**Cubbington Parish Council**

**Minutes of the Parish Council Meeting held at 7:00pm, 24th March 2022**

**the meeting was held at Cubbington Village Hall**

**Present:**

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| Councillor Ian Hodges (Chairman) | Councillor Paul Watkins (part) |
| Councillor Daniel Meggitt |  |
| Councillor David Saul (Vice Chairman) | Councillor Pete Smith |
| Councillor Andrea Dean | Councillor Valarie Roberts |
|  |  |

Warwick District Councillors: Councillor Trevor Wright, Councillor Alan Boad, Councillor Daniel Russell

Warwickshire County Council: Councillor Wallace Redford, Councillor Sarah Boad

Residents: 6

In Attendance: Jane Chatterton, Clerk & RFO

The Chairman welcomed everyone to the meeting.

**422. Apologies**

Apologies for absence were received from Parish Councillors; Councillor Gary Willoughby and Councillor Esther McCarthy. WDC Councillors; Councillor Pam Redford and Councillor Phil Kohler. WCC Councillor; Councillor Wallace Redford.

1. **Declarations of Interest:**

Declarations of Interest were received from:

Councillor Ian Hodges - Village Hall Committee

Councillor David Saul - Village Hall Committee & Pavilion Committee

Councillor Daniel Meggitt - Pavilion Committee

1. **Councillor Co-option**

The Parish Council had met with 3 applicants for the 2 vacancies in February. The Co-option of Valarie Roberts had been agreed.

**RESOLVED THAT**:

1. Valarie Roberts be co-opted on to the Parish Council
2. Mrs Roberts signed the Acceptance of Office.
3. Clerk to work with Councillor Roberts to complete the necessary forms.
4. **Minutes of previous meeting:**

The Minutes of the meeting held on 24th February 2022 were received and discussed.

**RESOLVED THAT** the minutes of the meeting held on 24th February 2022 were approved.

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

There were no matters arising to discuss.

1. **Public participation:**

Nothing to report.

1. **Correspondence**

Nothing to report.

**429. Chairman’s Report**

**Recreation Ground and Sensory Garden**

With the terrific wind, emergency work was carried out in the Sensory Garden to ensure the large Cypress tree was fully supported. Taking advice from Element Tree, I built a structure around the tree which supports it in all directions. So far this has worked satisfactorily and hopefully it will soon get its tap root down to a depth that will support it.

I have also collected and planted the two remaining apricot trees for the orchard area, which is now complete. Most of the trees are already in bud so it will be a good year for fruit.

**Pavilion**

The Cubbington Freeholders have been very helpful and have given a grant of £1,000 towards the wall removal. Our Clerk has submitted an application to RUCIS. The next round opens on 1st April, if approved this would provide £6,000. Other funding streams have been investigated. If all goes to plan, we should be in a position to start this work soon.

**Village Hall**

The Village Hall is fully open, and bookings are being made by contacting Karren the Village Hall Manager. During an inspection with the Clerk and Karren it was noticed that a safety procedure was outstanding. The work should have been completed in January, whilst under the remit of the Committee, this has now been rectified. The insurance renewal has also been completed.

**Payback Team**

I have worked with the Payback Team to bring the Village Hall grassed area and also the Sensory Garden up to scratch, these both look very good and are ready for spring.

The Payback Team have also spent several days strimming the Churchyard which again they did an excellent job

**Recreation Ground**

One of the gardens that backs on to the Recreation Ground dumped branches cut from a plumb tree on their land, onto the circular footpath, this was fly tipping, and the branches were returned to the rightful garden.

1. **Councillors Reports in brief**

* **Cllr Saul - Community services**

**Offchurch Bridge**

Councillor David Saul updated that following a road traffic accident damage had been sustained to the bridge on the Offchurch Road. Confusion had resulted from contractor signage which was misleading. On the first day of the closure a lorry had become stuck when they had reached the closed bridge. The driver had found it difficult to turn around. Following a request the signage had been changed.

Mr Steven Young, the Bridge Maintenance Officer had stated that the bridge would be closed for 4 weeks whilst the repairs were carried out. The work required a scaffolding platform and the parapet needed to be retrieved from the Leam intact so it could be re-joined to the Listed Bridge.

* **Cllr Meggitt – Pavilion Committee**

Defibrillator - Councillor Meggitt updated that a defibrillator had been fitted to the outside of the Pavilion. Positive comments and been received, it was agreed that this was a good asset to the building.

Whilst fitting the defibrillator the electrician had updated the outside security lights, these were now hard-wired in and complete.

Removal of internal wall - The grant request had been submitted to WDC and the process opened on the 1st April. £1,000 had been provided from the Cubbington Freeholds.

**Fun Day**

This year the theme of the Fund Day was a sports theme. The Fund Day would take place on 17th July.

**Rev Graham’s Funeral**

Thank you to the Clerk and Chairman for helping out with the Rev Graham’s funeral. Hollies had supplied the cake and refreshments free of charge. Thank you also to Councillor Smith for arranging the live streaming of the funeral.

**Events**

A quiz night was due to be held in memory of Rev Graham at the Cubbington School in April to raise funds for the Church Clock to carry out the required repairs. The sum needed as circa £5,000 but this was just for the work, there were also additional costs for the scaffolding etc. Everyone is welcome.

* **Cllr Hodges – Village Hall**

The Parish Council continued to meet the expenditure for the running of the Village Hall. Bills had been paid including the insurance and repairs had been carried out to the fire door.

Work would continue with gaining access to the Village Hall Bank Account. It should be noted that this is the Village Hall Bank Account and not the Parish Council funds nor those of the previous Committee. Monies in the account were for the “running of and maintenance of” the Village Hall only. Therefore, could not be used for any other purpose. It was hoped that the handover could be completed amicably and professionally, and certainly without the need of further draw on the precept to pay for legal action. Withholding of the Bank Account was putting the Village Hall at risk.

It was noted that the Village Hall Manager was doing an excellent job. New hirers had come forward and many welcomed the new management structure.

**Defibrillator – Kelvin Road**

The Parish Council had purchased a defibrillator for installation at the Kelvin Road shops. The lady who owns the shops was currently hospitalised, so this will progressed when she was better.

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

**Councillor Alan Boad - WDC**

It was noted that things had been quiet since the budget meeting, therefore nothing to report.

**Councillor Sarah Boad - WCC**

Speeding - A meeting had been scheduled in relation to concerns about speeding on the Kenilworth Road and Rugby Road. Meeting to take place during the third week in April.

Parking - Parking at Kelvin Road shops was still causing an issue, an email had been sent to PCSO Sharron Underwood who has been invited to attend a meeting to be scheduled around her work pattern. Photograph evidence showing the issue has been shared.

Bus service improvement plan - An announcement had been due at the end of February on the bus service improvement plan but this was still awaited. There was a concern that there was no sign of money for this area.

Lillington Fun day -This would take place on 30th July, in the Holt on the Cubbington Road

**Councillor Trevor Wright - WDC**

Council Tax Grant fund – the £150 grant would start to be issued from 1st April

Councillor Nichols - the tragic death of Councillor Nichols was reported. It was noted that this would be a significant loss to those who knew him.

Stoneleigh Park - Activities at Stoneleigh Park had started to resume. A series of specific events which historically cause issues with the surrounding roads. Detailed conversations would take place with the Police and Crime Commissioner and the local PCSO. There was agreement that they were going to support the events better this year and were looking at how the traffic can be managed. It was noted that some of route maps into the events would affect Cubbington.

Birmingham Road - an application had been submitted to the secretary of state to close the Birmingham Road. This was being looked at along with other road improvements. Updates would be provided.

**432. Highways and Police**

Road closure - 4th to 20th April Leicester Lane. Diversion route would affect Cubbington. The additional traffic being diverted from an “A road” to a “B road” and unclassified roads would cause issues, especially around the roundabout.

Need some sort of controlled management at the junctions.

**ACTION**:

1. Take up with Councillor Wallace Redford. (Chris Creswell to be copied in).
2. Lights need to be monitored to ensure that they work correctly unlike the issues caused previously.
3. Copy in Councillor Trevor Wright to any correspondence.
4. **Warwickshire Local Plan identified sites in and around Cubbington**

Objections to be sent on the 3 sites identified.

**ACTION**: Clerk to work with Councillor Watkins.

**434**. **Finance**

**434.1 payments PAID since the last meeting:-**

**2021-22**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **REF** | **DETAILS** | **EXPENDITURE** |
| 15.02.22 | E250 | J Chatterton Village Hall lock change | £552.60 |
| 15.02.22 | E251 | Hutchings & Sons Trees | £64.00 |
| 15.02.22 | E252 | KS Connexions electricity installation works | £4,074.00 |
| 18.02.22 | E253 | J Chatterton Clerk Salary February | DPA |
| 18.02.22 | E254 | HMRC tax & NI employee and employer | DPA |
| 18.02.22 | E255 | WCC Pension Nov Employee & Employer Contribution | DPA |
| 02.03.22 | E257 | Lisa Montgomery VH Cleaning & supplies | £217.67 |
| 02.03.22 | E258 | Metcalfe Timber Tree stabiliser | £44.21 |
| 02.03.22 | E259 | Leisure Sec | £144.00 |
| 02.03.22 | E260 | SPS Payroll February | £12.00 |
| 02.03.22 | E261 | J Chatterton expenses & office allowance, website, phone February | £138.62 |
| 02.03.22 | E262 | Mr I Hodges - Stage, Sensory Garden repairs | £184.94 |
| 02.03.22 | E263 | Lisa Montgomery Gate Keeper fee | £150.00 |
| 02.03.22 | E264 | J Chatterton - Visaprint reimbursement NHP | £69.47 |
| 09.03.22 | E265 | J Chatterton VILLAGE HALL SUPPLIES Toilet rolls etc | £71.84 |
| 09.03.22 | E266 | Mr G Willougyby inv 00042 | £120.00 |
| 16.03.22 | E267 | TYCO Integrated Fire & Security CCTV equipment | £2,191.80 |
| 16.03.22 | E268 | Mr I Hodge collect trees and planting | £117.70 |
| 16.03.22 | E269 | J Chatterton Clerk Salary March inc back pay | DPA |
| 16.03.22 | E270 | HMRC tax & NI employee and employer | DPA |
| 16.03.22 | E271 | WCC Pension March Employee & Employer Contribution | DPA |
| 16.03.22 | E272 | J Chatterton Village Hall Insurance Reimburse | £1,175.49 |
| 16.03.22 | E273 | ICO membership | £35.00 |

**RESOLVED THAT** the payments be approved.

**435. Planning Matters**

Noting to report.

**436. Neighbourhood Plan**

Councillor Watkins updated that Kirkwells had been appointed as NHP Consultants. A meeting would be arranged for early May.

**ACTION**: Councillor Watkins to contact WDC and request the Grant Applications forms.

Online survey – 228 responses had been received. This closed at the end of April.

Thanks was given to Councillors Watkins and Willoughby for all the work that had gone into producing the NHP so far.

**437. Queens Platinum Jubilee**

Councillor Meggitt updated on the arrangements for the Queens Platinum Jubilee.

* Event to take place on Sunday 5th June
* Councillor Smith has been booked for the music arrangements.
* Bunting to go up (Wednesday 2nd June)
* Football Team would be arranging the hot food – (they are to obtain the licence)
* Ice cream van was booked
* Bar has been arranged
* Musician/entertainer has been booked
* It was agreed that funds raised at the event would go to the clock fund. (Licence for fund raising to be investigated)
* Volunteers required - 2pm to 5pm for the event and time to put up the bunting.
* 4-5 people and need a parking attendant.
* First Aid provider booked.
* Advertise for volunteers
* Advert “save the date” will go in the parish magazine.

Various competitions would take place including:

* Best decorated front garden eg scarecrow on a Queen/Royal theme
* Photo Montage – people submit photos that will be created into a large portrait in the shape of the Queen’s head.
* Photo board – cut out for face “picture with the Queen”.

**ACTION**:

1. Agenda item for May’s PC meeting.
2. Clerk to apply for the funding.

**438. HS2 Update**

Councillor Watkins updated that a meeting would take place on 28th April with HS2. This was a Community Engagement meeting.

Further details to follow.

**439**. **Councillor’s reports and items for future Agenda:**

Nothing to add.

**440. Date of the Next Meeting**

The date of the next meeting was confirmed as **Thursday 26th May 2022 at 7:00pm** to include the Annual Parish Council Meeting and Annual Parish Meeting.

Meeting closed at 7:50pm