



THURLASTON PARISH COUNCIL

Minutes of Meeting 3 /2020/2021 held on Monday 11th May 2020 as a Zoom Virtual meeting at 7.00 pm

Present:	Parish Councillors:	Keith Boardman (KB) Chair Helen Creery (HC) Norman Lines (NL) John Bretherton (JB) Stephen Lewington (SL)
	Parish Clerk:	Sylvia Jacques (SJ)

Councillors attending: Cllr Howard Roberts

Residents attending: None

1. Welcome by Chair:

Welcome was given by the Chairman to all. The first item was for a change in the Chair. Keith Boardman will resign as Chair and John Bretherton will be the new Chair. Proposed by KB and seconded by SL. Unanimous. Resignation letter by email.

2. Declaration of Pecuniary Interests or Non-Pecuniary Interest:

None.

3. Apologies and Absence Approved:

Peter Eccleston (PE)

4. Reports from Borough and County Council officers:

Cllr Howard Roberts ("HR") spoke of the difficult times with lots of work in and around Rugby and provision of food for shielded people. Grass cutting will continue in the next fortnight to safeguard roads (grass cutters had been re-deployed to deliver food supplies, but the demand for this has eased now.

HR has submitted a bid for funding for lighting at the junction to the village entrance (Main Street-Coventry Road). Thurlaston Parish Council ("TPC") thinks the whole road layout system and traffic movement needs analysis as well as the street lighting and road speed. HR cut short his presence on the call due to internet problems, but said he would be happy to support a follow-up call.

5. Residents Matters: None

6. Approval of Minutes – held on 9th March 2020

Minutes of the meeting held on 9th March 2020 were approved and proposed by KB and seconded by SL. The minutes will be signed by KB when possible.

7. Matters Arising (not covered elsewhere on the Agenda):

The Annual Village Meeting (“AVM”) will be postponed until next year

Updates on Actions:

- 9 Not proceeding with NDP, no further action.
- 9 AVM not proceeding no further action to discuss NDP.
- 8 Local Plan – letter submitted to SDP - ref RBC R16/2569. Complete.
- 8 AVM not proceeding. No further action.
- 11 Revised draft and website proposals for Emergency Plan provided for May meeting.
- 14 Christmas Tree removal to Fete Shed deferred pending lifting of COVID-19 lockdown.
- 15 No contact re trees on going.
- 19 VAT claimed and received funds.
- 19 Grass cutting, quotations received and contractor appointed.
- 20 New Team Leader for the Thurlaston Chronicle to be discussed at May meeting.
- 20 Street Lighting maintenance quotation accepted.
- 20 No response to Street Light Cleaning.

8. Local Plan (KB)

It was noted that KB had submitted a TPC response to Rugby Borough Council (“RBC”) with regard to the latest Tritax Symmetry submission (RBC R16/2569). The focus of our critique was concerned with the revised road design, visual assessments, and an Energy Centre – the latter being a new aspect of the proposal. Inter alia it also reinforces concerns about traffic volumes and safety, including the need to have lighting at the junction of Main St and Coventry Road.

With regard to a new Supplementary Planning Document (“SPD”) on Air Quality it was noted that consultation has been deferred.

NL will re-review the documentation (Tritax & SPD) and circulate excerpts to JB and KB to review/comment.

9. Neighbourhood Development Plan (“NDP”) (JB)

TPC decided to drop proceeding further with NDP and to investigate updating the Village Design Statement (“VDS”) instead.

JB stated that NDP development policies would need to be in line with the LP and passed by RBC and that the local housing and warehouse developments are in the LP. SC-G had explained to TPC that the siting of the warehouses in SW Rugby was part of RBC’s plan for industrial development across the Borough. The scope for applying controls via NDP would be limited to new parish developments (for which there is little evidence of Parish appetite) and perhaps prevention of further development-creep within the Parish, but even these could be overridden by RBC. Roads, Education and Health cannot be controlled via NDP.

The VDS could be used to document similar planning policies, but would be a far less onerous piece of work, does not require referendum, and could be achieved by updating what we already have. Although a VDS carries less weight, its policies would still be taken into account. Directing the saved efforts towards responding to evolution of the LP, SPD and planning applications, instead of expending them on NDP, would be more productive.

JB proposed forming a sub-group to update the existing VDS, which was agreed unanimously. JB will continue dialogue with Martin Needham to determine steps required to renew the VDS.

10. Warwickshire Minerals Plan 2018 (KB)

It was noted that consultation on the proposed WCC Minerals Plan would be undertaken by Planning Inspector Stephen Normington, and are due to commence at Warwick Race Course on 3rd June. Given the COVID-19 situation it was not known whether this would proceed as planned. SJ was asked to check and keep members informed. (SJ)

It was agreed that we should re-submit similar representations as were made previously, with additions based on updated information. SJ to notify KB to confirm if the consultation meeting is to go ahead as planned or rearranged.

11. Emergency Plan (KB/SL):

KB read out a note on the planning approach and reworked the document. The previous plan was too detailed, so the new plan is much simpler. The Emergency Manual is really a statement of facts – who we are, how we are organised, what resources we have at our disposal in the event of an emergency etc. It provides CSWRT with a digest in their standard format and provides rescue services with details on what we have and (indirectly) do not have. The revised Manual and Plan documents will contain the following changes:

- Councillor telephone numbers will be mobile numbers for public domain.
- TM will be listed simply as a potential helicopter landing site (responsibility for deciding where to land would lie with the emergency services – Coventry, Solihull and Warwickshire Resilience Team (“CSWRT”) would coordinate and mobilise external resources.
- Our number one risk, Main Street Bridge, includes the fact that this bridge carries gas and telecommunications services into the village and major structural damage there could disable cables and/or gas supplies.

Feedback and comments at the meeting were provided to KB/SL and website content and structure will also be modified.

With regards to the current COVID 19 situation, the Clerk invited volunteers to help residents with shopping and collections; the details were displayed on the TPC Website and circulated via ThurlastonNet.

SJ to contact Thurlaston Meadows (“TM”) to clarify their involvement and confirm if a helicopter could land in their grounds in an emergency. This was discussed when SL and SJ met with TM.

The draft plan is virtually complete and will be shared with TM for their comments and then to CSWRT to keep on file.

When TPC has passed the Emergency Planning documentation, the Clerk will send the Manual to CSWRT for their assessment and if this is accepted by CSWRT, TPC will formally adopt the documentation at earliest TPC meeting thereafter and following from that, the Clerk will send a copy to RBC for their records.

12. Planning Committee (HC)

R16/2569 Tritax Symmetry: Decision not yet made

R20/0188 The Old Forge: Decision not yet made

R20/0281 land to rear of Dunsmore Garage: Considering, response due by 20th May

13. Thurlaston Chronicle (SJ)

Brian Coleman (“BC”) has stepped down as editor of the Thurlaston Chronicle. He contacted the Parish Clerk regarding someone taking over from him. The Chronicle has never been a PC responsibility although the PC has provided sponsorship for printing.

The 2020 Annual Village Meeting has been cancelled, so this usual opportunity to canvass residents on how the village should proceed will not be an option. Various issues will need to be addressed if the Chronicle is to continue.

Currently nobody has been identified to take an overall production role, although a couple of assistants have offered their services. Members were unsure of the level of expertise and time required and whether the format should remain as now – both paper and e-version on the website.

KB agreed to contact Brian and Colin Cook (“CC”, who has previously assisted with IT aspects) to discuss how the Chronicle has traditionally been produced, and whether there may be opportunities to simplify and possibly reduce the effort required. An editor and a compositor will be required. (KB)

A budget of £130 to £150 is available from the TPC for printing.

14. Councillors’ Reports – not covered elsewhere on the agenda

Some footpaths have been closed within the village to prevent the spread of the virus. SL reported that the footpath across one of the fields from Biggin Hall Lane towards the Golf Course has been ploughed and the width of trodden pathway is reduced to 18 inches. This is not acceptable and should have been repaired to a one-metre width within the legal timeframe of two weeks.

It was noted that signs have been posted on gates/stiles on other footpaths to deter walkers from using them. These do not state the footpath is closed (although this might be inferred from the tone of the text) and they refer to marked alternative pathways, but there are no signposts visible for the alternatives.

15. Policies and Procedures (KB)

KB proposed a minor revision to the Planning Procedure recognising that the Webmaster (KB) would publish TPC submissions on the website. Members were invited to comment on the revised document - comments should be directed to KB and HC. (All)

The Transparency Policy document was revised to show it was adopted at the TPC January 2020 meeting.

The ICT Policy document has been revised - KB will advise members of the proposed changes. (KB)

16. ICT (KB)

Website Policy and procedures documents, Planning Procedure, Transparency Policy and ICT Policy to be displayed. Website accessibility compliance updated.

17. Finance and Clerk (SJ)

Balance sheet and Cash Flow forecast not presented by SJ this time until audit finished. VAT claimed and received.

Audit papers from the accountant for the year end now received and being processed. Littlejohn advised that we cannot approve the audit based on a video meeting.

The precept for 20/21 has been received for the first half of the year.

Cheque payment signed and approved by KB and NL. Cheque signing has been a slight issue with the COVID 19 virus. SJ will ask bank again about online payments and if they are not willing to supply this service Unity Bank does offer this service. Other Parishes use them.

The grass cutting season will be starting soon and SJ has accepted the quotation from Roger Robinson.

The invoice has been sent for the RBC contribution towards the cutting and payment has been received.

18. Items for Future consideration

None.

KB was thanked for his time as Chair and for his involvement in the effective control of documents and work on the website.

Meeting Closed at 20.45pm

The next meeting is on 13th July 2020

Actions:

Ref	Due By	Owner	Subject	Action	Status
1	31 May	SJ	Change of Chair	Paperwork for old and new Chair	
6	31 May	KB/SJ	Minutes	KB to sign minutes of the March meeting	
7	a.s.a.p.	KB	Tree	Christmas tree to be moved to Fete shed	
7	31 May	SJ/NL	Village trees	Update on village trees	
7	31 May	SJ	Street light cleaning	SJ to contact WCC with regard to street light cleaning	
8	30 June	NL	Tritax symmetry	Review plans and appendices and circulate	
9	30 June	JB	NDP	Conclude NDP with RBC. Form sub group to review Village Design Statement. Not proceeding further with NDP.	Closed
10	Beg. June	SJ	Minerals Plan	Notify KB if change to meeting on 3 and 4 June	
11	31 May	KB	Emergency Plan	Tidy up and send copy to Thurlaston Meadows then copy to CSWRT	
12	20 May	HC	Planning	Response to RBC for application R20/0281	
13	31 May	KB	Thurlaston Chronicle	Contact BC and CC to discuss leader	
15	25 May	Councillors	Policies	Comments to KB	
17	31 May	SJ	Audit	Complete audit, contact B Robinson for internal audit then update TPC	
17	30 June	SJ	Banking	Contact banks re payments	