

## Cubbington Parish Council

Minutes of the Parish Council Meeting held at 7:00pm, 28<sup>th</sup> October 2021  
the meeting was held at Cubbington Village Hall

**Present:**

Councillor Stewart Bosworth	Councillor Nick Sellwood
Councillor Ian Hodges (Chairman)	Councillor David Saul (Vice Chairman)
Councillor Doug O'Donnell	Councillor Paul Watkins
Councillor Esther McCarthy	

Warwick District Councillors: Councillor Trevor Wright, Councillor Alan Boad

Warwickshire County Council: Councillor Wallace Redford

Residents: 4

In Attendance: Jane Chatterton, Clerk & RFO

PCSO Sharon Underwood  
PCSO Craig Richardo (Kenilworth)

The Chairman welcomed everyone to the meeting.

**334. Apologies**

Apologies for absence were received from Parish Councillors; Councillor Rev Graham Coles, Councillor Andrea Dean, Councillor Gary Willoughby and Councillor Pete Smith.

WDC Councillors; Councillor Pam Redford, Councillor Daniel Russell and Councillor Phil Kohler.

WCC Councillors; Councillor Sarah Boad

**335. Declarations of Interest**

Declarations of interest were received from:

Councillor Ian Hodges	-	Village Hall Committee
Councillor Doug O'Donnell	-	Village Hall Committee
Councillor David Saul	-	Village Hall Committee & Pavilion Committee
Councillor Esther McCarthy	-	Pavilion Committee

**336. Minutes of previous meeting:**

The minutes of the Parish Council Meeting held on 23<sup>rd</sup> September 2021 were received and discussed.

**RESOLVED THAT** the minutes of the parish council meeting held on 23<sup>rd</sup> September 2021 be approved.

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

Councillor Sellwood asked if the figures had been received, requested from the PCC at September's meeting.

**ACTION:** Chase the figures.

**338. Public participation**

No one wished to speak.

**339. Correspondence**

Nothing to report.

**340. Attendance by Local Police Team**

Officers attended and shared a police report update.

Cubbington Primary School had been nominated for a road safety scheme, "Cars and kids don't mix".

Nottingham Knockers - It was reported that Nottingham Knockers were operating in the area. Advice was to call the police, provide a description and a direction of travel. It was noted that some could be forceful, putting their foot in the door trying to gain access. This form of "selling" was totally illegal. Everyone was asked to look out for the vulnerable in the Community.

Various useful leaflets were distributed to those present.

It was noted that there had been an RTA which had resulted in the bench at the top of Windmill Hill being demolished.

Councillor Saul thanked the Officers for attending. It was noted that PCSO, Sharon Underwood was a very hard-working officer, all endorsed this and thanked her for her commitment to the community.

Councillor Sellwood raised concern that recently 2 ambulances found difficulty in trying to enter Austen Court, fortunately they could get through. The parking issues were causing problems and residents were worried that emergency services may not be able to get through at some point. The double yellow lines were ignored.

**ACTION:** Councillor Wallace Redford would bring the matter to WCC attention and try and get some enforcement action at school start and end times.

Drugs in Cubbington – Officers were asked if they felt that drugs were on the decline in Cubbington. It was noted that County lines were a big problem over the UK and police were tackling incidents all the time, including cultivations. All incidents need reporting to the police. Everyone was asked to look out for any vulnerable residents who could be being abused by being "cuckooed".

**ACTION:** Pavilion light to be put on a sensor.

**341. Chairman's Report**

We have finally had all of the work completed by the contractors and all equipment has been installed. The leaking roof in the shelter of the sensory garden has also been rectified. We are now happy that the work has at long last been completed and will apply for the Grant Funding from Groundworks to pay the Contractor's invoice.

ROSPA carried out the Annual Inspection this month, which is a requirement. This is in addition to our Playground Inspector who carries out twice weekly checks on our equipment in the two playgrounds, ensuring it is safe and notifies the Parish Council of any work required. Gary does a great job!

As the season is changing we will soon be removing the Summer bedding from the Sensory Garden and planting 100s of Spring bulbs including Daffodils, Hyacinths and Tulips to add colour and fragrance.

WDC have been asked to replace the old waste bins in the Recreation Ground, work will include removing the old dog waste bin by the play area and installing a new one by the path.

The football pitch is being used more and the Parish Council are investigating grants to pay for work to improve the pitch.

Now that it is over 12 months since the Playground Update Phase 1 was completed the Clerk is now tasked with creating a report detailing how the work has been received and how it has benefited the Community.

**Pavilion**

I arranged and held a meeting with a structural engineer to investigate the possibility of changing the interior walls in the Pavilion building with a view to making the area more suitable to hire out for activities. We have received his report and have held a meeting with building control to see what their requirements are. We now need to decide if it is financially beneficial to do the changes that are available to us.

**Secure shed**

The items stored in the shed have now been tagged and suitable signs have been installed. We anticipate electricity being installed with lighting and power for the pump also an alarm in the next few days.

**Community PayBack**

The Community Payback Team are now only working on Thursdays as their team leaders have reduced. Fortunately, at this time of year the workload is less so this does not cause us any issues.

**Village Hall**

I have had several meetings with Jane our Clerk regarding the Village Hall. This is ongoing and we are extremely pleased with all of the work that Karren has done including the new website, Facebook Page. Karren has seen an increase in bookings from different types of hirers.

**CCTV**

We are still working on the CCTV with the planning department.

**CSW**

CSW has been active within the village.

**342. Councillors Reports in brief**

- **Cllr Saul - Community services**

**Santa Run**

It was reported that the Pavilion Committee were organising the Santa run this year. This would be on Wednesday 1<sup>st</sup> December starting at 5:30pm. The event had been advertised on social media and via posters. The route was available online, starting from the Pavilion.

**Village Christmas light switch on**

The date for the Christmas light switch on is 5<sup>th</sup> December in the centre of the village. 5pm to 7pm. Festive drinks, stalls and entertainment would be available.

**2022 Calendar**

Councillor Saul had met with Daniel Meggitt and the proofs for the 2022 calendar had been finalised. The calendar would be for sale soon. The profits this year would go to a Cancer Charity, "Look Good Feel Better".

The Chairman added that the Parish Council would be installing lights on Windmill Hill again this year. The idea would be to add lights to the existing tree and power from the signage.

- **Cllr Saul – Pavilion Committee**

It was reported that the Committee were having difficulty in letting the building. The Pavilion Committee Chairman, had shown 6 organisations around the building recently, all said that the building was too narrow to be able to host their activity. Work had begun at looking at ways to alter the building and remove the dividing wall. A meeting had taken place with a Structural Engineer. Members of the Parish Council had also met with Building Control.

Work was ongoing and a report would be shared once completed.

- **Karen Meggitt – Interim Village Hall Manager (VHM)**

It was reported that bookings had increased, and the work carried out by the VHM had now started to make a real difference.

Information on the increase in bookings had been circulated.

<b>July-Sept</b>	<b>Regular hires</b>	<b>Party bookings</b>
July	£291	£0
August	£545	£0
September	£819	£371
<b>Total</b>	<b>£1,655</b>	<b>£371</b>

Councillor Saul as representative on the Village Hall Trust Committee updated that Karren Meggitt had been appointed as Interim Village Hall Manager. The initial appointment of the Interim Village Hall Manager had been for 3 months. This was coming to an end. The work carried out by Karren

had been successful in increasing bookings and publicising the Village Hall. Many ideas had been put forward to the Parish Council for turning the Village Hall into a valuable “Community space” for the residents of Cubbington. Also events, social evenings and further activity ideas had been discussed.

To allow these ideas to be progressed further, it was proposed to continue with the arrangement until the end of the Financial Year. (31<sup>st</sup> March 2022).

*Proposal: Councillor Saul                      Seconded: Councillor Watkins                      Carried: 4:3*  
*(Cllrs Watkins, Saul, Hodges and Mrs McCarthy in favour)*  
*(Cllrs O’Donnell, Bosworth and Sellwood abstained)*

**RESOLVED THAT:** The Parish Council voted in favour of the continuation of the arrangement for the role of the Internal Village Hall Manager continuing until 31<sup>st</sup> March 2022.

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

#### **Councillor Alan Boad**

It was reported that the consultation on the South Warwickshire Local Plan had finished. This would be discussed next week.

The formation of the Super District (WDC and Stratford) was still out for consultation.

#### **Councillor Trevor Wright**

Councillor Pam Redford and Councillor Wright had spent half a day with Coventry Gateway, the key point was they were looking to put together a grant fund. Extended range and Cubbington would be included in the area.

It was noted that challenging times were ahead as things go forward financially. The waste contract has been appointed to BIPPA. The current operator’s contract runs out in August.

#### **Councillor Wallace Redford**

All email updates had been received and disseminated via the Clerk.

Covid – over the past 10 days throughout the County there had been at least 10 deaths, attributed to Covid. Since yesterday unfortunately there had been a further 3.

Infection rates throughout the County were up and also up in Warwick District. Those in the top 5 in the County, included Lillington and Witnash. The infection rate in this area was high. 3 out of 4 of the local hospitals were over 90% full.

To date in the County 419,234 had received their second vaccination. There was a big push for everyone eligible to book in for their booster.

20mph – a working group had been set up and work was going on at the moment. The final report would be available by the end of the year/early January on the provision of 20mph roads. Hopefully, it would then be easier for an area to get 20mph zones.

Working party looking at electric charging points in the County and a budget is set aside for installing electric charging points.

Sign on Windmill Hill – **ACTION:** Councillor Redford to raise with WCC. Either fix or remove it.

#### 344. Highways and Police

Police covered earlier in the meeting.

#### Offchurch Road

Councillor Bosworth raised the issue with the Offchurch Road roadworks. There were traffic lights at either end of the roadworks but when coming off their drives residents cannot tell if the lights were on red or green. Potential for a head-on collision.

**ACTION:** Councillor Redford will raise the issue.

#### 345. Finance

##### 345.1 payments PAID since the last meeting:-

##### 2021-22

DATE	REF	DETAILS	EXPENDITURE
16.09.21	E142	Flowers	£42.98
16.09.21	E143	J Chatterton Clerk Salary September	DPA
16.09.21	E144	J Chatterton postage, and printer ink	£140.12
16.09.21	E145	HMRC tax and NI for Clerk	DPA
16.09.21	E146	WCC Pension Sept Employee & Employer Contribution	DPA
16.09.21	E147	Metcalfe Timer & Builders Merchants	£1,125.57
30.09.21	E148	Bank Charges Account 1	£18.00
13.10.21	E149	J Chatterton Bulbs for Sensory Garden	£93.98
13.10.21	E150	J Chatterton reimbursement Office 365	£59.99
13.10.21	E151	Mr D O'Donnell reimbursement bulbs	£15.10
14.10.21	E152	B&PS See Statement 30 09 21 various invoices	£637.46
14.10.21	E153	SPS Monthly Payroll – September	£12.00
14.10.21	E154	DS Wagstaff invoice 4302	£665.00
14.10.21	E155	B&PS 1/2118206 compost	£54.00
14.10.21	E156	Zurich - uplift for new equipment & Christmas	£217.03
14.10.21	E157	J Chatterton web hosting reimbursement	£5.99
14.10.21	E158	Mr G Willoughby invoice 00038 Sept	£130.00
14.10.21	E159	Mr I Hodges - reimbursement tools	£21.99
14.10.21	E160	Mr I Hodges - reimbursement poppy wreath	£40.00
15.10.21	E161	J Chatterton - Salary October	DPA
15.10.21	E162	HMRC tax & NI for Clerk October payment	DPA
15.10.21	E163	WCC Pension Oct Employee & Employer Contribution	DPA
19.10.21	E164	TSS Surveyors Ltd Pavilion Survey	£650.00
19.10.21	E165	J Chatterton reimbursement INK & OAP Grant	£233.28
19.10.21	E166	J Chatterton Reimbursement laptop battery	£49.94
19.10.21	E167	TYCO Integrated Fire & Security CCTV equipment	£7,400.00

#### INCOME

30.09.21	R	WDC Half Year Precept	£25,695.00
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**RESOLVED THAT** the payments be approved.

**345.2 Bank Reconciliation 30<sup>th</sup> September 2021**

The Bank Reconciliation 30<sup>th</sup> September 2021 was received and discussed.

**Balance per bank statements as at 30.09.21:**

Main Account		£78,707.70	
Account 2		£16,968.74	
			<b>£95,676.44</b>
Petty cash float (if applicable)			£0.00
Less: any un-presented cheques as at 30.09.21		£0.00	
			£0.00
Add: any un-banked cash as at 30.09.21			
		£0.00	
			£0.00
<b>Net balances as at 30.09.21</b>			<b>£95,676.44</b>

**CASH BOOK**

Opening Balance 1st April 2021	Acc 1	£43,532.73	
	Acc 2	£16,968.74	
			£60,501.47
Add Receipts up to 30th Sept 2021			£157,445.83
Less: Payments up to 30th Sept 2021			£122,270.86
Closing balance per cash book as as 30th September 2021			<b>£95,676.44</b>

<b>BALANCE BREAKDOWN at 30.09.21</b>		
CIL (restricted)	£28,967.00	
Parish Council Reserves Ringfenced	£25,000.00	
Parish Council 2021 22 to meet exp	£41,709.44	
<b>TOTAL</b>		<b>£95,676.44</b>

**RESOLVED THAT** the Bank Reconciliation 30<sup>th</sup> September 2021 be approved.

**346. Budget 2022-23**

Councillors were asked to review the draft budget.

**ACTION:** Agenda item for November's meeting.

**347. Planning Matters**

Nothing to report.

**348. Neighbourhood Plan**

Councillor Watkins updated that the questionnaire had been submitted to be included on the website.

A further update would be provided in November.

**349. HS2 Update**

It was noted that HS2 Representatives were attending November's meeting.

**350. Governance**

The following policies had been reviewed. No updates had been identified.

- 350.1 Community Engagement Policy
- 350.2 Complaints Policy
- 350.2 Vexatious Complaints Policy
- 350.3 Risk Assessment Policy
- 350.4 Data Protection Policy
- 350.5 Equal Opportunities Policy
- 350.6 GDPR Privacy Notice
- 350.7 Health & Safety Policy

**RESOLVED THAT** the above policies be approved.

**ACTION:** Purchase a first aid kit for the Recreation Ground.

**Councillor emails****ACTION:**

- (i) Councillors to have a dedicated CPC email account.
- (ii) Councillor Watkins and Clerk to set up emails.
- (iii) CPC Email Policy to be created.

**351. Remembrance Sunday**

Remembrance Sunday Service would take place on 14<sup>th</sup> November. The two Parish Council wreaths had been purchased. Those taking part would meet at 10:30am, with a march off at 10:45am.

**352. Christmas activities**

These were being finalised.

**353. VAS Signs**

Discussion took place to establish a working party to look at safety speed signs throughout the parish. The feasibility of establishing ANPR cameras that catch number plates to be explored. Careful consideration would need to be given in relation to obtaining or storing data.

The Working Party Group to include:  
Councillors Hodges, Saul and Bosworth.

**354. Updates to the Pavilion**

Discussed previously.

**355. CCTV update**

Application had been submitted for planning permission to install the required 6m pole.

**356. CIL Fund projects**

Councillors were asked to bring forward project ideas that could be carried out with CIL funding.

**ACTION:** Discussion for a future meeting.

**357. Meeting Dates 2022**

The dates for Parish Council meetings 2022 were discussed.

Thursday 27<sup>th</sup> January 2022 at 7pm

Thursday 24<sup>th</sup> February 2022 at 7pm

Thursday 24<sup>th</sup> March 2022 at 7pm

*APRIL NO MEETING*

Thursday 26<sup>th</sup> May 2022 at 7pm\*\*

Thursday 23<sup>rd</sup> June 2022 at 7pm

Thursday 28<sup>th</sup> July 2022 at 7pm

*AUGUST NO MEETING*

Thursday 22<sup>nd</sup> September 2022 at 7pm

Thursday 27<sup>th</sup> October 2022 at 7pm

Thursday 24<sup>th</sup> November 2022 at 7pm

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

**RESOLVED THAT** the dates be approved.

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

Nothing to note.

**359. Date of the Next Meeting**

To confirm the date of the next meeting as **Thursday 25<sup>th</sup> November 2021 at 7:00pm**

Meeting closed at 8:15pm