



To members of Thurlaston Parish Council:

You are hereby summoned to attend the meeting of the Thurlaston Parish Council (meeting No 5/2021/22) to be held at 7:00pm on **Monday 13th September 2021**. The meeting will be held in the Village Hall.

Members of the public may make representations according to the Council's Standing Orders within the Parish Council Meeting under item 5 from 7.15pm onwards for a time period of no more than 5 minutes. Members of the public that wish to contribute are requested to let the Parish Clerk know prior to the meeting. This is to ensure that appropriate technical details are made available to them, and that the technology being employed has adequate capability.

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. During remote meetings, if a member of the public wishes to record the meeting, they may do so, if they are present whilst the recording takes place and can be positively identified during the meeting. If any member of the Public cannot be positively identified when asked if they are present, the Chair reserves the right to request termination of the contact with the meeting host.

Signed..... Sylvia Jacques

Clerk to Thurlaston Parish Council

Parish Council Meeting No.5/2021/22 – AGENDA for Monday 13th September 2021 at 7.00pm

1. Welcome by the Chair.
2. Declarations of Pecuniary Interests or Non-Pecuniary Interests.
3. Apologies and Acceptance for Absence.
4. Borough and County Council officer's reports and representatives from other organisations.
5. Residents Matters
 - Traffic on BH Lane (action 2021/005) – update on signage (SJ) SJ to continue to follow up on ordering a sign.
6. Approval of Minutes – meeting held on Monday 12th July 2021.

7. Actions Review: Updates to actions from the Minutes of Meeting 4/2020/2021 held on Monday 12th July 2021 listed below (to confirm current list of open actions):

Ref	Due By	Owner	Action	Progress	Status
2020.024	31-Aug	SJ	Village trees: SJ to circulate a scan of trees in village.	SJ has received a response from Clint Parker and maps will be sent when updated.	Open
2020.037	31-Aug	SJ	Contact Poors Plot for paperwork	SJ has made contact with the PoorsPlot clerk. My emails have been found in her scam mail. She will deal with the reports for the website.	Open
2020.040	09-Nov	SJ	A Resident expressed concerns regarding damage to grass verges in Church Lane inflicted by trucks and trailers. SJ previously investigated options to address this and TPC concluded installing wooden posts on the verge, which would have to be set back by 0.5M from the road and would likely be ineffectual	SJ has contacted WCC and they will tidy the verge and erect posts to prevent future/further damage. Delayed until the weather improves. SJ is still chasing this work.	Open
2021.001	Mid-April	SJ	Letter to be sent to HR to follow up on Beech Drive trees	SJ sent an email prompt to HR who promised to look into this.	Open
2021.005	28-Feb	SJ	Looking into signage for Biggin Hall Lane to stop delivery vehicles driving in lane looking for the Golf Club and Storage World. Also check adoption of lane.	Checking for signage and adoption – ongoing.	Open
2021.007	End April	KB	To draft a paper on SPD and CE for discussion with TPC Councillors before submission to RBC	Response received from Ms Gibrat (RBC Growth and Investment).	Open
2021.013	01/4/2021	KB	KB to draft a paper on the CE for submission to Jeremy Wright MP and RBC's Chief Executive.	Part of LP/CE future considerations. See 2021/007.	Open
2021.017	May/June	SJ	Check for courses for new Councillors	Check with WALC Courses booked.	Open
2021.019	End July	SJ	Update Fixed Asset report and show on web	Done and submitted for posting on the TPC Website.	To Close
2021.020	End July	SJ	Circulate Audit report when received	This has now been received and circulated to TPC.	To Close
2021.021	August	JB	JB to drop a note to Tracey Price (Dunchurch Chair) regarding PC's working co-operatively on planning cases.	JB sent an email to Tracy and KB has also been corresponding with Gill Peacock; TPC and DPC are already working co-operatively on relevant planning cases.	To Close
2021.022	August	JB	JB to provide KB with a few paragraphs on the renewal of	JB supplied KB with this information and KB has	To Close

			the VDS.	posted it on the TPC Website.	
2021.023	August	JB	To send a response to Norman's email relating to the Chronicle.	JB has responded to Norman confirming that TPC will provide support to future editors of the Chronicle, but that TPC will not take on responsibility for its production.	To Close
2021.xxx	Beg Sept	KB	KB requested by clerk to submit an update of the outstanding planning items before the next Committee meeting	KB to supply a brief update on open planning cases for inclusion on the TPC agenda going forwards.	To Close

8. Finance & Clerk (SJ)

Progress regarding publishing details of Precept setting and I/E & bank rec statement on the TPC Website.

To note I/E transactions to date 2021/22 Spreadsheet to date

Cheque payments and signatures – formal proposal to pay invoice

Review of audit report from Bill Robinson (internal audit), in particular TPC to consider:

- Using a back up to the cloud
- Adding “trained Clerk” as a (main) mitigating factor for identified risks (especially financial risks)
- Noting that there is no risk identified to cover the Clerk being unable to carry out her function (and that WALC carries a list of locum Clerks, and that other local clerks could assist)
- Whether to add the clerk as a “key worker” to its insurance policy to cover any extra costs incurred should the Clerk be suddenly unable to carry out her function
- Covering costs for the Clerk to become a member of the Society of Local Council Clerks (SLCC) as this gives further training possibilities, networking possibilities and general support for Clerks
- Whether TPC acquisition of General Power of Competence could assist the Council in its day-to-day business
- In the light of planning constraints regarding the time for comment on planning applications and given TPC meets bi-monthly it might be in the Parish Council's interest to consider a formal Delegation of Power to the Proper Officer in those circumstances

Clerks hours/recording training and extra meetings

Insurance renewal.

Renewal of CPRE membership.

9. Planning Subcommittee (KB)

Items for referral to TPC:

- (a) To note RBC formally adopted the SW Rugby Local Plan SPD on 4th July 2021.

- (b) To consider whether TPC should refine its communications arrangements with RBC particularly regarding the management of codependencies between The Local Plan, Climate Change programmes and other RBC strategic developments.
- (c) Correspondence with Jeremy Wright MP (previously circulated) as a consequence of KB's letter concerning:
 - The alignment of the Local Plan with RBC's Climate Change initiative and,
 - RBC management and governance arrangements for the Local Plan and its implementation.
 - The potential to align Sustrans 41 as a direct route between the Cawston Greenway and Draycote settlement.
 - To consider whether TPC should provide further feedback to JW.
- (d) To report a TPC meeting with Mannie Ketley (RBC Exec Director).
- (e) To consider the extent Parish Council activities may be influenced by RBC's recently published Corporate Strategy 2021-2024 ('Welcome' by Cllr Seb Lowe) and the pending Environment Bill.
- (f) To consider a TPC suggestion to re-establish the Rugby Area Committee, possibly under the auspices of WALC.

Parish planning applications:

- (g) R20/0281 – extra 4 dwellings rear of Dunsmore Garage. Appealed in December 2020.
- (h) R20/1085 – The Latch, Coventry Road – RBC decision not required, statement issued 8th Mar 2021.
- (i) R20/1030 – Thurlaston Meadows bungalow development. No decision. JB email exchange with Joanne Orton (16/08/2021) confirmed this application is still live and that RBC awaits further detail from the applicant.
- (j) R21/0152 – Thurlaston Meadows annexe extension. Consultation open until 30th Sept 2021.
- (k) R21/0468 – Dunsmore House garage conversion. Approved 27th Jul 2021.
- (l) R21/0477 – Erection of No 6 dwellings at Malt House, Thurlaston. No decision.
- (m) R21/0617 – Severn Trent entrance sign changes. Approved 12th Aug 2021.

Local Plan planning applications:

- (n) R20/1026 – Symmetry Park Unit 1 – Approved 4th May 2021 with conditions.
- (o) R21/0789 - Zone D – Site layout with warehouse, Energy Centre, vehicle parking. TPC representation to be made 9th Sept 2021
- (p) R21/0815 – Symmetry Park - formation of a temporary access track. No TPC submission.
- (q) R21/0823 - Zone D - Extended landscaping with bunds and an acoustic fence. TPC representation to be made 9th Sept 2021.
- (r) R21/0829 – Provision of Symmetry Park Energy Centre. TPC representation to be made 9th Sept 2021.

10. Village Design Statement (JB)

Update on progress

Proposal for broadening the review
Submission to RBC (Martin Needham)

11. Trees Update (SJ)

Trees on Beech Drive (SJ)

Updated Trees Maps (SJ) (Action 2020/024)

12. Policy and Procedures (KB)

(a) Communications Policy – interim web version uploaded as V1.1. Further update pending RBC request for electoral extracts from their Register of Electors.

(b) Risk Management Policy – update completed.

(c) Emergency Plan & Manual – update completed.

(d) Acceptance of a new Code of Conduct, conditional approval subject to adoption by RBC. No immediate action required.

13. ICT (KB)

Website:

(a) Home page revised.

(b) Planning pages now split into two areas – (1) Parish applications, and (2) Local Plan.

(c) 2020/21 finance, audit and asset statements uploaded.

(d) Vision ICT – to note KB has requested information from the company regarding erratic system performance.

14. Thurlaston Chronicle (KB)

Update based on JB's response to Norman Lines (21/08/2021) – decision on what TPC might do: "the perennial problem is finding a willing volunteer to own production - and I don't think current members of the PC have the bandwidth available to take this on"; what should TPC do to help advertise the vacancy?

15. Councillors' reports – for any other items not covered elsewhere on the agenda (All)

16. Items for Future Consideration (All).

The next Parish Council meeting will be on 8th November 2021.