

CUBBINGTON PARISH COUNCIL

Clerk to the Council:

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20th October 2022

Dear Councillor

You are hereby summoned to attend the meeting of Cubbington Parish Council being held on 27th October 2022 at 7:00pm, meeting to be held at the Pavilion. If you are unable to attend, please forward your apologies to the Clerk.

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item 5 below. The public may ask questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

J Chatterton

Jane Chatterton CiLCA PSLCC
Clerk & RFO to the Parish Council

Members of the public and press are welcome to attend

1. **Apologies:** To receive apologies and approve reasons for absence
2. **Declarations of Interest:**
 - (a) Councillors are reminded of the need to keep their Register of Interests form up to date
 - (b) To declare any Disclosable Pecuniary Interests in agenda items and their nature
 - (c) To declare any Other Disclosable Interest in items on the agenda and their nature
 - (d) Written requests for the council to grant a dispensation (s33 of the Localism Act 2011) are to be lodged with the clerk in advance of the meeting
3. **Councillor Co-option**
Recommendation: co-option of new councillors and completion of paperwork
4. **Minutes of previous meeting:**
Recommendation: To approve minutes of the Parish Council Meeting held on 28th July 2022
5. **Matters Arising not listed on the agenda**
6. **Public participation:** To adjourn to allow public participation.
Members of the public may not take part in the Parish Council meeting and the Parish Council cannot pass a resolution on matters raised during public participation that are not on the agenda. Residents are invited to give their views and raise questions to the Parish Council. Please keep to two minutes or less to make your point. If you wish items to be on the agenda you may raise them with a Councillor or the Clerk at least a week before each meeting, or for the next agenda during Public Participation.
7. **Correspondence**
Recommendation: discussion
8. **Chairman's Report**
Recommendation: Receive/note the Chairman's Report
9. **Councillors Reports in brief**
Recommendation: Receive/note updates from:
 - Cllr Saul - Community services
 - Cllr Meggitt – Pavilion Committee

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10. District and County Councillors Reports for information

Recommendation: Receive reports from:

WDC Councillors; Cllr Pam Redford and Cllr Trevor Wright and *WCC Councillor;* Cllr Wallace Redford
WDC Councillors; Cllr Alan Boad and Cllr Phil Kohler, Daniel Russell and *WCC Councillor;* Cllr Sarah Boad

11. Highways and Police

Recommendation: Receive updates

11.1 Austen Court bin

Recommendation: discussion

12. Finance

12.1 payments PAID since the last meeting:-

2022-23

DATE	REF	DETAILS	EXPENDITURE
26.07.22	E105	Mr I Hodges – Black country metal memorial	£159.79
26.07.22	E106	J Chatterton Clerk Expenses	£131.99
26.07.22	E107	B&PS Invoice 1/2259797 bark for Rec Ground	£150.00
26.07.22	E108	J Chatterton Clerk salary July	DPA
26.07.22	E109	HMRC Tax & NI Employee & Employer	DPA
26.07.22	E110	WCC Pension Employee & Employer July 22	DPA
26.07.22	E111	Tolan Training First Aid Cubbington Fun Day	£150.00
26.07.22	E112	Mr I Hodges - Watering and Tree Mulching	£229.40
26.07.22	E113	Ruman Blandal VH Expenditure	£25.00
26.07.22	E114	Eve Lidderth VH Expenditure	£25.00
01.08.22	E115	Josephs Amazing Camels Deposit Invoice 771/2022	£600.00
01.08.22	E116	J Chatterton Stamps	£17.92
01.08.22	E117	Wagstaff inv 4504 July	£510.00
01.08.22	E118	Mr G Willoughby Playground Inspection Invoice 00047 July	£200.00
01.08.22	E119	J Chatterton Sensory Garden plants	£75.26
05.08.22	E120	SPS Payroll Inv 9897 July	£12.00
05.08.22	E121	J Franks Maintenance Officer July	£213.19
08.08.22	E122	Minuteman Press CPC Newsletter	£540.00
10.08.22	E123	Mr I Hodges CCTV Install & Watering	£232.15
20.08.22	E124	J Chatterton Clerk Salary August	DPA
20.08.22	E125	HMRC Tax & NI Employee & Employer	DPA
20.08.22	E126	WCC Pension Employee & Employer August 22	DPA
20.08.22	E127	Distribution of Annual Newsletter reimb JLC	£140.00
20.08.22	E128	J Chatterton Clerk Expenses	£131.99
31.08.22	E129	TYCO CCTV Commissioning of camera TY036310	£919.80
31.08.22	E130	TYCO CCTV Installation TY036211	£3,451.25
31.08.22	E131	J Chatterton Paperstone stationery	£94.75
31.08.22	E132	Wellers Hadley	£1,080.00
07.09.22	E133	J Chatterton Rec Ground Strimmer	£228.78
07.09.22	E134	SPS Payroll Inv 9985 August	£12.00
07.09.22	E135	Mr G Willoughby Invoice 00048 August	£170.00
07.09.22	E136	DS Wagstaff Invoice 4534	£255.00
07.09.22	E137	PKF Littlejohn External Auditor 2021 22	£960.00
21.09.22	E138	Mrs L Montgomery Key holder fee	£150.00
21.09.22	E139	ROSPA – Annual Inspections	£214.20
21.09.22	E140	Mr J Franks	£203.20

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21.09.22	E141	J Chatterton Salary September	DPA
21.09.22	E142	HMRC Tax & NI Employee & Employer	DPA
21.09.22	E143	WCC Pension Employee & Employer September 22	DPA
21.09.22	E144	J Chatterton Stamps	£22.80
21.09.22	E145	J Chatterton Clerk Expenses	£113.99
21.09.22	E146	Mr I Hodges expenses	£76.34
26.09.22	E147	Hawkesbridge Path inv 2586/3748	£5,100.00
26.09.22	E148	Mr D Meggitt Cubbington Fun Day gazebos	£518.40
26.09.22	E149	Elegant Balance for Pavilion Wall	£14,209.00
30.09.22	E150	ACCOUNT 1 Bank Costs	£27.90
30.09.22	E51	Bank Charges Acc 2 Excel formula to show AC 1 correct	£18.60
06.09.22	E152	DS Wagstaff Invoice 4559	£510.00
06.09.22	E153	Mr I Hodges reimbursement Poppy Wreath	£40.00
06.09.22	E154	SPS Payroll Invoice 10094 September	£12.00
06.09.22	E155	J Chatterton Compost Planters & tree surround	£232.58
06.09.22	E156	Mr G Willoughby Play Ground Inspection invoice 00049	£118.50
06.09.22	E157	J Chatterton Compost & Plants Planters for VH	£108.00
06.09.22	E158	Abstract Christmas Lights	£313.15

**INCOME
2022-23**

30.09.22	R	WDC Half Yearly Precept	£27,480.00
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12.2 Bank Reconciliation 30th September 2022

Recommendation: Receive and approve

12.3 Quarterly Report 30th September 2022

Recommendation: Receive and approve

12.4 Grant Request

Recommendation: discussion with view to approve

13. Governance

Recommendation: discuss and approve the following policies

1. CCTV Policy October 2022 (new)
2. Community Engagement Policy October 2022
3. Complaints Procedure October 2022
4. Grant Awarding Policy October 2022
5. Model Publication Scheme October 2022
6. Risk Assessment October 2022
7. Training Policy October 2022
8. Data Protection Policy October 2022
9. Equal Opportunities Policy October 2022
10. Privacy Notice October 2022
11. Health & Safety Policy October 2022
12. Child & Vulnerable Adult Protection & Safeguarding Policy October 2022
13. Vexatious Complaints Policy October 2022

14. Purchase of VAS Signage on the Rugby Road

Recommendation: discussion

15. Installation of a Pedestrian Crossing outside the entrance to Hazelwood

Recommendation: discussion

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16. Bus Shelter Offchurch Road

Recommendation: discussion

17. Bus Shelter roof tops

Recommendation: discussion

18. Planning Matters

Recommendation: Discuss any planning matters

19. Neighbourhood Plan

Recommendation: Receive an update

20. HS2 Update

Recommendation: Receive an update

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

Councillors are requested to use this opportunity to report minor matters of information (this is for matters which come up after the agenda is published) or action, not included elsewhere on the Agenda, and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

22. Date of the Next Meeting

To confirm the date of the next meeting as **Thursday 24th November 2022**