



**To members of Thurlaston Parish Council:**

You are hereby summoned to attend a remote meeting of the Thurlaston Parish Council (meeting No 5/2020/21) to be held at 7:00pm on Monday 14<sup>th</sup> September 2020. The meeting will be held using Audio/Video Zoom teleconferencing.

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.

Signed..... Sylvia Jacques  
Clerk to Thurlaston Parish Council

**Parish Council Meeting No. 5/2020/21 – AGENDA for Monday 14<sup>th</sup> September 2020 at 7.00pm**

1. Welcome by 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.
  - Planning Committee Agenda for the 16<sup>th</sup> September
  - Email from Dr M J A Smith, Cherry Tree Cottage relating to Traffic Lights and lighting at the junction of Main Street and Coventry Road
    - What is behind the comment that: "police advice at the time of its installation that high levels of light at the junction should be avoided". I can understand wanting to avoid distracting M45 traffic, and perhaps high levels of light might be inadvisable therefore, but sufficient light to enable Coventry Rd traffic to see the junction clearly seems sensible to me.
    - Howard's views on the email as a whole.
5. Residents Matters
6. Approval of Minutes – meeting held on Monday 13<sup>th</sup> July 2020.

7. Actions Review (updates to the actions listed in the Agenda Notes)

Ref	Due By	Owner	Action	Progress	Status
2020.003	14-Sep	KB	Christmas Tree: To be moved to Fete shed	Moved by Mary Cook and Sylvia Jacques into Fete shed	Closed
2020.004	31-May	SJ/NL	Village Trees; Progress Update	Ongoing	Open
2020.005	31-May	SJ	Street Lights Cleaning: SJ to contact EON / WCC regarding street light cleaning. TPC to consider changing the lamp type used for the street lights, which may save money spent on electricity to power the street lights (it should be noted that there may be little or no saving, as our electricity bill is an allocation of a bill for a larger area).	Street Lighting maintenance quotation accepted. Cleaning may not be necessary as this may be done as part of the maintenance (SJ to confirm). This was to have been done a few years ago but obviously never happened. Street Lighting maintenance has been discussed with a cleaning company recommended by WCC and advised this is not necessary.	Open
2020.009	31-May	KB	Emergency Plan: Tidy up and send copy to Thurlaston Meadows then copy to CSWRT	Revised draft and website proposals for Emergency Plan provided for May meeting. Plan approved at TPC Meeting 13 <sup>th</sup> July 2020. Emergency Plan completed and submitted to RBC and CSWRT by SJ. Feedback from CSWRT to be discussed	Open
2020.014	30-Jun	SJ	Banking: SJ to contact the bank to request an online banking facility (if they are not willing to supply this service, Unity Bank, which is used by other parishes, does offer this service.	Raised 11 <sup>th</sup> May – Ongoing.	Open
2020.017	31-Jul	SJ/KB	SJ to supply KB with a Financial Summary 2019/20 for KB to publish on the TPC Website.	Completed	Closed
2020.018	31-Aug	KB/NL	KB and NL to arrange a strategy meeting to formulate a joined-up approach to TPC responding to planning applications and to include following up on the possibility of creating a greenway linking Sustrans 41, disused LWNR route and Northampton Lane.	08/09/2020: A formalised strategy meeting has not taken place yet, preparation of questions (see 2020.019) became primary focus and the response to these questions may have an input to strategy.	Open
2020.019	24-Aug	KB/NL	KB/NL to compile a list of framework questions ahead of the proposed meeting with Stephanie Chettle-Gibrat (to be provided to Stephanie before the meeting).	Preparation of questions was completed and issued to PE. Responses to these questions may have an input to strategy (see 2020.018).	Closed
2020.020	31-Aug	PE	PE to set up a meeting between TPC and Stephanie Chettle-Gibrat to discuss TPC's concerns relating to planning in SW Rugby.	PE confirmed that RBC will answer our questions, but do not have time to meet with us at present.	Closed
2020.021	31-Aug	PE	PE to check details on the 5MW energy centre proposal, described in	JB proposes this item is closed and will be followed up under Strategic	Open

			the Symmetry Park Sustainable Development document.	Planning as part of the work done in response to the Symmetry Park planning application process.	
2020.022	31-Aug	PE	PE to discuss taking a joined up approach to reviewing new road layout proposals with WCC.	JB proposes this item is closed and will be followed up under Strategic Planning as part of the work done in response to the Symmetry Park planning application process.	Open
2020.023	31-Aug	KB	Minerals Plan: TPC to re-submit similar representations as were made previously, with additions based on updated information.	KB will undertake this as part of the October consultation, including reinforcing our points relating to pollution and road network impacts.	Open
2020.024	31-Aug	SJ	Village trees: SJ to circulate a scan of trees in village.	Sylvia has circulated the maps to the Councillors. A new map will be received when Clint Parker carries out the work in the village	Open
2020.025	31-Aug	SJ/NL	To consider if TPC needs to arrange for more regular tree surveys in the Parish and/or understand whether an annual inspection by Clint's Team is sufficient. NL to consider writing a paper explaining responsibilities and processes.	NL wrote to Clint Parker (WCC) and Dave Gower (RBC) and gained some history from residents. Immediate responses from Clint and Dave – some progress, but no definitive answers yet. NL explained we believe the Corsican Pine trees are fragile, especially in high winds and would benefit from more regular inspections. NL to continue.	Open
2020.026	31-Aug	SJ/BR/JB	Audit: Complete audit – SJ to request BR amends one erroneous cheque number, then JB to sign-off and SJ to send to external auditors		Open
2020.027	31-Aug	SJ	Responsibilities List: Change Governance KB to JB and publish	Done	Closed
2020.028	31-Aug	NL	NL to write to Severn Trent regarding Cyclist/Pedestrian safety on the roadway around Draycote Water (as per JB's request).	Done, response received and forwarded to John Bretherton	Closed
2020.029	7-Sep	JB	To ensure Festive activities are on the agenda for the September meeting for discussion (as per NL's request).	This has been included in the Agenda under Councillors' Reports	Closed
2020.030	7-Sep	KB	Arrange for Vision ICT to implement SSL security for the TPC Website	KB: This is done and can be closed.	Closed
2020.031	14-Sep	All	Immediate attention required to prepare thoughts regarding RBC planning meeting on 16th Sept.	Review/thoughts/input required before the 16 <sup>th</sup> Sept.	New

8. Finance & Clerk (SJ)
  - To note I/E transactions to date 2020/21.
  - Renewal insurance
  - Spreadsheet to date
  - Cheques payments and signatures – formal proposal to pay invoice
  
9. COVID-19 – are there any new updates (NALC advice, etc.) (SJ/All).
  
10. Strategic Planning (NL/KB)
  - Strategic Planning Meeting update
  - SPD
  - R16/02569 (Tritax Symmetry)
    - RBC Answers to questions ref Tritax Symmetry Park
  - Planning application for housing between the Western Relief Road and Long Lawford (R20/0134) (building in the Green Belt - not allocated for housing in the LP)
  - Warwickshire Minerals Plan 2018 (KB) – revised meeting date
  
11. Village Design Statement (JB)
  
12. Emergency Plan (KB & SL)
  - Is any further action required, or is this now completed?
  
13. Planning subcommittee (HC)
  - R16/2569 – DB Symmetry
  - R20/0281 – Land at the rear of Dunsmore Garage
  - R20/0366 – Leam Valley Golf Centre
  - R20/0577 - Trevek, Church Lane
  - R20/0648 - Brambles, Pudding Bag Lane
  
14. Trees Update (SJ/NL)
  - Tree/Lamp-Post down on Biggin Hall Lane (SJ)
  - Trees on Beech Drive (NL)
  - Updated Trees Maps (SJ/NL)
  - Update on Action 2020-025
  
15. Policy and Procedures (KB)
  - Equality and Diversity Policy: Do we develop a TPC policy document?
  - Defibrillator (KB): The current policy is due for review by December. KB proposes we agree our long term position with regard to this equipment and that he provides a draft policy document for our November meeting.

16. ICT (KB)

- Website: Update to the FAQs text supplied by Noel Bell on Thurlaston NET.
- Overview of recent updates applied (July to 8<sup>th</sup> September)
- Overview of updates due to be applied (as at 8<sup>th</sup> September)
- Office Computer – Back-Up Procedure: Set-up, documentation and testing

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

- Cyclist/Pedestrian safety on the roadway around Draycote Water (JB)
- Festive Activities Planning (NL): For discussion
- Water Pressure within the village. Is there anything we want to follow up?

18. Matters arising from the minutes and not covered elsewhere on the agenda (All).

19. Items for Future Consideration (All).

The next Parish Council meeting will be on 9<sup>th</sup> November 2020.