



Thurlaston Parish Council

Minutes of Thurlaston Parish Council Meeting 5/2022/2023 held on Monday 3rd October 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: None

1. JB welcomed all 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. None. No response to request for an updated report and no response on a landscaping issue.
5. Residents Matters
 - Update on incident in Main Street: A resident couple who had maintained part of the roadway verge bordering their front garden attended the TPC Meeting of the 28th June and reported that plants they had planted were mowed down without warning by an unrelated resident. TPC later met PCSO Banks who has since spoken to both parties involved and logged the incident. TPC's contractor for grass cutting met with TPC Councillors and will ensure this will not happen again.
 - Update on correspondence received regarding a parking notice put onto a visitor's car presumably by a resident and signed in the name of Thurlaston Parish Council without any permission from TPC. The Chairman of TPC responded to the correspondence and the matter is now closed. The Parish Clerk will put a notice on the Village Notice Board to inform members of public that they must not post notes in the name of Thurlaston PC without permission.
 - Incident in Stocks Lane reported. Two men were found installing a new pipe from right side of lane (when facing the end of the lane) to field on left. Severn Trent Water (STW) attended the following morning, asked for details, and stated any interference with their pipe was illegal. Biggin Hall Lane water had been cut off when the workmen could not repair a leak that they had created. STW to be contacted for an update. The ground in the area has been left in a mess with a barrier erected around the workings. This is an inconvenience as the area is used by residents of Stocks Lane for parking and for delivery drivers to turn around.
 - A resident reported to WCC a problem with the verge in Church Walk, that it had encroached onto the road. WCC attended and removed some of the verge and a resident living next to this area also excavated a lot of earth.

6. Approval of Minutes – meeting held on Tuesday 28th June 2022. Proposed by SL and seconded by JO. APM minutes proposed by KB and seconded by SL.

7. Finance & Clerk (SJ)

- The I/E and bank reconciliation statement was circulated to TPC prior to the meeting, having been updated by SJ. Items on spreadsheet noted. This to be resent as some Councillors did not receive it.
- Street Lighting maintenance: no change proposed to current supplier as yet. This will be reviewed after receiving the next invoice.
- All payments made or to be made by BACS. Approved by TPC, no queries raised. Proposed by KB and seconded by JB.
- Insurance renewed, three quotes were obtained and the Committee approved BHIB. Proposed by SL and seconded by BC.

8. Planning subcommittee (KB & JB)

(a) Tritax Symmetry warehouses:

A high-level plan had been received from Framptons which covers all works proposed during 2022. They focus on site preparation – earthworks plateauing, trenching, services, site access etc. Construction of Units 1 and 2 to the south of Northampton Lane.

(b) Collaboration with neighbouring parishes. JB had heard nothing from the Cawston Parish Clerk. However, it was expected that the WALC Rugby Area Committee would be convened.

(c) WCC Minerals Plan – no report.

Parish planning applications:

(d) R20/1030 & R21/0152 - Thurlaston Meadows. KB has submitted information to RBC requesting they invoke Regulation 3 of the Town and Country Planning Regulations 2017.

An additional Landscape and Visual Appraisal report with an assessment of the cumulative effect of both planning applications was submitted to RBC on 27th September.

(e) R21/0477 – Erection of No 6 dwellings at Malt House, Thurlaston. Approved on 30th June subject to 30 conditions such as highways and parking refinements, archaeological evaluation, arboriculture method statement, noise control from heat pump, an S106 agreement.

(f) R21/1208 – The Latch. Approved with conditions. Following a traffic collision on 22nd July at the Main Street junction TPC has written to WCC Highways expressing our concern again about the junction and potential dangers in relation to the redeveloped Latch site.

(g) R22/0375 – Green Gate Field. Approved subject to conditions such as additional resurfaced parking area by the field on Main Street, rehangng of the field gate so it

swings inwards, access management plan. Roadside developments will be subject to WCC Highways approval.

- (h) R22/0546 – Copse & Tree Works in Beech Drive. The TPC application approved. Subsequently WCC has accepted responsibility for highways aspects of the area and undertook limited works to trees 1, 2 and 6. Other works will fall under the jurisdiction of TPC.
- (i) R22/0634 & R22/0752 – The Mill. TPC submitted its assessment which is recommendation of approval subject to two conditions: noise abatement from a proposed Heating Pump, and technical assessments of the manner in which external walls will be insulated.
- (j) R22/0719 – Watercourse diversion, land north of Tritax Symmetry Zone C. TPC submission made recommending approval subject to conditions.
- (k) R22/0771 – Outline planning applications for 28 holiday cottages opposite Draycote Water. There is a relevant previous application – R18/0829. A record of TPC's submissions regarding R18/0829 and R19/0006 are on our website. TPC report submitted on 21st September.
- (l) R22/0853 – Cawston II housing scheme on the north side of Station Farm Cottage. TPC considers the ramifications of the proposals are far reaching with regard to:
 - Transport & Highways
 - Air Quality
 - Open spaces
 - Public paths & Rights of Way

TPC authorised KB, as Chairman of the Planning Subcommittee, to take legal counsel concerning the content and structure of its representations to RBC.

9. Village Design Statement (JB)

- JB to distribute VDS descriptions for each of the streets in the village to residents.
- JB to attend the next VHC Meeting on VH future plans.

10. Trees Update (JO)

- Trees on Beech Drive (JO/BC). TPC have submitted a Green shoots grant application (decision expected mid Nov '22) to complete the maintenance work in line with the approved planning application for works to trees in the conservation area. Order for completion of the work will be placed by TPC, subject to sufficient funds being raised by local residents. TPC will not use Parish funds to complete the work.
- Updated Trees Maps – SJ (Action 2020.024). JO contact with David Gower. JO received the updated maps. Maps forwarded to the Committee. These maps are not as clear as the previous ones and no key shown.

11. Policy and Procedures (KB & SJ)

- Document retention and disposal policy. SJ to contact WCC.
- Terms of Reference of the Planning Subcommittee. KB has revised the terms of reference in line with the auditor's advice. The TPC Chairman will not be a member the Subcommittee.
- Risk Management Policy. KB has revised the policy to include locum clerks to cover for parish clerk absence.
- Code of Conduct – revised document expected from WALC. To be checked by SJ.
- Tree Management Guidance – KB has drafted a revised TPC document for Councillors' consideration (All).

12. ICT (KB)

- TPC documents if relation to Agenda 11 above have been uploaded to its website.
- KB has made contact with an alternative website services provider based in Lutterworth and will request a formal quote from them for replacing and supporting the current TPC website.

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

JB, JO and BC will stand down from TPC in May 2023.

KB, SL and SJ will remain in post.

TPC will advertise the future vacancies informally.

JB and KB to pen a Christmas newsletter to be distributed via letter drop.

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

- None

15. Items for Future Consideration (All)

- SJ to enquire about switching off street lights at midnight. Enquired and awaiting response.
- Dunchurch Endowed School Trust asked for Dr Rebecca Shields to be ratified by TPC as future Trustee of the Trust.

Meeting closed at 21.45pm.

The next Parish Council meeting will be held on 14th November 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
2021.039	Nov-22	SJ	Clerk to produce list of main contacts in her work.	Ongoing	Open
2022.006	Nov-22	SJ	Contact clerk to Poors Plot for paperwork and dates	Seek advice	Open
2022.023	Dec-22	SJ	Street Lighting: To enquire if alternative supplier would be less expensive. To enquire if street lighting can be turned off at midnight.	Awaiting details of future invoices. Awaiting reply from WCC.	Open
2022.025	Dec-22	KB	To speak with Sustrans contact for an update on the Sustrans/Potsdam Link Road progress and their preferred solution.		Open
2022.026	Dec-22	KB	To speak with Cawston Greenway contact for an update on Sustrans/Potsdam Link Road progress.		Open
2022.028	Dec-22	JB	To liaise with Mary Cook/VHC on VH future plans.	JB will attend the next meeting of the VHC.	To Close
2022.031	Apr-23	SJ	To explore solution to area at junction of Church Lane and Main Street	Awaiting response from, RBC councillor	Open
2022.033	Dec-22	SJ	To contact WCC regarding retention and storing of TPC documents		Open
2022.034	Oct-22	BC	To contact people at AGM interested in forming a group for Thurlaston Archives		To Close
2022.035	Oct-22	All	To look into the incident reported to TPC by residents – as minuted in the TPC Meeting dated 28 th June 2022.	TPC met with PC David Banks and with TPC's contractor for grass cutting who will ensure this does not happen again.	To Close
2022.036	Dec-22	SJ	To find a company to supply a plaque for the newly planted tree for the Jubilee		New
2022.037	Dec-22	SJ	To find a company to supply No Parking/Keep Off Grass signs		New
2022.038	Dec-22	SJ/JB	Notice for Parish noticeboard to explain No-one is allowed to post any notices around the village with TPC named as signatory other than the Councillors		New
2022.039	Dec-22	SJ	To contact STW for an update on the workings on a water pipe at the end of Stocks Lane.		New

2022.040	Dec-22	SJ	Code of Conduct policy to be checked with WALC for latest update.		New
2022.041	Dec-22	SJ	Resend email to Councillors for request to ratify Dr Rebecca Shields as a trustee.		New
2022.042	Dec-22	JO	To contact WCC re maps issued without key.		New
2022.043	Dec-22	BC	To check the validity of the Beech Drive quotations for tree maintenance.		New
2022.044	Dec-22	BC	Brian to write to Louise (Tritax) regarding the lack of communication and the danger of the gates being so close to the road.		New
2022.045	Dec-22	SJ	The parish Clerk to circulate the contact's name that Louise (Tritax) gave as our contact at the Tritax Warehouses Site.		New
2022.046	Dec-22	JB	JB to create a VDS description for each of the streets in the village (to be distributed to residents)		New
2022.047	Dec-22	SJ	SJ to obtain WCC Retention and Disposal Policy document		New
2022.048	Dec-22	SJ	SJ to obtain new Code of Conduct – revised document expected from WALC		New
2022.049	Nov-22	KB	KB to update the Terms of Reference of the Planning Subcommittee in line with the auditor's advice regarding all TPC members being on the Subcommittee (the TPC Chairman has stepped down from the Subcommittee).		To Close
2022.050	Nov-22	KB	SJ to revise the Risk Management Policy to include locum clerks to cover for Parish Clerk's absence.		To Close
2022.051	Dec-22	KB	KB to request a formal quote from a website supplier based in Lutterworth who could replace the current TPC Website.		New
2022.052	Dec-22	JB	JB to issue an informal notice on ThurlastonNet and on the Facebook Thurlaston Warwickshire Page that there will be three vacancies on TPC from May 2023 and anyone interested should contact the Clerk or the Chairman for further information		New