

# MINUTES OF DUNCHURCH PARISH COUNCIL

Minutes of Meeting Number 749 of the Dunchurch Parish Council held in The Community Library,  
School Street, Dunchurch, Monday 1<sup>st</sup> April 2019 Meeting commenced at 8.50pm

## PRESENT:

Councillor D Roberts [chair of meeting]

Councillor N Jones

Councillor Morshead

Councillor N Sodhi

Councillor H Roberts

Miss L Foster Parish Clerk

## OTHERS:

5 members of the public

### 1. APOLOGIES FOR ABSENCE

Cllr Eccleson

### 2. ACCEPTANCE OF APOLOGIES

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

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

### 4. PUBLIC PARTICIPATION

The Neighbourhood Watch group have ordered more stickers and these will be available at the stand at the Village Fete in June. Residents can join the specific Facebook group and receive notifications.

### 5. TO APPROVE THE MINUTES OF MEETING NUMBER 747 – 4<sup>th</sup> February 2019

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

### 6. TO APPROVE MINUTES OF MEETING 748- 4<sup>TH</sup> March 2019

Proposed by Cllr Sodhi, seconded by Cllr Morshead and agreed by all present.

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

none

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

Incident at the service station, Cllr H Roberts to meet with crime commissioner to discuss rural crime. There are to be more speed checks in the area especially Daventry Road as it is an area of concern. Half a million pounds fund has been created for road safety issues and Cllr H Roberts will investigate whether this can be accessed by Dunchurch Parish Council.

Cllr H Roberts seek an update regarding speed watch.

### 9. TO REVIEW CURRENT PLANNING APPLICATIONS, PERMISSIONS, REFUSALS ETC.

7 Bilton Lane	01396	no comment yet
Mill House Southam Road	01397	no comment yet
48 Adkinson Avenue	01398	no comment yet
19 Cawston Lane	01399	no comment yet
1 Vicarage Lane	01400	no comment yet
29 Rugby Road	01401	no comment yet
Land south of Coventry road	01402	no comment yet

### 10. NEIGHBOURHOOD DEVELOPMENT PLAN

Discussions are continuing with consultant regarding questionnaire. It has been suggested 2 copies are provided to every household with it also being available online It has been suggested distribution could be carried out using the services of Rugby

Borough Council electoral team as using volunteers would not be practical. Grant funding can be applied for after 1<sup>st</sup> April. It was suggested a local business could sponsor the printing of the questionnaire.

#### **11.UPDATE ON THE LIBRARY**

More volunteers are needed to help support the library. The Clerk to approach local schools regarding an advert in their newsletter and contacting the local radio and newspaper alongside adverts in post office.

Antivirus software is required for 4 PCs in library and Kaspersky has been causing some issues. Into tech provide antivirus software on all parish council laptops.

It was proposed by Cllr D Roberts, seconded by Cllr Morshead to accept the quote of £120 to update all antivirus software using Intotech services, and agreed by all.

#### **12. TO REVIEW AMENITIES**

##### **Parking:**

Warwickshire County Council are undertaking a review of parking in Adkinson Avenue. Complaint received regarding parking outside the Methodist Church.

##### **Bus Shelter**

There had been a request from Friends of Dunchurch to repaint the bus shelter. This would require listed building consent. The Parish Council have secured funding to renovate the bus shelter using public realm funding from the development at Ashlawn Road. The bus shelter was listed in its current state not its original state. The Parish Council is required to appoint an architectural technician to propose plans and materials to renovate the structure and obtain planning permission to allow RBC to determine if alterations could take place.

##### **Village Gateway Signs**

An agreement has now been reached and order placed with the signs to be installed in Spring.

##### **Street Furniture**

The contractor to begin work in May.

##### **Noticeboards**

The Clerk to clarify ownership of noticeboard by the Alms-houses with RBC. Councillors feel ownership of both should be with the Parish Council. Clerk to investigate LED lighting in the noticeboard on the Green. The Parish Council would like ownership of the noticeboard by the traffic lights.

#### **13. TO DISCUSS REPAINTING OF LIGHTING COLUMNS**

The repainting of lighting columns will not be considered until the structural testing has been carried out. It will be considered after this time.

#### **14. TO CONSIDER GRANT APPLICATION FROM FRIENDS OF DUNCHURCH**

Further clarification required. The Clerk will respond via email with queries to be answered.

#### **15. TO APPROVE DPC POLICIES**

The policies to be approved: habitual and vexatious complainants' policy, Grievance policy and procedure, health and safety policy and procedures, antibullying and harassment policy and fire safety policy.

The policies were proposed by Cllr Jones, seconded by Cllr Morshead and agreed by all present.

## 16. PLAY AREAS AND YOUTH GROUP

Clerk to visit park to investigate faulty equipment. Football goals to be installed this week. A fence panel on footpath from Coventry Road is missing and being investigated by Rugby Borough Council. Flyers regarding youth club have been delivered in schools. An assembly will be held in Dunchurch Junior School on 27<sup>th</sup> April. Flyers to be displayed in post office/ library.

## 17. TO APPROVE FINANCIAL RISK ASSESMENT AND LIBRARY RISK ASSESMENT

Proposed by Cllr Sodhi, seconded by Cllr Jones and agreed by all present.

## 18 FINANCES FOR APPROVAL

### A. Acceptance of increase to salary scales

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

Proposed 2% increase to handyman salary proposed by Cllr H Roberts seconded by Cllr Jones and agreed by all present.

### B. Pensions contributions

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

### c. membership to NP Law

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

### D. grass cutting at Arkwright Field

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

### E. annual waste collection

Proposed by Cllr Morshead, seconded by Cllr H Roberts and agreed by all present.

### F. WALC subscription

Proposed by Cllr Sodhi, seconded by Cllr Jones and agreed by all present.

### G. To authorise direct debits on an ongoing basis

Proposed by Cllr Jones, seconded by Cllr H Roberts and agreed by all present.

## 19. TO RECEIVE REPORTS FROM REPRESENTATIVES ON OTHER BODIES

The Alms-houses requires new trustees and poster will be placed on the noticeboard.

The Twinning society is in the process of closing their finances but will leave the society dormant should someone wish to reopen in the future. The final meeting is imminent.

## 20. TO RECEIVE A REPORT ON CORRESPONDENCE

John Crossling	Volunteer enquiries	Robin Aird	Paul Waller
WALC	K Protheroe	Dunchurch Infant School	Ian Ramsey
Community Responders	Richard Haycock	Friends of Dunchurch	RBC
David Banks	Karen and Roger Dent	John Chard	Nickie Bennett
Open spaces society	Thomas Parker	Linn Ashmore	Polly Brid
WCAVA	ICO	SLCC	Val Burton
Intotech	PKF Littlejohn	air ambulance thank you	

## 21. TO DISCUSS ANY MISCELLANEOUS MATTERS

Parish Elections will be held on 2<sup>nd</sup> May 2019.

Follow up first responders at next meeting.

The Green on Rugby Road is still being used to park cars, investigate installation of sign.

## 22. To agree payments in accordance with the budget

The RFO/ Administrator submitted a schedule of payments for £6367.92 cheque numbers 301383 to 301397 signed by Councillor Sodhi and Councillor Morshead. It was proposed by Cllr Sodhi, seconded by Cllr Jones and agreed by all present.

THE MEETING CLOSED AT 21.30

Signed Chairman:

Dated:

191301383	£80.00	£0.00	£80.00	30/03/19	Susan Wain - Library Cleaning	£80.00	
190	301384	£36.24	£6.04	£30.20	30/03/19	Three -	£36.24
1		£20.26	£3.38	£16.88		ADMIN 2 x PC Mobile Telephones	
2		£15.98	£2.66	£13.32		YOUTH Youth Group WiFi	
187	301385	£31.30	£5.22	£26.08	30/03/19	Gamma Business Communications - Library Telephone & Calls	£31.30
196	301386	£635.56	£0.00	£635.56	31/03/19	Lee Matt -	£635.56
1		£151.71	£0.00	£151.71		ADMIN Public Liability Insurance	
2		£58.00	£0.00	£58.00		P/OS Purchase of Cement for Goal Post installation	
3		£425.85	£0.00	£425.85		P/OS Salary and expenses	
195	301387	£65.00	£0.00	£65.00	31/03/19	EDSCO - Library Window Cleaning	£65.00
192	301388	£62.45	£10.41	£52.04	30/03/19	IT Colors of World Ltd - black laser printer cartridge	£62.45
188	301389	£133.48	£0.00	£133.48	30/03/19	Rugby Borough Council - Annual Waste Collection contract	£133.48
186	301390	£1,586.34	£249.09	£1,337.25	30/03/19	Total Gas & Power -	£1,586.34
1		£128.63	£6.13	£122.50		LIB Library Electricity	
2		£1,457.71	£242.96	£1,214.75		LIGHT UMS Electricity Streetlighting	
185	301391	£883.11	£0.00	£883.11	30/03/19	Lindsay Foster -	£883.11
1		£9.58	£0.00	£9.58		ADMIN Postage	
2		£873.53	£0.00	£873.53		ADMIN Clerk's Salary	
184	301392	£918.65	£2.08	£916.57	30/03/19	Knowles P M -	£918.65
1		£1.19	£0.20	£0.99		ADMIN Email Hosting	
2		£11.28	£1.88	£9.40		ADMIN 1 x Microsoft 365 Subscription	
3		£906.18	£0.00	£906.18		ADMIN RFO/Administrator salary	
194	301393	£751.00	£0.00	£751.00	31/03/19	Walc - WALC Annual Subscription	£751.00
193	301394	£344.16	£0.00	£344.16	31/03/19	Inland Revenue - Employee & Employer Contributions	£344.16
197	301395	£200.00	£0.00	£200.00	31/03/19	Dunchurch Methodist Church - Payment for Youth Group Sessions	£200.00
198	301396	£120.00	£20.00	£100.00	31/03/19	INTO TECH - Subscription Anti Virus Software for Public Computers	£120.00
199	301397	£480.00	£80.00	£400.00	31/03/19	Norfolk County Council - Legal Services Subscription NP Law	£480.00
189	DD	£40.63	£0.00	£40.63	30/03/19	NEST Pension - Employer & Employee Contributions	£40.63
<b>Total</b>		<b>£6,367.92</b>	<b>£372.84</b>	<b>£5,995.08</b>			