



**To members of Thurlaston Parish Council:**

You are hereby summoned to attend the meeting of the Thurlaston Parish Council (meeting No 2/2023/24) to be held at 7:00pm **13th March 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.2/2023/24 – AGENDA for 13th March, 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 officers' reports and representatives from other organisations.
5. Residents' Matters
6. Approval of minutes – meeting held on Monday 5<sup>th</sup> January 2023.
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 invoices
  - (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 2022.036: Clerk to find a company to supply a plaque for the Jubilee Tree

- (g) Action 2022.039: Clerk to contact STW for an update on the workings on a water pipe at the end of Stocks Lane. JO has looked into the ownership of the land via the Land Registry. Difficult to define precise boundaries. Consider surfacing area.
- (h) Action 2022.040: Clerk to check for latest Code of Conduct policy with WALC. SJ to check policy and pass to KB.
- (i) Grass cutting in 2023: SJ action to obtain three quotations for grass-cutting as defined on the new grass-cutting areas map (to be added to the actions list). SJ to query with WCC the grant given each year for the grass cutting and to check if WCC resuming responsibility for this task is an option (new actions, to be added to the actions list).
- (j) Propose that the present Councillors agree that the present signatories continue to authorise payments for the sake of business continuity, until the bank mandate has been changed and two new signatories set up for online banking.
- (k) Greenshoots payments policy and completion of the Beech Drive project.

## 8. Planning Subcommittee (KB)

- (a) RBC Gypsy and Traveller Site Allocations – consultation timetable:

Options preparation	Jan 23 – May 23
Public consultation	June 23 – July 23
Plan preparation & sustainability appraisal	Aug 23 – Sept 23
Plan public consultation	Oct 23 – Nov 23
Submission to Secretary of State – appointment of independent inspector	Feb 24
Public examination	June 24
Inspector’s report	Aug 24
RBC adoption	Sep 24

- (b) RBC Planning Application - R22/1275 Draycote Hotel & Whitefields Golf Course. TPC submission made 5<sup>th</sup> January 2023.
- (c) RBC Planning Applications - R22/1298, R22/1299 & R22/1335 Draycote Wate. TPC submission made 5<sup>th</sup> January 2023.
- (d) RBC Planning Application – R22/0853 350 dwellings land north of Station Farm Cottage. Following legal advice, a TPC submission made 7<sup>th</sup> October 2022.
- (e) RBC Planning Applications - R20/1030 & R21/0152 Thurlaston Care Home Ltd
  - Revisions to R20/1030 & R21/0152 – drawings to show the cumulative effects of both applications (e.g. shared infrastructure) and reduction in proposed number of dwellings to 35.
  - To report on dialogue with RBC’s planning officer: revised scope, impact of numerous revisions to the planning appraisal process and associated timescales.
  - To consider further TPC engagement with:
    - RBC’s Planning Officer
    - RBC’s Development Director
    - Members of RBC’s Planning Committee
    - TPC’s legal and planning advisors
    - TPC’s potential representation at the relevant RBC Planning Committee meeting
    - Briefing for new TPC Councillors – such as on RBC protocols and associated planning processes, advice from TPC’s advisers, preparation of further representations to RBC officers/representatives. Tracking the process timeline.

- Residents' communications – including the Annual Parish Meeting.
  - (f) RBC Planning Application - R22/1190 discharge of conditions to meet R20/0281 outline planning approval. Dwellings to the rear of Dunmore Garage.
  - (g) RBC Planning Application – R23/0172. Tritax Symmetry proposals to meet R16/2659 Condition 19 associated with highway remodelling.
- 9. Future Parish Council changes 2023/2024 (JB/SJ)  
Update on proposed new Council from May 2023.
- 10. Trees Update (JO/SJ/JB)
  - (a) Beech Drive Trees (BC/JB/KB).
    - Funding details for Arboreal Work (& VAT Reclaim)
    - In line with TPC's Tree Management Policy – to confirm that it will take responsibility for future maintenance of the Beech Drive copse from 1<sup>st</sup> February 2023 (including the grass cutting contract).
    - Preparation for planting & Green Shoots Funding (approach), expenditure to date.
  - (b) Tree(s) in Stocks Lane (SJ)
- 11. Village Design Statement (All)
  - (a) Progress on submitting the latest draft to Martin Needham (RBC) for review/approval. (JB)
- 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.
  - (c) To note the revised TPC Documents & Policies summary catalogue and review schedule (version 10).
- 13. ICT (KB)
 

To consider the ICT implications of:

  - (a) Planning Subcommittee - laptop handover to the Subcommittee chairman – details of the modus operandi for its use.
  - (b) TPC website – maintenance and potential migration to another platform.
  - (c) Implications of Village Hall website presence.
  - (d) ICT security – the Council's nominated ICT Officer should take responsibility for ICT security: website, email accounts, computer accounts, backup devices, various ICT and data related policy documents.
  - (e) Document standards – for policies and procedures, formats and associated website constraints. (e.g. PDFs, JPGs, Accessibility Regulations compliance etc).
  - (f) Required website updates immediately after the May 2023 election – Councillor profiles, roles, photos.
- 14. Councillors' reports – for any other items not covered elsewhere on the agenda (All)

15. Items for Future Consideration (All)

Agenda for the Annual Parish Meeting (St. Edmunds Church, 20<sup>th</sup> April 2023)

TPC funding for the printing of the Chronicle.

Training courses for New Councillors in May.

Close of Meeting

The next Parish meeting will be the AGM at 7pm on Monday 15<sup>th</sup> May 2023

**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.	Lists provided by JB and KB.	Open
2022.006	Jan 23	SJ	Contact clerk to Poors Plot for paperwork and dates	Clerk was going to contact WALC but after email to their clerk received minutes of the last meetings.	To Close
2022.023	Jan 23	SJ	Street Lighting: Power: to enquire if alternative supplier would be less expensive. Street Lighting: Maintenance, to find cheaper costings and to switch lights off at midnight.	Power: Contact made with two suppliers. Npower and Clear Utilities contacted and Npower is currently cheapest. Maintenance discussed with WCC, quote very expensive for both costings. Return to WCC to discuss. Letter sent.	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	SJ to contact Timpsons.	Open
2022.037	Dec-22	SJ	To find a company to supply No Parking/Keep off the Grass signs	JO found a supplier and order placed by SJ	To Close
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. To be checked by SJ and passed to KB.	Open
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	Email sent to Cllr Peter Eccleson, awaiting reply	Open

			until HR's grant budget is available.		
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.	Ongoing – see Rugby Area Committee item	Open
2022.061	Dec 22	KB	To post the approved Tree Management document on the website	Ongoing	To Close
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.	Done	To Close
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.	Done	To Close
2022.064	Dec 22	JB	To follow up on the informal notices on ThurlastonNet and on Facebook Thurlaston Warwickshire Page related to finding new councillors to fill the three vacancies there will be TPC from May 2023.		To Close
2023.001	April 23	SJ	Commemoration of the Coronation of King Charles III	TPC will purchase and plant a tree and will consider dedicating one of the trees planned for the Beech Drive Copse for this purpose.	Open
2023.002	Jan 23	JB	Circulate latest clean copy of the VDS to TPC for review, with a view to submitting to RBC	Done	To Close
2023.003	Jan 23	SJ	Submit TPC Precept Demand to RBC	Done	To Close
2023.004	March 23	All	Provide the Clerk with a listing of their contacts and associated details	Contacts provided by JB and KB so far.	Open
2023.005	March 23	KB	Next steps regarding proposal to migrate website to new supplier	See 2022.62	To close
2023.006	Jan 23	All	To provide the Clerk with preference dates for the Annual Parish Meeting (either 20th of 27th April 2023).	Done	To Close
2023.007	Mar 23	SJ	To book in for the latest course on Elections for Clerks.	Done	To Close
2023.008	March 23	KB	To build the new Planning laptop, set up the Planning email box and transfer appropriate records onto it.	Done	To Close
2023.009	Jan 23	JB/SJ	JB to produce a grass cutting plan for contractors. SJ to obtain three quotes for the work in 2023	New Map/Plan created	To Close