

MINUTES OF DUNCHURCH PARISH COUNCIL

Minutes of Meeting Number 745 of the Dunchurch Parish Council held in The Community Library,
School Street, Dunchurch, Monday 3rd December 2018 Meeting commenced at 7.15pm

PRESENT:

Councillor D Roberts [chair of meeting]

Councillor N Jones

Councillor N Sodhi

Councillor H Roberts

Councillor Morshead

Miss L Foster Parish Clerk

OTHERS:

2 members of the public

Cllr Carolyn Watson Merrett

1. APOLOGIES FOR ABSENCE

Cllr Hallahan, Cllr G Jones and Councillor Eccleson

2. ACCEPTANCE OF APOLOGIES

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

3. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

4. PUBLIC PARTICIPATION

Mr Waller had asked a member of the Rugby Aviation Society to attend prior to the meeting. He had not arrived during public participation but will be able to speak when he arrives.

Councillor Morshead gave thanks to Mr Waller for providing images but requested Mr Waller to resend if possible.

5. TO APPROVE THE MINUTES OF MEETING NUMBER 743 – 1st October 2018

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

6. TO REPORT MATTERS ARISING FROM THESE MINUTES NOT ON THIS AGENDA [FIO]

none

7. TO DISCUSS WITH BOROUGH AND COUNTY COUNCILLORS ANY MATTERS OF IMMEDIATE INTEREST

Councillor H Roberts confirmed that both Warwickshire County Council and Rugby Borough Council are setting budgets for the coming financial year.

Councillor Watson Merrett requested time be set aside in the February Parish Council meeting to discuss the findings of the recent air monitoring survey by David Burrows at Rugby Borough Council. This to be raised at the Parish Council Meeting in January. Contact details to be provided for the Clerk.

8. TO REVIEW CURRENT PLANNING APPLICATIONS, PERMISSIONS, REFUSALS ETC.

The Parish Council are currently putting together an objection to the mineral consultation this will be circulated and available on the website once completed.

9. NEIGHBOURHOOD DEVELOPMENT PLAN

Two consultants have provided quotations to aid in the development of the neighbourhood plan. It was proposed by Councillor Sodhi to accept the quotation from Avon Planning consultants and seconded by Councillor N Jones and agreed by all present.

10. COMMUNITY TRANSPORT SCHEME

A leaflet has been circulated to the village outlining details of the scheme to be introduced by the Parish Council and wish people to submit their views on the scheme. Councillor Roberts feels this scheme is becoming increasingly essential as services are cut and wishes to clarify if users will be asked for a donation.

11. UPDATE ON THE LIBRARY

The fire system has now been installed and working all volunteers will require further training. The Storytime sessions have now ended, and recruitment is now required to find a replacement. We now have in place a long-term hire agreement for the library twice per month. Five new volunteers have recently joined and are being trained.

12. TO REVIEW AMENITIES

Parking:

Several cars have parked within the village centre that have blocked footpaths and in dangerous locations recently.

Bus Shelter

Rugby Borough Council would like to see images of how the bus shelter should look and we can further discuss alterations.

Village Gateway Signs

Councillor Eccleson met with Warwickshire County Council regarding the village gateway signs. Over the last 18 months Councillor Eccleson has met with WCC several times. The drawings have now been completed and a road safety audit is to be carried out. The design is to be forwarded to County Highways who will provide a detailed quotation. The person handling our case has now left WCC and the matter has been passed again to a different team. We are awaiting further updates. The twinning association would still like the option to add details to the sign.

War Memorial Renovation

All work has now been completed and Councillor Morshead is required to submit a completion report to the War Memorial Trust. Councillor Morshead would like to complete a folder of all works for the future.

Street Furniture

The Parish Council would like further clarification on type of wood to be used for refurbishment before approval of any quotations.

13. TO DISCUSS SECURITY & ROAD SAFETY

No update

15. PLAY AREAS & YOUTH PROVISION

Small faults to be discussed with Matt.

16 FINANCES FOR APPROVAL

A. Budget 2019/20

Awaiting figures from Rugby Borough Council.

B. Christmas Trees large and 55 small

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

c. Poppy Wreath £22

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

D. Christmas event. Proposed to increase from £50 to £60

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

E. Parish Online Membership

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

F. Redecorating costs.

Proposed to accept quotation by J Cleaver by Councillor Sodhi, seconded by Councillor H Roberts and agreed by all present.

G. Library cleaning increase from £15 to £20 per week

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

H. CPRE yearly membership and one-off donation £50

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

17. TO RECEIVE REPORTS FROM REPRESENTATIVES ON OTHER BODIES

It has been suggested that the twinning association does not close and stops as would be difficult to reopen in the future should a group wish to. It has been suggested that some of the remaining funds could be used to refurbish a bench in the village.

18. TO RECEIVE A REPORT ON CORRESPONDENCE

A complaint had been made about the Clerk this was not withdrawn but has been dismissed by the Council.

Emails from Friends of Dunchurch

Support for Transport Scheme

Letter of thanks for Christmas trees

FOI from Mr Kember

FOI outstanding from Mr Waller awaiting further update

19. TO DISCUSS ANY MISCELLANEOUS MATTERS

The CCTV Policy is being revised and will be emailed to Councillors when completed as we are working alongside The Information Commissioners Office.

It has been suggested another Christmas tree be placed by the maypole next year.

The defibrillator cannot be placed at the Dun Cow due to planning restrictions as it is a listed building. A new location is being sought.

20. To agree payments in accordance with the budget

The RFO/ Administrator submitted a schedule of payments for £9769.75 for payments in October cheque numbers 301300 to 301314 signed by Councillor Eccleson and Councillor N Jones. It was proposed and ratified by Cllr D Roberts, seconded by Cllr N Jones and agreed by all present.

The RFO/ Administrator submitted a schedule of payments for £23345.41 for payments in November cheque numbers 301315 to 301337 signed by Councillor N Jones and Councillor Roberts. It was proposed by Cllr D Roberts, seconded by Cllr Morshead and agreed by all present.

THE MEETING CLOSED AT 8.13PM

Signed Chairman:

Dated:

Dunchurch Parish Council

Expenditure transactions - payments approval list start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
107	301326	£360.00	£60.00	£300.00 07/11/18	PKF Littlejohn - External Audit Fees	£360.00
108	301324	£130.00	£0.00	£130.00 08/11/18	Dunchurch Baptist Church - Donation on behalf of internal auditor	£130.00
110	301325	£270.00	£0.00	£270.00 20/11/18	Peter Eccleson - Chairman's Allowance 2017/18	£270.00
111	301315	£5,391.94	£898.66	£4,493.28 20/11/18	Warwickshire County Council - Replace Lanterns	£5,391.94
112	301316	£896.00	£0.00	£896.00 20/11/18	Rugby Borough Council -	£896.00
	1	£320.00	£0.00	£320.00	YOUTH Youth Group Sessions 23/7/18 to 31/08/18	
	2	£576.00	£0.00	£576.00	YOUTH Youth Group Sessions 03/09/18 to 31/10/18	
113	301317	£39.95	£6.66	£33.29 20/11/18	Three -	£39.95
	1	£15.98	£2.66	£13.32	YOUTH Youth Group WiFi	
	2	£23.97	£4.00	£19.97	ADMIN 2 x PC Mobile Phones	
114	301323	£294.31	£49.05	£245.26 30/11/18	Bt Payment Services Ltd - PC Telephone, Calls and Broadband	£294.31
115	301318	£60.00	£0.00	£60.00 30/11/18	Susan Wain - Library Cleaning	£60.00
116	301329	£978.33	£3.96	£974.37 30/11/18	Knowles P M -	£978.33
	1	£22.56	£3.76	£18.80	ADMIN 2 x Microsoft 365 Subscriptions	
	2	£1.19	£0.20	£0.99	ADMIN Email web hosting	
	3	£954.58	£0.00	£954.58	ADMIN RFO/Administrator Salary	
117	DD	£44.62	£0.00	£44.62 30/11/18	NEST Pension - Employer & Employee Contributions	£44.62
118	301327	£31.22	£5.20	£26.02 30/11/18	Gamma Business Communications - Library Telephone & Calls	£31.22
119	301320	£37.93	£6.32	£31.61 30/11/18	le Office Equipment Ltd - Stationary - paper	£37.93
120	301328	£1,570.11	£248.46	£1,321.65 30/11/18	Total Gas & Power -	£1,570.11
	1	£1,454.09	£242.36	£1,211.73	LIGHT Unmetered Electricity - Streetlighting	
	2	£116.02	£6.10	£109.92	LIB Library Electricity	
121	301321	£74.40	£12.40	£62.00 30/11/18	Warwickshire County Council - Asbestos re inspection Library	£74.40
122	301322	£958.80	£159.80	£799.00 30/11/18	Rimo Growers - Village Winter Planting	£958.80

Signature

Signature

Date

03/12/18 12:39 PM Vs: 8.09.02

Page 1 of 2

Dunchurch Parish Council

Expenditure transactions - payments approval list start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total	
123	301319	£8,162.84	£1,360.47	£6,802.37	30/11/18	Smart Video & Sensing -	£8,162.84
1		£7,729.26	£1,288.21	£6,441.05		PROJ Installation of CCTV at Traffic Light Junction	
2		£433.58	£72.26	£361.32		PROJ CCTV Annual Maintenance	
124	301330	£1,014.00	£0.00	£1,014.00	02/12/18	Lindsay Foster -	£1,014.00
1		£9.51	£0.00	£9.51		ADMIN Postage	
2		£29.99	£0.00	£29.99		ADMIN Recording Device for Meetings	
3		£15.46	£0.00	£15.46		LIB Stationary - Library	
4		£6.55	£0.00	£6.55		LIB Refreshments Volunteer Meeting	
5		£19.28	£0.00	£19.28		ADMIN Mileage re access for contractors	
6		£933.21	£0.00	£933.21		ADMIN Clerk's Salary	
125	301331	£45.32	£7.55	£37.77	02/12/18	Warwickshire County Council - Library contract services	£45.32
126	301333	£1,353.00	£225.50	£1,127.50	03/12/18	Cadeby Tree Trust -	£1,353.00
1		£630.00	£105.00	£525.00		P/OS 50 Small Christmas Trees plus milling	
2		£660.00	£110.00	£550.00		ADMIN 7.5m Christmas Tree for Village	
3		£63.00	£10.50	£52.50		P/OS Additional 5 small trees plus milling	
127	301334	£200.00	£0.00	£200.00	03/12/18	Dunchurch Methodist Church - Payment for Hire of Hall for Youth Group	£200.00
128	301335	£60.00	£0.00	£60.00	03/12/18	Sara Grundy - Volunteer Christmas Event refreshments	£60.00
129	301336	£279.73	£0.00	£279.73	03/12/18	Phill Freeman - Erection of Christmas Trees for village	£279.73
130	301332	£687.00	£0.00	£687.00	03/12/18	Lee Matt - Handyman Salary & Expenses including erecting Christmas Trees	£687.00
131	301337	£405.91	£0.00	£405.91	03/12/18	Inland Revenue - Employer & Employee Contributions	£405.91
Total		£23,345.41	£3,044.03	£20,301.38			