



**PLEASE NOTE THAT THE MEETING BELOW MAY HAVE TO BE CANCELLED AT SHORT NOTICE  
DUE TO THE CORONAVIRUS OUTBREAK**

## **DUNCHURCH PARISH COUNCIL**

**Dunchurch Community Library, School Street, Dunchurch, CV22 6PA  
Telephone 01788 817550 or 07474 705061 Email Clerk@dunchurchpc.org**

**I hereby give notice that an Ordinary Parish Council Meeting of Dunchurch Parish Council  
will take place on Monday, 23<sup>rd</sup> March 2020 at 7.00 pm at Dunchurch Community Library,  
School Street, Dunchurch**

**All Members of Dunchurch Parish Council are hereby summoned to attend for the  
purpose of considering and resolving the following business:**

*G Peacock*

**Gill Peacock  
Parish Clerk & R.F.O.**

**Dated: 17<sup>th</sup> March 2020**

Photographing, reporting, recording, filming or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting.

**Public Participation Session:** Members of the public are invited to give their views on items on this agenda, including planning applications, or raise issues for consideration at the discretion of the Chair. No decisions will be made in this part of the meeting. The Public Participation Session is a general forum for open discussion after which members of the public will have no further opportunity to speak unless invited to do so by the Chair. Limited to 15 minutes.

### **AGENDA**

- 1. Election of a Chair.**
- 2. DPC to invoke the Co-optation procedure and co-opt new DPC Cllrs.**
- 3. Apologies.** To receive apologies and to approve reasons for absence.
- 4. Declarations of Interests and Dispensations.**

Dunchurch Parish Council will receive disclosures of personal and prejudicial interests from Members on matters to be considered at the meeting. The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the meeting that has not been disclosed under the item, the member must immediately disclose it. Members may remain in the meeting and take part fully in discussions and voting unless the interest is prejudicial. Dispensations are to be received in writing to the Clerk, or verbally at the meeting will be considered.

- 5. Reports from Rugby Borough Councillor and Warwickshire County Councillor.**
- 6. Minutes of the Parish Council meeting which took place on 10<sup>th</sup> February 2020.**

**7. Reports for information.** To be noted.

1. Library.
2. Neighbourhood Plan Advisory Committee – Terms of Reference.
3. Banking.
4. NEST Pension.
5. Playground Safety

**8. Clerks Report of Activities since the last DPC Meeting, including any appropriate correspondence.**

- To discuss implementation of recommendations identified in the Fire Risk Assessments Report;
- To discuss the replacement locks of all DPC filing cabinets &/or all keys are handed to the Clerk for safe keeping;
- To approve No Dog Fouling signage on the Playing Field, together with replacement padlock on the Gate;
- To discuss & manage the Library Volunteers re: the COVID-19 virus.

**9. Planning – All Applications received Since the last DPC Meeting**

Application No.	Address	Proposal	Comments Due
R20/0102	The Old Post Office, Coventry Road, Dunchurch	LBC for the repair of roof (to include the removal and replacement of the existing tiles	12.03.2020
R16/2569	Tritax Symmetry – Employment, Land North of Coventry Road, Thurlaston	Outline planning permission for up to 186,500 sq m of buildings for Use Class B8 (Warehousing & Distribution) etc. See link: <a href="http://www.planningportal.rugby.gov.uk">www.planningportal.rugby.gov.uk</a>	12.03.2020
R20/0129	Laurel Farmhouse, 58 Daventry Road, Dunchurch	Two storey extension to annexe	13.03.2020
R20/0098	Inwoods Farm, Ashlawn Road, Rugby	Erection of 1 new agricultural building for the storage of grain.	31.03.2020
R20/0186	Toft House, Southam Road, Rugby	Change of use of 4-bed holiday let to 2 X 1 bed apartments	31.03.2010

**10. Items for discussion and update**

1. Highways and path safety.
2. Hedge - Coventry Road.
3. D.P.C. Newsletter.
4. Budget.
5. Training – Parish Council

**11. Dunchurch Sportsfield & Village Hall:**

- Renewal of Trustees representing Dunchurch PC – Messrs Keith Protheroe & Phil Freeman
- To discuss, and if appropriate approve V. Hall Grass Mowing at a cost of £3,100.

## **12. Library**

- a. To consider the purchase of three new computers with the most up to date Microsoft Windows software, if approved, at a cost of no more than £2,000.
- b. To discuss the removal of moss from the Library roof and further signage outside the Library for opening hours and parking;
- c. To consider the purchase of a new handrail for the porch door, to add a Tony Hart idea wall, add a Welsh dresser to be used for beverages, biscuits & storage for jigsaws.

## **13. To approve Clerks Employment Contract and approval that she has delegated authority to respond to planning applications and deal with invoices in an emergency situation, such as COVID-19, on behalf of the DPC.**

## **14. Rugby in Bloom, Britain in Bloom 2020, DPC Plant Containers & Request from FODS**

- a. To consider a request from RBC to continue to fund floral baskets
- b. To discuss & if appropriate, approve DPC contribution to Dunchurch in Bloom 2020 Summer Planting at a cost of no more than £2,500.
- c. To consider a request from FODS to maintain 'Blooming Barrows'.
- d. To discuss the re-use of funding of £750.00 for FODS.

## **15. Street Lighting**

- a. DPC to organise a visual survey of its lamppost assets & report to the next DPC Ordinary Meeting and agree a lamppost maintenance programme and replacement of existing faulty lampposts.
- b. To approve the Footway Lighting Maintenance & Structural Testing Quote from WCC at a cost of £1.97 plus VAT per lantern for SOX/MBF/LED lanterns and £10.08 plus VAT per lantern for Non-SOX/MBF/LED lanterns (*circulated*).
- c. To discuss the replacement of ornate French Lampposts, if appropriate.

## **16. Defibrillator.** To approve the purchase of the defibrillator at a cost of £750.00 and its cabinet at a cost of £99.00 plus VAT annually to commence once volunteers have been trained.

## **17. Signage:** To discuss additional signage for the Library, park & School - Update

## **18. Dunchurch Thatched Bus Shelter** - to review budget for the refurbishment and plan for next steps for the Thatched Bus Shelter Dunchurch Working Group - Update

## **19. Bollards update**

- a) on Southam Road and The Square corner to agree payment for WCC of £350.00 to complete audit and necessary work to install Bollard.

## **20. DPC takes all the necessary steps to register ownership of its village**

**greens with the Land Registry, as recommended in legal advice received – Update.**

## **21. To approve redevelopment of the DPC website at a cost of no more than £2,500.**

## **22. To discuss and, if appropriate approve a replacement Maypole – approx. £300.00.**

## **23. Financial matters to approve payments to be made– see attached payment schedule**

- **To ratify Cllr Price as the DPC Finance Cllr to assist the Clerk where necessary**
- **To discuss, and if appropriate, purchase a Camcorder to record all DPC meetings, at a cost of no more than £350.00.**
- **To discuss, and if appropriate, agree to contribute 50% towards a new Damaged Dog Bin on Cawston Lane - £453.00 plus VAT.**

#### **24. Items for Private Session**

*Under Section 1, Sub-Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it was felt advisable in the public interest, if members of the public were present during the consideration of such business, there would be a disclosure to them of exempt information that the public be temporarily excluded and they are instructed to withdraw. A resolution is required at the meeting for items to be discussed in Private Session.*

**Date of the Dunchurch Annual Parish Assembly: 6<sup>th</sup> April 2020**

**Date of next Dunchurch Parish Council Meeting: 20<sup>th</sup> April 2020 at 7pm**

**BOTH OF THE ABOVE MEETINGS ARE SUBJECT TO RE-SCHEDULING DUE TO COVID-19**