



## Thurlaston Parish Council

### Minutes of Thurlaston Parish Council Meeting 2/2022/2023 held on Monday 14th March 2022 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: Two.

Attending: Eleanor Holdsworth – South Rugby News.

1. JB welcomed everyone to the meeting.
2. Declarations of Pecuniary Interests or Non-Pecuniary Interests. None.
3. Apologies and Acceptance for Absence. None.
4. Borough and County Councillors report. See at end of minutes, Appendix 2.
5. Residents Matters
  - The signage in the village for Biggin Hall Lane has been agreed and the Rugby Borough Council will install in April 2022.
  - Two Thurlaston residents attended the meeting to report on their concern of the locked gate by the Church, where cows are in the field. The carabiner is in an awkward position and damage has been incurred when trying to get through the gate. The owner of the cows and lock has been contacted and promises to sort the lock. The cows will be moved on in three to four weeks.
  - The grass on the area by the Stocks and in Beech Drive is causing problems after residents have mown the areas (nowhere to put the clippings). **SJ will obtain a quote from a contractor to add these areas to the grass cutting contract.**
6. Approval of Minutes – meeting held on Saturday 22<sup>nd</sup> January 2022. Approval of the future meeting dates. To be displayed on the Parish Noticeboard.
  - Approved: Proposed by KB, seconded by SL and passed by TPC.
7. Actions Review (updates to the actions listed in Appendix 1)
8. Finance & Clerk (SJ)
  - The I/E was circulated to TPC prior to the meeting, having been updated by SJ.
  - All transactions to date on spreadsheet are noted.
  - Street Lighting maintenance has been checked with the WALC recommended company, but the current supplier, e-on is cheaper. E-on name change to npower but all the same group.

- All payments made or to be made by BACS. Approved by SL and KB and by TPC, no queries raised.
- The annual audit is due shortly; **SJ to contact/schedule with auditor.**
- Clerk to check on the progress of the WALC list of Locum Clerks to be used in an emergency.
- SJ working to provide main contacts that she uses during her work.
- Updated contract and job description for clerk has been passed on to SJ.
- Expenses policy for clerk and Health & Safety policy to be updated by SL.

9. Planning subcommittee (KB & JB)

Items for referral to TPC:

- (a) To receive a verbal update on Sustrans meeting held on 28<sup>th</sup> February. (KB)
- (b) Collaboration with local parishes. (JB)

Parish planning applications:

- (c) R20/1030 & R21/0152 –Thurlaston Meadows applications. No update.
- (d) R21/0477 – Erection of No 6 dwellings at Malt House, Thurlaston. No decision (KB).
- (e) R21/0944 – Land north of Stocks Lane to the rear of Acorn Cottage. Approved. (KB).
- (f) R21/1208 – The Latch – proposed demolition and erection of 2 no. dwellings. No Decision. (KB).
- (g) R22/0018 – No 4 The Gardens – disabled persons’ adaption of dwelling. TPC submissions to RBC made 1<sup>st</sup> and 3<sup>rd</sup> March 2022. Recommendation for approval (KB).
- (h) R22/0051 – No objections raised (KB).

RBC and WCC planning applications (KB):

- (i) R21/0789 – Zone D (west) – site layout with warehouse, Energy Centre, vehicle parking. Approved 11th November 2021.
- (j) R21/0815 – Symmetry Park – formation of a temporary access track. Approved 5th November 2021.
- (k) R21/0823 – Zone D – Extended landscaping with bunds and an acoustic fence. TPC representation submitted on 9th Sept 2021. No decision.
- (l) R21/0829 – Provision of Symmetry Park Energy Centre. TPC representation submitted on 9th Sept 2021. Approved 11th February 2022.
- (m) R21/0790 – Zone D (east) – site layout with warehouse, parking and fencing. No decision.
- (n) R168y Public Right of Way realignment approved on 13th October 2021.
- (o) WCC Minerals Plan – consultation on revised plans following modifications proposed by the Planning Inspector. TPC submission made 6th January 2022.
- (p) Homes England developments – Dunchurch relief road and proposed housing developments. December 2021 consultation, Planning Application expected early 2022.

Other external Meetings:

- (q) Tritax – 19.00 2nd March 2022 (Church) (BC)

- (r) Mannie Ketley – 09.30, 25th March 2022 (Village Hall/Walk) (BC).
- (s) Cawston PC (TBC) possibly Tuesday 15th March 2022 at 5pm. (SJ/JB).
- (t) Homes England – Wednesday 9th March 2022 5pm.

#### Planning Decisions/Actions:

- **JB to ask Neil (Avon Planning) if he could review current status of R20/1030**
  - **KB to engage with Cornerstone and ask them to advise how best they could support on R20/1030**
  - **KB to ask Dunchurch PC who they used for taking baseline pollution measurements – with a view to TPC commissioning a baseline measurement for the Tritax Site.**
10. Village Design Statement (JB)
- **JB to re-visit to align with feedback given by Jan Sherwood (Avon Planning)**
11. Trees Update (JO)
- Trees on Beech Drive, David Gower has approved the crown lift. Considerations if too much is taken. An offer for DG to visit village with contractor. £4k to £5k.
  - Updated Trees Maps – SJ (Action 2020.024). **BC will try Clint Parker.**
12. Policy and Procedures (KB)
- No further forward with Code of Conduct, subject to adoption by RBC. SJ to monitor.
  - Expenses policy on website.
  - Health and Safety policy on website.
  - **Sickness and Absence policy to be put onto website. To include COVID. (SL).**
  - **Disciplinary procedure to be put onto website. To include COVID. (SL).**
13. ICT (KB)
- Vision ICT – KB spoken with MD about problems with system down for days.
14. Thurlaston Archives (BC & KB)
- TPC considered two separate archive issues, as follows:
- Village Archives: JB proposed gathering, recording and preserving village artefacts is not a matter for consideration by TPC, and approaches for such should come from individuals or groups in the village instead; TPC should support such reasonable/sensible approaches. **BC to provide TPC with a one-page proposal with some examples.**
  - TPC Records/Archives: TPC is responsible for storing its own records/archives, but has limited storage space available for paper. SJ confirmed some storage space remains available, so this is not yet an urgent problem. Scanning paper to digital format was considered too time consuming. **SJ to determine precisely which records TPC has a legal obligation to retain and for how long.**
15. Poors Plot
- Agenda, minutes, dates of meetings required for the TPC website. SJ to contact clerk.
  - Charity report overdue. SJ to contact clerk.
16. Thurlaston Chronicle (SJ)
- Team working towards finishing the Chronicle shortly.
  - All reports sent to Editor for publishing.

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

- None

18. Items for Future Consideration (All)

- Date for APM is set for 28th April 2022 at 7pm. **SJ to ask to borrow Projector and Screen.**
- Date for AGM is the TPC May Meeting, 9th May 2022.
- TPC to plant a tree for the Platinum Jubilee celebrations at the time of the Village Tea Party on 5th June. **SJ to investigate what tree to purchase and ask WCC where TPC could plant it.**
- WALC membership will be due in April, **agreed with TPC.**
- Insurance with Gallagher at the moment but as most Parish Councils use BHIB, **SJ will request quotes.** The three-year cycle ends in August 2022, so a decision required for the coming year.
- **JB to provide SJ with dates for Chair/ Clerk meetings.**

Meeting closed at 23.00pm.

The next Parish Council meeting will be held on 9<sup>th</sup> May 2022.

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

## Appendix 1

### Actions from Minutes of Meeting 1/2022/2023 held on Monday 10<sup>th</sup> January 2022 and Saturday 22<sup>nd</sup> January 2022:

	Due By	Owner	Action	Progress	Status
2020.024	Sep 22	JO	Village trees: SJ to circulate a scan of trees in village and on-going issues.	JO has taken over this action from SJ. JO contacted David Gower and progressing tree trimming and legal position.	Open
2020.040	May 22	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	WCC put some posts into the verge and these were vandalised within the day when the posts were removed. No further forward. Vehicles parking on both sides of Main Street cause the problem when vehicles try to swing into Church Lane. Will be discussed at the APM.	Open
2021.005	May 22	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.	SJ has actioned the "dead-end" sign for BHL. Sign only, could not have words as well. Due in April 22. Adoption explored, not possible at this time.	Open
2021.025	May 22	KB	Add "trained Clerk" as a (main) mitigating factor for identified risks (especially financial risks)	Risk log will be updated once a mitigation is found.	Open
2021.026	July 22	SJ/KB	Add risk of 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)	SJ has received a response from WALC and a list of locum clerks is being compiled.	Open
2021.030	Mar 22	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.	In progress	Open
2021.032	July 22	JB	JB to ensure VDS review is completed and to submit the finished draft VDS to Martin Needham at RBC.	After Avon's initial review concluded the 1 <sup>st</sup> draft has too many NDP-type elements, JB to re-visit to align with feedback given by Jan Sherwood (Avon Planning) to only include design statements. Norman Lines and Mary Cook will be the resident reviewers following rework.	Open

2021.037	Mar 22	KB/BC	KB To discuss/progress archiving with BC.	Completed and discussed at March TPC. SJ to investigate under new action. This is closed	To close
2021.039	May 22	SJ	Clerk to produce list of main contacts in her work.	Ongoing	Open
2021.040	Dec 21	KB	Contract and job description of clerk to be uploaded and returned to clerk	Signed document has been returned to Clerk.	To close
2021.041	Dec21	SL	Update Expenses and Health & Safety Policy and Staffing Comm terms. Sickness and Absence & Disciplinary policies to be put onto website and to include COVID.	Expenses and Health & Safety Policies accepted. Staffing terms outstanding.	Open
2021.043	May 22	JO	JO to write text for an application to prune trees on Beech Drive and obtain permission from WCC for the maintenance work.	This has been submitted and initial response received. JO has provided further detail. JO following up with WCC to agree what work could be done.	Open
2021.044	Mar 22	BC/SJ	BC to arrange a meeting with Nicola and possibly Mannie Ketley and her legal counsel. Ideally, the visit will take place over a weekend with a daylight tour of the village.	This is scheduled for 9.30 Friday 25 <sup>th</sup> March 2022	To close
2022.001	May 22	SJ/JB	Organise meeting with Cawston TPC	SJ to agree a date with Cawston on a Tuesday afternoon after 5pm. SJ having difficulty with contact. JB will try.	Open
2022.002	Mar 22	SJ	Organise meeting with Homes England	Virtual meeting was scheduled for 9 <sup>th</sup> March	To close
2022.003	Mar 22	JO	Obtain Land Registry docs for R20/1030	Document obtained.	To close
2022.004	April 22	SJ	To contact the auditor for date.		New
2022.005	April 22	SJ	To contact the grass cutting contractor to add the Stocks and in Beech Drive grassed areas to the contract. Need contract for the new year commencing April.		New
2022.006	April 22	SJ	Contact clerk to Poors Plot for paperwork and dates		New
2022.007	April 22	SJ	To organise the APM, set, projector and screen and venue.		New
2022.008	May 22	SJ	To organise TPC planting a tree for the Platinum Jubilee celebrations at the time of the Village Tea Party on 5th June. SJ to investigate what tree to purchase and ask WCC where TPC could plant it.		New

2022.009	April 22	SJ	WALC membership renewal		New
2022.010	April 22	JB	Dates for bi monthly Chair/Clerk meetings		New
2022.011	May 22	SJ	Contact BHIB for quote for insurance		New
2022.012	July 22	BC	Village Archives: BC to provide TPC with a one-page proposal for maintaining archives, with some examples.		New
2022.013	April 22	JB	JB to ask Neil (Avon Planning) if he could review current status of R20/1030.		New
2022.014	April 22	KB	KB to engage with Cornerstone and ask them to advise how best they could support on R20/1030.		New
2022.015	April 22	KB	KB to ask Dunchurch PC who they used for taking baseline pollution measurements.		New
2022.016	April 22	SJ	Renew WALC Membership		New
2022.017	May 22	SJ	Obtain insurance quotes for renewal of TPC's policy		New
2022.018	Mar 22	JB	To schedule Chair-Clerk Catch-Up meetings for 2022-23		New

## Appendix 2

### Notes from the Diaries of the Dunsmore Ward Councillors – March 2022

Cllr Howard Roberts (WCC & RBC), Cllr Peter Eccleson (RBC), Cllr Deepah Roberts (RBC)

#### Warwickshire CC

##### General

It is great to be coming out of the other side of the pandemic. Our thoughts are with those who have suffered and those who are continuing to suffer long term effects of Covid. We are having our first full meeting of Council back in the Chamber in the Town Hall next week. Town Hall staff are starting to return to their desks as well as we are getting back to the “new normal”.

Our Mayor, Cllr Deepah Roberts, has written to the Mayor of Kiev on behalf of the residents of the Borough extending our support to the struggle of Ukrainians against the Russian aggression.

##### Warwickshire CC

- The discussions regarding the county wide initiative on 20mph zones is ongoing. There are pros and cons to implementation of such zones. Discussions at RBC level regarding such zones around schools have concluded that without enforcement such zones are ineffective. Statistics show that 98% of drivers nationwide ignore the limit. Furthermore, where zones are effective slowing traffic increases pollution, causes congestion and can cause delays to emergency services. Careful consideration should be given to the practicality of routes selected for such speed reduction zones.
- Tenders have been sought by WCC for the improved parking area works in Adkinson Avenue, Dunchurch.
- There will shortly be a survey regarding the requirement for a ‘lolly pop’ crossing warden in Dunchurch.
- WCC has declared ‘verge stones or timber posts’ installed on grass verges adjacent to property to prevent parking as ‘fly tipping’ and therefore illegal.
- Cllr Roberts is also working with highways to seek improvement to damaged road surfacing at Frankton, Bourton and Draycote.
- We are working with highways to consider initiatives to reduce speeds along the A45 and also along the Straight Mile with a view to reducing accidents.

##### Mayoral Duties

Your Mayor, our Ward Councillor Deepah Roberts has had an extremely busy few months. Duties have included tree planting in Whitehall Recreation Centre, where Japanese Cherry trees were planted as part of the RBC environment strategy. Further planting in Regent Square will take place on 11<sup>th</sup> March.

The Mayor has also visited a number of centres supporting the sick and vulnerable residents of the Borough. She has met the Mayor of the city of Dieppe in Canada at Rugby School where she welcomed him to our town and presented him with a miniature statue of Webb Ellis.

The Mayor also conducted a ceremony in Caldecott Park and raised the flag to celebrate the Queens Jubilee. She will preside over the rededication and centenary of the Memorial gates at Whitehall Recreation Centre this Saturday 12<sup>th</sup> March.

She also attended a celebration marking International Women’s Day held at the Draycote Hotel, Thurlaston hosted by the Dunsmore Branch of the Rotary Club.

There were many other events attended by Rugby’s First Family of Cllrs Deepah and Howard



Roberts which are far too numerous to mention.

#### Rugby Borough Council

The Ward Councillors have been involved in a large number of projects and issues within the Ward and inside the wider Borough. Cllr Howard Roberts is a Cabinet Member and Portfolio holder for Health & Wellbeing. Cllr Deepah Roberts is our current Mayor and Cllr Peter Eccleson is the Chair of the Overview & Scrutiny Committee, a member of the Planning Committee and Chair of the Caldecott Holding Company of Rugby Borough Council. In addition to this all three of us hold committee positions on various project groups.

There are issues which are being handled by us which we cannot declare nor are we at liberty to share information about. However, suffice to say that we are dealing with tenancy issues, neighbour and planning disputes, rural crime issues, asylum seekers, welfare issues. We have a pretty full set of case files. We should apologise to any of our residents who have had slow responses to emails and/or phone calls which has been due to the number of cases being handled and annual vacation of two of our Councillors.

- We continue to monitor planning issues focusing on SW Rugby and Thurlaston in particular. Monitoring of the approved development is paramount to us to preserve as best as possible the character of Dunchurch, Cawston and Thurlaston and ensure the preservation of the ecology and biodiversity of the area.
- Fly tipping is still an issue in our rural Wards. RBC have successfully prosecuted offenders where we have found evidence to convict and will continue to do so. The cost to the Borough is phenomenal.
- We have sighted the graffiti initiative in the Ryton underpass as an example of 'approved street art' for some new initiatives being proposed in other Borough Wards across Rugby.
- Work at the Dun Cow crossroads in Dunchurch is completed and many residents and commuters have commented on perceived improvements to traffic flows.
- We have helped to resolve issues with HGV traffic at Prologis Park using through routes at Leamington Rd, Ryton.
- We are working in group to reorganise the staffing structure and overall organisation at RBC to improve the effectiveness of the council whilst maintaining the cost efficiency.
- On that note we should mention the retirement of Chris Worman MBE of RBC who served the Council in Parks and Green Spaces for many years. Chris will be missed amongst friends and colleagues and is well known within the Borough.

There are many groups and villages who have benefitted from Chris's advice including Dunchurch where volunteers have made an excellent job of keeping the village neat and tidy. Groups should however be mindful that some works require the approval of RBC prior to commencement.

#### Budget

This budget was designed to place this authority in a solid fiscal position. It was compiled with great care and prudence to ensure that RBC deliver value for money for the council tax payers of Rugby, whilst protecting front line services, and leaving us with sufficient reserves to be able to weather any future financial uncertainty that may come our way. Reluctantly, we approved an extremely modest increase in Council Tax of £5 per year for a Band D Household. In doing so, it should be made clear to members and to the public that for every pound handed over in council tax in Rugby, just 8 pence is received by Rugby Borough Council – with 76p going to the county, 12p to the police, and 4p on town or parish precept.

Rugby Borough Council of the future will be unlikely to receive as much in Central

Government funding as is the case for the forthcoming year. RBC have therefore been exploring the potential for our council to pursue its own profit generating commercial activities, the clear purpose of which will be to generate additional funds to help cover the cost of front-line council services. In the summer of this year, members will have the opportunity to debate a formal business case for a Local Authority Trading Company, wholly owned by this council, but operated as a separate limited company. This company will engage in property development, regeneration, and other selected commercial activities where our position as the local authority gives us a unique competitive advantage against other organisations. There is the potential for this authority to become one of the leading property developers in this borough – something which brings with it the equally desirable benefits of significant revenue, and significant increases in the number of affordable homes we can deliver.