



To members of Thurlaston Parish Council:

You are hereby summoned to attend the meeting of the Thurlaston Parish Council (meeting No 3/2022/23) to be held at 7:00pm on **Monday 9th May 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.3/2022/23 and AGM

AGENDA for Monday 9th May 2022 at 7.00pm

1. Welcome, formal proposal and election of the Chair.
2. Declarations of Pecuniary Interests or Non-Pecuniary Interests. New forms to be signed.
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) – sign now installed (SJ)
 - Grass cutting and bin for Stocks area and Beech Drive, agreed.
6. Approval of minutes – meeting held on Saturday 14th March 2022.
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. This will have to be reviewed.
 - Cheque payments and signatures – formal proposal to pay invoice
 - Audit update

8. Planning Subcommittee (KB & JB)

Items for referral to TPC:

- (a) Sustrans update (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) R21/1208 – The Latch – proposed demolition and erection of 2 no dwellings. No decision. (KB).
- (f) R22/0018 – No 4 The Gardens . Approved (KB).

RBC and WCC planning applications (KB):

- (g) R21/0823 - Zone D - Extended landscaping with bunds and an acoustic fence. TPC representation submitted on 9th Sept 2021. Approved.
- (h) R21/0829 – Provision of Symmetry Park Energy Centre. Approved.
- (i) R21/0790 – Zone D (east) - site layout with warehouse, parking and fencing. No decision.

Other external Meetings:

- (a) Report on meeting with Mannie Ketley 25th March 2022 (BC).

9. Village Design Statement (JB)

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.
- (c) Sickness and Absence policy.
- (d) Disciplinary procedure.

12. ICT (KB)

13. Thurlaston Archives (BC)

14. Poors Plot – outstanding action to provide publicity information and Trustee meeting dates for

the TPC website. (SJ) Action on way forward.

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)

TPC Platinum Jubilee celebrations - tree planting

WALC membership renewal 2022/2023.

Insurance renewal, change of supplier.

18. Actions Review: Updates to actions from the Minutes of Meeting 2/2022-23 held on Monday 14th March 2022 listed below (to confirm current list of open actions):

Ref	Due By	Owner	Action	Progress	Status
2020.024	Sep-2022	JO	Village trees: SJ to circulate a scan of trees in village and on-going issues.	JO has taken over this action from SJ. JO contacted David Gower and progressing tree trimming and legal position.	Open
2020.040	Sep-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 within 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. At the APM it was suggested a cobbled border to the grass verge would look better than the flattened grass and might be a good compromise.	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.	Signage completed.	To close
2021.025	July-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	July-2022	SJ/KB	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 a response from WALC and a list of locum clerks is being compiled.	Open
2021.030	Mar-2022	JB	JB to pen a "Chairman's Newsletter" to provide a general update to residents, either via the Chronicle, or	Completed	To Close

			directly (or both). To include reference to R20/1030.		
2021.032	Sep-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 and Avon Planning's re-review.	Open
2021.037	Mar-2022	KB/BC	KB To discuss/progress archiving with BC.	Completed and discussed at March TPC. SJ to investigate under new action. This is closed	To close
2021.039	Sep-2022	SJ	Clerk to produce a list of her main contacts	Ongoing	Open
2021.40	Apr-2022	KB	Contract and job description of clerk to be uploaded and returned to Clerk.	Signed document has been returned to Clerk.	To close
2021.041	Sep-2022	SL	Update Expenses and Health and Safety Policy and Staffing Comm terms	Expenses and Health & Safety Policies accepted. Staffing terms outstanding	Open
2021.043	Sep-2022	JO	JO to write text for an application to prune trees on Beech Drive and obtain permission from WCC for the maintenance work.	This has been submitted and initial response received. JO has provided further detail. JO following up with WCC to agree what work could be done.	Open
2021.044	Mar-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.	Meeting held Friday 25 th March 2022.	To close
2022.001	May-22	SJ/JB	Organise meeting with Cawston TPC	SJ to agree a date with Cawston on a Tuesday afternoon after 5pm. SJ having difficulty with contact. JB will try.	Open
2022.002	Mar-22	SJ	Organise meeting with Homes England	Virtual meeting was held on 9 th March	To close
2022.003	Mar-22	JO	Obtain Land Registry docs for R20/1030	Document obtained.	To close
2022.004	Apr-22	SJ	To contact the auditor for date.		New
2022.005	Apr-22	SJ	To contact the grass cutting contractor to add the Stocks and in Beech Drive grassed areas to the contract. Need contract for the new year commencing April.	Done	To Close
2022.006	Apr-22	SJ	Contact clerk to Poors Plot for paperwork and dates		New

2022.007	Apr-22	SJ	To organise the APM, set, projector and screen and venue.	Done	To Close
2022.008	May-22	SJ	To organise TPC planting a tree for the Platinum Jubilee celebrations at the time of the Village Tea Party on 5th June. SJ to investigate what tree to purchase and ask WCC where TPC could plant it.		New
2022.009	Apr-22	SJ	WALC membership renewal		New
2022.010	Apr-22	JB	Dates for bi monthly Chair/Clerk meetings	Done	To Close
2022.011	May-22	SJ	Contact BHIB for quote for insurance		New
2022.012	Jul-22	BC	Village Archives: BC to provide TPC with a one-page proposal for maintaining archives, with some examples.		New
2022.013	Jul-22	JB	JB to ask Neil (Avon Planning) if he could review current status of R20/1030.	In progress	New
2022.014	Apr-22	KB	KB to engage with Cornerstone and ask them to advise how best they could support on R20/1030.	Done	To Close
2022.015	Apr-22	KB	KB to ask Dunchurch PC who they used for taking baseline pollution measurements.	Done	To Close
2022.016	Apr-22	SJ	Renew WALC Membership		New
2022.017	May-22	SJ	Obtain insurance quotes for renewal of TPC's policy		New
2022.018	Mar-22	JB	To schedule Chair-Clerk Catch-Up meetings for 2022-23	Done	To Close

The next Parish Council meeting will be on 11th July 2022.