

# MINUTES OF DUNCHURCH PARISH COUNCIL

**Minutes of Meeting Number 741 of the Dunchurch Parish Council held in The Community Library, School Street, Dunchurch, Monday 2<sup>nd</sup> July 2018 Meeting commenced at 7.15pm**

## **PRESENT:**

Councillor Eccleson [chair of meeting]

Councillor H Roberts (arrived 7.20)

Councillor N Jones

Councillor N Sodhi

Councillor Morshead

Councillor D Roberts (arrived 7.20)

Councillor G Jones

Miss L Foster Parish Clerk

## **OTHERS:**

Carolyn Watson Merrett, Mr Waller and Robin Aird

### **1. APOLOGIES FOR ABSENCE**

Councillor Hallahan

### **2. ACCEPTANCE OF APOLOGIES**

Proposed by Councillor N Jones, seconded by Councillor Sodhi and agreed by all present.

### **3. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

Councillor Eccleson declared an interest in item 15 on the agenda.

### **4. PUBLIC PARTICIPATION**

Councillor Eccleson asked Mr Waller if he had submitted a request to film the meeting. Mr Waller refused to ask permission.

Councillor Eccleson adjourned the meeting at 19.19.

Meeting reopened by Councillor Eccleson at 19.24.

Councillor Eccleson stated that filming would be allowed to continue, and the matter would be clarified. It was stated the Clerk requested to be excluded from filming.

Robin Aird is concerned that no further protection has been provided to the butter cross. Cllr H Roberts will liaise with WCC regarding this matter as protection is important now repairs have been carried out.

Mr Waller reported that there raised roots on the footpath at the rear of the Methodist Church. This has previously been reported by the Clerk but will be followed up.

Mr Waller would like to clarify dates of Clerks availability, this will be done via email.

Mr Waller would like to know if there was a resolution to gain quotations for CCTV. It was confirmed a resolution is not required to obtain quotes.

Robin Aird stated that broken paving slabs are on the footpath adjacent to the play area. The Clerk has reported this to RBC but will follow this up.

Members of the village would like to see charging points for electric cars. Cllr H Roberts stated that a county strategy is being investigated and looking at potential for this.

### **5. TO APPROVE THE MINUTES OF MEETING NUMBER 739 – 14<sup>th</sup> May 2018**

Proposed by Councillor G Jones seconded by Councillor H Morshead and agreed by all present.

To approve minutes of meeting 740- 4<sup>th</sup> June 2018

Proposed by Cllr N Jones, seconded by Cllr Morshead and agreed by all present.

#### **6. TO APPROVE MINUES OF ANNUAL PARISH COUNCIL MEETING**

Proposed by Cllr G Jones, seconded by Cllr Morshead and agreed by all present.

#### **7. TO REPORT MATTERS ARISING FROM THESE MINUTES NOT ON THIS AGENDA [FIO]**

The footpath from the drive at Bilton Grange to Rugby Road is overgrown. Cllr Eccleson to approach Headmaster.

#### **8. ELECTION OF VICE CHAIR**

Cllr D Roberts was nominated by Cllr N Jones. This was proposed by Cllr N Jones, seconded by Cllr Sodhi and agreed by all present.

#### **9. TO DISCUSS WITH BOROUGH AND COUNTY COUNCILLORS ANY MATTERS OF IMMEDIATE INTEREST**

County Cllr H Roberts stated that he was pleased work had been completed on the butter cross but stated protection was needed.

Cllr Roberts was pleased that the grass was cut in preparation of the fete. Any potholes in the area should be reported directly to Warwickshire County Council.

Councillor Roberts was disappointed there had been no progress with village gateway signs. The clerk to forward all correspondence and Cllr Roberts will follow up.

Carolyn Watson Merrett state that there are 7 grass cuts per year within the village. She stated that a cabinet meeting will be held in early August to discuss the local plan modifications and consultation. The RBC website will be updated.

#### **10.. TO REVIEW CURRENT PLANNING APPLICATIONS, PERMISSIONS, REFUSALS ETC.**

##### **Comments**

01384	2 The Elms Coventry Road	No Objections
01385	North Lodge 12 Rugby Road	No objections
01386	Red Rose Cottage 26 Southam Road	No comment yet

#### **11. NEIGHBOURHOOD DEVELOPMENT PLAN-**

The 4<sup>th</sup> meeting to be held 3<sup>rd</sup> July 2018. The group had a stand at the village fete. This was not as successful as first thought. Volunteers spent the time handing out leaflets. However, a large amount of people were from outside of the Parish.

The group are compiling a survey document to be distributed to the village.

Clarification regarding the Highways depot is required. There are a large amount of listed buildings/structures (74) in the area that need to be included in the plan.

More representatives are required to join the Neighbourhood Planning committee.

#### **12. UPDATE ON THE LIBRARY**

We have recently had a loss of several volunteers. Recruitment of further volunteers is required via school newsletters, newspaper and radio.

The 50<sup>th</sup> Anniversary of the library is this year. The Clerk to investigate the date.

### **13. TO REVIEW AMENITIES**

#### **Parking:**

Parking continues to be an issue in Dunchurch. Several cars have lost wingmirrors in Vicarage Lane.

Councillor Eccleson has contacted Dunchurch Park Hotel to amend sat nav postcode, the general manager will contact main suppliers regarding changes to prevent large lorries using Vicarage Lane

#### **Bus Shelter**

Original drawings or planning documents will be needed to support our application to alter the existing seating. Photographs would also be helpful to show how the seating once looked. The WI is holding a photographic meeting and will investigate if they hold any photos including slatted seating area.

#### **Village Gateway Signs**

The quotation has now been provided by WCC, however they wish to carry out a site visit to reassess all sites again. Councillor Eccleson would like to meet with WCC to discuss this matter further. Cllr H Roberts to see timeline of events and progress the matter.

#### **War Memorial Renovation**

The documents provided regarding the war memorial were of fantastic use.

The grant application is complete and ready to be sent to the war memorial trust.

Councillor Morshead has 5 quotes available to send to War memorial Trust and a 7 week wait until we receive an answer.

Regarding yarnbombing this would be supported however not on the memorial itself and not obscuring any names. The clerk to clarify how much would be used.

#### **Benches**

To be moved to next agenda to further discuss location and use.

### **14. TO DISCUSS SECURITY & ROAD SAFETY**

Speeding continues to be an issue within Dunchurch.

The entrance to the Dun Cow car park will not be enforced to be altered by RBC. This will be followed up by contacting RBC as it is becoming dangerous.

Cllr Eccleson left the room at 20.28

### **15. TO DISCUSS CCTV IN THE VILLAGE-3 QUOTES PROVIDED**

The council feel further clarification is required regarding maintenance. They would also like a longer length of contract to ensure prices are fixed and will not be subject to price rises. The Council is also concerned how we will know if the system is working or when it develops a fault. They would like suppliers to attend next meeting to discuss further.

Cllr Eccleson returned 20.40

### **16. PLAY AREAS & YOUTH PROVISION**

The gate at the play area requires attention. The risk assessment and inspection report has been circulated.

Youth Club is due to restart in September after a break in the summer holidays.

## **17. APPROVE PARISH COUNCIL CO-OPTION POLICY**

This was proposed by Councillor G Jones, seconded by Councillor D Roberts and agreed by all present.

## **18. APPROVE STANDING ORDERS**

This was proposed by Councillor N Jones, seconded by Councillor G Jones and agreed by all present.

## **16 FINANCES FOR APPROVAL**

### **A. Confirm continuation of hire of Methodist hall for 12 months**

Proposed by Councillor Eccleson seconded by Councillor G Jones and agreed by all.

### **B. Fire risk assessment for community building**

Proposed by Councillor N Jones, seconded by Councillor G Jones and agreed by all present.

### **c. Fire extinguisher service**

Proposed by Councillor D Roberts, seconded by Councillor Morshead and agreed by all present.

### **D. postage**

Proposed by Councillor Morshead, seconded by Councillor N Jones and agreed by all present.

### **E. cleaning materials**

Proposed by Councillor N Jones, seconded by Councillor D Roberts and agreed by all present.

### **F. stationary**

Proposed by Councillor D Roberts, seconded by Councillor Sodhi and agreed by all present.

### **G. Paper**

Proposed by Councillor N Jones, seconded by Councillor Morshead and agreed by all present.

### **H. materials for summer fete**

Proposed by Councillor Eccleson, seconded by Councillor N Jones and agreed by all present.

## **17. TO RECEIVE REPORTS FROM REPRESENTATIVES ON OTHER BODIES**

Awaiting financial report from twinning Association.

## **28. TO RECEIVE A REPORT ON CORRESPONDENCE**

Peter Davies email  
Chris Sarson email  
Clerk and Councils direct  
Dunchurch Park email

## **19. TO DISCUSS ANY MISCELLANEOUS MATTERS**

The WI would like to hold a walk around event in December, there will be no procession on the roads.

## **20. To agree payments in accordance with the budget**

The RFO/ Administrator submitted a schedule of payments for £14056.28 for payments in May cheque numbers 301235 to 301247 signed by Councillor N Jones and Councillor Morshead. It was proposed by Cllr Morshead, seconded by Cllr N Jones and agreed by all present.

The RFO/ Administrator submitted a schedule of payments for £8174.29 for payments in June cheque numbers 301248 to 301263 signed by Councillor D Roberts and Councillor N Sodhi. It was proposed by Cllr G Jones, seconded by Cllr N Jones and agreed by all present.

The next meeting will be held on September 3<sup>rd</sup> due to no meeting in August.

THE MEETING CLOSED AT 9.14PM

Signed Chairman:

Dated:

# Dunchurch Parish Council

## Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
36	301248	£60.00	£0.00	£60.00	30/06/18	Susan Wain - Library Cleaning	£60.00
35	301249	£424.00	£0.00	£424.00	30/06/18	Lee Matt - Handyman Salary & Expenses	£424.00
37	301250	£177.60	£29.60	£148.00	30/06/18	Direct 365 -	£177.60
1		£80.40	£13.40	£67.00		LIB Fire Extinguisher Testing	
2		£97.20	£16.20	£81.00		LIB PAT Testing	
39	301251	£31.62	£5.27	£26.35	30/06/18	Gamma Business Communications - Library Telephone & Calls	£31.62
40	301252	£31.20	£5.20	£26.00	30/06/18	le Office Equipment Ltd - 2 packs of Copy Paper	£31.20
41	301253	£256.00	£0.00	£256.00	30/06/18	Rugby Borough Council - Youth Club staff payments for sessions	£256.00
38	301255	£73.10	£12.18	£60.92	30/06/18	Three - May & June Invoices	£73.10
1		£15.98	£2.66	£13.32		YOUTH WiFi for Youth Group	
2		£20.26	£3.38	£16.88		ADMIN 2 x PC Mobile Telephones	
3		£15.98	£2.66	£13.32		YOUTH WiFi Youth Group	
4		£20.88	£3.48	£17.40		ADMIN 2 x PC Mobile Telephones	
47	301256	£965.96	£160.99	£804.97	30/06/18	Rimo Growers - Summer floral displays for Village	£965.96
46	301257	£72.00	£12.00	£60.00	30/06/18	Wicksteed Leisure - Playground Inspection and Risk Assessment	£72.00
45	301258	£331.29	£0.00	£331.29	30/06/18	Inland Revenue - Employer and Employee Contributions	£331.29
44	301259	£887.26	£0.00	£887.26	30/06/18	Lindsay Foster -	£887.26
1		£877.10	£0.00	£877.10		ADMIN Clerks Salary	
2		£5.03	£0.00	£5.03		ADMIN Postage	
3		£5.13	£0.00	£5.13		LIB Stationary - Library	
43	301260	£75.00	£12.50	£62.50	30/06/18	INTO TECH - Domain and Email setup	£75.00

# Dunchurch Parish Council

## Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
34	301261	£938.32	£11.42	£926.90 30/06/18	Knowles P M -	£938.32
1		£22.56	£3.76	£18.80	ADMIN 2 x Microsoft 365 subscriptions	
2		£12.00	£2.00	£10.00	ADMIN Payment to Names and Co. transfer of Domain Name	
3		£12.68	£2.12	£10.56	ADMIN Display Materials - Fete Stand	
4		£21.21	£3.54	£17.67	ADMIN Glossy A5 paper for leaflets - fete stand	
5		£869.87	£0.00	£869.87	ADMIN RFO/Administrator Salary	
42	301262	£3,650.94	£594.66	£3,056.28 30/06/18	Total Gas & Power -	£3,650.94
1		£2,411.74	£401.96	£2,009.78	LIGHT Payment for Disputed invoice 3004795024 - November 2017	
2		£1,122.99	£187.17	£935.82	LIGHT Unmetered Supply - streetlighting	
3		£116.21	£5.53	£110.68	LIB Library Electricity	
48	301263	£200.00	£0.00	£200.00 30/06/18	Dunchurch Methodist Church - Hire of Hall for Youth Group	£200.00
<b>Total</b>		£8,174.29	£843.82	£7,330.47		