**Cubbington Parish Council**

**Minutes of the Parish Council Meeting held at 7:00pm 22nd February 2024**

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

**Present:**

Councillor Ian Hodges (Chairman) Councillor Gary Willoughby

Councillor David Saul (Vice Chairman) Councillor Daniel Meggitt

Councillor Colin Marrow Councillor Val Roberts

Councillor John Roberts Councillor Martin Key

Councillor Esther McCarthy Councillor Paul Watkins

Warwick District Councillors: Councillor Pam Redford, Councillor Josh Payne, Councillor Phil Kohler, Councillor Danielle Russell, Councillor Alan Boad

Warwickshire County Council: Councillor Wallace Redford

Members of the public: 1

In Attendance: Jane Chatterton, Clerk & RFO

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

**711. Apologies**

Apologies for absence were received from Parish Councillor, Councillor Smith and Councillor Sarah Boad (WCC).

1. **Declarations of Interest:**

Declarations of Interest were received from:

Councillor David Saul - Pavilion Committee & VHTC

Councillor Ian Hodges - VHTC

Councillor Gary Willoughby - VHTC

Councillor Mrs McCarthy declared an interest in agenda item 12.5, Grant Application.

1. **Public Participation**

Ash Tree - Parishioner attended the meeting to raise concerns about the Ash Tree on the Recreation Ground (near the Pavilion entrance). The tree had been trimmed in January, but residents were not happy as they were hoping for a more severe cut or for the tree to be felled.

The Chairman explained that the tree had a TPO, and this meant that every time the tree needed work, planning permission was required.

**ACTION**:

1. It was suggested that residents submitted a petition to WDC to request that permission be granted to fell the tree due to the damage it is causing to property and the risk it poses.
2. Clerk to request that the TPO be removed.
3. **Correspondence**

**714.1 Letter from Solicitors re Ash Tree**

Discussed under Public Participation.

**714.2 Royal Garden Party Nominations**

No nominations received.

**715. Chairman’s Report**

Our thanks go to Councillor Meggitt and his team for once again organising and running the Christmas events, it was once again a credit to our community.

I did all of the drawing and completed the planning application for the Hobby Centre on the Recreation Ground.

We have not moved very far with this although everything was completed and sent off, the Planning Department have decided that they require a comment from Sport England as the proposed site is adjacent to the football pitch.

We fail to understand why this is required as it a privately owned Recreation Ground and the Hobby centre will only be used on weekdays when no football will be happening. I am afraid we have to wait for the comments to come back to us before any action can be undertaken.

Our thanks also go to Councillor Saul for his actions regarding a violent incident towards one of our residents, his actions ensured that the perpetrator was arrested and duly punished.

**716. Councillors Reports in brief**

* **Cllr Saul - Community services**

Nothing to report.

* **Cllr Meggitt – Cliff Cleaver Pavilion**

Christmas events – it was acknowledged that there had been great support from volunteers for all the events. Thank you to everyone who helped on the day. Also, thank you to the Parish Council for funding the event including the trees, lights and decorations.

Drop kerb – thank you to the Community Forum for the grant towards the drop kerb which is being installed at the Pavilion to help disabled hirers access the building.

Pavilion – Councillor McCarthy has obtained a free kitchen from Wickes and also managed to obtain a dishwasher and fridge freezer free of charge via sponsorship. The grant from WCC Community Fund has been used to purchase the wall cupboards and the oven. Work is underway to employ a contractor to fit the kitchen and renew the floor.

The new kitchen will be a great update to the building.

Youth Club – a meeting was held yesterday to make arrangements to open a youth club for Cubbington children. This will take place on Friday between 6:30pm and 8:30pm. For children aged 11 to 14. A few people have come forward to be Youth Workers and volunteers. A list of activities has started. The open date is 12th April.

Various activities will be offered around having fun, social skills, meeting new people, living skills, cooking skills, sports and art.

A grant has been obtained for the hire of the premises and to pay towards the Youth Workers.

All volunteers and Youth Workers would be DBS checked.

**ACTION**: Clerk to make an application to the Community Forum when this reopens in April.

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

**Councillor Wallace Redford - WDC**

Land Drainage Rights and Responsibilities – copy was supplied to Councillor Willoughby. Very useful document.

Bike safe 2024 – Warwickshire Police Bike safe workshop for motorcyclist. The course was run to share safety tips.

Rugby Road crossing – Councillor Redford had received the drawings yesterday and the costings were awaited. The safety installation would consist of drop kerbs and bollards, the road is too narrow for a central reservation. New signage would be installed including “Slow” on the roads, either side of the crossing. Maybe updated signage on the approach.

Thanks was given to Councillor Wallace Redford for his input on this.

Further update would be shared, once known.

**Councillor Alan Boad - WDC**

WDC Budget meeting – The WDC budget meeting had taken place and the Council tax for 2024-25 had been set. WDC would be trialling some new schemes, including adding solar lights.

**ACTION**:

1. Contact Dave Barbour re installing solar panels on the Pavilion.
2. Councillor Meggitt to liaise with Councillor Kohler.

**Councillor Kohler - WDC**

Bio-Diversity Action plan – list of things that could be done was available on the WDC website.

**ACTION**: investigate.

**Councillor Pam Redford - WDC**

Move-on and Prevention Fund - A grant of £35,064 has been awarded through the ‘Move-on and Prevention Fund’ in recognition of the increasing numbers of people who are currently found sleeping on the streets. Confirmation of this funding will allow the Council to extend a number of projects in conjunction with multi-agency partners including P3, Helping Hands, Salvation Army, LWS Night Shelter, Warwickshire Police, Change Grow Live (CGL) and the NHS.

**Councillor Josh Payne - WDC**

Overflowing bins – has been working on the overflowing bins.

**ACTION**: contact WDC when they are overflowing, and they will empty them.

**718. Highways**

**718.1 Review Outstanding Highways Issues**

Welcome to Cubbington Sign replacement - Kenilworth Road

Councillor Sarah Boad has raised with Ryan Machin.

**ACTION**: agenda item for March’s meeting.

**718.2 VAS Sign Rugby Road**

Parish Council would like a new VAS sign on the Rugby Road to replace the broken one. WCC has denied replacement or repair.

**ACTION**:

1. Clerk to contact Mark Rider and ask why the Parish Council had been told that the broken sign could not be replaced.

**718.3 Rugby Road Crossing**

Covered earlier in the meeting.

**718.4 Path – Rugby Road to Offchurch Lane**

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

**718.5 20 mph speed limits**

It has been agreed previously that 20mph would be applied to Windmill Hill and New Street.

Councillor Redford updated that all the schools in the County are being treated the same way and will be reduced to 20mph.

**718.6 Bus shelter in Queen Street**

Councillor Mrs Boad was looking into why the Parish Council were being requested to pay £500 for the investigation survey.

**ACTION**: Councillor Sarah Boad to progress.

**718.7 Bus stop sign Rugby Road**

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

**ACTION**: Councillor Payne to gather further information from the WCC initiative and Policy in relation to providing better bus services. There is a potential funding stream.

**718.8 Littering in the Parish**

Councillor Saul reported that WCC contractors had left behind a lot of signage from road works.

**ACTION**:

1. List of locations to be provided to Councillor Redford.
2. Councillor Wallace Redford to take it back to WCC and request they come and collect their rubbish.

**719. Police**

The next Police Liaison Meeting is scheduled for Monday 11th March2024 at Warwickshire Police Headquarters.

**720**. **Finance**

**720.1 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 – covered by a grant | £2,592.00\* |
| 19.12.23 | | E131 | WDC Uncontested Election Charge | £600.00 |
| 31.12.23 | E132 | | Bank Charges Acc 2 | £18.00 |
| 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*

**RESOLVED THAT**: the payments be approved.

**720.2 Bank Reconciliation 31st December 2023**

The Bank Reconciliation 31st December 2023 was received and discussed.

Balance per bank statements as at 31s December 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Main Account | |  | | £75,574.56 |  | |
| Account 2 | |  | | £51,982.86 |  | |
|  | |  | |  | **£127,557.42** | |
| Petty cash float (if applicable) | |  | |  | £0.00 | |
| Less: any unpresented cheques as at 31.12.23 | £0.00 | |  | | |
|  | |  | |  | £0.00 | |
| Add: any un-banked cash as at 31.12.23 |  | |  | | |
|  | |  | | £0.00 |  | |
|  | |  | |  | £0.00 | |
| **Net balances as at 31.12.23** | |  | |  | **£127,557.42** | |
| **CASH BOOK** | |  | |  |  | |
| Opening Balance 1st April 2023 | £44,663.70 | |  | | |
|  | |  | | £62,739.66 |  | |
|  | |  | |  | £107,403.36 | |
| Add Receipts up to 31st Dec 2023 | |  | |  | **£85,815.72** | |
| Add Receipts up to 31st Dec 2023 | |  | |  | £0.00 | |
| Less: Payments up to 31st Dec 2023 | |  | |  | £65,661.66 | |
| Closing balance per cash book as at 31st Dec 2023 | |  | |  | **£127,557.42** | |

**RESOLVED THAT** the Bank Reconciliation 31st December 2023 be approved.

**720.3 Quarterly Report 31st December 2023**

The Quarterly Report 31st December 2023 was received and discussed.

**RESOLVED THAT** the Quarterly Report 31st December 2023 be approved.

**720.4 Replacement of Junior goal posts**

The junior goals were removed due to being rotten. Various grants had been explored to pay towards a new set. Children were currently using the fence of the Sensory Garden and the surrounding trees which was causing damage.

A set had been identified which were maintenance free and junior specific.

*Proposed: Councillor Saul Seconded: Councillor Willoughby 7:2 carried*

**720.5 Grant Application**

A Grant application had been received from Happy Days for funds towards the purchase of school tables.

*Proposed: Councillor Watkins Seconded: Councillor Willoughby 7:2 carried*

**RESOLVED THAT:** the Grant application of £200.00 be awarded.

**721. Planning Matters**

Nothing to discuss.

**722. Project Men’s Shed**

The Chairman updated that Pre-Planning Application advice had been obtained from WDC. The process had involved consultation with Sports England. WDC had indicated that they would approve a formal application as long as the goal post storage was relocated.

**ACTION**: Clerk and Chairman submit the Planning Application.

**723. Neighbourhood Plan**

Councillor Watkins updated that the Regulation 14 draft of the Cubbington Neighbourhood Development Plan was available on the Parish Council Website.

The plan being prepared by the Parish Council would help local people to shape the future of the parish. Cubbington faces many challenges in the coming years, for parts of the parish this means maintaining its separate identity as a distinct village and for all areas conserving and enhancing the quality of the local environment and keeping key facilities, such as open spaces. As we develop the plan, we aim to take on board and turn the ideas of residents, local business and other stakeholders into planning policies that meet the many needs placed upon the parish.

The Cubbington Neighbourhood Development Plan is now published for formal consultation for 6 weeks commencing 22nd January 2024 and ending on 4th March 2024. This consultation offers residents, businesses and other interested parties the opportunity to comment formally on the content of the plan. We hope you can take some time to consider the plan’s policies and proposals and, where necessary, make a formal response to the Parish Council.

[www.cubbingtonparishcouncil.gov.uk/wp-content/uploads/2024/01/Cubbington-NDP-Regulation-14-Draft-Janaury-2024.pdf](http://www.cubbingtonparishcouncil.gov.uk/wp-content/uploads/2024/01/Cubbington-NDP-Regulation-14-Draft-Janaury-2024.pdf)

**724. HS2 Update**

Traffic lights – Councillor Pam Redford has reported the issue to HS2.

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

* Bus service – 67a – discussion

**726. Date of the Next Meeting**

The date of the next meeting was confirmed as Thursday 28th March 2024.

Meeting closed at 8:00pm