

## Cubbington Parish Council

Minutes of the Parish Council Meeting held at 7:00pm 28<sup>th</sup> September 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 (part)
Councillor Esther McCarthy	Councillor Colin Marrow
Councillor Pete Smith	

Warwick District Councillors: Councillor Pam Redford, Councillor Josh Payne,  
Councillor Phil Kohler, Councillor Daniel Russell

Warwickshire County Council: Councillor Wallace Redford, Councillor Sarah Boad (part)

Members of the public: 0

In Attendance: Jane Chatterton, Clerk & RFO

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

**657. Apologies**

Apologies for absence were received from WDC Councillor Alan Boad.

**658. 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

**659. Minutes of previous meeting:**

The minutes of the Parish Council Meeting held on 27<sup>th</sup> July 2023 were received and discussed.

**RESOLVED THAT** the minutes of the Parish Council Meeting held on 27<sup>th</sup> July 2023 be approved.

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

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

**661. Public participation**

There were no members of public present.

**662. Correspondence**

Correspondence had been received from the Public Rights of Way Team who needed to obtain funding to repair a footbridge over the River Leam near Cubbington. The bridge has had to be closed meaning the temporary loss of the W129 route which is important for the community, particularly with HS2 closing and diverting a number of paths in this area. The footbridge over the River Leam was declared unsafe on inspection.

They had explored funding options with HS2 but that was rejected because maintenance is considered to be a statutory obligation. Their only avenue now was to apply for CIL monies of circa £40,000 from Warwick District Council. As this section of the footpath is in the Weston-under-Wetherley parish and also serves Cubbington and Offchurch, the Team were seeking support of the three parishes to progress this application before the next round in November.

**RESOLVED THAT** the Clerk write to the Rights of Way Team offering support.

**663. Chairman's Report**

It was reported that there had been a disappointing couple of months, where both the Clerk and myself tried to get one of our business plans started and progressed, this was the installation of Speed awareness signs within our district which we had agreed to go ahead with at a previous meeting. We also reserved funds to enable us to do it as it was considered by both the council and the residents that it would significantly improve road safety.

Having spent many hours selecting a suitable sign we approached the council to instal one at our expense where the one on Rugby Road has not been working for many years.

This was denied by Traffic and Safety working for Warwickshire County Council and regardless of the e mail exchange that took place we were referred to the following which is their bible.

**WCC Document says:****Installation and Operation of Vehicle Activated Signs  
September 2022 Installation of VAS at new sites**

The installation and use of VAS should be targeted at sites where road safety benefits are most likely. An unchecked proliferation of VAS may place additional strain on the County Council's maintenance budget. It is recommended that County Council supplied and maintained VAS should only be considered for installation at locations which meet all four of the County Council's proposed VAS Criteria (Appendix A). This will ensure that VAS are only installed where road safety benefits may be expected at sites with a demonstrable road safety risk.

It is possible that a site would not meet all four Criteria despite having a high personal injury collision (PIC) rate, e.g. because it does not satisfy the fourth criterion of Environmental Concern, but those cases are likely to be considered under separate road safety approaches, such as the Casualty Reduction Scheme. A wider range of engineering measures, which might include but are not confined to installation of VAS, may be considered under that Scheme.

Some locations may not have all of the data required to make a full assessment based on the four proposed Criteria. At such locations, where local communities are keen to see one or more VAS installed, it will be necessary to carry out activities such as the provision of speed and traffic flow monitoring equipment and/or a site survey. The local community will be required to fund the

activities needed to obtain the missing data. The data collected will allow assessment against all the proposed VAS Criteria.

### **Potential removal of existing VAS**

An assessment of the justification for retaining a VAS will be applied at the time that the VAS ceases to work. Owing to the absence of speed, traffic flow and site specific data in many VAS locations, this assessment focuses solely on one of the four proposed VAS Criteria, namely personal injury collisions (PIC), using the same weighted scoring system as detailed in Appendix A. A comparison of collision data before and after installation of the sign will be carried out. This will provide a robust assessment of the effectiveness or otherwise of the VAS in reducing such collisions.

The approach will remove signs which have had less road safety benefit than might reasonably be expected according to previous findings. These findings show that VAS may be expected to reduce the number of collisions by up to 35%.

Communities value measures to protect their local environments, especially where road safety is concerned. To address this, only those VAS which have seen zero reduction in collision score over a ten-year period before installation compared to a ten-year period after installation, or the best comparable before and after periods where the sign has existed for less than ten years, and where the site currently has a low collision record, would be scheduled for removal when they stop working. This is a cautious approach to safety which acknowledges community concerns and recognises that even minimal road safety benefits are welcome.

For the purposes of this policy, a low collision record is considered to be a weighted PIC score of less than five in the five years before sign assessment.

Warwickshire County Council is committed to improving the county through a community powered approach and wants to create conditions for thriving and sustainable community involvement. A local community which wants to retain an existing VAS which is scheduled for removal as a result of the assessment process may do so by entering into a legal agreement with Warwickshire County Council to provide funding for the sign's maintenance and/or replacement.

Removal of VAS which do not fulfil a significant road safety role will reduce street clutter and maintenance costs for the County Council and help to ensure that VAS are retained and functional at sites where they are making a demonstrable contribution to road safety.

## **Appendix A**

### **Criteria for the Installation and Operation of Vehicle Activated Signs**

#### **VAS Criteria**

Four criteria have been established: history and nature of personal injury collisions (PIC), speeds, traffic volume and environmental concerns.

All four criteria must be satisfied for a new VAS to be approved.

#### **1. Personal injury collisions (reported and taken from Police collision statistics).**

The site will have a PIC weighted score of at least five within 200m of the proposed VAS location over the preceding three years. This timescale aligns with that used for interventions in our Casualty Reduction programme. Only those collisions whose cause may be directly influenced by the

installation of a VAS will be included in the PIC count for the site. The weighted score will be applied to collision severity as detailed below:

Severity of PIC	Weighted Score
Slight	1
Serious or fatal	3

For example, a site with two recorded slight injuries and one serious or fatal collision over the preceding three years would meet this particular criterion, if the causes of all the accidents would be mitigated by a VAS sign, as would a site with one fatal and one serious PIC. A weighted score of five would ensure that the location has a real collision risk associated with it, and not merely a perceived one.

2. **Speeds.** The site will have an 85th percentile speed above ACPO (Association of Chief Police Officers) limits, i.e. 15% of drivers would be exceeding ACPO levels (= speed limit + 10% + 2mph), through significant periods of the day. Without a recognised speed problem there is little benefit in reinforcing the speed limit. Thresholds are 35mph (in a 30mph limit), 46 (40mph limit), 57 (50mph limit) or 68 (60mph limit).
3. **Traffic Flows.** More than 3000 vehicles per day (24 hour, 2-way flow) will pass through the site. With low traffic flows, associated risk is likely to be reduced.
4. **Environmental Concerns.** The site will have an environmental weighted score of a least **five** within **200m** of the proposed location. The environmental weighting scores are detailed in the table below.

Environmental Concern	Weighted School
School/College/Nursery/Care Home	3
Community Facilities (Local Shop/Doctors Surgery/Church/Recreation Area/Village hall etc.)	2
Well used formal/informal crossing point(s)	2
Vulnerable users/insufficient footway	2
Busy highway resulting in community severance	1

For example, a village with a school and a well-used crossing point would score 5 and meet this particular criterion (5 points).

As you will see we are not permitted to improve the safety of our residents. Regardless of the fact that we are elected officers we have no say in how our village is protected.

On a brighter note, again working with Jane our Clerk and contacting the Managing Director of HSBC we have now managed to take full control of the Village Hall bank account. This will enable us to comply with the Charity Commission requirements and produce the accounts.

A big thank you to Councillor Wallace Redford Councillor for WCC for the completion of the tarmacking of the footpath on Windmill Hill it is very well appreciated by our residents.

I am also pleased to confirm that all asbestos has now been safely removed from the rear of the Village Hall and there is now a shed with a new roof for the use of hirers of the Village Hall.

**VAS installation****ACTION:**

- (i) Councillor Wallace Redford will raise with WCC.
- (ii) Look at installing speed monitoring equipment on the Rugby Road.

**Windmill Hill footpath**

Thanks was passed on to Councillor Redford for the work carried out on Windmill Hill's footpath.

**664. Councillors Reports in brief****• Cllr Saul - Community services**

Harvest Festivals – it was reported that the Local schools had been celebrating with the Harvest Festivals – it was wonderful to see the local school children carrying harvest festival gifts to members of the community.

**• Cllr Meggitt – Pavilion Committee**

Pavilion repairs - it was noted that repairs on the building had been carried out during the Summer. Work included replacing the rear door, removing and replacing the rotten wood and wooden facias with plastic. The ramp to the building had also been repainted with anti-slip paint.

Two more regular hirers were now using the building for a specialist dance group and puppy training classes.

Christmas Light switch on – this would take place on Sunday 3<sup>rd</sup> December – relevant permissions are being obtained. Santa has been booked and will arrive on a land train, this will then be available to offer rides for the children up and down Queens Street.

Work continued to book some live entertainment – suggestions to Councillor Meggitt.

Advent Windows – this was an event for all the village to participate in. There would be 24 windows, people were requested to commit by mid November. There would be a set time to turn the lights on each day. Interested households were asked to register interest through the Village Hall website and email.

Pavilion improvements - all the quotes are in for the kitchen and solar panels.

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

Main developments since July's meeting included engagement with Nuffield and offering a provision for Thursday evenings. Classes commenced on 14<sup>th</sup> September. Booking portal was organised by the Nuffield with some initial teething problems.

The response to the questionnaire which had been distributed to the schools had been a little disappointing but could be down to timings.

**• Cllr Willoughby – Flood Prevention & Maintenance Working Group**

Following the 23<sup>rd</sup> June Parish Council meeting when residents attended and expressed significant concerns over the surface water flooding the previous week, the Parish Council formed the above Working Group.

Initialled

Since then, the Group have met twice 12<sup>th</sup> July, 7<sup>th</sup> September and are due to meet again 19<sup>th</sup> October. The latest Actions & Next Steps have been circulated ahead of this meeting together with a draft information sheet to be issued by the Parish Council.

The Working Group have engaged with WCC Highways, Warwick District Council, Severn Trent Water, Environment Agency and the WCC Flood Risk Management Team.

The Working Group's objective was to work collaboratively with all these organisations to establish fact not myths and to the extent, that on seeing our efforts Severn Trent Water & the EA have agreed to work with us on a joint information campaign.

Key outcomes to date include ..

- Walking and inspecting the Pingle Brook with the EA
- CCTV of surface water sewers Church Lane – New Street to Pingle Brook culvert, foul sewers investigation work and Offchurch Pumping Station review is ongoing
- Anecdotal increases in jetting and road gully cleansing – feedback from WCC awaited
- Increased understanding of Cubbington's surface water and foul drainage systems
- identified a possible ownership issue with the Mill Lane flood alleviation scheme between EA – WDC which was constructed in 2014
- Street Flood Warden scheme - volunteers being sort
- How to check your flood risk & home insurance premiums – letter drafted
- Draft communication / leaflet prepared for issue late October.

A common theme is that all the above organisations see little reporting of issues on their systems, Cubbington is not registering as a significant risk of flooding, hence the correct way to report problems has a heavy focus on the information leaflets. With respect to road gullies in vulnerable streets, autumn leaf fall is a time to be vigilant and for residents to report any concerns immediately.

In summary, thanks to the efforts of group members, a significant amount of progress has been made over the summer and new personal connections made with utilities / agencies, which bodes well going forward.

*Councillor McCarthy joined the meeting.*

*Councillor Roberts left the meeting.*

**ACTION:**

- (i) Councillor Wallace Redford will ask for the jetting team to come out and jet the blocked drains.
- (ii) When issues are reported to Ryan Machin copy Councillor Wallace Redford in.

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

**WDC – Councillor Pam Redford**

It was noted that with the cold dark days just around the corner, it's important that we make preparations to support the most vulnerable in our communities through the winter months. WDC [cost-of-living support page](#) is regularly updated and will remain the go to 'click' for the latest advice and information.

Further information could be found by visiting:

[www.warwickdc.gov.uk/info/20845/cost\\_of\\_living\\_support](http://www.warwickdc.gov.uk/info/20845/cost_of_living_support)

In addition WDC were extending reminders to everyone who is eligible to book their seasonal Covid and Flu vaccinations either through their GP or via the [NHS website](https://www.nhs.uk).

[www.nhs.uk/nhs-services/covid-19-services/covid-19-vaccination-services/book-covid-19-vaccination/](https://www.nhs.uk/nhs-services/covid-19-services/covid-19-vaccination-services/book-covid-19-vaccination/)

#### **WDC - Councillor Russell**

It was noted that there was a current planning application for a property on Beaufort Avenue for a change of use to a children's home.

Many residents had raised concerns and objections to the application.

#### **WDC Councillor Kohler**

No Mow May - it was noted that No Mow May would be discussed at the Scrutiny Meeting next week.

South Warwickshire Local Plan – currently reviewing the options, timings were also being reviewed.

*Councillor Sarah Boad joined the meeting.*

#### **WCC Update Councillor Sarah Boad**

Kelvin Road shops – a letter from Councillor Boad and the Police had been circulated, work would be completed soon.

Speeding on Kenilworth Road –

#### **ACTION:**

- (i) data to be sent to the Clerk for circulation to members.
- (ii) site meeting with the Police to be arranged – Cllr Willoughby to attend.

#### **WCC Councillor Wallace Redford**

Community Grant applications – it was noted that the new round would begin in November, community groups should be encouraged to apply.

Crossing on the Rugby Road –

#### **ACTION:**

- (i) Petition to be presented to WDC at Riverside House.
- (ii) Councillor Redford to liaise with Highways again.

Windmill Hill – still issues with children crossing safely especially as the school times have changed to an earlier time. The school are still unable to recruit a School Crossing Patrol.

#### **ACTION:**

- (i) Councillor Wallace Redford will arrange a site visit, Councillor McCarthy to attend.
- (ii) Make a request for 20mph speed limits around the two schools.

**666. Highways****666.1 Review Outstanding Highways Issues**

White lines on New Street - work has been completed. C/O

H blocks – work has been completed. C/O

Welcome to Cubbington Sign replacement - Kenilworth Road

**ACTION:** Councillor Sarah Boad to look at.

Pavement on New Street both sides - was marked out 18 months ago in readiness of repair. Jeff Morris said would be carried out during the school summer holidays.

**ACTION:** Councillor Wallace Redford to progress.

**667. Police**

The latest police report had been received and included:

01/08/2023 – Burglary Business – Two suspects had smashed the door of the gift shop, nil taken – Stoneleigh Deer Park Golf Club, Coventry Road, Stoneleigh

24/07/2023 – Damage – Suspect used vehicle to pull a fence down – Rowley Road, Baginton

03/08/2023 – Violence (ABH) and Damage – Broadway, Cubbington

03/08/2023 – Violence (Common Assault) Domestic related – Broadway, Cubbington

14/08/2023 – Theft from vehicle – number plates – Bubbenhall Road, Baginton

07/08/2023 – Theft – water pump – Dalehouse Lane, Kenilworth

07/08/2023 – Theft – water pump – Dalehouse Lane, Kenilworth

07/08/2023 – Violence (Common Assault) – Dalehouse Lane, Kenilworth

07/08/2023 – Theft from vehicle – Tools – Old Mill Hotel, Mill Hill, Baginton

07/08/2023 – Theft from vehicle – Tablet Device – Coventry Road, Stoneleigh

14/08/2023 – Theft from vehicle – number plates – Bubbenhall Road, Baginton

14/08/2023 – Burglary Business – Theft of vehicle/ Tools/Construction Equipment – Bubbenhall Road, Baginton

14/08/2023 – Theft – Tools – Bubbenhall Road, Baginton

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14/08/2023 – Theft – Tools – Bubbenhall Road, Baginton

15/08/2023 – Damage – patio door/window – Coventry Road, Stoneleigh

14/08/2023 – Vehicle interference – offenders disturbed whilst drilling the lock on a van – Old Mill Hotel, Mill Hill, Baginton

15/08/2023 – Theft from vehicle – welding equipment – Mill Hill, Baginton

19/08/2023 – Damage – roof – The Royal British Legion Club, Kimberley Road, Baginton

19/08/2023 – Burglary Business – items damaged – Baginton Village Hall, Baginton

20/08/2023 – Theft – caravan – located 5 miles away and returned to owner – Bericote Lane, Blackdown

21/08/2023 – Burglary Business – van stolen – Middlemarch Business Park, Baginton

22/08/2023 – Burglary Business – safe stolen – Middlemarch Business Park, Baginton

22/08/2023 – Violence (Common Assault) – Stoneleigh Park

04/09/2023 – Theft – trailer – Middlemarch Business Park, Baginton



Initialed

06/09/2023 – Violence – Common assault – Domestic related – Cross Lane, Cubbington  
 10/09/2023 – Violence – Common assault – Domestic related – Appletree Close, Cubbington  
 14/09/2023 – Theft of vehicle – Orchard Way, Bubbenhall  
 14/09/2023 – Attempted Burglary Business – Weston Lane, Bubbenhall  
 16/09/2023 – Damage – Cross Lane, Cubbington  
 25/09/2023 – Theft – Quantity of pond fish – Price Road, Cubbington  
 25/09/2023 – Supplying or offering to supply a controlled drug – class A – Stoneleigh Road, Baginton  
 25/09/2023 – Common assault – Coventry Road, Cubbington

**668. Finance****668.1 payments PAID since the last meeting:-****2023-24**

DATE	REF	DETAILS	EXPENDITURE
19.07.23	E60	Tolan Training Fun Day First Aid	£150.00
20.07.23	E61	SLCC Training Managing Village Halls	£54.00
04.08.23	E62	Mr I Hodges Orchard Repairs	£190.50
04.08.23	E63	DS Wagstaff Invoice 4761	£755.00
04.08.23	E64	Mr G Willoughby Invoice 00059	£98.25
04.08.23	E65	Mr J Franks Sensory Garden Ditch and Hedge	£258.69
04.08.23	E66	Topsource Payroll TGS2324/004111	£12.94
04.08.23	E67	Clerk Salary July	DPA
04.08.23	E68	HMRC Tax & NI August	DPA
04.08.23	E69	WCC Clerk Pension Employer & Employee	DPA
04.08.23	E70	Fixfire Pavilion Fire Alarm	£4,416.00
18.08.23	E71	Metcalfe Timber inv 932499 tree stakes	£25.20
18.08.23	E72	J Chatterton Clerk Expenses August	£59.99
18.08.23	E73	B&PS Invoice 4/2454049 padlocks	£64.22
12.09.23	E74	Mrs L Montgomery September Key holder fee	£150.00
12.09.23	E75	DS Wagstaff Invoice 4790 August	£755.00
12.09.23	E76	Topsource Payroll Invoice 004920 Aug	£12.94
12.09.23	E77	Clerk Salary VH OT	DPA
12.09.23	E78	HMRC Tax & NI Employer & Employee Sept	DPA
12.09.23	E79	WCC Clerk Pension Employer & Employee	DPA
14.09.23	E80	J Chatterton Clerk Expenses September	£59.99
17.09.23	E81	Mr J Frank Rec Ground maintenance & VH	£324.50
17.09.23	E82	J Chatterton Compost - street planters	£120.00
17.09.23	E83	J Chatterton Christmas activities deposit	£191.00

\*including VAT

**Income****2023-24**

DATE	REF	DETAILS	INCOME
04.08.23	R	Youth Services Grant	£4,680.00

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

**668. Planning Matters**

Nothing further to discuss.

**669. Neighbourhood Plan**

Councillor Watkins updated that the application for the Grant funding had been made and approved. The funds should be paid shortly.

Councillor Wakins was pleased to report that WDC had accepted CPC's NHP draft plan. The next steps in the process would be for a consultation period and then a referendum to follow.

Further updates at October's meeting.

**670. CPC Newsletter**

**ACTION:** Councillors were asked to forward updates to the Clerk.

**671. CPC Business Plan**

Councillor Willoughby updated that work continued on the CPC Business Plan. Some items had been completed. An informal meeting would take place in early November to progress.

**672. HS2 Update**

Nothing further to discuss.

**673. Councillor's reports and items for future Agenda:**

Budget and Precept setting

**674. Date of the Next Meeting**

The date of the next meeting was confirmed as Thursday 26<sup>th</sup> October 2023.

Meeting closed at 8:10pm