

## Cubbington Parish Council

### Minutes of the Parish Council Meeting held at 7:00pm, 26<sup>th</sup> November 2020 the meeting was held via Zoom

**Present:**

Councillor Stewart Bosworth (part)	Councillor Esther McCarthy
Councillor Rev Graham Coles	Councillor Nick Sellwood
Councillor Andrea Dean	Councillor Pete Smith
Councillor Ian Hodges (Chairman)	Councillor Paul Watkins
Councillor Doug O'Donnell	Councillor Gary Willoughby

Warwick District Councillors: Councillor Pam Redford, Councillor Trevor Wright  
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.

**218. Apologies**

Apologies for absence were received from Parish Councillors; Councillor Mrs Ann Higham and Councillor David Saul.

**219. Declarations of Interest**

Declarations of interest were received from:

Councillor Ian Hodges	–	Village Hall Committee
Councillor Doug O'Donnell	–	Village Hall Committee
Councillor Rev Graham Coles	–	Pavilion Committee

**220. Councillor Vacancy**

Following the recruitment process, it was reported that the Parish Council had been advised by WDC they were able to fill the vacancy via Co-option. The Parish Council had discussed the applications and voted to decide which candidate to appoint.

**RESOLVED THAT:**

- (i) Peter Smith be co-opted on to Cubbington Parish Council.
- (ii) Clerk to liaise with the new councillor to complete all the necessary paperwork.

**221. Minutes of previous meeting:**

The minutes of the Parish Council Meeting held on 22<sup>nd</sup> October 2020 were discussed.

**RESOLVED THAT** the minutes of the meeting held on 22<sup>nd</sup> October 2020 be approved.

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

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

**223. Public participation**

There were no members of public present.

**224. Correspondence**

It was noted that the WDC and WCC Councillors were keeping the Parish Council up to date with all relevant correspondence. There was nothing further to discuss.

**225. Chairman's Report**

The Chairman reported that another lockdown which had again restricted our activities, however this month we had been working in the Recreation Ground, initially with the various contractors to obtain quotations. Finally, once the contractor had been decided, working with them to mark out the new path.

Work had been continuing this month on the path around the Recreation Ground and he had been actively involved in ensuring the work went to plan, it was now anticipated that the path would be complete by the 27<sup>th</sup> November. Once the path was completed the area where the spoil had been deposited would be landscaped ready for planting of wildflowers and additional trees.

At the time of writing the report 90% had been completed and it was already well used, one resident had asked why we had not done it before. When monitoring the two play areas at the weekend there were 12 people using Austen Court and 76 people using the Recreation Ground. These figures prove how much the work done by the Parish Council was appreciated.

A meeting with another contractor had taken place regarding the perimeter fence in the Recreation Ground which was continually being damaged by residents cutting through the fence as a short cut, this section had now been replaced and completed.

600 trees had been received from the Woodland Trust, these were free and were to be planted within Cubbington Parish. These trees currently were only around 15cm high and it was felt they were far too small to survive if planted, we would like to create a nursery within the recreation area to enable the trees to be planted to bring them on. An area at the bottom of the smaller field seemed the best place.

The Chairman confirmed he had laid a wreath at the Cenotaph on Remembrance Sunday on behalf of the Parish Council and our thanks must go to Cllr Reverend Coles for organising this event and also for officiating. It was well attended with there being around 50 parishioners present all suitably socially distanced. Such a shame we can't stop the traffic as it caused some disturbance.

We have had the payback team working in the village again this month and they had been hard at work to keep us tidy, this month it was hard to find enough work for them and again my thanks to Reverend Coles for finding work for them in the Churchyard.

Working with Jane we had also submitted a grant application to improve the facilities for the mature and also a sensory garden for those less fortunate than ourselves, we hope to hear before Christmas.

The Chairman had liaised with the Christmas events team and authorised for the installation of an additional Christmas tree to be placed near the Cubbington village sign, this would add a little more

festive cheer in these bleak times, it would not be illuminated but would be decorated. Our thanks go to the festive team for all their work behind the scenes.

Councillor Sellwood reported that the new picnic benches in Austen Court were regularly used, a good addition to the play area.

**RESOLVED THAT** the Chairman's report be received.

**226. Councillors Reports in brief**

• **Cllr Rev Coles**

Councillor Rev Coles thanked the Parish Council for the Christmas tree. He reported that the Payback Team had done a good job and had carried out a lot of work in the churchyard including clearing leaves.

The Parish News would be distributed today and would include the details of the planned Church services.

**227. District and County Councillors Reports for information**

**Councillor Pam Redford - WDC**

Grants - Councillor Redford reported that there were new Grants available from WDC. The details were available on the WDC website.

[www.warwickdc.gov.uk/info/20615/community\\_grants](http://www.warwickdc.gov.uk/info/20615/community_grants)

Christmas lights - The Christmas lights would be turned on in Leamington on Friday 27<sup>th</sup> November. The idea was to "light up Warwick District".

Residents of Warwick district had been invited to switch on their Christmas lights at home this year in tandem with the town centres

With restrictions still in place regarding events and large gatherings, and with the potential for further restrictions in the winter months, Warwick District Council had agreed with the relevant Town Councils to cancel this year's light switch-on events in Leamington, Warwick, Kenilworth and Whitnash.

**Councillor Sarah Boad - WCC**

Tip - Councillor Boad updated that the tip was open, and bookings were required. The system was working well, and users could access the tip with no queues.

Leamington Library - The Library wasn't open as normal but were offering a click and collect service for books and the opportunity to hire a laptop.

Help available - There are details on the WCC website including a phone number, where anyone in need can ring to receive assistance.

**Councillor Redford - WCC**

Councillor Redford confirmed that all relevant information was shared with the parish councils via the Clerks.

Pandemic - It was reported that two wards in Warwick District were in the top 5 in the County. They were Brunswick and Lillington. There had been an additional case at the Leamington School.

Bus stop - Councillor Redford reported that he had been dealing with this matter for over 18 months and finally approval had been received. A date for installation was awaited. It was noted that there was an undertaking that the Parish Council would be involved in where the bus stop would be positioned.

**ACTION:**

- (i) Further update once known.
- (ii) Councillor Redford to confirm that the bus stop would be the responsibility of WCC.

**Councillor Alan Boad (WDC)**

Free car parking - Councillor Boad updated that car parking in Warwick District car parks was free throughout December.

Budget -WDC had the challenge for finding savings of £3m next year and £6m the following year.

*Councillor Bosworth joined the meeting*

**Councillor Trevor Wright – WDC**

Grants - Councillor Wright updated on the available grants from WDC. £650,000 had been awarded to date.

HS2 - It was reported that a lot of work continued to take place with HS2 especially with discussions around affected roads, diversions and road closures.

**Councillor Phil Kohler**

Resurfacing – resurfacing work would commence on 7<sup>th</sup> December on Telford Avenue. Work would take place between 9am and 3pm and should be completed by 14<sup>th</sup> December 2020.

**228. Highways and Police**

**Nuisance motorbikes**

It was reported that incidents with nuisance motorbikes continued

**ACTION:** Clerk to report the lack of attention to deal with the anti-social behaviour to the police. Lack of response from the SNT was disappointing.

**Speeding**

Councillor Sellwood reported concerns of vehicles speeding from the Coventry Road.

**ACTION:** Contact PCSO Ed King requesting the speed watch be reinstated.

**229. Finance****229.1 payments PAID since the last meeting:-**

DATE	Ref	Payee/Details	Expenditure
14.10.20	E99	Mower for the Churchyard	£399.00
14.10.20	E100	Clerk Salary October	DPA
15.10.20	E101	Leamington Flooring (Pavilion) * (awaiting reimbursement)	£1,489.50
16.10.20	E102	Poppies Plants (Street planters)	£725.00
16.10.20	E103	Signs for Recreation Ground	£65.82
21.10.20	E104	HMRC tax for Clerk	DPA
24.10.20	E105	Parish News Printing and materials cost	£800.00
24.10.20	E106	J Chatterton (Christmas Supplies to Daniel Meggitt)	£112.53
24.10.20	E107	Defib Store (WI Grant)	£590.40
30.10.20	E108	WCC Pension Clerk Pension	DPA
30.10.20	E110	Clerk Expenses October	£81.20
30.10.20	E109	Ian Hodges key cutting - gate keys for the Clerk	£14.00
30.10.20	E111	Mr G Willoughby 5th 12th 19th 26th Oct Inspection costs	£107.08
13.11.20	E112	DS Wagstaff invoice 4097 Mowing costs	£220.00
13.11.20	E113	The Sign Shed (further signage)	£65.82
13.11.20	E114	TRANSFER CIL MONIES TO ACCOUNT 2	£73,183.88
13.11.20	E115	PSL Distribution Ltd Christmas lights	£78.00
13.11.20	E116	J Chatterton (Christmas Supplies to Daniel Meggitt)	£55.96
20.11.20	E117	J Chatterton (Christmas Supplies to Daniel Meggitt)	£9.89
20.11.20	E118	J Chatterton Salary November 2020	DPA
20.11.20	E119	HMRC Tax for Clerk November	DPA

**Income**

03.11.20		WDC CIL	£73,183.88
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**RESOLVED THAT** the payments be approved.

**230. Perimeter Reports**

Councillor Willoughby updated that he had carried out a detailed survey of the perimeters of the Recreation Ground and Austen Court. The report detailed the areas where fencing had been destroyed and more worryingly where residents had replaced the fencing with their own but had unlawfully encroached onto the Recreation Ground.

The trend of installing gated access onto the Recreation Ground had also increased.

**RESOLVED THAT**

- (i) the reports be noted.
- (ii) Further work to be carried out a "roots and branch" approach to be taken.
- (iii) Funds to be sought to re-fence the two sites.

**231. To seek Council Approval to resurface and extend the Pavilion car park**

Councillors were asked to approve the engagement of a contractor to extend and resurface the Pavilion car park. The current car park was small and didn't provide adequate parking or manoeuvrability for users. More parishioners were visiting the Recreation Ground and using the facilities. The car park extension would increase parking capacity and help prevent cars blocking neighbouring roads. The surface had broken down and needed replacing. The car park was in need of refurbishment and tidying up.

The quotation considered also included the installation of low-level metal fencing and a locked gate. The car park surface would be the same as previously installed, be of stone material and not a permanent surface such as tarmac or concrete. This would allow for the required drainage.

*Proposed Councillor Rev Coles      Seconded Councillor Willoughby      Unanimous*

**RESOLVED THAT:**

- (i) The car park resurfaced and extension quotation for £17,165.00 (plus VAT) be approved.
- (ii) The Clerk to contact the contractor and arrange for a commencement date.

**232. Path update**

As reported previously the path in the Recreation Ground was nearing completion. Many positive comments had been received. The spoil would be landscaped, and wildflowers and trees planted.

It was agreed that this was a great asset for the Recreation Ground.

**RESOLVED THAT** the update be noted.

**233. Benches and mature tree planting (Recreation Ground)**

It was noted that following on from the installation of the path more benches were required. It was agreed that the benches should be the same as those already installed.

Councillor Doug O'Donnell who had made the original benches had agreed to construct 11 new benches. 10 for the Recreation Ground and one for Penns Close.

A request had been received to purchase mature trees to be planted around the perimeter path, to create a uniform pattern to the trees already in place.

**RESOLVED THAT:**

- (i) It was approved to install 11 new benches.
- (ii) It was approved to plant more mature trees.
- (iii) Councillor O'Donnell to erect a "lean to" to the workshop for casting the concrete ends.

**234. Planning Matters**

**between 02/11/2020 and 08/11/2020**

Nothing to report

**between 09/11/2020 and 15/11/2020**

- 234.1 Appl. No: W/20/1513**  
Site: 9 Beaufort Avenue, Cubbington  
Proposed: erection of replacement single storey side/rear extension.

**RESOLVED THAT:** No comment.

- 234.2 Application No: W/20/1358 (RESUBMISSION)**  
Site: 26 Ladycroft, Cubbington, Leamington Spa, CV32 7NH  
Proposal: Erection of proposed single storey front, side and rear extension. Installation of side velux rooflight and rear dormer and formation of front parking area.

**RESOLVED THAT:** Parish Council had objected to the planning application. It was noted that an extension to time had been applied by WDC to allow the applicant to comply with conditions.

- 234.3 Appeal relates: 2 Penns Close, Cubbington**  
Proposal: Formation of rear decking and steps to facilitate access to the rear garden (part- retrospective application)  
Appeal ref no: APP/T3725/D/20/3260450  
Appeal Start Date: 12/11/2020

**RESOLVED THAT:** To be monitored.

**Between 16/11/2020 and 22/11/2020**

TBC

**235. Free Trees from Woodlands Trust**

The Parish Council had 600 small trees and hedge saplings that had been received from the Woodland Trust. It was felt that the saplings would not survive if planted now. The idea was to create a nursery on the Recreation Ground to plant and bring on the saplings.

**RESOLVED THAT** it was agreed to create a nursery area on the Recreation Ground.

**236. Neighbourhood Plan**

Councillor Watkins reported that the work had started on the NHP and was going well. Grants would be applied for at the appropriate time.

**RESOLVED THAT** the update be noted.

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

Parking issues – Councillor O'Donnell raised the issue with parked cars on the pavements on Brookfield Road.

Resurfacing – Windmill Hill requires resurfacing.

Parking problems – Councillor Sellwood reported that parking on Church Hill and Austen Court were preventing the bin lorry accessing bins and on occasions bins weren't emptied. Concern was

expressed that emergency service vehicles could be prevented from getting through. The problem was worse during school times.

Councillor Redford had requested that the fire service check the road for access, but unfortunately this was conducted during the school holidays.

**ACTION:**

- (i) illegally parked cars or those legally parked but causing an obstruction should be reported to the police.
- (ii) Clerk to write to PSCO Ed King and request he visits the area and monitor the situation.
- (iii) Agenda item for January's meeting.
- (iv) Councillor Sellwood to take photographs and send to the Clerk.

**238. Meeting dates 2021**

Thursday	28 <sup>th</sup> January 2021	7:00pm
Thursday	25 <sup>th</sup> February 2021	7:00pm
Thursday	25 <sup>th</sup> March 2021	7:00pm
<i>APRIL</i>		<i>NO MEETING</i>
Thursday	27 <sup>th</sup> May 2021	7:00pm ***
Thursday	24 <sup>th</sup> June 2021	7:00pm
Thursday	22 <sup>nd</sup> July 2021	7:00pm
<i>AUGUST</i>		<i>NO MEETING</i>
Thursday	23 <sup>rd</sup> September 2021	7:00pm
Thursday	28 <sup>th</sup> October 2021	7:00pm
Thursday	25 <sup>th</sup> November 2021	7:00pm

\*\* (including Annual Parish Meeting)

\*\*\* (including Annual Parish Council Meeting)

**RESOLVED THAT** the meeting dates be approved.

**239. Date of the Next Meeting**

The date of the next meeting was confirmed as 28<sup>th</sup> January 2021.

Meeting closed at 8:00pm