



Thurlaston Parish Council

DRAFT Minutes of Thurlaston Parish Council Meeting 5/2021/2022 held on Monday 13th September 2021 at 7pm in the Village Hall

Present: Parish Councillors:

John Bretherton (JB) Chair

Keith Boardman (KB)

Stephen Lewington (SL)

Justin Owen (JO)

Brian Coleman (BC)

Parish Clerk:

Sylvia Jacques (SJ)

Residents attending: None.

1. JB welcomed everyone to the meeting.
2. Declarations of Pecuniary Interests or Non-Pecuniary Interests. None.
3. Apologies and Acceptance for Absence. Cllrs Peter Eccleson (PE), Howard Roberts (HR) and Deepah Roberts (DR), Eleanor Holdsworth - SW News.
4. Borough and County Councillors report. None
5. Residents Matters
 - The signage in the village for Biggin Hall Lane is on-going.
6. Approval of Minutes – meeting held on Monday 12th July 2021.
Approved: Proposed by SL, seconded by BC and passed by TPC.
7. Actions Review (updates to the actions listed in the Agenda Notes)
8. Finance & Clerk (SJ)
 - The I/E was circulated to TPC prior to the meeting, has been updated by SJ.
 - One payment has been made by BACS. Approved by KB and SL and by TPC, no queries raised.
 - Audit report received and points discussed.
 - Using a back up to the cloud
Decision: TPC will not implement this recommendation and will continue to use current back-up process instead. We will review this again next year.
Adding “trained Clerk” as a (main) mitigating factor for identified risks (especially financial risks)
Decision: TPC will implement this recommendation.
 - Noting that there is no risk identified to cover the Clerk being unable to carry out her function (and that WALC carries a list of locum Clerks, and that other local clerks could assist)
Decision: TPC will implement this recommendation.

- Whether to add the clerk as a “key worker” to its insurance policy to cover any extra costs incurred should the Clerk be suddenly unable to carry out her function
Decision: TPC will not implement this recommendation.
- Covering costs for the Clerk to become a member of the Society of Local Council Clerks (SLCC) as this gives further training possibilities, networking possibilities and general support for Clerks
Decision: TPC will cover costs for the Clerk to complete the training and to become a member of the SLCC if the Clerk wishes to do so.
- Whether TPC acquisition of General Power of Competence could assist the Council in its day-to-day business
Decision: TPC will consider implementing this recommendation; there are scheduled training sessions for several councillors already in place.
- In the light of planning constraints regarding the time for comment on planning applications and given TPC meets bi-monthly it might be in the Parish Council’s interest to consider a formal Delegation of Power to the Proper Officer in those circumstances
Decision: TPC will not implement this recommendation and will continue to operate without the suggested Delegation of Power.

Clerks hours/recording training and extra meetings SL presented the Staffing Subcommittee recommendations for the Clerk for the coming year - decisions as follows:

- Decision: Hours/week increased from 4 to 5 hours per week to reflect more accurately the average amount of time the Clerk requires to fulfil assigned tasks (the increase in planning activity brought by the Local Plan is largely responsible for the increased time required; it is possible the amount of time required could reduce in the future if and when there is less planning activity) to apply from the start of this financial year
- Decision: Pay rate increased by one increment and this increase to apply from the start of this financial year to reflect the experience she had gained
- Decision: The Clerk will be paid a one-off sum of £482 in back-pay to correct and underpayment of holiday pay over the last four years
- Decision: Amendment of the Clerk’s Contract detailing the Terms and Conditions of Employment revised Job Description to reflect the above

- Insurance renewed.
- Clerk’s hours/recording and extra meetings to be discussed at Staff meeting, to be arranged.
- The membership of CPRE will not be renewed this year.
- Back up to be exchanged with KB after minutes written.
- SJ to provide main contacts that she uses during her work.

9. Planning subcommittee (KB)

Items for referral to TPC:

- (a) To note RBC formally adopted the SW Rugby Local Plan SPD on 4th July 2021.
- (b) To consider whether TPC should consider refining its communications arrangements with RBC particularly regarding the management of co-dependency between The Local Plan, Climate Change programmes and other RBC strategic developments.

- (c) Correspondence with Jeremy Wright MP (previously circulated) as a consequence of KB's letter concerning:
- The alignment of the Local Plan with RBC's Climate Change initiative and,
 - RBC management and governance arrangements for the Local Plan and its implementation.
 - The potential to align Sustrans 41 as a direct route between the Cawston Greenway and Draycote settlement.
 - To consider whether TPC should provide further feedback to JW.
- (d) To report a TPC meeting with Mannie Ketley (RBC Exec Director).
- (e) To consider the extent Parish Council activities may be influenced by RBC's recently published Corporate Strategy 2021-2024 ('Welcome' by Cllr Seb Lowe) and the pending Environment Bill. BC registered to attend meeting on Saturday. TPC will submit useful data to him.
- (f) To consider a TPC suggestion to re-establish the Rugby Area Committee, possibly under the auspices of WALC. Use the funds we have for expert opinion. Start with Neil Pearce.
- Decision: TPC agrees in principle to spending up to £5,000 on professional advice to improve its ability to respond to LP-related and local parish planning applications.
- Decision: JB to pen a "Chairman's Newsletter" to provide a general update to residents, either via the Chronicle, or directly (or both).

Parish planning applications:

- (g) R20/0281 – extra 4 dwellings rear of Dunsmore Garage. Appealed in December 2020.
- (h) R20/1085 – The Latch, Coventry Road – RBC decision not required, statement issued 8th Mar 2021.
- (i) R20/1030 – Thurlaston Meadows bungalow development. No decision. JB email exchange with Joanne Orton (16/08/2021) confirmed this application is still live and that RBC awaits further detail from the applicant. KB suggested a letter to Mannie Ketley for her to understand our position. Joanne Orton also replied to an email from JB on 13th Sept to say she has been in touch with the applicant and expects a further extension, consultation period and further information to be submitted. JB to cover an update on 1030 in the Chairman's Newsletter.
- (j) R21/0152 – Thurlaston Meadows annexe extension. Consultation open until 30th Sept 2021.
- (k) R21/0468 – Dunsmore House garage conversion. Approved 27th Jul 2021.
- (l) R21/0477 – Erection of No 6 dwellings at Malt House, Thurlaston. No decision.
- (m) R21/0617 – Severn Trent entrance sign changes. Approved 12th Aug 2021.

Local Plan planning applications:

- (n) R20/1026 – Symmetry Park Unit 1 – Approved 4th May 2021 with conditions.
- (o) R21/0789 - Zone D – Site layout with warehouse, Energy Centre, vehicle parking. TPC representation to be made 9th Sept 2021
- (p) R21/0815 – Symmetry Park - formation of a temporary access track. No TPC submission.

- (q) R21/0823 - Zone D - Extended landscaping with bunds and an acoustic fence. TPC representation to be made 9th Sept 2021.
- (r) R21/0829 – Provision of Symmetry Park Energy Centre. TPC representation to be made 9th Sept 2021.

10. Village Design Statement

JB has progressed with the back-end of the document – the only sections to be reworked are Future and Concluding Remarks. JB to incorporate historical detail from the Beer Tree and Chronicle of the First Hundred Years information sources

Proposal for broadening the review Norman Lines has agreed to review the VDS – probably towards the end of September. BC to provide contact details for another possible resident reviewer

Contacted three people to assist with project.

Neil Pearce to be asked to view document.

Submission to RBC (Martin Needham) Norman is likely to complete his review by end of September – an October submission to RBC seems feasible depending on Neil Pearce’s availability to complete a review.

Decision: TPC agrees in principle to commissioning consultancy for VDS review and advice regarding finding specific sources for legal advice relating to planning responses. JB to contact Neil Pearce to request that he reviews our new VDS and with a list of TPC questions.

11. Trees Update (SJ)

Updates:

- Trees on Beech Drive, SJ received a response from the legal department at WCC and a report will follow. To chase.
- Updated Trees Maps - SJ received email from Forestry Dept. WCC and maps will be sent as soon as possible.
- JO to contact David Gower for maps. JO to chase up supply of maps showing specific trees that have been subject to recent TPOs with David Gower

12. Policy and Procedures (KB)

- Communications Policy – interim web version uploaded.
- Risk Management Policy, update completed.
- Emergency Plan and Manual – update completed.
- Acceptance of Code of Conduct, subject to adoption by RBC.

Formal acceptance of the following papers: -

- Expenses policy
- Health and Safety Policy
- Staffing Sub-Committee Terms of reference

13. ICT (KB)

- Website home page revised.
- Planning pages now split into two areas – 1. Parish applications and 2. Local Plan.
- 2020/2021 finance, audit and asset statements uploaded.
- Vision ICT – to note KB has requested information from the company regarding erratic system performance.

14. Thurlaston Chronicle (JB)

Establishing team.

BC pursuing possible editor. BC to follow up with a resident that may be interested

KB To discuss archiving with BC.

Printing costs of TC £250 for 32 pages last year. Proposed by SL and Seconded by BC.

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

16. Items for Future Consideration (All)

KB to circulate details on incorporation of Private Sessions into the TPC Meeting agenda.

To discuss meetings systems for TPC.

Meeting closed at 21.50pm for Clerk.

CLRs discussed Clerk's hours.

The next Parish Council meeting will be held on 8th November 2021.

Signed by.....Chair John Bretherton Dated.....

Appendix 1

Actions from Minutes of Meeting 4/2021/2022 held on Monday 12th July 2021:

Ref	Due By	Owner	Action	Progress	Status
2020.024	31-Aug	SJ	Village trees: SJ to circulate a scan of trees in village.	SJ has received a response from Clint Parker and maps will be sent when updated. SJ to follow up legal position with WCC.	Open
2020.037	31-Aug	SJ	Contact Poors Plot for paperwork. The form for applying for funding and the accounts lodged with the Charities Commission are out of date.	SJ has made contact with the PoorsPlot clerk, who said SJ's emails were found in her Spam mail folder. The PP Clerk said she would deal with the reports for the website.	Open
2020.040	09-Nov	SJ	A Resident expressed concerns regarding damage to grass verges in Church Lane inflicted by trucks and trailers. SJ previously investigated options to address this and TPC concluded installing wooden posts on the verge, which would have to be set back by 0.5M from the road and would likely be ineffectual	This work was carries out on Thursday morning 2nd September and the posts were erected. By the afternoon the post had been demolished and removed. This act of vandalism and theft has been reported to WCC and the Police. This will now cost the village if we require a more substantial post put onto the verge.	Open
2021.001	Mid-April	SJ	Letter to be sent to HR to follow up on Beech Drive trees	SJ sent an email prompt to HR who promised to look into this.	Open
2021.005	28-Feb	SJ	Looking into signage for Biggin Hall Lane to stop delivery vehicles driving in lane looking for the Golf Club and Storage World. Also check adoption of lane.	Checking for signage and adoption – ongoing.	Open
2021.007	End April	KB	To draft a paper on SPD and CE for discussion with TPC Councillors before submission to RBC	Response received from Ms Gibrat (RBC Growth and Investment).	Open
2021.013	01/4/2021	KB	KB to draft a paper on the CE for submission to Jeremy Wright MP and RBC's Chief Executive.	Part of LP/CE future considerations. See 2021/007.	Open
2021.017	May/June	SJ	Check for courses for new Councillors	WALC Courses booked.	Closed
2021.025	October	KB	Add "trained Clerk" as a (main) mitigating factor for identified risks (especially financial risks)		New
2021.026	October	KB	Add risk of the Clerk being unable to carry out her function (and that WALC carries a list of locum Clerks,		New

			and that other local clerks could assist)		
2021.027	October	SL	<p>SL to implement the following for the Clerk for the coming year:</p> <ul style="list-style-type: none"> • Hours increased from 4 to 5 hours per week to reflect more accurately the average amount of time the Clerk requires to fulfil assigned tasks (the increase in planning activity brought by the Local Plan is largely responsible for the increased time required; it is possible the amount of time required could reduce in the future if and when there is less planning activity) to apply from the start of this financial year • The Clerk's pay rate to be increased by one increment and this increase to apply from the start of this financial year to reflect her experience • Clerk to be paid a one-off sum of £482 in back-pay to correct an underpayment of holiday pay over the last four years • Amendment of the Clerk's Contract detailing the Terms and Conditions of Employment (revised Job Description to reflect the above) 		New
2021.028	October	KB	KB to progress with the TPC suggestion to re-establish the Rugby Area Committee.		New
2021.029	October	KB	KB to identify sources for providing TPC with legal advice relating to planning up to a total cost of £5,000 (to improve its ability to respond to LP-related and local parish planning		New

			applications, perhaps starting with Neil Pearce.		
2021.030	October	JB	JB to pen a "Chairman's Newsletter" to provide a general update to residents, either via the Chronicle, or directly (or both). To include reference to R20/1030.		New
2021.031	October	JB	JB to complete the back-end of the VDS and incorporate historical detail from the Beer Tree and Chronicle of the First Hundred Years information sources.		New
2021.032	October	JB	JB to distribute the finished draft VDS to Norman Lines and other local residents who agree to assist, including suggestions from BC (BC to provide contact details for a possible resident reviewer).		New
2021.033	October	JB	JB to ask Neil Pearce to: 1) review the draft VDS. 2) advice regarding finding specific sources for legal advice relating to planning responses (JB to supply Neil with a list of TPC questions.		New
2021.034	October	JB	JB to submit the final draft of the VDS to RBC (Martin Needham).		New
2021.035	October	JO	JO to contact David Gower for maps showing specific trees that have been subject to recent TPOs with David Gower		New
2021.036	October	BC	Thurlaston Chronicle: BC pursuing possible editor. BC to follow up with a resident that may be interested		New
2021.037	October	KB/BC	KB To discuss/progress archiving with BC.		New
2021.038	October	KB	KB to circulate details on incorporation of Private Sessions into the TPC Meeting agenda.		New

Appendix 2

Notes from the Diaries of the Dunsmore Ward Councillors – August/September 2021 Cllr Howard Roberts (WCC & RBC), Cllr Peter Eccleson (RBC), Cllr Deepah Roberts (RBC)

PE reported that all the Councillors have been dealing with through August and to date is 'confidential issues' regarding asylum seekers and the spatial improvement plan for Rugby town centre.