

## Cubbington Parish Council

Minutes of the Parish Council Meeting held at 7:00pm, 28<sup>th</sup> July 2022  
the meeting was held at Cubbington Village Hall

**Present:**

Councillor Andrea Dean                      Councillor Paul Watkins  
Councillor Daniel Meggitt                  Councillor Gary Willoughby  
Councillor Esther McCarthy  
Councillor David Saul (Vice Chairman)  
Councillor Val Roberts

Warwick District Councillors:              Councillor Alan Boad, Councillor Phil Kohler, Councillor Daniel Russell

Warwickshire County Council:              Councillor Sarah Boad

Members of the public:                      9

In Attendance:                                  Jane Chatterton, Clerk & RFO

The Chairman welcomed everyone to the meeting. Councillor Saul was in the Chair.

**482. Apologies**

Apologies for absence were received from Parish Councillors; Councillor Ian Hodges, Councillor Pete Smith and Councillor Jack Gibson.

WDC Councillors; Councillor Trevor Wright, Councillor Pam Redford. WCC Councillor; Councillor Wallace Redford.

**483. Declarations of Interest:**

Declarations of Interest were received from:

Councillor David Saul                      -              Pavilion Committee  
Councillor Daniel Meggitt                  -              Pavilion Committee  
Councillor Esther McCarthy              -              Pavilion Committee

**484. Councillor Co-option**

It was reported that 2 applicants for the vacancies had been interviewed. A further 2 would be held shortly. Successful applicants would be co-opted at September's meeting.

**485. Minutes of previous meeting:**

The minutes of the Parish Council Meeting held on 23<sup>rd</sup> June 2022 were received and discussed.

**RESOLVED THAT** the minutes of the Parish Council held on 23<sup>rd</sup> June 2022 be approved.

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

There were no matters arising.

**487. Public participation**

There were no members of public who wished to speak.

**488. Correspondence**

All information supplied by WDC and WCC Councillors had been circulated. There was nothing further to note.

**489. Chairman's Report (Councillor Ian Hodges)****Community Payback Team**

We have had a reduced number on the Payback Team attending site in recent weeks, this is due to a change in policy. As a result, I helped the Team out by carrying out some of the tasks that they usually completed. This has included strimming the drainage ditch on the boundary with Boddington Close on the Recreation Ground. This then allowed them to do other vital work in the Recreation Ground to ensure it is kept in good order. The Payback Team also continues to look after the Churchyard with strimming, grass cutting and hedge cutting.

**Essential Watering**

With the lack of rainfall, we have also watered the trees at both Austen Court and the Recreation Ground, we have used around 8,000 litres of rainwater from our rainwater harvesting system. The system is proving to be an invaluable asset to Cubbington PC, saving both money and adding to our green credentials.

We have also mulched the more recently planted trees to help them with the lack of rain. Thanks must go to Councillor David Saul for his help in the mundain task.

**Pavilion**

A big thank you to all the team of the Pavilion Committee and volunteers who organised and ran the Cubbington Fun Day. In spite of the heat, it proved to be a great day and funds were raised to help repair the St Mary's Church clock. A good day was had by all and a special thanks to Councillor Daniel Meggitt and Karen Meggitt for the work they put in to make it the success it was.

**Village Hall**

New CCTV has been installed to monitor and record the car park at the Village Hall.

Following termination of a hirer agreement, work was carried out to remove their equipment from the Village Hall. Despite only being hourly hirers of the Village Hall removal could not be completed in the 8 hours allocated for the task.

Further time has been allocated and the remainder will be removed by the end of the month. They have also requested to relocate their storage shed so this will also be removed from site within the next 2 weeks.

This action has caused a great deal of false stories being spread which are baseless. The PC has issued a statement which was circulated in the parish magazine to provide the factual information and correct the malleolus false comments.

Unfortunately, on 29<sup>th</sup> June items belonging to the Village Hall and Parish Council were taken from the Parish Council's Workshop. The Workshop was locked but the perpetrators gained unlawful entry. The CCTV footage has been stored onto a flash drive and this is now an ongoing police matter.

Initialled

We have had an energy performance inspection done at the village hall to ensure its continued viability. The report is fairly damning as expected and produced a long list of items that need to be addressed to ensure it is efficient and fit for purpose. This is being discussed by the Village Hall Working Party.

The external locks have been changed to the rear of the Village Hall to make them easier to use and also to increase security.

### **Graffiti in the Recreation Ground**

Using the CCTV that is installed in the Recreation Ground and working with the police we have been able to supply information and recordings to enable the police to visit those responsible.

In one instance the graffiti was removed by the perpetrator and the remainder was removed by me.

This we hope gives a clear message that we will not tolerate the defacement of the property of Cubbington parishioners.

### **Rev Graham Coles**

The plinth has now been installed in the Recreation Ground along with a tree guard which are in line with his family's wishes. We believe this to be a suitable memorial to our lost college who did so much for our community.

### **Children's play area**

The CCTV mast has now been installed in the Recreation Ground with live feed back to the WDC centre. This provides additional security to the assets of Cubbington and will make the area much safer and hopefully deter any more graffiti.

## **490. Councillors Reports in brief**

### **Councillor Meggitt - Community services**

Rev Graham's Plaque – the plaque had been installed by the Pear Tree in the Recreation Ground. A protective wrought iron shield has also been installed around the tree. The plaque was fitted this week, the wording provided by Sam.

Fun Day – decision was taken to hold the event despite the hot weather. Gazebos were purchased to provide extra shade and some stalls and events were cancelled. The Cubbington Silver Band kicked off the event. Spellbound a local dance group put on a couple of performances which everyone enjoyed.

It was noted that key people made the event happen. Thanks was given to all involved, without their input the event would be able to take place. £700 was raised for the repair of the Church Clock.

Good constructive feedback had been received.

Christmas event – Christmas Light switch-on would take place on the afternoon of 20<sup>th</sup> November.

Pavilion – the internal wall will be removed w/c 6<sup>th</sup> September and will open up the internal space. The work would take 2 weeks to complete and would make the building easier to rent. The rear garden is very close to being finished.

Initialled

The Parish Council had installed the fence and a shed base. The Pavilion Committee had paid for the purchase of the shed and a gardener will be completing the planting.

The ramp outside the building was painted by Councillor Saul, enhancing the front area very nicely.

The Banking arrangements for the Pavilion Committee had been updated for internet banking and was now set up and ready to go.

The Parish Council thanked Councillor Meggitt for organising the Fun Day and other events that take place in the Parish.

#### **491. Village Hall Update**

##### **491.1 Theft from Parish Council Workshop**

It was reported that equipment belonging to the Parish Council and the Village Hall which had been stored in the Parish Council Workshop had been stolen. This had been captured on the Village Hall CCTV.

Nothing further could be added as this was now part of an ongoing legal process and prosecution. Once able to do so, all information would be divulged.

##### **491.2 Update from the Village Hall Working Party**

It was noted that with the current increase in fuel bills, mainly electricity costs, the Village Hall Working Party were looking at ways to reduce expenditure. The cost of Water bills were also being looked at.

##### **491.3 Removal of Cubbington Players equipment and their request to remove their shed**

It was noted that the Cubbington Players were working with the Interim Village Hall Manager with a date to remove their equipment from site.

The Players had claimed the storage shed they used as being theirs and had requested this be removed. It was expected the contents would be removed before the end of July with the shed taking a little longer.

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

##### **WCC Update - Councillor Sarah Boad**

Consultation regarding the Fire and Rescue - The WALC meeting had taken place last night and information had explained the risk. Councillor Sarah Boad would be co-ordinating the quarterly meetings. The next meeting would take place in the Autumn. Councillors are encouraged to respond to the information circulated.

**ACTION:** Councillor Sarah Boad to send the Clerk the link. Councillors to respond.

Kelvin Road Shops – a meeting had taken place 3 weeks ago to look at the issues with parking. The road was very congested with parked vehicles. This was impacting on the newsagent. There was still some confusion of which part of the highway belonged to who. Four of the A-boards, were moved back to where they should be sited.

Discussion had taken place of introducing “limited time parking” restrictions, but it was acknowledged that how this would be supervised would need to be reviewed.

Initialled

Many options of how to make improvements were looked at. A further review of parking would be looked at during the school holidays to see if the school parking was also adding to the congestion.

Unfortunately, this was a stressful situation amongst the business owners, and it is hoped that the visit has relieved some of the tension.

#### **WDC Update - Councillor Alan Boad**

Commonwealth Games - It was noted that the Commonwealth Games had started today, and the event would be running for 2 weeks. The Cycle races would take place on the 7<sup>th</sup> August, it was free to go and watch along the circuit. The Men's race would be 9 circuits and the Women's race would be 6 circuits.

Areas in the local parks had been organised for people to go and watch the events on the big screens for free.

Waste Collections – it was reported that the Contractor for the Waste Collection service started next week. The Green Waste Bin was no longer a free service, residents must purchase a permit which had to be attached to the bin. One permit per bin was required. The cost for the remainder of this year would be £20. From next year it would be £40 per year.

Any unwanted green bins will be removed in the Autumn. There were issues because residents can only pay for the permit via the internet as WDC does not take cash or cheques. This was being worked on. The delivery of the food bins (caddies) was delayed. WDC were prioritising issuing of the food bins.

It should be noted that some of the collection dates were changing.

WDC website – it was noted that the WDC website now had a button on the front page which takes users to “frequently asked questions”. There is also the WDC App. This has various pieces of information including who your local councillors are, bin collections each week etc. More information would be added once it becomes available.

Tip – entrance to the tip continued via the booking system but bookings can now be made on the day, it doesn't have to be the day before. You can also go as often as you like, the restrictions had been lifted.

Queens Head Pub- the Pub is open again. It was suggested that the Parish Council could register a Community Right to Bid.

#### **493. Highways and Police**

It was reported that the play equipment in the Play area had been vandalised with spray paint. This was caught on CCTV. The Police visited the parents and were requested to clean the equipment.

**494. Finance****494.1 payments PAID since the last meeting:-****2022-23**

DATE	REF	DETAILS	EXPENDITURE
20.06.22	E80	J Chatterton Clerk Salary June 2022	DPA
20.06.22	E81	HMRC Tax & NI Employee & Employer	DPA
20.06.22	E82	J Chatterton SLCC Training Coms & Playgrounds	£54.00
20.06.22	E83	WCC Pension Employee & Employer June 22	DPA
23.06.22	E84	Clerk expenses June 2022	£94.09
23.06.22	E85	Hawkesbridge 2329/3582 Ramp for shed	£216.00
23.06.22	E86	J Chatterton Viking reimbursement	£59.59
23.06.22	E87	I Hodges remib tank valves, plants labour. Stage	£145.28
23.06.22	E88	CCTV Mast installation	£3,642.00
30.06.22	E89	Manual credit handling	£0.90
30.06.22	E90	ACCOUNT 1 Bank Charges	£31.95
30.06.22	E91	Bnk Charges Acc 2	£21.90
<b>JULY</b>			
08.07.22	E91	SPS Payroll Invoice 9816 June	£12.00
08.07.22	E92	DS Wagstaff Invoice 4480 June	£715.00
08.07.22	E93	D Meggitt - Jubilee event reimbursement	£141.00
08.07.22	E94	EON	£15.46
08.07.22	E95	J Chatterton – Anti-graffiti wipes	£81.30
08.07.22	E96	J Chatterton - Plaque balance	£462.26
08.07.22	E97	Mr I Hodges – Reimbursement	£68.20
08.07.22	E98	Mr J Franks - Sensory Garden	£210.18
19.07.22	E99	D Meggitt - jubilee reimbursement adjustment	£1.00
20.07.22	E100	Abstract - Jubilee signage	£234.00
20.07.22	E101	Abstract - Jubilee signage	£190.80
20.07.22	E102	St Marys Church - Newsletter budget	£300.00
20.07.22	E103	J Chatterton Skip hire	£282.00
20.07.22	E104	Kirkwells Ltd NHP	£1,944.00

**INCOME****2022-23**

17.05.22	R	WDC Queens Platinum Fund	£1,000.00
08.07.22	R	WCC Greenshoots Fund	£3,702.00

**RESOLVED THAT** the payments be approved, and the Income be noted.

**494.2 Bank Reconciliation 30<sup>th</sup> June 2022**

The Bank Reconciliation 30<sup>th</sup> June 2022 was received and discussed.

**Balance per bank statements as at 30.06.22:**

Main Account	£56,423.71	
Account 2	<u>£77,541.29</u>	
		<b>£133,965.00</b>
Petty cash float (if applicable)		£0.00
Less: any unrepresented cheques as at 30.06.22	£0.00	

	£0.00
Add: any un-banked cash as at 30.06.22	
	£0.00
	£0.00
<b>Net balances as at 30.06.22</b>	<b>£133,965.00</b>

**CASH BOOK**

Opening Balance 1st April 2021	Acc 1	£45,786.30	
	Acc 2	£90,466.62	
			£136,252.92
Add Receipts up to 30th June 2022			£32,901.40
Less: Payments up to 30th June 2022			£35,189.32
Closing balance per cash book as			<b>£133,965.00</b>
as 30th June 2022			

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

**494.3 Quarterly Report 30<sup>th</sup> June 2022**

The Quarterly Report 30<sup>th</sup> June 2022 was received and discussed.

**RESOLVED THAT** the Quarterly Report 30<sup>th</sup> June 2022 be approved.

**495. Clerk's Hours**

Following the review of the Clerk's role it was reported that the Clerk was currently contracted for 17 hours per week, but the role had increased, and additional hour required. The proposal had been put forward by the Staffing Committee for the hours to be increased to 21 hours per week.

**RESOLVED THAT:**

- (i) The increase in Clerk's hours to 21 per week be approved.
- (ii) Clerk's Contract of Employment to be updated.

**496. Bus Shelter**

As discussed at June's meeting a new bus shelter had been requested by residents who live around the bottom of Queens Street area on Windmill Road. There is a bus stop but there but there is a request for a shelter.

**ACTION:**

- (i) Councillor Boad to email the Clerk the process that she has just been through.
- (ii) Clerk to liaise with Minor Works Team again.

**497. Governance**

It was reported that WDC had requested that all Parish Councils followed their new Councillor Code of Conduct. Their model had been used to create an updated Code of Conduct for Cubbington.

**RESOLVED THAT**

- (i) the new Councillor Code of Conduct be approved.
- (ii) Councillors completed the new DPI forms.
- (iii) The Gifts and Hospitality Policy be approved.

**498. WALC Council Award Scheme**

It was reported that the Local Council Award Scheme (LCAS) had been designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offered councils the opportunity to show that they meet the standards set by the sector, assessed them by their peers, and put in place the conditions for continued improvement.

**RESOLVED THAT:** Clerk to complete the application and apply for the Council Award Scheme.

**499. Planning Matters**

Nothing to note.

**500. Neighbourhood Plan**

It was noted that work continued on the NHP. A Consultant had been appointed.

The Action Plan had been circulated.

Task	By when	By Who
Draft Vision Statement emailed out to Working group	25/7	PW/GW
Circulate Policy Assessment and GW's topic papers to Working Group	25/7	PW
Working group comment on Draft Vision Statement	5/8	Working Group
Revise Vision	12/8	PW/GW
Circulate final Vision Statement	13/8	PW
Preparation of Draft Plan	2/9	Kirkwells
Circulate Draft Plan	2/9	PW
Working Group meeting to discuss Draft Plan	Mid-September	PW
Feedback on Draft Plan	End- September	Working Group
Revise Draft Plan	Early October	Kirkwells
Comments on Revised Draft	Mid-October	Working Group
Finalise Draft Plan	End-October	Kirkwells
Community consultation on Draft Plan	November	Working Group/Kirkwells

The Chairman thanked Councillors Watkins and Willoughby for their hardwork on the NHP.

**501. HS2 Update**

It was reported that HS2 Representatives would be attending September's meeting.

**ACTION:** Councillors to send any questions to the Clerk by 12<sup>th</sup> August.

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

Nothing to add.

**503. Date of the Next Meeting**

The date of the next meeting was confirmed **Thursday 22<sup>nd</sup> September 2022 at 6:30pm.**

Meeting closed at 8:00pm