



Thurlaston Parish Council

Minutes of Thurlaston Parish Council Meeting 4/2022/2023 held on Tuesday 28th June 2022 at 7pm in the Village Hall

Present: Parish Councillors:	John Bretherton (JB) Chair
	Keith Boardman (KB)
	Justin Owen (JO)
	Brian Coleman (BC)
Parish Clerk:	Sylvia Jacques (SJ)

Residents attending: Two.

1. JB welcomed all to the meeting.
2. Declarations of Pecuniary Interests or Non-Pecuniary Interests. None.
3. Apologies and Acceptance for Absence. Stephen Lewington. Eleanor Holdsworth, SW Rugby News.
4. Borough and County Councillors report. None.
5. Residents Matters
 - A resident couple attended the meeting and brought to the attention of TPC a recent incident: They described how plants they had planted on the roadway verge bordering their front garden had been destroyed without warning by an unrelated resident who resides at a separate address and who mowed over the plants on that verge while the residents were away on holiday. The Parish Clerk said the resident who had destroyed the plants had spoken to her and he confirmed that he had indeed mowed the verge and plants purposely. The residents in attendance thought there was a possibility the act was carried out under the contract that Thurlaston PC has with a private contractor to maintain some of the verges in the Village – the contractor is related to the resident who mowed the verge and had spoken to one of Thurlaston’s councillors about the incident. TPC considered the matter, as reported, a serious incident due to the damage done on purpose to personal property and said they would look into the matter.
 - Correspondence received regarding parking notice put onto a visitor’s car. The note was signed Thurlaston Parish Council. This has been dealt with and the letters have been filed.
Please note: The Parish Clerk will put a notice on the Village Notice Board to underline to residents that they have no right to post notes to members of public in the name of Thurlaston PC.
6. Approval of Minutes – meeting and AGM held on Monday 9th May 2022. Proposed by JO and seconded by BC.

7. Finance & Clerk (SJ)

- The TPC approved the audited figures on the Annual Governance statement 2021/2022.
- The I/E and bank reconciliation statement was circulated to TPC prior to the meeting, having been updated by SJ. This will be displayed on the TPC website prior to the deadline of 1st July. All transactions to date on spreadsheet noted.
- Street Lighting maintenance: no change proposed to current supplier. This will be reviewed after receiving the next invoice.
- All payments made or to be made by BACS. Approved by TPC, no queries raised.
- The TPC approved the Accounting Statement 2021/2022.
- Insurance renewal, quotations being obtained from three suppliers.
- As a result of the audit, JB will step down from the planning sub-committee. Not all councillors are allowed on a sub-committee.

8. Planning subcommittee (KB & JB)

- (a) KB to ask Sustrans for their preferred solution to link Route 41 to the Potsdam link road and the Cawston Greenway (KB).
- (b) Collaboration with neighbouring parishes. JB will continue to try to set this up.
- (c) WCC Minerals Plan – inspector’s report was thought to be imminent.
- (d) Tritax Symmetry warehouse high level plan – no plan received. KB to follow up.

Parish planning applications:

- (e) R20/1030 & R21/0152 – RBC advised KB that technical consultant reports are still outstanding and therefore no date has been set to take the applications to the RBC Planning Committee. Pro tem KB would arrange a Planning Subcommittee meeting with its legal adviser.
- (f) R21/0477 – Erection of No 6 dwellings at Malt House, Thurlaston. No decision.
- (g) R21/1208 – The Latch - approved with conditions.
- (h) R22/0375 – Green Gate Field - change of use of part of existing poultry/pony field to a dog exercising area, and erection of fencing. TPC submission made.

9. Village Design Statement (JB)

- JB has spoken to Avon Planning to ask about the cost for them to finish the VDS in readiness to send to RBC. The daily fee is £560 plus VAT and Avon suggested an initial review/update would take two days. JB proposal to proceed up to an initial maximum cost of £2,000 seconded by KB and agreed by TPC.
- JB to liaise with Mary Cook/VHC on VH future plans.

10. Trees Update (JO)

- Trees on Beech Drive (JO/BC). Awaiting decision of planning application. Three quotations will be obtained by BC. Cost approx. £4k.
- Updated Trees Maps – SJ (Action 2020.024). JO contact with David Gower. JO received the updated maps. Maps to be forwarded to the Committee.

11. Policy and Procedures (KB & SJ)

- Document retention and disposal policy. SJ to contact WCC.
- Terms of Reference of the Planning Subcommittee would be revised in line with the auditor's advice. The TPC Chairman would step down from the Subcommittee.
- Revise the Risk Management Policy to include locum clerks to cover for parish clerk absence.
- Code of Conduct – revised document expected from WALC.

12. ICT (KB)

- Document revisions agreed under Item (11) would be uploaded to the TPC website.
- KB would review current website contractual arrangements.

13. Thurlaston Archives (BC)

BC to carry this forward with those at the APM who expressed an interest. Item to be taken off the main agenda.

14. Future Parish Council changes 2023/2024 (JB)

JB will retire next May 2023 after 4 years in office.

Present councillors and clerk will give their intentions at the next meeting.

The TPC will contact possible councillors to stand next May. Anyone can come forward if they are interested and attend a meeting to get a taste of procedures. If there are not enough people (a quorate) then the council could be lost and taken over by another local council, we then lose our voice.

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

- None

16. Items for Future Consideration (All)

- Insurance renewal; SJ will request 3 quotes.
- SJ enquire about switching off street lights at midnight. Enquired and awaiting response.

Meeting closed at 22.30pm.

The next Parish Council meeting will be held on 12th September 2022.

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

Appendix 1

Actions from Minutes of Meeting 4 /2022/2023 held on Tuesday 28th June 2022:

	Due By	Owner	Action	Progress	Status
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 has been compiled and is available on the WALC website.	Close
2021.032	July 22	JB	JB to ensure VDS review is completed and to submit the finished draft VDS to Martin Needham at RBC.	Avon's initial review concluded that the approach has too many elements of an NDP. It needs to be reworked to only include design statements. Norman Lines, Colin & Mary Cook will be the resident reviewers.	Close
2021.039	May 22	SJ	Clerk to produce list of main contacts in her work.	Ongoing	Open
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. Agreed that we will close this and perhaps approach Cawston when there is a planning case of mutual interest.	Close
2022.006	April 22	SJ	Contact clerk to Poors Plot for paperwork and dates	Seek advice	Open
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.	SJ has purchased a crab apple tree and this was planted by our Chair JB	Close
2022.012	July 22	BC	Village Archives: BC to provide TPC with a one-page proposal for maintaining archives, with some examples.	BC to carry plans forward outside of TPC.	Close
2022.017	May 22	SJ	Obtain three insurance quotes for renewal of TPC's policy	Three companies have been sent the relevant documents for a quotation.	Open
2022.019	July 22	SJ	To find if the BH lane sign could be lowered as it is rather high.	SJ contacted WCC and was advised that the sign has to be at this height for safety reasons	Close
2022.020	July 22	SJ	I/E & bank reconciliation statement: to provide these to KB for posting on the TPC website when available. This will be done prior to the	All documents provided and been posted	Close

			deadline of 1 st July – a short TPC meeting will be needed before then to approve the audit figures.		
2022.021	July 22	SJ	I/E & bank reconciliation statement: To arrange a short TPC meeting to approve the accounts prior to the deadline of 1 st July.	TPC had to move the meeting to June and accounts were approved.	Close
2022.022	July 22	JB	Village Design Statement: To ask Neil Pearce how much it would cost for them to complete VDS.	Avon Planning confirmed their rates and that they would be able to help.	Close
2022.023	July 22	SJ	Street Lighting: To enquire if alternative supplier would be less expensive.	Awaiting details from WCC	Open
2022.024	July 22	KB	To ask legal counsel the legal position of the change in categorisation of the Thurlaston settlement from Housing Needs to Rural Village (question from resident attendee 9/5/2022)		Open
2022.025	July 22	KB	To speak with Sustrans contact for an update on the Sustrans/Potsdam Link Road progress and their preferred solution.		Open
2022.026	July 22	KB	To speak with Cawston Greenway contact for an update on Sustrans/Potsdam Link Road progress.		Open
2022.027	July 22	KB	R21/1208 (The Latch): KB to write to WCC regarding the egress concerns.	Done	Close
2022.028	July 22	JB	To liaise with Mary Cook/VHC on VH future plans.	JB yet to speak to Mary Cook.	Open
2022.029	July 22	JO	To submit a revised application for maintaining the trees in Beech Drive.	Done	Close
2022.030	July 22	SJ	To obtain pdf of the recent issue of Thurlaston Chronicle for the TPC website.	Pdf obtained and posted onto the website	Close
2022.031	July	SJ	To explore solution to area at junction of Church Lane and Main Street	Awaiting response from, RBC councillor	Open
2022.032	August	JO	To forward details of maps he received		New
2022.033	August	SJ	To contact WCC regarding retention and storing of TPC documents		New
2022.034	August	BC	To contact people at AGM interested in forming a group for Thurlaston Archives		New
2022.035	August	All	To look into the incident reported to TPC by residents –		New

			as minuted in the TPC Meeting dated 28 th June 2022.		
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