**Cubbington Parish Council**

**Minutes of the Parish Council Meeting held at 7:00pm, 23rd February 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 (part)

Councillor Paul Watkins

Warwick District Councillors: Councillor Trevor Wright, Councillor Alan Boad

Warwickshire County Council: Councillor Sarah Boad, Councillor Wallace Redford

Members of the public: 2

In Attendance: Jane Chatterton, Clerk & RFO

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

**568. Apologies**

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

1. **Declarations of Interest:**

Declarations of Interest were received from:

Councillor David Saul - Pavilion Committee & VHTC

Councillor Daniel Meggitt - Pavilion Committee

Councillor Esther McCarthy - Pavilion Committee & VHTC

Councillor Ian Hodges - VHTC

Councillor Gary Willoughby - VHTC

1. **Minutes of previous meeting:**

The minutes of the Parish Council Meeting held on 26th January 2023 were received and discussed.

**RESOLVED THAT** the minutes of the Parish Council held on 26th January 2023 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.

**574. Chairman’s Report**

**Village Hall**

Following legal advice, the following was noted, the 1950 Trust Deed sets out the membership for the Village Hall Trust Committee. Under Schedule II Column 2 there is a list of organisations who have the RIGHT to be Committee Members. It also provides the opportunity for a further 5 co-opted members (maximum). The Trust Deed is very specific about who can, and cannot be members.

The Village Hall Trust Committee held its AGM on 13th February 2023, the meeting was advertised and open to Cubbington Parishioners to attend. Members were Elected from the remaining organisations who have the “Right to be Members”, list, these included representations from:

* Cubbington WI (Cubbington Pear Tree WI)
* The Committee of the Cubbington Allotment Association (Cubbington Allotments Limited)
* Cubbington Parish Council

and 5 members were also co-opted.

A Chairman, Secretary & Treasurer, Maintenance Officer were all appointed. Karren, Interim Village Hall Manager continues with the day to day running of the Village Hall. The previous members of the team continue to look after opening/closing and cleaning of the Village Hall.

**Work continues with the following projects:**

* Application for a 20-mph scheme around the two Primary Schools and Queens Street has been submitted.
* Working with WCC to renew the current white lines and to add new white lines outside Cubbington Primary School for the safety of the children.
* Working with WCC to replace the *Welcome to Cubbington* sign and flower box on the roundabout on the Kenilworth Road.
* Made a request for the installation of a new seat on the island on Windmill Hill, both were destroyed in separate road traffic accidents.
* Working with WCC to install a new pedestrian crossing near the new Hazelwood housing development. This includes a large financial contribution from the Parish Council, without which the project cannot go ahead.
* Working with WCC for the installation of VAS signs on the Rugby Road to reduce speeding.
* Installation of a new bus shelter on the junction of Queens Street.
* Further leisure activities are being investigated including junior goal posts, table tennis tables, skate park, updating and path repairs in various locations.
* Grants are being explored to install a new kitchen in the Pavilion which is very much needed.

A lot of time has been spent by Councillors working with various authorities resolving issues including those not complying with planning conditions and making the roads dirty and dangerous. We have also been dealing with Utility companies, holding them to account when their work results in unnecessary disruption and road closures.

Thank you for the work carried out by Councillors Watkins and Willoughby on the NHP. Also, to Councillor Willoughby for the work on the SWLP and finally to Councillor Mrs Palmer also attended a meeting on Sustainable Futures run by WCC on behalf of the Clerk, who was at another meeting.

**575. Councillors’ Reports in brief**

* **Cllr Saul - Community services**

Meals on wheels

Councillor Saul updated that WCC had made the decision to withdraw the meals on wheels service for vulnerable people. It was felt that this was exceptionally cruel. Over 400 people would be affected. All those affected would have been means tested, so had demonstrated they have a need.

Councillor Mrs Boad agreed that the removal was terrible. This had been raised with WCC when they set the budget. She added that many of people who received the meals have dementia and part of the service was also a wellbeing check, when people delivered the meals, they would also check on the resident. The removal of the service would leave people very confused because they will wonder where the people are. WCC had sent a letter to each resident affected with the advice for them to buy frozen meals that can be microwaved. This in many cases proved too difficult for the resident.

**RESOLVED THAT**:

1. Parish Council to write a letter to the Chief Officer at WCC and protest.
2. Cllr Mrs Boad to send a copy of the letter to the Clerk for information.

Ambulance Service

It was reported that a resident had suffered a stroke last week. Family member rang for an ambulance but was told that there was a 7 hour wait. The patient was taken to hospital by a family member.

**ACTION**:

1. write to the Chief Executive of the Ambulance Service and ask for the incident to be investigated.
2. cc Glen Burley, Chief Executive. Sir Jeremy Wright, MP.
3. Health Watch Warwickshire (get the contact details from Councillor Wright).
4. Copy to Councillor Pam Redford as she attends a Joint Services Meeting.

* **Cllr Meggitt – Pavilion Committee**

Internet – A internet connection had been installed at the Pavilion at a cost of £20 per month.

Building updates – the disabled toilet had been moved and an extra storage area created.

Hot water provision – quotes were being obtained to undertake the necessary work to install a new hot water provision.

Electricity supply – a review would be undertaken on the best supplier and tariff for the electricity supply.

King’s Coronation – a grant request has been submitted. The event would take place on the afternoon of the Coronation, 6th May.

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

**WCC – Councillor Sarah Boad**

Kelvin Road – a meeting with the Engineering Team had taken place to look at the schemes for the next year. Bollards would be installed next financial year. A letter would be sent to residents at the end of March providing the information of the schemes to be installed. Funding for the project was being used from Councillor Sarah Boad’s budget.

**WCC – Councillor Wallace Redford**

Nothing further to report. All information had been circulated via email.

**WDC – Councillor Alan Boad**

Riverside House - WDC would be moving out of Riverside House.

Pump room gardens – Severn Trent were reducing the pollution in the River.

Car park – this had closed due to concrete cancer and would be demolished.

**WDC – Councillor Trevor Wright**

Stabbing in Leamington – the CCTV cameras that operates within Leamington were able to track the perpetrator’s and direct the police.

**577. Highways and Police**

PSCO Sharron Underwood had provided a report:

27/01/2023 – Damage to windows – offender arrested – Ramada Hotel

29/01/2023 – Damage/Theft from vehicle – rucksack stolen – Stoneleigh Park

29/01/2023 – Vehicle Interference – 3 male suspects entered an unlocked vehicle and rifled through belongings before being chased off by the victim – Stoneleigh Park

29/01/2023 – Theft – 2 lambs and 1 lamb skinned at the field – Stoneleigh

29/01/2023 – Theft – personal item – Old Leamingtonians RFC, Bericote road, Stoneleigh

04/02/2023 – Violence – ABH – Stoneleigh Park

06/02/2023 – Theft from dwelling – domestic related – Rugby Road, Cubbington

10/02/2023 – Theft of vehicle – Audi A6 – vehicle recovered by police as vehicle was abandoned locally due to the offenders unsuccessfully trying to remove the tracker, unfortunately the offenders had fled the scene – Beaufort Avenue, New Cubbington

11/02/2023 – Attempted Burglary Business – COLAS, Stoneleigh

12/02/2023 – Violence - security guard had a liquid substance thrown at the face – Stoneleigh Abbey

14/02/2023 – Theft from vehicle – Tools – High St, Cubbington

15/02/2023 – Theft by employee – Parcelforce, Middlemarch Business Park

16/02/2023 – Vehicle Interference – Cross Lane, Cubbington

16/02/2023 – Theft from vehicle – Ledbrook road, Cubbington

19/02/2023 – Theft of vehicle – motorbike – Coventry Road, Baginton

19/02/2023 – Theft of vehicle – Warwick University Sports Pavillion

20/02/2023 – Theft – 2 generators – Bubbenhall Road, Baginton

22/02/2023 – Theft – push bike – Middlemarch Business Park, Baginton

**577.1 20 mph scheme around the two Primary Schools and Queens Street**

The Localities Officer is looking into this. Surveys required.

**ACTION**: Agenda for March’s meeting.

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

Councillor Wallace Redford apologised on behalf of WCC of how Councillor Saul had been treated by an Officer.

Councillor Saul has been pursuing the installation of the new white lines. The WCC Officer has informed Councillor Saul that WCC Minor Works do not install white lines for enforcement. It was updated that these have been very successful in other areas in the Village.

The only thing they are prepared to do is to repaint the zig zags, this has been completed already. They may put a “H” signage on the road outside people’s driveways to stop people blocking the drives.

He has suggested a single or double yellow line but the Parish Council will need to write and request this, this needs a consultation period, this would take some time to process.

Councillor Wallace Redford confirmed that white lines cannot be used as enforcement but people do take notice of them and there are some already in the vicinity. There is evidence that where these white lines have been put in, they have worked.

Councillor Wallace Redford is dealing with the response to Councillor Saul through his Line Manager. The Parish Council may wish to take a similar line and enforce the view that where white lines had been installed already they do work.

**ACTION**: Write to the Assistant Director, Scott Thompkins.

*Councillor Esther McCarthy joined the meeting.*

**577.3 Cubbington sign and flower box on the roundabout on Kenilworth Road**

This was destroyed in an RTA some time ago. The street signage had not been replaced Councillor Mrs Boad agreed to look into the position and the Clerk agreed to cover the cost of the flower box.

**ACTION**: Councillor Mrs Boad will progress.

**577.4 seat on the island on Windmill Hill progress on replacement**

Nothing to report.

**577.5 New pedestrian crossing near the Hazelwood Development**

No progress to report. WCC state that the crossing does not meet the criteria. However, the opinion of residents and the Parish Council remains that a crossing is wanted and necessary. The option of the installation of a central reservation would also be discussed with WCC.

There are other crossings in the vicinity including the Rugby Road crossing and this was paid for out of a WDC budget.

**ACTION**: write a letter to Scott Thompkins, cc Councillor Redford.

**578**. **Finance**

578.1 payments PAID since the last meeting:-

**2022-23**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **REF** | **DETAILS** | **EXPENDITURE** |
| 11.01.23 | E205 | WCC Pension Employee & Employer Jan 23 | DPA |
| 27.01.23 | E206 | NS Booth Electrical - Christmas lights | £1,898.40 |
| 27.01.23 | E207 | J Franks – Maintenance Recreation Ground | £54.44 |
| 27.01.23 | E208 | TK Electrical - Defibrillator installation Kelvin Road | £350.40 |
| 03.02.23 | E209 | Defenda Leaflet NHP | £351.21 |
| 03.02.23 | E210 | SPS Payroll Inv 10402 January 23 | £12.94 |
| 03.02.23 | E211 | Wellers Hedleys Legal Fees | £780.00 |
| 03.02.23 | E212 | Mr G Willoughby Inv 00053 Jan 23 | £90.00 |
| 03.02.23 | E213 | WCC Pension Employee & Employer Feb 23 | DPA |
| 03.02.23 | E214 | J Chatterton Clerk Salary Feb 23 | DPA |
| 03.02.23 | E215 | HMRC Tax & NI Employee & Employer | DPA |
| 10.02.23 | E216 | Kirkwells Limited – NHP Consultancy fee | £1,620.00 |
| 10.02.23 | E217 | J Chatterton Expenses Feb | £131.99 |

**RESOLVED THAT** the payments be approved.

**2022-23 INCOME**

|  |  |  |  |
| --- | --- | --- | --- |
| 20.01.23 | R | Cubbington Freeholders – Donation towards New Crossing | £1,000 |
| 20.01.23 | R | Cubbington Freeholders – Donation towards Christmas events | £350.00 |

**RESOLVED THAT** the income be noted.

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

Nothing to report.

**580. Bus Shelter roof tops**

Nothing to report.

**ACTION**: May agenda.

**581. Planning Matters**

Nothing to report.

**582. Governance**

The following policies had been reviewed:

* 1. Asset Register 2022-23 (add the camcorder)
  2. CPC Internal Financial Control Feb 2023 *(no updates)*
  3. Grievance & Disciplinary Policy Feb 2023 *(no updates)*

**ACTION**: arrange a revaluation of the Village Hall and Pavilion.

**RESOLVED THAT** the Policies be approved.

**583. Neighbourhood Plan**

Councillor Watkins updated that the draft plan had been completed. It had been put onto the website together with a feedback form which can be completed and forwarded to the dedicated email system.

The official 6-week public consultation would commence on March 1st and flyers would be distributed to each house in Cubbington by the end of February. Notices would be placed on the PC noticeboards and advertised in the Parish News.

Two drop in sessions at the Village Hall had been arranged, more would be provided if required.

We hope Councillors will take time to inspect and comment upon the plan.

**ACTION**: review dates against purdah.

**COUNCIL WEBSITE**

The new council website is now live, and we have a new domain.

cubbingtonparishcouncil.gov.uk

**584. Newsletter**

Consideration was given to the creation of a Parish PC newsletter or newspaper, this would provide broader information. It was noted that not everyone attended the Church or read the Church newsletter.

Question was asked if there was scope to put together a monthly newsletter with articles from the groups in the Village including the football teams, both schools etc. The key would be getting people involved and getting people to volunteer to send in their articles. Would require a proper budget, a paid supplier to organise it.

It was agreed that this could be a good idea and the Village was big enough for it, but it would involve engagement and funds.

**ACTION**: Clerk to liaise with the Clerk of Leek Wooten as they have a monthly newsletter produced by a dedicated team.

**585. HS2 Update**

**ACTION**: Clerk to email Sara-Louise Lee, a smaller group of Cllrs to attend the meeting on Teams and then feedback to the PC.

**586. Date of the Next Meeting**

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

Meeting closed at 8:15pm