



**To members of Thurlaston Parish Council:**

You are hereby summoned to attend the meeting of the Thurlaston Parish Council (meeting No 3/2023/24) to be held at 7:00pm **Monday 15th May 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.

Signed..... Sylvia Jacques

Clerk to Thurlaston Parish Council

**Parish Council Meeting & AGM No.3/2023/24 – AGENDA for Monday 15th May, 2023 at 7.00pm in the Village Hall**

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 officers' reports and representatives from other organisations.
5. Residents' Matters
6. Approval of minutes – meeting held on Monday 13<sup>th</sup> March 2023 and APM held on Thursday 20<sup>th</sup> April 2023.
7. Proposal for new Council's structure (subcommittees, chair of subcommittees, councillor roles and responsibilities) (HA)
8. Finance & Clerk (SJ)
  - (a) Approval of Annual Governance statement 2022/2023
  - (b) To note I/E transactions to date 2023/24 Spreadsheet to date
  - (c) Cheque payments and signatures – formal proposal to pay invoices.
  - (d) Consider surfacing area at end of Stocks Lane.
  - (e) Grass cutting in 2023: SJ discussed with current contactor. New contract to be drawn up.
  - (f) Greenshoots, Beech Drive update
  - (g) Approval of the Accounting statement 2022/2023.
  - (h) Audit report.

9. Planning Subcommittee (KB) to be updated by RA

- (a) RBC Planning Application - R22/1275 Draycote Hotel & Whitefields Golf Course. TPC submission made 5<sup>th</sup> Jan 2023. Subsequently a revised site access/egress design has been proposed. No decision.
- (b) RBC Planning Applications - R22/1298, R22/1299 & R22/1335 Draycote Water. TPC submission made 5<sup>th</sup> January 2023. No decision.
- (c) RBC Planning Application – R23/0420, The Old Forge. TPC submission made 3<sup>rd</sup> May 2023. Note subsequent RBC letter advising that R23/0420 has been withdrawn and the application will be taken under R22/1281. RA has been advised.
- (d) RBC Planning Application – R22/0853 350 dwellings land north of Station Farm Cottage. Following legal advice, a TPC submission was made 7<sup>th</sup> October 2022. No decision.
- (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.
  - RBC aspires to decide the application(s) by 30<sup>th</sup> June 2023.
  - Instructions have been issued to TPC's legal adviser who, if required, will represent the parish council at RBC's relevant Planning Committee meeting.NB. The membership of the Planning Committee will change following 4<sup>th</sup> May elections.
- (f) Tritax Symmetry submissions:
  - R23/1072 – R16/2569 Condition 19 – land north of Coventry Road
  - R23/0399 – Extended landscape mount (land north of Tritax estate)
  - R23/0397 – Zone D Unit 7 B8 buildings
  - R23/0398 – Zone D Units 5 & 6 B8 buildings
  - R23/0463 – R16/2569 Condition 15 – HGV routing strategy
  - R23/0486 – R16/2569 Condition 8 – Lighting strategy for Biodiversity (Units 5 & 6)
  - R23/0485 – R16/2569 Condition 8 - Lighting strategy for Biodiversity (Unit 7)

10. Trees Update (SJ)

11. Village Design Statement (All) **To be updated by HA**

- (a) Progress on submitting the latest draft to Martin Needham (RBC) for review/approval. (HA)

12. Policy and Procedures (HA/SJ) **To be updated by HA**

- (a) Action 2022.047: Clerk to obtain WCC Retention and Disposal Policy document. Project for new Committee.
- (b) To note the revised TPC Documents & Policies summary catalogue and review schedule (version 11).

13. ICT - **to be updated by LW**

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)
- Training courses for New Councillors in May.

Close of Meeting

The next Parish meeting will be at 7pm on Monday 10<sup>th</sup> July 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
2022.023	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.	Being taken as a part of Tritax Symmetry housing and connection to the Western Relief Road	Close
2022.026	Jan 23	KB	To speak with Cawston Greenway contact for an update on Sustrans/Potsford Dam Link Road progress.	See above	Close
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. Project for new Committee.	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.	Letter to STW, Without Prejudice.	Open
2022.040	Dec-22	SJ/KB	Code of Conduct policy to be checked with WALC for latest update.	Preface to V3 of the Code of Conduct completed. (KB)	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.	Email sent to Cllr Peter Eccleson & Cllr Howard Roberts, awaiting reply	Open
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
2023.001	April 23	SJ	Commemoration of the Coronation of King Charles III	TPC will purchase and plant a tree after the Coronation and will consider dedicating one of the trees planned for the Beech Drive Copse for this purpose.	Open
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
2023.013	Mar 23	SJ	SJ to confirm the current contractor's grass-cutting	Done. Contract and addendum to complete	Open

			rates for the coming year, once we have agreed a revised grass-cutting map with the contractor, and to renew with the current contractor, subject to the rates being deemed acceptable.		
2023.014	Mar 23	JB	A handover on the future for the archiving needs to be completed.	JB discussed this with HA: The new council needs to decide who will be responsible for proposing an approach to archiving the paper records in the VH and the electronic records on the website – and will then need a plan to execute. It is assumed the archives will be lodged with WCC.	New
2023.015	Mar 23	SJ/All	SJ to circulate new Code of Conduct policy template for all to review	Completed by KB March 23	To close
2023.016	Mar 23	SJ/KB	SJ and KB to ensure the policy documents catalogue is up to date and is handed on to the new councillor who is to be responsible for maintaining it.	V11 document schedule available.	New
2023.022	Mar 23	SJ	SJ to circulate available dates of the training courses to the new councillors	Done and booked first course	Open