



Thurlaston Parish Council

Minutes of Thurlaston Parish Council Meeting 1/2023/2024 held on Thursday 5th January 2023 at 7pm in the Village Hall

Present: Parish Councillors:

John Bretherton (JB) Chair

Keith Boardman (KB)

Stephen Lewington (SL)

Justin Owen (JO)

Parish Clerk:

Sylvia Jacques (SJ)

Residents attending: None

Rugby Borough Councillors: None

1. JB welcomed all to the meeting.
2. Declarations of Pecuniary Interests or Non-Pecuniary Interests. None.
3. Apologies and Acceptance for Absence. Brian Coleman (BC)
4. Borough and County Councillors report. No report and no visit.
5. Residents Matters:
 - TPC Christmas Newsletter – done, closed, no feedback requiring response.
 - New Parish Councillors – covered under Agenda item 14.
6. Approval of Minutes – meeting held on Monday 14th November 2022. Proposed by SL and seconded by KB. Approved.
7. Finance & Clerk (SJ)
Items c) to h) ongoing with SJ:
 - (a) To note I/E transactions on spreadsheet 2022/23.
 - (b) Cheque payments and signatures – formal proposal to pay invoice. Proposed SL and seconded by JO.
 - (c) Decision: Precept amount to be agreed (for Clerk to submit by 9th January 2023. A few queries raised/answered. Approved without amendment. Proposal will be amended slightly and then published on the Website. Proposed by JO and seconded by SL.
 - (d) 2021.039: Clerk to produce list of main contacts in her work. Clerk requested that councillors pass their contacts to her.
 - (e) Action 2022.006: Clerk to contact Poors Plot for paperwork and dates. Still awaiting response – open.
 - (f) Action 2022.023: Clerk to enquire if an alternative supplier of Street Lighting is less expensive (after receipt of the next invoice). Remains open – awaiting the next bill, which should indicate what new rates we incur. Sylvia has also received a quote to switch the lights off at midnight. Expensive. Sylvia will ask the question: what is the least expensive means to achieve this.

- (g) Action 2022.033: Clerk to contact WCC regarding retention and storing of TPC documents. WCC confirmed they will only accept certain formal documents for archiving - minutes, financial statements, audits, receipts – KB suggested we need a plan and that WCC will be scanning the docs and destroying the paper – and would insist docs are submitted in a set order, no staples, so the page scanning may be automated. SJ to contact WCC.
- (h) Action 2022.036: Clerk to find a company to supply a plaque for the Jubilee Tree. Timpson's suggested.
- (i) Action 2022.037: Clerk/JO to find a company to supply No Parking/Keep off the Grass signs – JO has received a quote for four plaques from the company who produced the current signs. SJ to order these.
- (j) Action 2022.038: JB to write a notice for the Parish Noticeboard to explain no-one is allowed to post any notices around the village with TPC named as signatory other than the Councillors. Done. To close.
- (k) Action 2022.039: Clerk to contact STW for an update on the workings on a water pipe at the end of Stocks Lane. JO has looked into the ownership, of the land via the Land Registry. Difficult to define precise boundaries. Consider surfacing the area.
- (l) Action 2022.040: Clerk to check for latest Code of Conduct policy with WALC. SJ to check policies and send to KB.
- (m) TPC to approve the 2022/2023 pay scales for the clerk. New pay scales were approved. Proposed by SL and seconded by JB.
- (n) Budget review for 2023. TPC to approve the proposal for the precept. Duplicate – done above under (c).
- (o) Update on Defibrillator funds. The remainder of the original funding is now very low. TPC decision – TPC will be responsible for maintenance of this and for the electricity supply to the phone box that houses it. Proposed by KB and seconded by JO.
- (p) Commemoration of the Coronation of King Charles III. TPC will purchase and plant a tree after the Coronation and will consider dedicating one of the trees planned for the Beech Drive Copse for this purpose.
- (q) Grass cutting in 2023: Three quotations to be obtained for this work. Plan of grass cutting areas to be issued by JB. SJ to query, with WCC, the grant given each year for the grass cutting. This has not changed for years and needs reviewing. Check WCC taking over the task as they used to.

8. Planning Subcommittee (KB)

- (a) Collaboration with neighbouring parishes. KB proposed this action should be amalgamated with the activities of the WALC Rugby Area Group. (KB)
- (b) Traveller Sites and Local Plan Policy DS2. KB reported that RBC is currently consulting with various bodies to identify potential future additional traveller & gypsy pitches within the borough. TPC was concerned that there could be a potential threat to fields within the Thurlaston area. Following dialogue with the owner of fields along the south side of Coventry Road it was decided that currently a 'watching brief' would be adequate. Inappropriate occupancy of local fields should be reported immediately to the Parish Clerk who will make representations to Rugby Borough Council. (SJ)
- (c) RBC planning application R22/1140 (4 Pudding Bag Lane) – TPC submission completed, no objection.
- (d) RBC planning application R22/1207 (Thurlaston Care Home) – TPC submission completed, no objection.

- (e) RBC Planning Application R22/1275 (Draycote Hotel & Whitefields Golf Course). TPC submission completed, recommendation of approval subject to conditions.
 - (f) RBC Planning Applications RBC R22/1298, R22/1299 & R22/1335 (Draycote Water). TPC submission completed, no objection.
 - (g) RBC Planning Applications RBC R22/1298, R22/1299 & R22/1335 (Draycote Water). TPC submission completed, no objection.
9. Village Design Statement (All)
- (a) Determine the way forward for design descriptions per roads/lanes and other remaining work (based on latest VDS draft that has been circulated (All) Decided that final reviews of the most recent clean draft with new photos from JO should be made and that it should be then submitted to Martin Needham for review/approval.
10. Village Hall Liaison (JB)
- (a) Action 22/065: JB update on VHC liaison on VH future plans. JB attended the December VH meeting – no further action required – this item can be removed from future agendas.
11. Trees Update (JO/SJ/JB)
- (a) Beech Drive Trees (BC/JB). JB gave an update on the progress towards completing the maintenance work on the Beech Drive Copse – Beechwood have been commissioned, the work is planned to commence on 9th January 2023.
Following maintenance works, 'Green Shoots' funding would then be used for the development of the 'Pocket Park'. Site preparation is required with an implementation and expenditure plan. (JB)
 - (b) Trees in Stocks Lane (SJ). WCC has agreed to pollard the trees at the end of Stocks Lane which would be undertaken in January.
12. Policy and Procedures (KB/SJ)
- (a) Action 2022.047: Clerk to obtain WCC Retention and Disposal Policy document. Remains open. See also 7(g).
 - (b) Action 2022.048: Clerk to obtain new Code of Conduct – revised document expected from WALC. Remains open.
13. ICT (KB)
- (a) Purchase of laptop computer for use by TPC's Planning Subcommittee chairman. KB has purchased the required laptop and will proceed to configure it. (KB)
 - (b) Initial consideration has been given to the provision a TPC website provider options. Approaches have been made to a Lutterworth website supplier as an option to replace the current provider. Whilst an indicative estimate has been provided accurate costs would be subject to a detailed requirements specification. KB proposed that this should be held over until such time as the new TPC has been elected in May 2023. Pro tem, whilst KB would be stepping down from the Council in May, he offered to continue with interim website support if this was the wish of the new Council. (SJ)
 - (c) The parish clerk reported that she was still having difficulties with making office computer backups. KB would investigate and advise. (KB)
14. Future Parish Council changes 2023/2024 (JB)
- JB/SJ update on finding prospective new councillors for May 2023.

Action 2022.052: JB update on informal notices on ThurlastonNet and Facebook regarding three vacancies on TPC from May 2023. JB posted updated appeals on ThurlastonNet and Facebook for people to come forward. There were several responses to this. It was agreed that Sylvia will arrange a session at 2pm on Sunday 8th January in the Village Hall for these respondents and any others interested to learn more about becoming a Parish Councillor.

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

16. Items for Future Consideration (All)

Date for the Annual Parish Meeting (APM) either 20th or 27th April.

Meeting closed at 21.50pm.

The next Parish Council meeting will be held on 13th March 2023.

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

Appendix 1

Actions from Minutes of Meeting 6/2022/2023 held on Monday 14th November 2022:

Ref	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	Unable to progress. SJ to contact WALC for procedure.	Open
2022.023	Dec-22	SJ	Street Lighting: to enquire if alternative supplier would be less expensive	Contact made with two suppliers, Npower and Clear Utilities. Awaiting further details and the bill from Npower for Q4 2022 which should reflect latest increases. Details from WCC to switch off lights at midnight were expensive, so to ask the question: what is the least expensive way to achieve this.	Open
2022.026	Dec-22	KB	To speak with Cawston Greenway contact for an update on Sustrans/Potsford Dam Link Road progress.		Open
2022.033	Dec-22	SJ	To contact WCC regarding retention and storing of TPC documents	Information received from WCC, see also notes LTN40. SJ to query procedure. WCC confirmed they only accept certain documents for archiving – minutes, financial statements, audits. receipts. KB suggested we need a plan, because WCC will want probably wish to scan docs and destroy the paper, so will need docs submitted in a set order, without staples, so the page scanning is automated.	Open
2022.036	Dec-22	SJ/JO	To find a company to supply a plaque for the Jubilee Tree	A suggestion to use Timpson's. SJ will order.	Open
2022.037	Dec-22	SJ/JO	To find a company to supply No Parking/Keep off the Grass signs	JO has quote from previous signs supplier and an order will be placed for four by SJ.	Open
2022.039	Dec-22	SJ	To contact STW for an update on the workings on a water pipe at the end of Stocks Lane.	See note 7 (k)	Open
2022.040	Dec-22	SJ	Code of Conduct policy to be checked with WALC for latest update.	SJ to source from WALC, check and pass to KB.	Open
2022.056	Jan-23	SJ	To apply to Cllr Howard Roberts for a grant to cover the costs	SJ to enquire when the grant money is available.	Open

			for a cobblestone kerb at the junction of Church Lane and Main Street (progress will have to wait until HR's grant budget is available).		
2022.059	Dec-22	KB	KB to consider contributing to Rugby Area Committee liaison especially regarding the Rugby Local Plan and Rugby's cycle route strategy.	Ongoing	Open
2022.061	Dec-22	KB	To post the approved Tree Management document on the website	Completed	Close
2023.001	April 23	SJ	Commeration of the Coronation of King Charles III	TPC will purchase and plant a tree and will consider dedicating one of the trees planned for the Beech Drive Copse for this purpose	New
2023.002	Jan 23	JB	Circulate latest clean copy of the VDS to TPC for review, with a view to submitting to RBC.		New
2023.003	Jan 23	SJ	Submit TPC Precept Demand to RBC		New
2023.004	March 23	All	Provide the Clerk with a listing of their contacts and associated details		New
2023.005	March 23	KB	Next steps regarding proposal to migrate website to new supplier		New
2023.006	Jan 23	All	To provide the Clerk with preference dates for the Annual Parish Meeting (either 20 th of 27 th April 2023).		New
2023.007	Mar 23	SJ	To book in for the latest course on Elections for Clerks.		New
2023.008	Mar 23	KB	To build the new Planning laptop, set up the Planning email box and transfer appropriate records onto it.		New
2023.009	Jan 23	JB/SJ	JB to produce a grass cutting plan for contractors. SJ to obtain three quotes for the work in 2023.		New