



To members of Thurlaston Parish Council:

You are hereby summoned to attend the meeting of the Thurlaston Parish Council (meeting No 1/2023/24) to be held at 7:00pm **5th January 2023**.

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.1/2023/24 – AGENDA for 5th January, 2023 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.

Christmas newsletter

New Parish Councillors

6. Approval of minutes – meeting held on Monday 14th November 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) Decision: Precept Amount to be agreed (for Clerk to submit by 9th January 2023)
 - (d) Action 2021.039: Clerk to produce list of main contacts in her work
 - (e) Action 2022.006: Clerk to contact Poors Plot for paperwork and dates

- (f) Action 2022.023: Clerk to enquire if an alternative supplier of Street Lighting is less expensive (after receipt of the next invoice)
- (g) Action 2022.033: Clerk to contact WCC regarding retention and storing of TPC documents
- (h) Action 2022.036: Clerk to find a company to supply a plaque for the Jubilee Tree
- (i) Action 2022.037: Clerk to find a company to supply No Parking/Keep off the Grass signs
- (j) 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
- (k) Action 2022.039: Clerk to contact STW for an update on the workings on a water pipe at the end of Stocks Lane.
- (l) Action 2022.040: Clerk to check for latest Code of Conduct policy with WALC
- (m) TPC to approve the 2022/23 pay scales for the clerk.
- (n) Budget review for 2023. TPC to approve the proposal for the precept.
- (o) Update on Defibrillator funds.
- (p) Commemoration of the Coronation of King Charles III.

8. Planning Subcommittee (KB)

- (a) Collaboration with neighbouring parishes (JB).
- (b) Traveller & Gypsy sites – Local Plan Policy DS2 - RBC consultation, potential impact on local rural areas (KB).

Items for referral to TPC:

- (a) To note RBC R22/1140 4 Pudding Bag Lane – TPC submission (Ref website).
- (b) To note RBC R22/1207 Thurlaston Meadows Care Home – submission (Ref website).
- (c) RBC Planning Application RBC R22/1275 Draycote Hotel & Whitefields Golf Course. Representations required by 9th January.
- (d) RBC Planning Applications RBC R22/1298, R22/1299 & R22/1335 Draycote Water - car park extension, additional visitor building with external bike store. Representations required by 16th January.

9. Village Design Statement (All)

- (a) Determine the way forward for design descriptions per roads/lanes and other remaining work (based on latest VDS draft that has been circulated (All)

10. Village Hall Liaison (JB)

- (a) Action 2022.065: JB update on VHC liaison on VH future plans.

11. Trees Update (JO/SJ/JB)

- (a) Beech Drive Trees (BC/JB).
- (b) Tree(s) in Stocks Lane (SJ)

12. Policy and Procedures (KB/SJ)

- (a) Action 2022.047: Clerk to obtain WCC Retention and Disposal Policy document.
- (b) Action 2022.048: Clerk to obtain new Code of Conduct – revised document expected from WALC.

13. ICT (KB)

- (a) Purchase of laptop computer for use by TPC’s Planning Subcommittee chairman.
- (b) Formal quotation from a website supplier based in Lutterworth who could replace the current TPC Website supplier.

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

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

Action 2022.052: JB update on informal notices on ThurlastonNet and Facebook regarding three vacancies on TPC from May 2023

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

16. Items for Future Consideration (All)

Current Open Actions List:

Ref	Due By	Owner	Action	Progress	Status
2021.039	Jan 23	SJ	Clerk to produce list of main contacts in her work.	Ongoing	Open
2022.006	Jan 23	SJ	Contact clerk to Poors Plot for paperwork and dates	Unable to progress. SJ to contact WALC for procedure.	Open
2022.023	Jan 23	SJ	Street Lighting: to enquire if alternative supplier would be less expensive	Contact made with two suppliers. Npower and Clear Utilities. Awaiting some details.	Open
2022.025	Jan 23	KB	To speak with Sustrans contact for an update on the Sustrans/Potsford Dam Link Road progress and their preferred solution.		Open
2022.026	Jan 23	KB	To speak with Cawston Greenway contact for an update on Sustrans/Potsford Dam Link Road progress.		Open
2022.033	Dec-22	SJ	To contact WCC regarding retention and storing of TPC documents	Details supplied to Councillor from WCC. Also see WALC notes LTN40	Open
2022.036	Dec-22	SJ	To find a company to supply a plaque for the Jubilee Tree	First contact not suitable. JO found second company	Open
2022.037	Dec-22	SJ	To find a company to supply No Parking/Keep off the Grass signs	As above	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	Done	To close

			signatory other than the Councillors		
2022.039	Dec-22	SJ	To contact STW for an update on the workings on a water pipe at the end of Stocks Lane.	Ongoing	Open
2022.040	Dec-22	SJ	Code of Conduct policy to be checked with WALC for latest update.	Document from WALC passed to KB	Open
2022.047	Dec-22	SJ	SJ to obtain WCC Retention and Disposal Policy document	Down twice	To close
2022.048	Dec-22	SJ	SJ to obtain new Code of Conduct – revised document expected from WALC	Down twice	To close
2022.053	Dec 22	JB	JB to email HR to provide details of the Greenshoots grant application.	Done	To Close
2022.54	Dec 22	JB/KB	To pen a TPC Christmas Newsletter to be distributed to parish residents by hand.	Done	To Close
2022.055	Dec 22	JB	JB to distribute the current VDS to TPC with a view to the Council as a whole determining the best way forward.	Done	To Close
2022.056	Jan 23	SJ	To apply to Cllr Howard Roberts for a grant to cover the costs for a cobblestone kerb at the junction of Church Lane and Main Steet (progress will have to wait until HR's grant budget is available.		Open
2022.057	Dec 22	SJ	SJ to determine the deadline date for Precept submission to RBC.	Deadline 9 th January	To close
2022.058	Dec 22	JB	JB to collate a Precept proposal	Done	To Close
2022.059	Dec 22	KB	KB to consider contributing to Rugby Area Committee liaison especially regarding the Rugby Local Plan and Rugby' cycle route strategy.		Open
2022.060	Dec 22	JB/KB	To draft a communication to Beech Drive residents to update them on the proposed pocket park scheme.	Done	To Close
2022.061	Dec 22	KB	To post the approved Tree Management document on the website		Open
2022.062	Dec 22	KB	KB to provide estimated costs for the year 2023/2024 related to Planning and for the migration onto a new website.		Open
2022.63	Dec 22	KB	KB to source and purchase a new laptop, which will be used to maintain and store the TPC IT information.		Open
2022.064	Dec 22	JB	To follow up on the informal notices on ThurlastonNet and		Open

			on Facebook Thurlaston Warwickshire Page related to finding new councillors to fill the three vacancies there will be TPC from May 2023.		
2022.065	Dec 22	JB	JB to attend the next VHC meeting.	Done	To Close

The next Parish Council meeting will be on 13th March 2023.