**Cubbington Parish Council**

**Minutes of the Parish Council Meeting held at 7:00pm 27th July 2023**

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

**Present:**

Councillor Daniel Meggitt Councillor Ron Gillett

Councillor Ian Hodges (Chairman) Councillor Gary Willoughby

Councillor David Saul (Vice Chairman) Councillor Paul Watkins

Councillor Lorraine Palmer Councillor Val Roberts

Councillor Esther McCarthy Councillor Colin Marrow

Warwick District Councillors: Councillor Alan Boad, Councillor Phil Kohler,

 Councillor Daniel Russell

Warwickshire County Council: Councillor Sarah Boad

Members of the public: 0

In Attendance: Jane Chatterton, Clerk & RFO

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

**Martin Young – Severn Trent – Waste Team Manager Warwickshire**

Mr Young had been invited to the meeting following discussion at June’s meeting and points raised at the Flood and Maintenance Prevention Working Group meeting.

Maps of Cubbington were discussed and issues raised were discussed in detail.

*Councillor McCarthy and Councillor Roberts joined the meeting.*

**Actions / Next Steps**:

* Discuss Rugby Road / Windmill Hill / Kenilworth Road with clean water colleagues:
	+ Ongoing, ad-hoc water main repair works, are there any plans to replace the main longer term?
	+ Mud left on road after works completed – can we make sure we tidy up properly / employ a road sweeper as necessary.
* Further discussion with WCC Flood Team to understand issues and areas for collaborative approach.
* Contact properties on the Hydraulic Flood Risk Register (DG5). Information gathering exercise to understand if any further known flooding properties were affected.
* Investigate smell issues at Church Lane filter beds – may need input from Non-Infra Teams. Are there any wider works planned here, some recent notices of investigation were posted advising of this.
* CCTV Survey the full length of foul and surface water system along Church Road / New Street. NB there was a question regarding change in pipe size (sewer records doesn’t show this) but can we look out for this.
* Understand plans for Cubbington Growth Scheme.
* Model the impact of the actual storm event to understand areas that may have flooded from the STW system. (SMP Consultants to do this)

The Chairman thanked Martin for attending the meeting.

**638. Apologies**

Apologies for absence were received from Parish Councillor, Councillor Pete Smith. WDC Councillors; Councillor Pam Redford, and Councillor Josh Payne. WCC Councillor, Councillor Wallace Redford.

The Parish Council expressed their disappointment again that since his election in May, Councillor Josh Payne had not attended a meeting.

1. **Declarations of Interest:**

Declarations of Interest were received from:

Councillor David Saul - Pavilion Committee & VHTC

Councillor Daniel Meggitt - Pavilion Committee

Councillor Ian Hodges - VHTC

Councillor Esther McCarthy - Pavilion Committee & VHTC

Councillor Gary Willoughby - VHTC

1. **Minutes of previous meeting:**

The minutes of the Parish Council Meeting held on 22nd June 2023 were received and discussed.

**RESOLVED THAT** the minutes of the Parish Council held on 22nd June 2023 be approved.

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

There were no matters arising that were not listed on the agenda.

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

Nothing further to discuss.

1. **Correspondence**

Nothing further to discuss.

**644. Chairman’s Report**

I had a couple of meetings with the Payback supervisors to identify areas that needed work, the No Mow May has caused a great deal of difficulty regarding which areas are to be cut and what to do with the cut waste. This no mow May has not been welcomed as a satisfactory solution and we now have verges covered in large amounts of hay which is not composting. I have also had many complaints about the increase in the number of Hay fever suffers.

I also undertook the re-staking of various trees in the Recreation Ground which had broken, the rest seem to be in good order, we have lost about 6 trees which we need to replace when funds are available.

The large conifer in the sensory garden does not look in the best of health and after the dry spell in June, I gave it around 300 litres of water, fingers crossed it will be OK.

Another frustrating month regarding the Village Hall bank account. After a number of visits by me, as President of the VHTC, to the local HSBC branch and legal action taken, the main signatories agreed to transfer the account to the new VHTC. However, the bank still refused to accept the position. Working with the Clerk, additional legal action was taken directly to HSBC who have now agreed to release the funds to the new Committee, this is in the process of being actioned and the appropriate forms are now being completed. The hours put in to achieve this result are huge and should be noted as a waste of resource and funds.

Once completed this will allow the accounts for the Charity to be completed and bring our legal obligation as Trustee up to date. We can then look at the best way forward in how to manage the bank and the facilities for the future.

Hopefully this will be the end of this, and we can now build on the success of the Village Hall for all of the community. This has been a very difficult situation to resolve. I have supported the Clerk through the process for over 17 months, so know firsthand how much effort it has taken from those involved, including myself.

I had a meeting with the CCTV people who installed the cameras in and around the Village Hall and all cameras are now on the internet and can be viewed from remote positions, this was one of the issues raised in our Business Management Plan and it is now complete.

I also met with several contractors with regards to the grassed area at the rear of the Village Hall, this is a major problem in terms of maintenance and leaves the area in an unsatisfactory condition which is unusable. To date I have not received satisfactory quotations for the work that we are looking to do. This area is both a mess and also a health and safety issues due to its uneven walking areas. Other quotations are being sought.

Our thanks go the team who ran and organised the Funday in spite of the weather it was a big success with larger numbers than we might have expected it was enjoyed by all people who attended. Certain events may have to be reconsidered for future activities.

The Chairman updated on the historical facts around the Village Hall issues.

**644.1 Village Hall Bank Account**

The Chairman of the Village Hall Trust Committee Councillor Willoughby updated on the Village Hall Bank Account.

It was reported that the Parish Council and then subsequently the new Village Hall Trust Committee have been battling to gain access to the Village Hall’s Business Bank Account for 18 months. Failure to comply with the requests the current signatories had put the Charity under significant strain and wasted valuable resources.

To date the cost to the Parish Council and Village Hall Trust Committee exceeds £5,000.

Failure of the current signatories to respond to letters from the VHTC resulted in the Committee engaging a litigation solicitor to act on it’s behalf. Following further correspondence two of the signatories had subsequently visited the local branch with a letter of authorisation to transfer the account.

The President of the Village Hall visited branch with the required documentation and mandate only to be told that the HSBC Legal Team were still obstructing the handover of the account.

After further letters from the solicitors, the VHTC received a telephone call a few days ago requesting that fresh mandates and supporting information be provided. These were completed and sent to HSBC.

We await confirmation that the account has been updated.

Once the Treasurer has control of the Bank Account this will allow for the Annual Accounts for 2022 to be completed, time is limited as the Charity Commission are already chasing the information.

The Committee hope that this is finally the end of the matter, but it must be acknowledged that this has been an unnecessary stressful and waste of time.

It should be noted that legal advice was being obtained to recover the expenditure incurred from those responsible.

**645. Councillors Reports in brief**

**Cllr Saul - Community services**

Councillor Saul updated that he had been invited by the Head Teacher of Cubbington Primary School to attend an event last Friday to hand out the prizes to the Year 6 children who were leaving. It is an exceptional school which is also inclusive.

Councillor Saul officially thanked Councillor Meggitt for being the lead on the Cubbington Funday.

**Cllr Meggitt – Funday Sunday**

Councillor Meggitt updated that we were very fortunate with the weather on the day. Thank you to everyone who helped out. This year saw the introduction of the Dave Morris Challenge Trophy. Sadly, one cricket team had pulled out at the last minute so the planned match could not take place. The trophy was awarded to 2 children who won an activity.

The next event was scheduled for the 3rd December and would include “Advent Windows”. Everyone is welcome to sign up for the Advent Window event, further details to follow.

**Cllr Meggitt – Pavilion Committee**

It was reported that repairs were required to the exterior of the Pavilion building. The quotes had been received and the work would be commissioned shortly.

**Cllr Gillett – Youth Provision & Engagement Task Group**

The questionnaire had been distributed to the local schools. Thank you to Councillor Watkins who assisted with setting up the return email and online Survey. Responses were being received currently which would suggest these are from Primary School Children. When further information was received the Group would analyse the results.

A meeting had taken place with a manager from Nuffield. They were providing a service into the local communities, this included providing the equipment, instructors and a booking portal. He was impressed with the Pavilion and felt it was a good venue to use. Looking to get a class set up for a target group of 11-16 year old girls. This would be a Boxercise class and would be free for participants. Initially only for the girls as their experience is that they prefer to exercise in single gender groups. Co-ordinating an instructor for the preferred day.

Other opportunities and classes could be provided for different age groups.

**ACTION**: Councillor Gillett to email Clerk the information for dissemination.

**Flood and Maintenance Prevention Working Group**

The Working Group had held their first meeting in July. It was noted that the Parish Council has no direct responsibility for the flood prevent but would make contact with Severn Trent, WCC and the EA to raise the issues, ask questions and hold the agencies to account.

The mission statement included:

Cubbington Parish Council have no direct responsibility for Highways, drains, sewers or water courses but will promote positive actions and hold responsible agencies to account. The Working Group will develop an active and supportive engagement with both the responsible agencies and the community, particularly those residents with a recognised risk of flooding to their properties. The Group will also monitor Service Level Agreements for the agencies, the level of risk and priorities given to the most vulnerable areas within the village.

**ACTION**: A guidance leaflet would be drafted and distributed to parishioners.

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

**Councillor Sarah Boad WCC**

Speed survey from Kenilworth Road – a speed survey had taken place on the Kenilworth Road and masses of data was available. The data included the speed and the number of vehicles per day, vehicles per hour and the number of lorries. The information showed that there was a lot more traffic going North than South. 10% of the cars were travelling over the speed limit. The survey was completed in June.

**ACTION**: Councillor Boad would share the data with the PC.

**Councillor Alan Boad - WDC**

Waste management – at the recent Council meeting it had been reported that the bin day collection leaflet would not be printed and distributed, the current leaflet runs out this week and there are no more dates identified. The information is available on the website and app but there would be no paper updates sent out to residents in WDC.

**ACTION**: Write to WDC (Will Roberts the Portfolio Holder and Ian Davidson – Leader of the Council) and ask them to reconsider.

South Warwickshire Local Plan – the consultation period had finished. No new sites around Cubbington had been submitted.

No Mow May – there was going to be an investigation into how this can be improved. Information would be discussed at the Scrutiny Committee.

**Councillor Phil Kohler - WDC**

No Mow May – the comments made at June’s meeting had been fed back to WDC. The District Council did say that they would have a road sweeper following the cutting team picking up grass on the highway. Grass on the verge would stay on the verge and not be completed.

**647. Highways**

**647.1 Review Outstanding Highways Issues**

* White lines on New Street
* H blocks
* Welcome to Cubbington Sign replacement - Kenilworth Road
* Blocked drains throughout the Parish

The Clerk had been emailing Ryan Machin the Localities Officer since February 2023, but no response had been received. At meetings with Ryan Machin and Councillor Saul he had promised to provide updates.

**ACTION**: carry over.

**647.2 Crossing Installation Rugby Road**

It was noted that nearly 1,000 signatures had been obtained in support of the crossing.

**ACTION**: Send the petition to Councillor Redford to progress.

**648. Police**

Nothing further to note.

**649**. **Finance**

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

**2023-24**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **REF** | **DETAILS** | **EXPENDITURE** |
| 16.06.23 | E43 | J Chatterton Stamps & stationery | £104.11\* |
| 27.06.23 | E44 | Securico CCTV Remote access & camera DEPOSIT | £690.00 |
| 30.06.23 | E45 | Service Charge Account 1 | £25.05 |
| 30.06.23 | E46 | Service Charge Account 2 | £18.00 |
| 12.07.23 | E47 | Top Source Invoice 002679 June | £12.94\* |
| 12.07.23 | E48 | Mr Willoughby Invoice 00058 plus stationery | £105.86\* |
| 12.07.23 | E49 | Securico CCTV 3 yr warranty | £1,042.80\* |
| 12.07.23 | E50 | SLCC training Charitable trusts | £72.00\* |
| 12.07.23 | E51 | J Chatterton Clerk Salary July | DPA |
| 12.07.23 | E52 | HMRC Tax & NI July | DPA |
| 12.07.23 | E53 | J Chatterton Expenses July | £77.99\* |
| 12.07.23 | E54 | WCC Clerk Pension Employer & Employee | DPA |
| 12.07.23 | E55 | Mr J Franks Maintenance Officer & Rec Ground | £444.83 |
| 12.07.23 | E56 | DS Wagstaff | £755.00 |
| 12.07.23 | E57 | J Chatterton Sign shed | £28.80\* |
| 12.07.23 | E58 | Securico CCTV Balance (E44) | £1,610.00\* |
| 15.07.23 | E59 | J Chatterton Stamps & stationery | £104.11\* |

*\*including VAT*

**RESOLVED THAT** the payments be approved.

**649.2 Bank Reconciliation 30th June 2023**

The Bank Reconciliation 30th June 2023 was received and discussed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: 30th June 2023 |  |  |  |  |  |
| **Balance per bank statements as at 30th June 2023:** |  |  |  |
| Main Account |  |  |  | £66,752.06 |  |
| Account 2 |  |  |  | £62,721.66 |  |
|  |  |  |  |   | **£129,473.72** |
| Petty cash float (if applicable) |  |  |  |  | £0.00 |
| Less: any unpresented cheques as at 30.06.23 |  |  | £0.00 |  |
|  |  |  |  |  |  |
|  |  |  |  |   | £0.00 |
| Add: any un-banked cash as at 30.06.23 |  |  |  |  |
|  |  |  |  | £0.00 |  |
|  |  |  |  |  |  |
|  |  |  |  |   | £0.00 |
|  |  |  |  |  |  |
| **Net balances as at 30.06.23** |  |  |  |  | **£129,473.72** |
| **CASH BOOK** |  |  |  |  |  |
| Opening Balance 1st April 2023 |  | Acc 1 | £44,663.70 |  |
|  |  |  | Acc 2 | £62,739.66 |  |
|  |  |  |  |  | £107,403.36 |
| Add Receipts up to 1st June 2023 | ACC 1 |  |  |  | **£42,014.72** |
| Add Receipts up to 1st June 2023 | ACC 2 |  |  |  |  |
| Less: Payments up to 30th June 2023 |  |  |  | £19,944.36 |
| Closing balance per cash book as  |  |  |  |  | **£129,473.72** |
| as 30th June 2023 |  |  |  |  |  |

**RESOLVED THAT** the Bank Reconciliation 30th June 2023 be approved.

**649.3 Quarterly Report 30th June 2023**

The Quarterly Report 30th June 2023 was received and discussed.

**RESOLVED THAT** the Quarterly Report be approved.

**650. Purchase of dog waste bag dispensers**

After discussion it was decided not to purchase the units.

**651. Planning Matters**

Nothing to discuss.

**652. Neighbourhood Plan**

Councillor Watkins updated that the Grant Application process had now re-opened.

NHP report had gone to WDC for comment.

**ACTION**: Councillor Watkins will make the application.

**653. CPC Business Plan**

Councillor Willoughby reported that the CPC Business Plan went live the first week in July. This had also been embedded into the NHP. Beginning to make progress with items on the Business Plan.

The Business Plan would be flexible and mould to parish council needs. Further meeting to take place September/October.

**654. HS2 Update**

Parish Council members update would take place on Thursday 28th September.

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

* White lines on New Street
* H blocks
* Welcome to Cubbington Sign replacement - Kenilworth Road
* Blocked drains throughout the Parish
* Severn Trent update
* Crossing on the Rugby Road
* VAS signage
* CPC Newsletter

**656. Date of the Next Meeting**

The date of the next meeting was confirmed as Thursday 28th September 2023.

Meeting closed at 8:25pm