



## Thurlaston Parish Council

### Minutes of Thurlaston Parish Council Meeting and AGM 3/2023/2024 held on Monday 15<sup>th</sup> May 2023 at 7pm in the Village Hall

Present: Parish Councillors:	John Bretherton (JB) Outgoing Chair Holger Allroggen (HA) Incoming Chair Stephen Lewington (SL) Robert Ashford (RA) Gary Smith (GS) Lee White (LW)
Parish Clerk:	Sylvia Jacques (SJ)

Residents attending: 1 - prior to the start of the meeting Keith Boardman attended to meet the new committee and arrange a handover meeting with Lee White. He spoke about the work required with the different services and the ongoing advice he is willing to give.

Rugby Borough Councillors: None.

1. JB welcomed all to the meeting, as the outgoing Chair and spoke of his time on the council and his willingness to give support where needed to the new Councillors. Holger Allroggen was unanimously voted in as Chair. JB left the meeting. HA welcomed the new Committee.
2. Declarations of Pecuniary Interests or Non-Pecuniary Interests. None. All necessary forms were completed by the new Councillors prior to the start of the meeting.
3. Apologies and Acceptance for Absence. None.
4. Borough and County Councillors report. No report and no visit. HA suggested approaching John Keeling, new Councillor for Rugby Borough Council (RBC).
5. Residents Matters: A resident sent an email to the Clerk asking for the TPC to look at the junction of Main Street and Church Lane. There is a problem pulling out from Church Lane, especially with a car with a long bonnet. Difficult to see traffic approaching from the right. Twice recently he narrowly avoided an accident. This is worsened when cars are parked on the hash lines close to the corner and cars speeding on Main Street. Suggestions were to broaden the hash lines and add a no parking sign or have an illuminated speed reduction sign to highlight the speed of the car. The clerk will contact the local policeman and WCC for advice.
6. Approval of Minutes – meeting held on Monday 13<sup>th</sup> March 2023 and the APM held on Thursday 20<sup>th</sup> April 2023. Proposed by SL and seconded by HA. Approved.
7. New Councils structure (subcommittees, councillor roles and responsibilities) discussed and agreed.

8. Finance & Clerk (SJ)

- (a) Approval of Annual Governance statement 2022/2023. Signed by Chair HA. Agreed.
- (b) To note I/E transactions on spreadsheet 2023/24. Agreed.
- (c) Cheque payments and signatures – formal proposal to pay invoice. Signed by Chair HA.
- (d) Consider the re surfacing of the area at the end of Stocks Lane which has been left in a state after some work was carried out on a pipe running through to Biggin Hall Lane. Look into asking Winvic to supply 2 tons of crushed aggregate. SJ.
- (e) Grass cutting in 2023. The contractor has supplied his insurance document and a letter has been sent to specify the areas to be covered. An extra area in The Gardens to be included.
- (f) Greenshoots, Beech Drive Project. The claim for the grant has been sent in and payment is awaited.
- (g) Approval of the Accounting statement for 2022/2023. Signed by Chair HA. Agreed.
- (h) Audit report from the internal auditor has been sent to all Councillors and agreed.

9. Planning Subcommittee (RA)

- (a) RBC Planning Application R22/1275 (Draycote Hotel & Whitefields Golf Course). TPC submission made 5<sup>th</sup> January 2023. Subsequently a revised site access/egress design has been proposed. No decision.
- (b) RBC Planning Applications RBC R22/1298, R22/1299 & R22/1335 (Draycote Water). TPC submission made 5<sup>th</sup> January 2023. No decision.
- (c) RBC Planning Applications – R23/0420, The Old Forge. TPC submission made 3<sup>rd</sup> May 2023. Note subsequent RBC letter advising that R23/0420 has been withdrawn and the application will be taken under R22/1281. RA has been advised.
- (d) RBC Planning Application – R22/0853 dwellings land north of Station Farm Cottage. Following legal advice, a TPC submission was made 7<sup>th</sup> October 2022. No decision.
- (e) RBC Planning Applications – R20/1030 & R21/0152 Thurlaston Care Home Ltd.
  - Revisions to R20/1030 & R21/0152 – drawings to show the cumulative effects of both applications (e.g., shared infrastructure) and reduction in proposed number of dwellings to 35.
  - RBC aspires to decide the application(s) by 30<sup>th</sup> June 2023.
  - Instructions have been issued to TPC's legal advisor who, if required, will represent the parish council at RBC's relevant Planning Committee meeting.  
N.B. The membership of the Planning Committee will change following 4<sup>th</sup> May elections.
- (f) Tritax Symmetry submissions:
  - R23/1072 – R16/2569 Condition 19 – land north of Coventry Road
  - R23/0399 – Extended landscape mount (land north of Tritax estate)
  - R23/0397 – Zone D Unit 7 B8 buildings
  - R23/0398 – Zone D Units 5 & 6 B8 buildings
  - R23/0463 – R16/2569 Condition 15 – HGV routing strategy
  - R23/0486 – R16/2569 Condition 8 – Lighting strategy for Biodiversity (Units 5 & 6)
  - R23/0485 – R16/2569 Condition 8 - Lighting strategy for Biodiversity (Unit 7)

10. Trees Update. Close.
11. Village Design Statement (All) (HA)
  - (a) Progress on submitting the latest draft to Martin Needham (RBC) for review/approval. (HA)  
SJ to send clean copy to Martin Needham.
12. Policy and Procedures (HA/SJ)
  - (a) Action 2022.047: Clerk to carry on as before with the stored documents.
  - (b) To note the revised TPC Documents & Policies summary catalogue and review schedule (version) 11. SJ will track and ask Councillors to share the reviews when required.
13. ICT (LW)
 

To consider the ICT implications of:

  - (a) Planning Subcommittee - laptop handover to the Subcommittee chairman – details of the modus operandi for its use. (KB).
  - (b) TPC website – maintenance and potential migration to another platform.
  - (c) Implications of Village Hall website presence. LW will talk to Chair of Village Hall.
  - (d) ICT security – the Council’s nominated ICT officer will take responsibility for the security: website, email accounts, computer accounts, backup devices, various ICT and data related policy documents. LW said all certificate in order.
  - (e) Document standards – for policies and procedures, formats and associated website constraints. (e.g., PDFs, JPGs, Accessibility Regulations compliance etc.).
  - (f) Required website updates immediately after the May 2023 election – councillor profiles, roles and photos.
14. Councillors’ reports – for any other items not covered elsewhere on the agenda (All) None.
15. Items for Future Consideration (All)
 

Training courses for new councillors after election in May are booked.

A request from Keith Boardman; whilst in the transition, he is prepared to assist with any work and give advice. For this he requested to be added to the council’s insurance, this was agreed.

Meeting closed at 21.00pm.

The next Parish Council meeting will be the AGM to be held at 7pm, on Monday 10<sup>th</sup> July 2023.

Signed by.....Chair Holger Allroggen Dated.....

### Current Open Work List.

Ref	Due By	Owner	Action	Progress	Status
2021.039	Nov-22	SJ	Clerk to produce list of main contacts in her work.	Ongoing	Open
2022.023	Dec-22	SJ	Street Lighting: to enquire if alternative supplier would be less expensive	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. Reply received and this is the cheapest way to convert to midnight switch off. SJ to send through details to Councillors	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.	STW will not repair damage as, they were not involved with the work. Letter to be sent to CEO regarding future work.	Open
2022.056	Jan-23	SJ	To apply to Cllr Howard Roberts for a grant to cover the costs 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.	SJ has enquired when the grant money is available. No information yet.	Open
2022.059	Dec-22	KB	Currently KB has contributed to Rugby Area Committee liaison especially regarding the Rugby Local Plan and Rugby's cycle route strategy.	A TPC nomination is required for the Rugby Area Committee. Robert Ashford will attend the next meeting in July	Close
2023.001	April 23	SJ	Commemoration 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. SJ to speak to Beech Drive residents.	Open
2023.012	Mar 23	SJ	SJ to ask current contractor for a copy of their grass-cutting maps for SJ to review against TPC's own revised map and JB to adjust accordingly.		Close
2023.013	Mar 23	SJ	SJ to confirm the current contractor's grass-cutting rates for the coming year, once we have agreed a revised grass-cutting map with the contractor, and to renew.	Insurance documents received and letter sent.	Close

2023.014	Mar 23	JB	A handover on the future for the archiving needs to be completed. JB will discuss this with Holger Allroggen (the new council will need to decide who will handle the going forwards.)	Council discussed and agreed to keep it as is.	Close
2023.015	Mar 23	SJ/All	SJ to circulate new Code of Conduct policy template for all to review	Done	Close
2023.016	Mar 23	SJ/KB	SJ and KB to ensure the policy documents catalogue is up to date and is handed on to the new councillor who is to be responsible for maintaining it.	Done	Close
2023.022	Mar 23	SJ	SJ to circulate available dates of the training courses to the new councillors	Initial courses booked	Close
2023.023	June 23	SJ	Issue invite to new RBC councillors John Keeling		New
2023.024	June 23	SJ	Contact PCSO Banks to discuss the resident's problem with exiting Church Lane		New
2023.025	June 23	SJ	Send accounts to external auditor and publish necessary documents		New
2023.026	June 23	SJ	Resurfacing end of Stocks Lane.		New
2023.027	June 23	SJ	Send copy of VDS to RBC		New
2023.028	June 23	LW	To discuss the VH details on website and discuss presence on TPC website		New