equipment had been removed and we were not happy with the surface. Two new picnic benches are on order and will be installed on the new surface when they arrive. Our thanks once again to Doug for all his hard work.

I have been monitoring the new play areas and we have received so many positive thanks for installing the equipment and it is now quite often to see a number of children queuing to have their turn, the two play areas have proved to be a big success and at one time I counted nearly 50 people in the Recreation area.

I am continuing to work with our Clerk to obtain new funding so that we can continue the work.

Councillor David Saul painted the bollards around the shopping area in the centre of Cubbington and our thanks go to him for his community spirit and no spilt paint.

Our thanks go to WDC for the repainting of all the road signs within Cubbington, these are now much more presentable.

I have had several parishioners approach me about increased drug activities within the Parish and I want the Council to take a lead in stamping this out.

Speeding is still a big issue in Cubbington but we are still not permitted to do any speed watch checks.

I would also like to thank the Clerk for "going the extra mile" in completing all the paperwork and accounts for the work involved in upgrading the playgrounds.

WALC grant application – Councillor Sarah Boad asked if there were any outstanding applications. The Chairman confirmed that the Parish Council were awaiting a response from WALC.

ACTION: Councillor Sarah Boad offered to chase WALC for a response.

185. Councillors' Reports in brief**Councillor Saul - Community services**

The Bollards in front of the shops – Councillor Saul updated that he had carried out renovation of the bollards. He thanked the Chairman for his donation of materials.

Councillor Saul endorsed what the Chairman had discussed in his report, he had received nothing but praise for parishioners on the playgrounds. Everyone was enjoying using the new equipment.

Councillor Ann Higham - Pavilion and Village Hall

Following incidents of youths climbing onto the roof of the Pavilion, damage had been caused to the building. A contractor had been engaged to carry out the repairs. The Chairman had sourced and applied anti-climb paint.

A booking had been taken for the Village Hall for the 5th August, other bookings would commence at the start of September.

Councillor O'Donnell had marked out the Village Hall giving a maximum capacity of 27.

The Village Hall and Pavilion had made a donation to the Parish Council of £4,000 towards the perimeter path around the Recreation Ground. The Chairman thanked the Village Hall and the Pavilion and said that work would commence when funds were received.

186. District and County Councillors Reports for information**Councillor Pam Redford**

WDC updates - Councillor Pam Redford updated that she continued to forward WDC updates to the Clerk for circulation.

Electric vehicles – if you own an electric vehicle and live in Warwick District you can request a permit from WDC which allowed you to park for free in a WDC owned car park from the 1st of August.

Public Space Consultation - WDC is seeking the views of residents and businesses in on the renewal of the district's Public Spaces Protection Orders.

A Public Spaces Protection Order (PSPO) is intended to deal with anti-social or nuisance behaviour in public spaces that are detrimental to the local community's quality of life. PSPOs were introduced in 2017 and must be reviewed every three years.

WDC currently has Public Spaces Protection Orders in place for a Restricted Drinking Zone (RDZ) which covers the entirety of the district, and Dog Control Orders for a number of open spaces, parks, cemeteries and play areas.

In a consultation opened on 14th July, the Council is asking residents and businesses to give their views on whether they support the implementation of an 'Intoxicating Substances' order to cover Warwick district.

ACTION: Councillors were asked to complete the survey.

Councillor Wallace Redford

WCC Cost of Covid-19 - at a recent Parish Council meeting Councillor Redford had been asked about a breakdown on expenditure by WCC for Covid-19.

The Finance Team had provided an update on the figures. Overall, for the current financial year (2020/21) the estimated financial impact was £36.8m. This was off-set by £28.1m of general Covid Government grants and an estimated £5.4m from NHS England via Clinical Commissioning Groups linked to recovery of costs around hospital discharges, although this later funding was being claimed month on month so could vary up or down in line with actual costs.

There were also some other specific targeted grants for Covid-19 like the £0.55m emergency support grant to extend the shielding hubs work for vulnerable people, and these grants were being fully utilised for specific additional costs linked to the grant area.

The money has had to be targeted; the significant areas are:

- Supporting additional costs and infection control pressures in adult social care
- Additional costs being experienced supporting vulnerable children
- Loss of a range of income which impacts most service areas and is in the order of £8-9m
- Rent relief to Council business tenants
- Provision of shielding support hubs to help the most vulnerable
- Adaptation costs around highways and town centres for Government Covid guidance
- Adaptation costs to make buildings Covid secure
- Support to provide nursery hubs for key workers
- Anticipated costs to manage social distancing on home to schools transport

PPE – it was reported that the warehouse was well stocked with PPE that could be used in WCC care homes and for social staff should the need arise.

Bus stop – it was confirmed that WCC Highways were dealing with the siting of the new bus stop in Cubbington. Suggestions for the site of the bus stop would be sent to the Parish Council for comment and agreement.

Councillor Sarah Boad

It was reported that the first full WCC meeting since February had taken place via Teams.

Unitary authority plans – consultation had begun into plans to scrap all borough and district councils in Warwickshire will be pursued after they were voted through by County Councillors. A motion, proposed by Warwickshire County Council leader Izzi Seccombe, to consult members of the public, public service bodies, business, the voluntary sector and central government about the plans was voted through by the full council during a public debate. If successful, the plans would see Nuneaton and Bedworth, North Warwickshire and Rugby borough councils, as well as Stratford-on-Avon and Warwick district councils, replaced by a single county-wide body.

Sainsburys exit signage – it was noted that this was still ongoing. Due to the frequent change in Management of the store the issue was being delayed.

187. Highways and Police

Windmill Hill Road Surface - it was reported that the road surface on Windmill Hill was in a bad condition. This had been reported on "Fix my Street".

Felled tree – the debris left on Windmill Hill from a felled tree required removal. This had been reported on "Fix my Street" but hadn't been cleared.

ACTION: Councillor Wallace Redford to progress.

Fly tipping – it was noted that there were items of fly tipping on Windmill Hill.

ACTION: to be reported.

188. Finance**188.1 payments PAID since the last meeting:-**

Date	Ref	Detail	Amount
24.06.20	E38	Zurich Insurance uplift updated assets	£146.62
24.06.20	E39	Pavilion anti climb paint (Ian Hodges)	£94.85
24.06.20	E40	Clerk Expenses June 20	£49.70
24.06.20	E41	J Chatterton Wordpress Domain name	£15.00
30.06.20	E42	Bank Charges	£18.00
30.06.20	E43	ICO Direct Debit	£35.00
July			
07.07.20	E44	Shay Construction Bus stop repair	£655.00
07.07.20	E45	WCC Pension for Clerk	
07.07.20	E46	ROSPA Post installation inspection	£684.00
07.07.20	E47	B&PS Invoice 1/1845682 Austen Court surface	£776.88
07.07.20	E48	Wagstaff & Sons invoice 4016	£440.00
07.07.20	E49	Mr G Willoughby Inv 00023 June 2020	£127.50
08.07.20	E50	J Chatterton Skip Austen Court	£255.00
13.07.20	E51	B&PS 1/1847386 Recreation Path	£39.60
16.07.20	E52	Baginton Nurseries – planters	£463.20
16.07.20	E53	Eleanor Choudry Internal auditor	£350.00
16.07.20	E54	J Chatterton Office allowance expenses stamps	£43.52

RESOLVED THAT the payments be approved.

188.2 Bank Reconciliation up to 30th June 2020

The Bank Reconciliation up to 30th June 2020 was received and discussed.

Balance per bank statements as at 30.06.20:

	<u>£62,981.21</u>	£62,981.21
Petty cash float (if applicable)		£0.00
Less: any un-presented cheques as at 30.06.19		
	<u>£0.00</u>	<u>£0.00</u>
Add: any un-banked cash as at 30.06.20		
	<u>£0.00</u>	<u>£0.00</u>
Net balances as at 30.06.20		<u><u>£62,981.21</u></u>

CASH BOOK

Opening Balance 1st April 2020	£37,397.47
Add Receipts up to 30th June 2020	£75,970.75
Less: Payments up to 30th June 2020	<u>£50,387.01</u>
Closing balance per cash book as at 30th June 2020	<u><u>£62,981.21</u></u>

RESOLVED THAT the Bank Reconciliation up to 30th June 2020 be approved.

188.3 Quarterly Report up to 30th June 2020

The Quarterly Report up to 30th June 2020 was received and discussed.

RESOLVED THAT the Quarterly Report up to 30th June 2020 be approved.

189. Audit Process**189.1 Annual Governance and Accountability Return 2019-20 Part 3**

It was reported that the 2019-20 accounts had now been internally audited by Eleanor Choudry a competent and independent auditor. The report had been circulated and was noted.

The Parish Council were required to complete the AGAR Part 3. Part 3 was to be completed by all smaller authorities where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and any other smaller authorities that either were unable to certify themselves as exempt; or had requested a limited assurance review.

The AGAR was made up of three parts, pages 3 to 6:

- The annual internal audit report was completed by the authority's internal auditor.
- Sections 1 and 2 were to be completed and approved by the authority.
- Section 3 was completed by the external auditor and would be returned to the authority.

Documentation that must be sent to the external auditor:

- the Annual Governance and Accountability Return Sections 1, 2 and 3
- a bank reconciliation as at 31st March 2020
- an explanation of any significant year on year variances in the accounting statements
- notification of the commencement date of the period for the exercise of public rights
- Annual Internal Audit Report 2019/20

189.2 Section 1 Annual Governance Statement

The Parish Council completed Section 1 of the AGAR, and Section 1 was signed by the Chairman and Clerk as required.

RESOLVED THAT Section 1 Annual Governance Statement be completed and approved.

189.3 Section 2 Accounting Statements

The Parish Council completed Section 2 of the AGAR, and Section 2 was signed by the Chairman and Responsible Financial Officer as required.

RESOLVED THAT Section 2 Accounting Statements be completed and approved.

189.4 Notice of Public Rights

The Notice of Public Rights and Publication of the Annual Governance and Accountability Return of the Accounts for the Year Ended 31st March 2020 was a requirement under the Local Audit and Accountability Act 2014 Section 26 and 27, The Accounts and Audit Regulations 2015 (S1 2015/234).

RESOLVED THAT the Clerk & RFO prepare the notice to be displayed on the PC website and Noticeboards.

190. Planning Matters

between 06/07/2020 and 12/07/2020

190.1 Appl. No: W/20/0950

Planning: Glebe Farm Cottage, Welsh Road, Cubbington
Proposal: Insertion of proposed first floor rear bedroom window, replacing ground floor windows for French doors, replacing ground floor rear door with full height glazing and rendering in colour to match existing

RESOLVED THAT no comment.

190.2 Appl. No: W/20/0972

Planning: 116 Leicester Lane, Cubbington
Proposal: Erection of a first-floor front extension

RESOLVED THAT no comment.

between 13/07/2020 and 19/07/2020

Nothing to report.

190.3	Appl. No:	W/20/0502
	Planning:	Land off Rugby Road and Coventry Road
	Proposal:	Provision of 13 additional dwellings through the removal of larger units.

Clarification was sought on the outcome of the planning application which was decided under Delegated Authority today. Councillor Alan Boad confirmed that the application had been granted.

Further confirmation included:

- (a) Following the departure of the Chief Planning Officer, David Barber – Mr Gary Fisher would take on the role.
- (b) The trigger point for a planning application to be referred to the Planning Committee – this required 5 or more objections.

191. Website

Councillor Watkins had been updating the Parish Council website to make the website more informative and also to work towards compliance.

Ideas were sought on what content would be useful.

ACTION: Councillors to email ideas to Councillor Watkins/the Clerk.

192. Councillor's reports and items for future Agenda:

- Website
- Playground official opening
- Pavilion Chairmanship – under the updated terms and conditions, there was no longer the requirement of the Chairman of the Pavilion Committee to be a Parish Council Councillor. The next meeting of the Pavilion Committee would take place shortly at the Village Hall.

193. Date of the Next Meeting

The date of the next meeting was confirmed as 24th September 2020 (format to be confirmed)

Meeting closed at 7:45pm