



To members of Thurlaston Parish Council:

You are hereby summoned to attend the meeting of the Thurlaston Parish Council (meeting No 2/2022/23) to be held at 7:00pm on **Monday 14th March 2022.**

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.2/2022/23 – AGENDA for Monday 14th March 2022 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.
 - Grass cutting and bin for Stocks area and Beech Drive.
6. Actions Review: Updates to actions from the Minutes of Meeting 1/2022/2023 held on Monday 10th January 2022 and Saturday 22nd January 2022 listed below (to confirm current list of open actions):

Ref	Due By	Owner	Action	Progress	Status
2020.024	Mar-2022	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. JO will make contact with David Gower to progress this matter. Unable to obtain any update on the legal position of trees/land in Beech Drive.	Open
2020.040	Mar-2022	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	WCC put some posts in the verge and these were vandalised with the day and the posts removed. WCC has tidied the verge and seeded this. Discussions with WCC for the way forward. SJ requested WCC reviews the junction to determine fitness for purpose for farming vehicles. Chasing WCC	Open
2021.005	Mar-2022	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. Adoption complicated and some residents have queried action. Signage agreed but with extra wording. Chasing RBC for response.	Open
2021.025	Mar-2022	KB	Add "trained Clerk" as a (main) mitigating factor for identified risks (especially financial risks)	Risk log to be updated once mitigation found. See 2021.026	Open
2021.026	Mar-2022	KB/SJ	Add risk of 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)	SJ has received the response from WALC and a list is being compiled.	Open
2021.030	October	JB	JB to pen a "Chairman's Newsletter" to provide a general update to residents, either via the Chronicle, or directly (or both). To include reference to R20/1030.	In progress	Open
2021.031	Dec-2021	JB	JB to complete the back-end of the VDS and incorporate historical detail from the Beer Tree and Chronicle of the First Hundred Years information sources.	Completed	To Close
2021.032	Mar-2022	JB	JB to ensure VDS review is completed and to submit the finalised VDS to Martin Needham at RBC.	Avon's initial review concluded that the approach has too many elements of an NDP. It needs to be reworked to only include design statements. Norman Lines and Colin & Mary Cook will be the resident reviewers, following rework	Open

				and Avon Planning's re-review.	
2021.037	Mar-2022	KB/BC	KB To discuss/progress archiving with BC.		Open
2021.039	Dec-2021	SJ	Clerk to produce a list of her main contacts	Ongoing	Open
2021.40	Dec-2021	KB	Contract and job description of clerk to be uploaded and returned to Clerk.	Signed doc needs to be returned to Clerk	Open
2021.041	Dec-2021	SL	Update Expenses and Health and Safety Policy and Staffing Comm terms	Expenses and Health & Safety Policies accepted. Staffing terms outstanding	Open
2021.043	Jan-2022	JO	JO to write text for an application to prune trees on Beech Drive	This has been submitted and initial response received. JO has provided further detail.	New
2021.044	Jan-2022	BC/SJ	BC to arrange a meeting with Nicola and possibly Mannie Ketley and her legal counsel. Ideally, the visit will take place over a weekend with a daylight tour of the village.	This is scheduled for 09:30 on Friday 25 th March 2022.	Open
2021.045	Dec-2021	KB/JO	Both to review the latest Minerals Plan	Submission to WCC completed. Agenda 8(n) refers.	Close
2022.001	March 2022	SJ/JB	Organise meeting with Cawston TPC	SJ to agree a date with Cawston on a Tuesday afternoon at 5pm.	Open
2022.002	March 2022	SJ	Organise a meeting with Homes for England	Virtual meeting scheduled for 28 th February 2022.	Open
2022.003	March 2022	JO	Obtain Land Registry documents related to R20/1030		Open
2022.004	March 2022	KB	KB to proceed with a new role related email address for test/assessment purposes.	New email account operational.	Close

7. Finance & Clerk (SJ)

I/E & bank reconciliation statement on the TPC Website.
 To note I/E transactions to date 2021/22 Spreadsheet to date
 Street Lighting: No change proposed to supplier
 BHL light replacement invoice
 Cheque payments and signatures – formal proposal to pay invoice
 Audit update

8. Planning Subcommittee (KB & JB)

Items for referral to TPC:

- (a) To receive a verbal update on Sustrans meeting held on 28th February 2022 regarding the Route 41 extension (Lias Line Project) and the potential to link Draycote, Cawston and Dunchurch using the old railway route. (KB)
- (b) Collaboration with neighbouring parishes. (JB)

Parish planning applications:

- (c) R20/1030 & R21/0152 – to receive an update on the position regarding Thurlaston Meadows applications: (a) bungalow scheme and (b) annex extension. (JB/KB/JO).
- (d) R21/0477 – Erection of No 6 dwellings at Malt House, Thurlaston. No decision. (KB).
- (e) R21/0944 – Land north of Stocks Lane to the rear of Acorn Cottage. Approved. (KB).
- (f) R21/1208 – The Latch – proposed demolition and erection of 2 no dwellings. No decision. (KB).
- (g) R22/0018 – No 4 The Gardens – disabled persons’ adaption of dwelling. TPC submissions to RBC made 1st and 3rd March 2022. Recommendation for approval (KB).

RBC and WCC planning applications (KB):

- (h) R21/0789 - Zone D (west) – site layout with warehouse, Energy Centre, vehicle parking. Approved 11th Nov 2021.
- (i) R21/0815 – Symmetry Park - formation of a temporary access track. Approved 5th Nov 2021.
- (j) R21/0823 - Zone D - Extended landscaping with bunds and an acoustic fence. TPC representation submitted on 9th Sept 2021. No decision.
- (k) R21/0829 – Provision of Symmetry Park Energy Centre. TPC representation submitted on 9th Sept 2021. Approved 11th February 2022.
- (l) R21/0790 – Zone D (east) - site layout with warehouse, parking and fencing. No decision.
- (m) R168y Pubic Right of Way realignment. Approved on 13th Oct 2021.
- (n) WCC Minerals Plan – consultation on revised plans following modifications proposed by the Planning Inspector. TPC submission made 6th Jan 2022.
- (o) Homes England developments – Dunchurch relief road and proposed housing developments. December 2021 consultation, Planning Application expected early 2022. TPC meeting with Homes England to be planned. (SJ)

Other external Meetings:

- (a) Tritax – 19:00, 2nd Mar 2022 (Church) (BC).
- (b) Mannie Ketley – 09:30, 25th March 2022 (Village Hall/Walk) (BC).
- (c) Cawston PC (TBC)

9. Village Design Statement (JB)

Update on progress after Avon Planning’s review.

10. Trees Update (SJ)

Trees on Beech Drive (JO/SJ/BC)

Updated Trees Maps (SJ) (Action 2020/024) JO contact with David Gower.

11. Policy and Procedures (KB)

- (a) Two new policies – Health & Safety and Expenses now on the TPC website.
- (b) Revised schedule of documents and proposed review dates.

12. ICT (KB)

- (a) To note Vision ICT upgrade of their server platforms.
- (b) Thurlaston Parish Council archives – to consider whether paper records should be scanned to make permanent digital records, thus allowing paper documents to be destroyed.

13. Thurlaston Archives (BC + KB)

To consider the production of a project definition document to cover:

- Scope of artefacts which require digital capture;
- Artefact and document gathering and collation;
- Database organisation – categorisation and metadata;
- Scanning and photography;
- Technical options – eg. storage, indexing, retrieval, display;
- Parish Council resources;
- Indicative resources – people and finance (capital and revenue).

14. Poors Plot – outstanding action to provide publicity information and Trustee meeting dates for the TPC website. (SJ)

15. Thurlaston Chronicle liaison (SJ)

Update on progress report.

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

17. Items for Future Consideration (All).

Set date for APM in April?

Set date for the AGM

TPC Platinum Jubilee celebrations?

The next Parish Council meeting and AGM will be on 9th May 2022.