

# CUBBINGTON PARISH COUNCIL

*Clerk to the Council:*

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11<sup>th</sup> May 2023

Dear Councillor

You are hereby summoned to attend the meeting of Cubbington Parish Council being held on 18<sup>th</sup> May 2023 at 7:20pm, meeting to be held at the Cliff Cleaver Pavilion. If you are unable to attend, please forward your apologies to the Clerk.

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item 5 below. The public may ask questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

J Chatterton

*Jane Chatterton CILCA PSLCC*

*Clerk & RFO to the Parish Council*

*Members of the public and press are welcome to attend*

1. **Apologies:** To receive apologies and approve reasons for absence
2. **Declarations of Interest:**
  - (a) Councillors are reminded of the need to keep their Register of Interests form up to date
  - (b) To declare any Disclosable Pecuniary Interests in agenda items and their nature
  - (c) To declare any Other Disclosable Interest in items on the agenda and their nature
  - (d) Written requests for the council to grant a dispensation (s33 of the Localism Act 2011) are to be lodged with the clerk in advance of the meeting
3. **Minutes of previous meeting:**

**Recommendation:** To approve minutes of the Parish Council Meeting held on 23<sup>rd</sup> March 2023
4. **Matters Arising not listed on the agenda**
5. **Public participation:** To adjourn to allow public participation.

Members of the public may not take part in the Parish Council meeting and the Parish Council cannot pass a resolution on matters raised during public participation that are not on the agenda. Residents are invited to give their views and raise questions to the Parish Council. Please keep to two minutes or less to make your point. If you wish items to be on the agenda you may raise them with a Councillor or the Clerk at least a week before each meeting, or for the next agenda during Public Participation.
6. **Correspondence**

**Recommendation:** discussion

  - 6.1 Trustee of the Thomas Southerne's Charity
7. **Chairman's Report**

**Recommendation:** Receive/note the Chairman's Report
8. **Councillors Reports in brief**

**Recommendation:** Receive/note updates from:

  - Cllr Saul - Community services
  - Cllr Meggitt – Pavilion Committee

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## 9. District and County Councillors Reports for information

**Recommendation:** Receive reports from:

WDC Councillors; Cllr Pam Redford and WCC Councillor; Cllr Wallace Redford

WDC Councillors; Cllr Alan Boad and Cllr Phil Kohler, Cllr Daniel Russell and WCC Councillor; Cllr Sarah Boad

## 10. Highways and Police

**Recommendation:** Receive updates

### 10.1 Crossing Installation Rugby Road

**Recommendation:** discuss creating a Petition to move the project forward

## 11. Finance

### 11.1 payments PAID since the last meeting:-

#### 2022-23

DATE	REF	DETAILS	EXPENDITURE
27.03.23	E227	J Chatterton Paperstone Stationery	£86.94
27.03.23	E228	ICO Members	£35.00
15.03.23	E229	J Chatterton Expenses March	£144.39
27.03.23	E230	npower Christmas lights	£12.53
29.03.23	E231	Mr G Willoughby Inv 00055	£55.00
29.03.23	E232	Lisa Montgomery Gate Holder Fee	£150.00
29.03.23	E233	Repayment of NHP Grant	£2,876.99
31.03.23	E234	Manual Handling Charge	£0.60
31.03.23	E236	Service Charge Account 1	£23.10
31.03.23	E237	Service Charge Account 2	£18.00

#### INCOME 2022-23

DATE	REF	DETAILS	INCOME
31.03.23	R	Coventry Building Society (refund)	£55.00

#### 2023-24

DATE	REF	DETAILS	EXPENDITURE
12.04.23	E1	Mr G Willoughby Invoice 00055	£55.00
12.04.23	E2	WALC Membership	£916.80*
12.04.23	E3	SPS Invoice 10489 Feb 2023	£12.94*
12.04.23	E4	SPS Invoice 10569 March 2023	£12.94*
12.04.23	E5	J Chatterton Clerk Salary April 2023	DPA
12.04.23	E6	HMRC Tax & NI Clerk Employee & Employer	DPA
12.04.23	E7	WCC Pension April 2023	DPA
12.04.23	E8	J Chatterton B&Q Compost Reimbursement	£155.00*
12.04.23	E9	J Chatterton Skip Hire	£315.60*
21.04.23	E10	J Chatterton SLCC membership part payment	£110.00
21.04.23	E11	J Chatterton Expenses April	£88.79*
21.04.23	E12	Louise Best Internal Auditor	£275.00
02.05.23	E13	J Franks Maintenance Officers	£371.58
02.05.23	E14	J Chatterton Stationery Paperstone	£97.25*
02.05.23	E15	DS Wagstaff Invoice 4690	£755.00
02.05.23	E16	Elegant Bespoke Living Pavilion water heater	£1,800.00*
02.05.23	E17	Mr G Willoughby Inv 00056	£45.00
07.05.23	E18	PSL Distribution INV-20905 Coronation	£300.00*
07.05.23	E19	PSL Distribution INV-20901 Coronation	£216.00*
07.05.23	E20	SPS Payroll INV-10675 April	£12.94*

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07.05.23	E21	Abstract 98890 Coronation	£36.00*
07.05.23	E22	Spa Trophies	£124.99*
10.05.23	E23	J Chatterton Clerk Salary May	DPA
10.05.23	E24	HMRC Tax & NI May	DPA
10.05.23	E25	WCC Clerk Pension Employer & Employee	DPA

\*including VAT

## INCOME 2023-24

DATE	REF	DETAILS	INCOME
30.04.23	R	Coventry Building Society	£55.00
30.04.23	R	WDC Half yearly Precept	£31,025.00
05.05.23	R	HMRC VAT Refund (2022-23)	£10,989.72

### 11.2 Bank Reconciliation 31<sup>st</sup> March 2023

**Recommendation:** receive and approve

### 11.3 Quarterly Report 31<sup>st</sup> March 2023

**Recommendation:** receive and approve

### 11.4 Grant Application

**Recommendation:** discussion

### 12. Annual Governance and Accountability Return 2022-23

**Recommendation:** complete the AGAR 2022-23

### 13. Planning Matters

**Recommendation:** Discuss any planning matters

### 14. Neighbourhood Plan

**Recommendation:** Receive an update

### 15. HS2 Update

**Recommendation:** Receive an update

### 16. Councillor's reports and items for future Agenda:

Councillors are requested to use this opportunity to report minor matters of information (this is for matters which come up after the agenda is published) or action, not included elsewhere on the Agenda, and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

### 17. Date of the Next Meeting

To confirm the date of the next meeting as **Thursday 22<sup>nd</sup> June 2023**