**Cubbington Parish Council**

**Minutes of the Parish Council Meeting held at 7:00pm, 26th January 2023**

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

**Present:**

Councillor Daniel Meggitt Councillor Ron Gillett

Councillor Ian Hodges (Chairman) Councillor Gary Willoughby

Councillor David Saul (Vice Chairman) Councillor Joe Maiden

Councillor Lorraine Palmer Councillor Esther McCarthy

Councillor Paul Watkins

Councillor Pete Smith

Warwick District Councillors: Councillor Trevor Wright, Councillor Pam Redford, Councillor Alan Boad

Warwickshire County Council: Councillor Wallace Redford, Councillor Sarah Boad

Members of the public: 3

In Attendance: Jane Chatterton, Clerk & RFO

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

**Representatives from Warwickshire Police**

Deputy Police & Crime Commissioner - Emma Daniell, Chief Inspector Faz Chishty,

Sergeant Beverley Wallington, Inspector Simon Ryan and PSCO Sharron Underwood

Representatives from Warwickshire Police attended the meeting to provide feedback after attending November’s meeting.

This also provided the opportunity to meet Deputy PCC, Emma Daniell, Chief Inspector Faz Chishty who had joined his new role in early January. Inspector Simon Ryan would be joining the team shortly.

The team reported that they wanted to get involved in the local issues, have a more visible presence and be more responsive. They looked forward to getting to know the community, were genuinely delighted to be at the meeting and to give reassurances that things would improve.

Chief Inspector Chishty reported that he was playing catch up since starting in post in early January but was aware of the historical issues. He updated that the team were going to re-open the first 2 investigations (theft and assault). Further lines of inquiry had been opened. The third major robbery was also ongoing.

A meeting had been planned between Councillor Pam Redford and the Chief Inspector which was very positive.

Officers promised that the Parish Council would be kept informed of developments.

Councillor Trevor Wright added that he was pleased to hear that they had identified the gaps. Members of the SNT had supported parishioners very well. The work of PSCO Sharron Underwood and PSCO Ed King were always very helpful.

Councillors supported the increase in the number of officers for many years. It was acknowledged that the training and recruitment exercise needed to be robust so that the confidence could be restored.

Inspector Chishty confirmed that work was underway to restore the faith and trust in the police. Changes would be made in the future for the vetting of new recruits. Officers were then regularly vetted. It is disturbing that some had fallen through the net. They would learn from previous mistakes and would strive to provide the service that people expected.

Councillor Pam Redford added that we are hearing a lot about the increase in officer numbers. That was good and the understanding was that they needed training. However, at the same time the police numbers had increased but so had the population and there had been an increase in housing. Whilst yes, it was 1,100 more police officers, but no one seemed to be taking into account the population increase. Question was asked if the police were recruiting more to increase officers to serve for the population increase.

Emma confirmed that there was a significant increase in officers, and it was relative. They do look at increases in the population including small villages with one PCSO who had then gained a major housing development this would result in the number of PSCOs increasing.

Councillor Maiden raised the concern that following the robbery at the Post Office those affected had not been given any support. No police officers had attended the site. Inspector Chishty updated that there had been an arrest and it was expected to go to Court shortly.

The Parish Council were asked to filter through questions to the dedicated SNT team. Officers should follow the Victim Code. He apologies that people had not been kept informed.

The Chairman thanked the Officers for attending the meeting.

**549. Apologies**

Apologies for absence were received from Parish Councillors, Councillor Valarie Roberts. WDC Councillors; Councillor Daniel Russell, and Councillor Phil Kohler,

1. **Declarations of Interest:**

Declarations of Interest were received from:

Councillor David Saul - Pavilion Committee

Councillor Daniel Meggitt - Pavilion Committee

Councillor Esther McCarthy - Pavilion Committee

1. **Minutes of previous meeting:**

The minutes of the Parish Council Meeting held on 24th November 2022 were received and discussed.

**RESOLVED THAT** the minutes of the Parish Council held on 24th November 2022 be approved.

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

There were no matters arising.

1. **Public participation:** To adjourn to allow public participation

No one present wished to speak.

1. **Correspondence**

All correspondence received from WCC via Councillor Wallace Redford, WDC via Councillor Wright and Councillor Pam Redford had been circulated to councillors. There was nothing further to discuss.

**555. Chairman’s Report**

**Cubbington at Christmas**

A sincere thanks to those who were involved in the Christmas events, from the Santa procession including the very well-behaved Camel. Decorating the Village and the switching on of the lights.

The amount of work involved in putting on events like this is huge and we are very lucky to have such a dedicated team of volunteers organised by Daniel Meggitt. Everything went off very well and the whole community enjoyed the festive spirit.

The Village Hall’s Pantomime was a great success with 2 sell-out shows. Children were entertained with a magician and a disco with Hollies providing the hot food and snacks and Keith providing the bar. Feedback has been very positive.

Our thanks to Karren Meggitt for all her hard work in decorating the Village Hall and organising the event.

This dedicated group of volunteers make Cubbington such a special place throughout the year but especially at Christmas.

**556. Councillors Reports in brief**

* **Cllr Saul - Community services**

Nothing to report.

* **Cllr Meggitt – Pavilion Committee**

Christmas events - thank you to everyone who volunteered and helped out including the shops in the Village. The event was a great success. The lights make the Village feel alive. £650 was raised for the Church clock repair.

Pavilion – the building work would be starting on 1st February in the disabled toilet. The rear garden landscaping had been completed. The extra lights had been put on the outside of the building and these lit up the pathway. The installation of an internet connection would be completed shortly at a cost of £17 per month and would make bookings more appealing and would enable the alarm to be linked to it.

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

**WCC – Councillor Sarah Boad**

Kelvin Road shops – a third site visit had taken place at the Kelvin Road shops. 3-4 hours had been spent with the Highways Officers and they had also met with all business owners in Kelvin Road. It was confirmed that Bollards were being installed and parallel parking only going forward. It was noted that the black tarmac belonged to WCC, the grey area belonged to the businesses.

The updates were being driven by road safety and the funds would come out of Councillor Boad’s Highway’s budget. “H” markings would be put outside all properties, the lines on the “keep clears” also needed refreshing.

Site visit outside Leamington School – issues had been reported with the safety of children crossing the road. A report was being prepared of the visit and recommendations were being looked at to take action to improve safety.

**WCC – Councillor Wallace Redford**

It was reported that he was struggling to get the support from the County Council to tackle some of the safety issues. He was not giving up and would keep going. He was also trying to get support including for extra funding to meet the growing need.

Cycle way Leamington to Kenilworth – the work had started on the new Leamington to Kenilworth cycle route.

White lines outside Cubbington School – the painting of the white lines had been chased up. The Officer was trying to get a date.

**WDC - Councillor Pam Redford**

Car park - reminder that the Covent Garden car park permanently closes on 12th February.

Warm hubs – Councillor Redford asked if they could be invited to attend the warm hub.

**ACTION**: Ask Karen to send Councillor Redford the dates.

**WDC – Councillor Alan Boad**

SWLP – the consultation process on the SWLP and call for additional sites was now live. Further information was available on the WDC website.

**WDC – Councillor Trevor Wright**

Waverley Stables development – it was reported that 3 people from Cubbington had applied for houses on the new development.

Rev Graham Coles – it was noted that next week was the anniversary of the passing of Rev Graham Coles.

**558. Highways and Police**

Development on the Coventry Road – the Parish Council had received several complaints in relation to mud on the Coventry Road. This was coming from the Waverley Stables development. Councillor Saul had Visited the site 5 weeks ago and spoke to the Site Manager and Agent. It was noted that the contractors were breaching the Planning Conditions. The Clerk had received 15 complaints today including photos and videos showing the problem. Ryan Machin, Localities Officer had also visited the site today.

Planning Enforcement had been contacted.

**558.1 20 mph scheme around the two Primary Schools and Queens Street**

**ACTION**: request the Localities Officer to visit the sites and complete an application.

**558.2 White line painting – Cubbington Primary School**

Reported earlier in the meeting.

Footpath repair- Councillor Wallace Redford to action

**559**. **Finance**

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

**2022-23**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **REF** | **DETAILS** | **EXPENDITURE** |
| 23.11.22 | E178 | J Chatterton Clerk Salary Nov inc Back Pay | DPA |
| 25.11.22 | E179 | HMRC Tax & NI Employee & Employer | DPA |
| 25.11.22 | E180 | WCC Pension Employee & Employer November 22 | DPA |
| 25.11.22 | E181 | Tolan Training First Aid Christmas Lights | £132.00 |
| 25.11.22 | E182 | J Chatterton Clerk Expenses November | £131.99 |
| 25.11.22 | E183 | Sensory Garden Lights | £161.76 |
| 25.11.22 | E184 | PSL Christmas Light Switch on | £240.00 |
| 02.12.22 | E185 | J Chatterton Microsoft Office | £59.99 |
| 02.12.22 | E186 | Maintenance Officer | £203.20 |
| 02.12.22 | E187 | Mr G Willoughby Playground Inspection | £90.00 |
| 14.12.22 | E188 | HMRC Tax & NI Employee & Employer | DPA |
| 14.12.22 | E189 | J Chatterton Clerk Salary Dec | DPA |
| 14.12.22 | E190 | WCC Pension Employee & Employer Dec 22 | DPA |
| 14.12.22 | E191 | J Chatterton Clerk Expenses December | £113.99 |
| 31.12.22 | E192 | Acc 1 Service Charge | £26.10 |
| 31.12.22 | E193 | Acc 2 Service Charge | £18.15 |
| 03.01.23 | E194 | Netwise UK New website | £1,246.80 |
| 03.01.23 | E195 | Mr G Willoughby Invoice 00052 Dec | £80.00 |
| 03.01.23 | E196 | SPS Payroll Invoice 10238 November | £12.00 |
| 03.01.23 | E197 | Frog Inc. Ltd Christmas Trees | £425.00 |
| 10.01.23 | E198 | Christmas Event expenditure | £464.40 |
| 10.01.23 | E199 | SPS Payroll Invoice 10322 December | £12.00 |
| 10.01.23 | E200 | WALC invoice 45 Training | £36.00 |
| 10.01.23 | E201 | J Chatterton Clerk Expenses January | £77.99 |
| 10.01.23 | E202 | WALC Invoice 19 Books | £20.00 |
| 11.01.23 | E203 | J Chatterton Clerk Salary | DPA |
| 11.01.23 | E204 | HMRC Tax & NI Employee & Employer | DPA |

**RESOLVED THAT** the payments be approved.

**559.2 Bank Reconciliation 31st December 2022**

The Bank Reconciliation 31st December 2022 was received and discussed.

|  |  |  |  |
| --- | --- | --- | --- |
| Main Account |  | £49,334.29 |  |
| Account 2 |  | £77,869.54 |  |
|  |  |  | **£127,203.83** |
| Petty cash float (if applicable) |  |  | £0.00 |
| Less: any unpresented cheques as at 31.12.22 | | £0.00 |  |
|  |  |  |  |
|  |  |  | £0.00 |
| Add: any un-banked cash as at 31.12.22 | |  |  |
|  |  | £0.00 |  |
|  |  |  | £0.00 |
|  |  |  |  |
| **Net balances as at 31.12.22** |  |  | **£127,203.83** |
| **CASH BOOK** |  |  |  |
| Opening Balance 1st April 2021 | | £45,786.30 |  |
|  |  | £90,466.62 |  |
|  |  |  | £136,252.92 |
| Add Receipts up to 31st Dec 2022 | ACC 1 |  | £90,094.65 |
| Add Receipts up to 31st Dec 2022 | ACC 2 |  | £200.00 |
| Less: Payments up to 31st Dec 2022 |  |  | £99,343.74 |
|  |  |  |  |
| Closing balance per cash book as |  |  | **£127,203.83** |
| as 31st December 2022 |  |  |  |

**RESOLVED THAT** the Bank Reconciliation 31st December 2022 be approved.

* 1. **Quarterly Report 31st December 2022**

The Quarterly Report 31st December 2022 was received and discussed.

**RESOLVED THAT** the Quarterly Report 31st December 2022 be approved.

**560. Village Hall End of Year Accounts 2021**

As reported in previous years the Village Hall End of Year Accounts were presented to the Parish Council to note. The Village Hall End of Year Accounts 2021 had been audited by the accountants previously used.

Advice from the HSBC Legal Team was to take out legal action against the 3 current signatories on the account who continued to deny access. This was currently in the hands of the Parish Council’s solicitors.

It was reported that the Interim Village Hall Manager had taken £15,762.50 in booking since mid-2022 to December 2022. This figure did not include income from party bookings.

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

**ACTION**: Agenda item for February’s meeting.

**562. Bus Shelter roof tops**

Still waiting the contractor to return dates for a meeting.

**ACTION**: Agenda item for February’s meeting.

**563. Planning Matters**

Councillor Alan Boad and Councillor Joe Maiden left the meeting.

Ledbrook Hall – planning application to replace the windows with uPVC windows to the front and rear of the building. The intention was now to use wood in the front windows and uPVC in the back. Neighbours had asked for assistance.

**RESOLVED THAT**:

1. Check that the building listing included the front and back of the building.

SWLP – **ACTION**: Councillor Willoughby to respond.

Councillor Boad and Councillor Maiden returned to the meeting.

**564. Neighbourhood Plan**

Councillor Watkins updated that the Group had met with Kirkwells this month. Work had begun on a revision to the draft, the document should be finished by the end of February. Consultation would take place in March.

**565. HS2 Update**

Councillor struggled to attend the online update which took place in January.

**ACTION**: Clerk to email the PC and decide how best to received HS2 updates.

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

New parish council website – Councillor Watkins updated that work had been undertaken with setting up a new Parish Council website. This would be going live next week.

**567. Date of the Next Meeting**

The date of the next meeting was confirmed as Thursday 23rd February 2023**.**

Meeting closed at 8:20pm