**Cubbington Parish Council**

**Minutes of the Parish Council Meeting held at 7:00pm, 27th October 2022**

**the meeting was held at the Cliff Clever Pavilion**

**Present:**

Councillor Daniel Meggitt Councillor Ron Gillett

Councillor Ian Hodges (Chairman) Councillor Gary Willoughby

Councillor David Saul (Vice Chairman) Councillor Joe Maiden

Councillor Valerie Roberts Councillor Pete Smith

Warwick District Councillors: Councillor Pam Redford, Councillor Trevor Wright, Councillor Phil Kohler, Councillor Daniel Russell

Warwickshire County Council: Councillor Wallace Redford

Members of the public: 3

In Attendance: Jane Chatterton, Clerk & RFO

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

**504. Apologies**

Apologies for absence were received from Parish Councillors; Councillor Esther McCarthy, and Councillor Paul Watkins. WDC Councillors; Councillor Alan Boad, and WCC Councillor; Councillor Sarah Boad.

Councillor Jack Gibson was not present, no apologies were sent. It was noted that Councillor Gibson had not attended a meeting since his co-option.

1. **Declarations of Interest:**

Declarations of Interest were received from:

Councillor David Saul - Pavilion Committee

Councillor Daniel Meggitt - Pavilion Committee

1. **Councillor Co-option**

It was reported that interviews had taken place in July with all candidates to fill the 2 vacancies via co‑option.

**Ron Gillett**

*Proposed: Councillor Saul Seconded: Councillor Willoughby Unanimous*

**Joe Maiden**

*Proposed: Councillor Saul Seconded: Councillor Willoughby Unanimous*

**RESOLVED THAT**:

1. Ron Gillett and Joe Maiden be Co-opted onto the Parish Council.
2. The new councillors signed the Acceptance of Office.
3. Clerk to work with the new Councillors to complete the necessary paperwork.

**Further Vacancy**

Following the resignation of Mrs Andrea Dean, notification had been received from WDC that the Parish Council could fill the vacancy via Co-option. New applications had been received and these would be considered along with previous applications. Following interviews, it was hoped to fill the vacancy at November’s meeting.

1. **Minutes of previous meeting:**

The minutes of the Parish Council Meeting held on 28th July 2022 were received and discussed.

**RESOLVED THAT** the minutes of the Parish Council held on 28th July 2022 be approved.

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

There were no matters arising.

1. **Public participation**

There were no members of the public present who wished to speak.

1. **Correspondence**

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

**511. Chairman’s Report**

My apologies for not being at the July meeting I have personal issues which occasionally take a priority but many thanks to Councillor Saul for handling the meeting in my absence.

**Community Payback Team**

The Community Payback has continued to do the essential maintenance in and around our parish which is a job well done and certainly helps us to keep the village neat and tidy along with the bridal and walkways.

**Essential Watering**

We continued to water the trees on the Recreation Ground and in Austen Court in the extremely hot season. We are hopeful that we have saved most of the trees, it looks like we have lost 6, but until spring we can’t be sure.

**Pavilion**

A big thanks to Jane (grant obtained) and the Pavilion Team who have now been able to reconfigure the internal area which we believe will make it a more user-friendly building.

**Village Hall**

The bookings for the Village Hall have been very productive and there are few days when it is not fully utilised.

We have yet to see the extra costs for the electricity bills for the Village Hall we currently have a Direct Debit that has ensured that we are in credit, but we expect this to raise by a large amount when winter sets in.

The verbal assault PC members experienced from previous hirers on removal of their equipment has been reported to the police. The content of the CCTV and reports have been logged and kept on file. Increased monitoring has been agreed, should behaviour continue then legal action will be progressed.

Quotations for the removal of the shed (which contains asbestos) have been obtained. The cost of which will be passed on to the shed owner.

**Queen’s Death**

The Parish Council complied with all the formalities regarding the Queen’s death and also the proclamation of our new King’s accession to the throne, and we are here to support his reign. A book of condolences was set up in the BEST ONE shop for our residents to use and it was very warmly received and used. This book is currently in the possession of Councillor Saul.

**Defibrillator**

The unit at the Pavilion was used recently, the circumstances are not known.

We have also now obtained permission to install a new defibrillator on the outside of the hairdressing salon in Kelvin Road, New Cubbington. This will be installed in the next few days our thanks go to Cheryle Jackson, the owner of the building for giving us permission.

**512. Councillors Reports in brief**

**Councillor Saul - Community services**

Severn Trent – many problems were being generated by Severn Trent and their contractors. Their working ethics are not acceptable. They attend site, complete the required work but then do not clean up after themselves and often leave traffic lights behind after the work has been completed. Road cleaning often has to be completed by WCC Highways.

Recent work on the Rugby Road resulted in a considerable leak being left which then flooded a resident’s driveway.

A formal complaint has been sent to Severn Trent.

Warwickshire Police – issues over the past 12 months show a considerable decline with the service provided by Warwickshire Police. A shop in the Village had been robbed recently at 5:45am. Two assailants entered the premises with a knife and held it to the throat of the owner. He was then tied up with plastic ties. Concern was raised with how the first officers on the scene had carried out their duties.

Residents had contacted the Parish Council to express their concern about the lack of a police presence in the area and that they wanted to see regular patrols. Other incidents that had occurred in the village were also discussed.

Members shared the concerns of residents, and this led to a vote of No -Confidence in Warwickshire Police.

*Proposed: Councillor Saul Seconded: Councillor Meggitt Unanimous*

**RESOLVED THAT**:

1. The Parish Council called a vote of no-confidence in Warwickshire Police.
2. Letter to be sent to the Chief Constable.
3. Formal request for the Chief Constable to attend the next Parish Council meeting.

**Councillor Meggitt**

Pavilion - It was reported that the work to remove the internal wall in the Pavilion and all associated updates had been completed. This would enable an increase in bookings and the Pavilion was already taking the Village Hall overspill.

The hiring rates had been reviewed, marketing had begun which included the local press.

Work had started into looking at updating the kitchen.

Christmas lights – the Christmas Lights switch on would take place on 20th November starting at the Village Hall at 4:40pm. Santa would be attending along with a camel. The video promoting the event would be released soon. Money raised would be for funding for the Church Clock repairs. Hollies would be providing the hot food, there would be children’s rides and a few stalls. Entertainment from a band and live singers.

The Christmas trees would be put up the week before.

Goldilocks Panto – the Village Hall Panto would take place on 20th December. Two shows would be on offer with food, beverages and entertainment available.

Thanks was given to Karren Meggitt for all her hard work in raising the profile of the Village Hall and Pavilion within the community. Many new hirers were accessing the facilities.

**ACTION**: Councillor Meggitt to forward adverts for the events to Councillor Wright for promotion on their website.

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

**Councillors Daniel Russell and Phil Kohler**

Kelvin Road Shops – a site visit would take place early November in relation to the ongoing parking issues.

EV Charging – a report would be released soon detailing the locations of the EV charging points throughout the District. WDC would like to work with parish councils re charging points.

Green Homes Grant Scheme - WDC are running a grant scheme which residents could apply to. T**o be eligible residents needed to:**

* Own and live in their home, or privately rent within Warwick District; **and**
* Have a gross household income of less than £31,000 year **OR** someone in the home receives a means tested benefit; **and**
* Live in a home that has an EPC rating of D, E, F or G; if you don’t have an EPC then E.ON would arrange this if the property was energy inefficient.

If people are eligible for the scheme E.ON will arrange a time to visit and carry out a free home survey. The improvements provided would be dependent on what the home needed but could include any of the below products:

* Solar PV panels
* Loft insulation
* Cavity wall insulation
* Smart heating controls
* Air source heat pumps
* External wall insulation

**ACTION**: Clerk to look at grants for heating and lighting and an internet provision for the Pavilion and Village Hall.

**Councillor Pam Redford - WDC**

Master planning Framework -Land North & East of Kenilworth/South of Coventry – the first meeting of the new Liaison Committee had taken place in October, the next meeting was scheduled for January. Meetings would take place once a quarter. Councillor Willoughby attended the meetings on behalf of CPC.

Metcalfe Wood Yard – problems with HS2 including roadworks and closures were being experienced by local businesses including Metcalfe Wood Yard. Support was being offered by Councillors Mrs Redford and Wright and also from Sir Jeremy Wright.

**Councillor Trevor Wright - WDC**

WDC Budget 2023-24 - A lot of work was being undertaken in the background for setting the 2023‑24 budget.

HS2 – work was ongoing to help mitigate the issues with HS2.

**Councillor Wallace Redford - WCC**

Updating white lines – work would start next week with updating the white lines outside Cubbington Primary School.

HS2 – WCC had worked hard to ensure that HS2 carried out the required maintenance of the roads on the haul routes that they use. HS2 were required to fund £106k per year, for the upkeep of the roads they use for construction traffic.

Electric buses – all Coventry City buses had gone to electric. To date they have 29 buses up and running. They are hoping to have another 21 up and running by Christmas. WCC are negotiating with CCC to see how far the buses can run into the County. Bus no. 11 is in use currently and this runs from Coventry to Leamington Spa.

If necessary WCC would install a recharging hub for buses. Currently 260 miles could be achieved to a charge.

Averaging speed cameras - 4 routes were currently on trial for average speed cameras in the County. It was reported that the findings were that they are far more effective on restricting speed than the usual VAS signs. Providing the results continued then this could be the way forward for priority areas.

**514. Highways and Police**

Windmill Hill footpath – issues were raised with the condition of the footpath on Windmill Hill on the left-hand side going up the hill. Reports had been received that a motorised scooter was having difficulty using the path.

New Street footpath – issues with the footpath were reported, out of the school gate, continuing down the road. The yellow lines were still visible from the previous survey, but work was yet to commence.

**ACTION**: Councillor Redford to progress.

**514.1 Austen Court bin**

Closed out.

**515**. **Finance**

**515.1 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 |
| 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 | Stamps | £22.80 |
| 21.09.22 | E145 | 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 | Bnk Charges Acc 2 Excel formula to show AC 1 correct | £18.60 |
| 06.10.22 | E152 | DS Wagstaff Invoice 4559 | £510.00 |
| 06.10.22 | E153 | Mr I Hodges reimbursement Poppy Wreath | £40.00 |
| 06.10.22 | E154 | SPS Payroll Invoice 10094 September | £12.00 |
| 06.10.22 | E155 | J Chatterton Compost Planters & tree surround | £232.58 |
| 06.10.22 | E156 | Mr G Willoughby Playground Inspection invoice 00049 | £118.50 |
| 06.10.22 | E157 | J Chatterton Compost & Plants Planters for VH | £108.00 |
| 06.10.22 | E158 | Abstract Christmas Lights | £313.15 |

**INCOME**

**2022-23**

|  |  |  |  |
| --- | --- | --- | --- |
| 30.09.22 | R | WDC Half Yearly Precept | £27,480.00 |

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

**515.2 Bank Reconciliation 30th September 2022**

The Bank Reconciliation 30th September 2022 was received and discussed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Balance per bank statements as at 30.09.22:** |  |  | £ | £ |
| Main Account |  |  |  | £53,677.14 |  |
| Account 2 |  |  |  | £77,687.69 |  |
|  |  |  |  |   | **£131,364.83** |
| Petty cash float (if applicable) |  |  |  |  | £0.00 |
| Less: any unpresented cheques as at 30.09.22 |  |  | £0.00 |  |
|  |  |  |  |  |  |
|  |  |  |  |   | £0.00 |
| Add: any un-banked cash as at 30.09.22 |  |  |  |  |
|  |  |  |  | £0.00 |  |
|  |  |  |  |   | £0.00 |
| **Net balances as at 30.09.22** |  |  |  |  | **£131,364.83** |
| **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 Sept 2022 |  |  |  |  | £72,908.40 |
| Less: Payments up to 30th Sept 2022 |  |  |  | £77,796.49 |
| Closing balance per cash book as  |  |  |  |  | **£131,364.83** |

**RESOLVED THAT** the Bank Reconciliation 30th September 2022 be approved.

**515.3 Quarterly Report 30th September 2022**

The Quarterly Report 30th September 2022 was received and discussed.

**RESOLVED THAT** the Quarterly Report 30th September 2022 be approved.

**515.4 Grant Request**

A Grant Request had been received from the OAP Association to help fund planned events for parishioners.

*Proposed: Councillor Saul Seconded: Councillor Willoughby Unanimous*

**RESOLVED THAT** the grant request of £200.00 be approved.

**516. Governance**

The following policies had been reviewed and updated.

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

**RESOLVED THAT** the policies be approved.

CCTV Policy -

**ACTION**: additional signage required.

1. **Purchase of VAS Signage on the Rugby Road**

**ACTION**:

1. Agenda item for November’s meeting.
2. Circulate the information to Councillors.
3. Put forward sites for the installation.
4. **Installation of a Pedestrian Crossing outside the entrance to Hazelwood**

A request had been received for the installation of a pedestrian crossing outside the entrance to the Hazelwood development. New residents were having difficulty crossing the road to get to the schools, shops, Village Hall, Church and Recreation Ground.

It was noted that crossings had been installed near the other local schools, but this was following data gathered that showed a greater footfall and increased traffic. The criteria could not be fulfilled for WCC to install a crossing near Hazelwood.

The alternative is to walk half a mile up the road to the Rugby Tavern, use the crossing there and then walk back. The request had been taken up with HS2, but this had been denied as their funds are for road safety, and this did not qualify.

One option was to look at three-way funding. Parish Council part fund, County Councillor Delegated Budget and Highways. This would require a significant donation from the Parish Council. For a non-controlled crossing the cost would be circa £50,000 and for a controlled crossing (traffic lights) circa £100,000.

**RESOLVED THAT**:

* 1. It was agreed that there was a need for a crossing to be installed.
	2. Clerk to contact WCC.
	3. Request survey to provide updated figures.
	4. Clerk to look at funding options.
	5. Agenda item for November’s meeting.

**519. Bus Shelter Offchurch Road**

It was noted that the Parish Council were not clear why they were required to meet the cost of the feasibility study when this had not been a requirement elsewhere.

**ACTION**:

1. Councillor Sarah Boad to forward information on other recently installed bus shelters.
2. Agenda item for November’s meeting.

**520. Bus Shelter roof tops**

Carry over to November’s meeting.

**521. Planning Matters**

**521.1 Appl. No: W/22/1626**

 Site: Cubbington Sports and Social Club, Windmill Hill, Cubbington,

 Proposal: Change of use of existing car park to mixed use in order to accommodate motorcycle training operation alongside existing use. Erection of 2x shipping containers.

**RESOLVED THAT**: The Parish Council support the application but request that the current provision of providing parking for the school drop off and pick up times be maintained.

**522. Neighbourhood Plan**

Councillor Willoughby updated that a Zoom meeting had taken place with Kirkwells the appointed Consultant, which had gone very well. The draft plan had been circulated and councillors were asked to read and comment. It was noted that the document contained a lot of detail including policies etc which were standard. Councillors were asked to think about what Cubbington should look like in the next 10 or 20 years and feedback to Councillors Willoughby and Watkins.

The next stage was to review the findings with the Working Group.

It was acknowledged that this was a long process, potentially another 12 months.

**523. HS2 Update**

Nothing to report.

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

Agenda items:

* Footpath lighting between Rugby Road and Windmill Hill. W133 (footpath) no lighting.
* VAS signs
* Rugby Road Crossing
* New Bus shelter
* Bus shelter rooftops

**525. Date of the Next Meeting**

The date of the next meeting was confirmed as Thursday 24th November 2022.

Meeting closed at 8:20pm