



To members of Thurlaston Parish Council:

You are hereby summoned to attend the meeting of the Thurlaston Parish Council (meeting No 6/2022/23) to be held at 7:00pm on **Monday 14th November 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.6/2022/23 – AGENDA for MONDAY 14th November, 2022 at 7.00pm in the Village Hall

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 – update on incident with verges in village.
6. Approval of minutes – meeting held on Monday 3rd October 2022.
7. Finance & Clerk (SJ)
 - (a) To note I/E transactions to date 2022/23 Spreadsheet to date
 - (b) Cheque payments and signatures – formal proposal to pay invoice
 - (c) Action 2021.039: Clerk to produce list of main contacts in her work
 - (d) Action 2022.006: Clerk to contact Poors Plot for paperwork and dates
 - (e) Action 2022.023: Clerk to enquire if an alternative supplier of Street Lighting is less expensive (after receipt of the next invoice)

- (f) Action 2022.023: Clerk to ask WCC if/how lights could be switched off lights at midnight
- (g) Action 2022.031: Clerk explore solution to area at junction of Church Lane and Main Street
- (h) Action 2022.033: Clerk to contact WCC regarding retention and storing of TPC documents
- (i) Action 2022.036: Clerk to find a company to supply a plaque for the Jubilee Tree
- (j) Action 2022.037: Clerk to find a company to supply No Parking/Keep off the Grass signs
- (k) Action 2022.038: JB to write a notice for Parish Noticeboard to explain no-one is allowed to post any notices around the village with TPC named as signatory other than the Councillors
- (l) Action 2022.039: Clerk to contact STW for an update on the workings on a water pipe at the end of Stocks Lane.
- (m) Action 2022.040: Clerk to check for latest Code of Conduct policy with WALC
- (n) Action 2022.041: Clerk update on ratifying Dr Rebecca Shields as a school trustee
- (o) To note that the Local Government Association has published 2022/23 pay scales.
- (p) Budget review for 2023. Date of precept submission is before the next scheduled meeting in January.

8. Planning Subcommittee (KB)

Items for referral to TPC:

- (a) Sustrans – no update, but propose to reference under R22/0853 submission.
- (b) Collaboration with neighbouring parishes(JB).
- (c) Report of the Rugby Area Committee meeting (KB).
- (d) KB update on speaking to Sustrans contact for an update on the Sustrans/ Potsford Dam Link Road progress and their preferred solution (Action 2022.025)
- (e) KB update on speaking with Cawston Greenway contact for an update on Sustrans/Potsford Dam Link Road progress
- (f) Action 2022.044: BC update on writing to Louise (Tritax) regarding the lack of communication and the danger of the gates being so close to the road
- (g) Action 2022.045: The Parish Clerk to circulate the contact's name that Louise (Tritax) gave as our contact at the Tritax Warehouses Site
- (h) To note that WinVic Construction's August 2022 Project Report had been received.
- (i) Planning Application R22/1093 Thurlaston bus stop (north side Coventry Road).
- (j) Planning Application R22/1061 cycle/path (Windmill Lane/existing NCN 41 to Symmetry Park along south side of Coventry Road).

9. Village Design Statement (JB)

- (a) Update on design descriptions per roads/lanes and other remaining work (JB)
- (b) Action 2022.028: JB update on VHC liaison on VH future plans.
- (c) Action 2022.046: JB to write a VDS description for each of the streets in the village for distribution to residents

10. Trees Update (JO/SJ/JB)

- (d) Beech Drive Trees (JO/BC/JB) grant application.
- (e) Updated Trees Maps (SJ) (Action 2020/024) JO contact with David Gower.
- (f) Action 2022.042: JO to contact WCC re maps issued without key

(g) Action 2022.043: BC to check validity of Beech Drive tree maintenance quotations

11. Policy and Procedures (KB/SJ)

(a) Approval of proposed revised Tree Management document (KB)

Policies requiring development:

(b) Action 2022.047: Clerk to obtain WCC Retention and Disposal Policy document

(c) Action 2022.048: Clerk to obtain new Code of Conduct – revised document expected from WALC

The latest revision of the document review schedule is v9 July 2022.

12. ICT (KB)

Review of future website platform provider.

Action 2022.051: KB to request a formal quote from a website supplier based in Lutterworth who could replace the current TPC Website supplier

13. Future Parish Council changes 2023/2024 (JB)

JB/SJ update on finding prospective new councillors for May 2023.

Action 2022.052: JB update on issuing an informal notice on ThurlastonNet and on the Facebook Thurlaston Warwickshire Page that there will be three vacancies on TPC from May 2023 and anyone interested should contact the Clerk or the Chairman for further information

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

15. Items for Future Consideration (All)

Current Open Actions List:

Ref	Due By	Owner	Action	Progress	Status
2021.039	Nov-22	SJ	Clerk to produce list of main contacts in her work.	Ongoing	Open
2022.006	Nov-22	SJ	Contact clerk to Poors Plot for paperwork and dates	Unable to progress. SJ to contact WALC for procedure.	Open
2022.023	Dec-22	SJ	Street Lighting: to enquire if alternative supplier would be less expensive	Awaiting the next invoice, then will review. Also awaiting details from WCC to switch off lights at midnight.	Open
2022.025	Dec-22	KB	To speak with Sustrans contact for an update on the Sustrans/Potsford Dam Link Road progress and their preferred solution.		Open
2022.026	Dec-22	KB	To speak with Cawston Greenway contact for an update on Sustrans/Potsford Dam Link Road progress.		Open
2022.028	Dec-22	JB	To liaise with Mary Cook/VHC on VH future plans.	JB to attend the next VHC meeting.	To Close
2022.031	Apr-23	SJ	To explore solution to area at junction of Church Lane and Main Street.	Contacted Cllr Howard Roberts, no response. Contacted Cllr Peter Eccleson, no response.	Open

2022.033	Dec-22	SJ	To contact WCC regarding retention and storing of TPC documents		Open
2022.036	Dec-22	SJ	To find a company to supply a plaque for the Jubilee Tree		Open
2022.037	Dec-22	SJ	To find a company to supply No Parking/Keep off the Grass signs		Open
2022.038	Dec-22	SJ/JB	Notice for Parish noticeboard to explain No-one is allowed to post any notices around the village with TPC named as signatory other than the Councillors		Open
2022.039	Dec-22	SJ	To contact STW for an update on the workings on a water pipe at the end of Stocks Lane.		Open
2022.040	Dec-22	SJ	Code of Conduct policy to be checked with WALC for latest update.		Open
2022.041	Dec-22	SJ	Resend email to Councillors for request to ratify Dr Rebecca Shields as a trustee.		To Close
2022.042	Dec-22	JO	To contact WCC re maps issued without key.		Open
2022.043	Dec-22	BC	To check the validity of the Beech Drive quotations for tree maintenance.		Open
2022.044	Dec-22	BC	Brian to write to Louise (Tritax) regarding the lack of communication and the danger of the gates being so close to the road.		Open
2022.045	Dec-22	SJ	The parish Clerk to circulate the contact's name that Louise (Tritax) gave as our contact at the Tritax Warehouses Site.		Open
2022.046	Dec-22	JB	JB to create a VDS description for each of the streets in the village (to be distributed to residents)		Open
2022.047	Dec-22	SJ	SJ to obtain WCC Retention and Disposal Policy document		Open
2022.048	Dec-22	SJ	SJ to obtain new Code of Conduct – revised document expected from WALC		Open
2022.049	Nov-22	KB	KB to update the Terms of Reference of the Planning Subcommittee in line with the auditor's advice regarding all TPC members being on the Subcommittee (the TPC Chairman has stepped down from the Subcommittee).		To Close
2022.050	Nov-22	KB	SJ to revise the Risk Management Policy to include		To Close

			locum clerks to cover for Parish Clerk's absence.		
2022.051	Dec-22	KB	KB to request a formal quote from a website supplier based in Lutterworth who could replace the current TPC Website.		Open
2022.052	Dec-22	JB	JB to issue an informal notice on ThurlastonNet and on the Facebook Thurlaston Warwickshire Page that there will be three vacancies on TPC from May 2023 and anyone interested should contact the Clerk or the Chairman for further information		Open

The next Parish Council meeting will be on 9th January 2023.