

# CUBBINGTON PARISH COUNCIL

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*[www.cubbingtonparishcouncil.gov.uk](http://www.cubbingtonparishcouncil.gov.uk)*

15<sup>th</sup> February 2024

Dear Councillor

You are hereby summoned to attend the meeting of Cubbington Parish Council being held on 22<sup>nd</sup> February 2024 at 7:00pm, meeting to be held at the Village Hall. 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> November 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:** receive and note any correspondence
- 6.1 **Letter from Solicitors re Ash Tree**

**Recommendation:** receive an note
- 6.2 **Royal Garden Party Nominations**

**Recommendation:** discussion
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 – Cliff Cleaver Pavilion

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## 9. District and County Councillors Reports for information

**Recommendation:** Receive reports from: WDC and WCC Councillors

## 10. Highways

### 10.1 Review Outstanding Highways Issues

- Welcome to Cubbington Sign replacement - Kenilworth Road (Cllr S Boad)

### 10.2 VAS Sign Rugby Road

**Recommendation:** discussion and update

### 10.3 Rugby Road Crossing

**Recommendation:** discussion and update

## Additional items

### 10.4 Path – Rugby Road to Offchurch Lane

**Recommendation:** formal request to WCC to repair the path

### 10.5 20 mph speed limits

### 10.6 Bus shelter in Queen Street

### 10.7 Bus stop sign Rugby Road

## 11. Police

**Recommendation:** Receive an update

## 12. Finance

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

2023-24

| DATE     | REF  | DETAILS  | EXPENDITURE |
|----------|------|--|-------------|
| 15.11.23 | E107 | Netwise Premium Package Hosting                    | £468.00*    |
| 16.11.23 | E108 | J Chatterton - Expenses November                   | £95.98*     |
| 16.11.23 | E109 | D Papworth Mower repairs                           | £65.00      |
| 16.11.23 | E110 | J Franks Maintenance Officer                       | £190.50     |
| 28.11.23 | E111 | J Chatterton Planning App Mens Shed                | £360.00     |
| 28.11.23 | E112 | Cubbington OAP Association Grant                   | £200.00     |
| 05.12.23 | E113 | DS Wagstaff Invoice 4857 pitch mow                 | £90.00      |
| 05.12.23 | E114 | Frog Inc Ltd Christmas trees                       | £350.00     |
| 05.12.23 | E115 | Top Source invoice 007379                          | £12.94*     |
| 05.12.23 | E116 | CJ Events Road closures light switch on            | £252.00*    |
| 05.12.23 | E117 | Mr G Willoughby invoice 00063                      | £60.00      |
| 08.12.23 | E118 | Mr Hodges software reimbursement Mens Shed Project | £349.00*    |
| 08.12.23 | E119 | NS Booth Christmas lights                          | £1,998.00*  |
| 08.12.23 | E120 | J Chatterton Clerk Salary Dec 2023                 | DPA         |
| 08.12.23 | E121 | HMRC Tax & NI Employer & Employee Nov              | DPA         |
| 08.12.23 | E122 | WCC Clerk Pension Employer & Employee              | DPA         |
| 08.12.23 | E123 | Tolan Training Christmas Light Switch on           | £150.00*    |
| 08.12.23 | E124 | J Franks Maintenance Officer                       | £262.70     |
| 08.12.23 | E125 | J Chatterton Expenses December                     | £41.99*     |
| 08.12.23 | E126 | J Chatterton ECO Web Mailbox upgrade               | £17.99*     |
| 12.12.23 | E127 | Daniel Burt - Mower repair                         | £503.12     |
| 19.12.23 | E128 | WDC CCTV Annual Monitoring                         | £3,500.00   |
| 19.12.23 | E129 | ESP Play Repair to Swings Austen Court             | £1,860.00*  |
| 19.12.23 | E130 | Kirkwells NHP                                      | £2,592.00*  |
| 19.12.23 | E131 | WDC Uncontested Election Charge                    | £600.00     |
| 31.12.23 | E132 | Bank Charges Acc 2                                 | £18.00      |

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|          |      |   |            |
|----------|------|---|------------|
| 08.01.24 | E133 | Mr I Hodges Planning Permission fee Mens Shed                 | £210.00    |
| 08.01.24 | E134 | Top Source Invoice 008351                                     | £12.94*    |
| 08.01.24 | E135 | Mr G Willoughby inv 00064                                     | £65.00     |
| 10.01.24 | E136 | HMRC Tax & NI Employer & Employee January                     | DPA        |
| 10.01.24 | E137 | J Chatterton Clerk Salary January 2024                        | DPA        |
| 10.01.24 | E138 | WCC Clerk Pension Employer & Employee                         | DPA        |
| 24.01.24 | E139 | Mr I Hodges Plan for Mens Shed                                | £51.11     |
| 24.01.24 | E140 | City Glass & Doors - replace broken window glass to shopfront | £654.00*   |
| 24.01.24 | E141 | Clerk Expenses January  | £59.99*    |
| 24.01.24 | E142 | Hawkesbridge path repair Rec Ground                           | £3,570.00* |
| 24.01.24 | E143 | Mr D Meggitt Christmas expenditure                            | £930.46*   |
| 02.02.24 | E144 | Defenda Leaflet NHP   | £361.12*   |
| 02.02.24 | E145 | B&PS 4/2538845 Bench repair                                   | £30.54*    |
| 02.02.24 | E146 | B&PS 1/2538853 Bench repair                                   | £47.44*    |
| 02.02.24 | E147 | Mr G Willoughby Inv 00065                                     | £65.00     |
| 02.02.24 | E148 | Top Source Invoice 008777                                     | £12.94*    |
| 02.02.24 | E149 | Beechwood Ash Tree reduction                                  | £1,170.00* |
| 07.02.24 | E150 | J Chatterton Clerk Salary Feb 2024                            | DPA        |
| 07.02.24 | E151 | HMRC Tax & NI Employer & Employee Jan                         | DPA        |
| 07.02.24 | E152 | WCC Clerk Pension Employer & Employee                         | DPA        |
| 13.02.24 | E153 | A Deptford Defib pads x 3                                     | £231.54    |
| 13.02.24 | E154 | J Chatterton Reimbursement Paperstone stationery              | £63.14     |
| 13.02.24 | E155 | Clerk expenses February                                       | £95.99     |
| 13.02.24 | E156 | M Hodges PC Bench repair materials                            | £288.37    |
| 13.02.24 | E157 | SSE Energy Unmetered Bus Shelter (in dispute)                 | £310.36    |

\*including VAT

## 12.2 Bank Reconciliation 31<sup>st</sup> December 2023

**Recommendation:** receive and approve

## 12.3 Quarterly Report 31<sup>st</sup> December 2023

**Recommendation:** receive and approve

## 12.4 Replacement of Junior goal posts

**Recommendation:** approval to purchase new anti-vandalism goal posts

## 12.5 Grant Application

**Recommendation:** discussion with view to approve

## 13. Planning Matters

**Recommendation:** Discuss any planning matters

## 14. Project Men's Shed

**Recommendation:** receive an update

## 15. Neighbourhood Plan

**Recommendation:** Receive an update

## 16. HS2 Update

**Recommendation:** Receive an update

# CUBBINGTON PARISH COUNCIL

**17. 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.

**18. Date of the Next Meeting**

To confirm the date of the next meeting as **Thursday 28<sup>th</sup> March 2024**