



## THURLASTON PARISH COUNCIL

### DRAFT Minutes of Meeting 5/2020/2021 held on Monday 14th September 2020 As a Zoom Virtual meeting at 7.00 pm

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

Councillors attending: Cllr Howard Roberts (HR)

Residents attending: None

1. Welcome by Chair: Welcome was given by the Chair to all.
2. Declaration of Pecuniary Interests or Non-Pecuniary Interest: None.
3. Apologies and Absence Approved: None.
4. Reports from Borough and County Council officers:

HR made a number of points and answered questions on these, summarised as follows:

- HR spoke of the Rugby Borough Council (RBC) planning meeting on Wednesday regarding the DB Symmetry site. He is in tune with the problems for our residents along with Peter Eccleston and agree about the uncertainties if the plan goes ahead in its present form. JB stated that he had sent emails to all the Councillors who would be attending the meeting to emphasise our situation and put "I hope when you cast your vote on Wednesday that you remember the power that is in your hands and the long-term impacts your decisions will have on the people in Thurlaston Parish"
- HR responded to the email from one of our residents. See Item 5.
- White paper (expected in the Autumn) being discussed before the meeting on 22<sup>nd</sup> September about the development of the parishes and amalgamation of boroughs. Solihull, Warwickshire and Stratford upon Avon involved. HR said it was possible that government could be devolved down to parish councils and that it would be important to provide PCs with the training and funding to take this on, as the role of PC would become far more demanding. He also thought it possible that some PCs would be merged. HR said inexperienced councillors, who are not accustomed to being business owners, would struggle. NL pointed out that it is difficult enough already to encourage people to become PCs, and this would likely be even worse if councillors were asked to take on more work.

**5. Residents Matters:** A resident responded to an article in the Thurlaston Chronicle and highlighted his concerns over proposed lighting and traffic lights at the junction of the village on the Coventry Road. HR commented on this matter having seen the email. A key driver has been to ensure the safety of the resident's schoolchildren who travel by bus crossing the road during the dark nights. The lighting direction and intensity can be controlled and it is possible that the lighting would be switched off in the early hours. Having lights at the junction will also strengthen the case for a reduction in the speed limit. The timeline for completing the installation could be as little as 6 to 8 months. The views/feedback of all residents should be taken into account. JB to contact resident to discuss. There is no current plan to install traffic lights at the junction, unless traffic modelling completed for development applications in the area show an increase in traffic volume at the junction that warrants them.

**6. Approval of Minutes – held on 13<sup>th</sup> July 2020**

Minutes of the meeting held on 13 July 2020 were proposed by JB and seconded by SL and approved. The minutes will be signed by JB when possible.

**7. Actions Review:**

See updated actions table in the Appendix.

**8. Finance & Clerk:**

- Cash flow/ Balance sheet 2020/21 circulated to the Councillors and approved.
- Cheque payments since the last meeting signed by KB and seconded by HC and approved.
- Renewal of TPC insurance confirmed by SJ
- Zoom meeting program to be purchased by SJ.

**9. COVID-19 update (SJ/All)**

No updates received, SJ to check emails.

**10. Strategic Planning (NL/KB)**

NL/KB to hold a strategy session to define a joined-up approach to TPC's responses to the various plans that impact the Parish, a need to be proactive rather than reactive. Action group required.

- SPD - we will have the opportunity to respond and can utilise the review completed by KB/NL ahead of the Planning Committee Meeting on 16th Sept
- R16/02569 (Tritax Symmetry)
  - RBC Answers to questions ref Tritax Symmetry Park – discussion of response letter that was addressed to Brian Coleman – concluded there was little positive in the responses for local residents
- Warwickshire Minerals Plan 2018 new date is now in October. Comments on first round now with the independent assessor. KB will update the previous TPC response and will re-send.

Discussion held on the White Paper for planning reform. NL spoke about the course he attended given by Neil Pearce regarding the White Paper for planning reform (out for consultation until the 29th October). The WP is aimed at reducing the planning process timescales and appears to reduce opportunities for resident input. The foils presented by Neil Pearce and a recording are on the WALC website. NL stressed the importance of a response and recommended that all Councillors review the document and send any comments to NL/KB for incorporation into a formal response to the WP consultation.

**11. Village Design Statement (JB):**

JB has explained the change from NDP to VDS in his “Chairman’s Report”, which was included in the latest issue of The Chronicle.

**12. Emergency Plan (KB/SL)** TPC adopted the plan and sent a copy to Thurlaston Meadows (TM) and CSWRT. CSWRT suggested a different local telephone number to be used and also queried the use of TM during an emergency. SJ to contact the owner and discuss.

**13. Planning Committee (HC)**

- R16/2569 Tritax Symmetry: Ongoing. – discussed under strategic planning (see above)
- R20/0281 land to rear of Dunsmore Garage: Decision due 19<sup>th</sup> August.
- R20//0366 Leam Golf Centre. No decision.
- R20/0577 Trevek, Church Lane. No decision
- R20/0648 Brambles, Pudding Bag Lane. Decision due 16<sup>th</sup> September.
- WCC making application to RBC for Fire Station.

**14. Trees Update (SJ/NL)**

- The tree in Biggin Hall Lane that was felled by a storm a few months ago also brought down a street lamp on a sharp bend in the road. WCC has accepted the responsibility for the replacement and submitted ideas for type and colour. no payment required from TPC. TPC’s insurers have been notified.
- Trees in Beech Drive ongoing issue with RBC/WCC, NL to discuss with Clint Parker of WCC, KB and Brian Coleman.
- SJ need to ensure that when WCC send new maps they cover the whole of the village.

**15. Policy and Procedures (KB)**

New Equality and Diversity policy to be introduced. JB will source wording from NALC/WALC and send through to KB as well as circulate to councillors.

Defibrillator policy – KB’s proposed strategic changes as described in his AED report were approved. He will now prepare a draft Policy document for consideration at TPC’s November meeting. He will liaise with Shirley Hall and Village Hall Committee.

**16. ICT (KB)**

- KB will add the updated Thurlaston NET FAQs supplied by Noel Bell.
- Major revamp of Neighbourhood Safety page, renamed as Emergency Planning and Neighbourhood Safety.
- KB has completed the following Website updates since July:
  - HTTPS website security upgrade implemented – renewal due by 26 Sept 2021 (Action 2020.030).
  - Council representatives (Councillor & Parish Clerk) and their roles.
  - Home page – Emergency Plan announcement + publication of the Emergency Plan.
  - Defibrillator – on website Noticeboard and linked to Community Info tab (on a new web page).
  - Emergency Planning & Neighbourhood Safety – a new web page.
  - July minutes uploaded.
  - Uploaded Bill Robinson’s internal 2019/20 audit report.

- Uploaded an assembled AGAR Governance booklet 2019/20.
- Uploaded I/E accounts for 2019/20 – includes bank reconciliation.
- Uploaded the asset register for 2019/20.
- Uploaded a ‘compressed file’ version of the 2020 Chronicle.
- Uploaded formatted TPC responses to planning app R20/0281 and R20/0577.
- Uploaded May 2020 ICT Policy.
- Uploaded May 2020 Planning Procedure.
- Uploaded Ramblers Group latest info.
  
- Revised the Parish Website Reference & Maintenance Information – an update on the version issued May 2019.
  
- KB will make the following Website updates in due course:
  - ThurlastonNet FAQs
  - Poors Plot updates (minutes, forms, annual report) Action on SJ for meeting information etc.
  - History Group & Sketching Group require refresh.
  - Risk Management Policy – to be updated to reflect revised asset register.
  
- KB has tested the new back-up procedure with SJ and KB will document the procedure.
- Need to look at assistance for KB for work on website and maintain the Website Manual.

**17. Councillors reports – for any items not covered elsewhere on the agenda (All)**

- Cyclist/Pedestrian safety on the roadway around Draycote Water: NL wrote to Severn Trent. Signs discussed around lake. KB will email photos. JB to follow up with Severn Trent privately.
- Festive activities discussed, lights on tree by stocks, Father Christmas procession, party in VH, Christmas tree. TPC will consider requests for help from private organisers, but will not be responsible for organising the event.
- The water pressure problem seems to have been resolved by STW. No further action to be taken.

**18. Items for Future consideration: None**

Meeting Closed at 22.20pm

**19. Minutes Signed by** ..... Chair John Bretherton      **Dated**.....

The next meeting is on 9<sup>th</sup> November 2020 a preference for a zoom meeting.

## APPENDIX

### Actions:

Ref	Due By	Owner	Action	Progress	Status
2020.003	14-Sep	KB	Christmas Tree: To be moved to Fete shed	Moved by KB into Fete shed	Closed
2020.004	31-May	SJ/NL	Village Trees; Progress Update	Ongoing	Open
2020.005	31-May	SJ	Street Lights Cleaning: SJ to contact EON / WCC regarding street light cleaning. TPC to consider changing the lamp type used for the street lights, which may save money spent on electricity to power the street lights (it should be noted that there may be little or no saving, as our electricity bill is an allocation of a bill for a larger area).	Street Lighting maintenance quotation accepted. Cleaning may not be necessary as this may be done as part of the maintenance (SJ to confirm). This was to have been done a few years ago but obviously never happened. Street Lighting maintenance has been discussed with a cleaning company recommended by WCC and advised this is not necessary. Can be closed	Closed
2020.009	31-May	KB	Emergency Plan: Tidy up and send copy to Thurlaston Meadows then copy to CSWRT	Revised draft and website proposals for Emergency Plan provided for May meeting. Plan approved at TPC Meeting 13 <sup>th</sup> July 2020. SJ has sent the plan to Thurlaston Meadows and CSWRT. SJ to query CSWRT feedback with CSWRT.	Open
2020.014	30-Jun	SJ	Banking: SJ to contact the bank to request an online banking facility (if they are not willing to supply this service, Unity Bank, which is used by other parishes, does offer this service.	Raised 11 <sup>th</sup> May – Ongoing.	Open
2020.017	31-Jul	SJ/KB	SJ to supply KB with a Financial Summary 2019/20 for KB to publish on the TPC Website.	Completed	Closed
2020.018	31-Aug	KB/NL	KB and NL to arrange a strategy meeting to formulate a joined-up approach to TPC responding to planning applications and to include following up on the possibility of creating a greenway linking Sustrans 41, disused LWNR route and Northampton Lane.	08/09/2020: A formalised strategy meeting has not taken place yet, preparation of questions (see 2020.019) became primary focus and the response to these questions may have an input to strategy.	Open
2020.019	24-Aug	KB/NL	KB/NL to compile a list of framework questions ahead of the proposed meeting with Stephanie Chettle-Gibrat (to be provided to Stephanie before the meeting).	Preparation of questions was completed and issued to PE. Responses to these questions may have an input to strategy (see 2020.018).	Closed
2020.020	31-Aug	PE	PE to set up a meeting between TPC and Stephanie Chettle-Gibrat to discuss TPC's concerns relating to planning in SW Rugby.	PE confirmed that RBC will answer our questions, but do not have time to meet with us at present.	Closed

2020.021	31-Aug	PE	PE to check details on the 5MW energy centre proposal, described in the Symmetry Park Sustainable Development document.	JB proposed this item is closed and will be followed up instead under Strategic Planning as part of the work done in response to the Symmetry Park planning application process. Agreed by TPC at the meeting on 14/09/2020.	Closed
2020.022	31-Aug	PE	PE to discuss taking a joined-up approach to reviewing new road layout proposals with WCC.	JB proposed this item is closed and will be followed up instead under Strategic Planning as part of the work done in response to the Symmetry Park planning application process. Agreed by TPC at the meeting on 14/09/2020.	Closed
2020.023	31-Aug	KB	Minerals Plan: TPC to re-submit similar representations as were made previously, with additions based on updated information.	KB will undertake this as part of the October consultation, including reinforcing our points relating to pollution and road network impacts.	Open
2020.024	31-Aug	SJ	Village trees: SJ to circulate a scan of trees in village.	Sylvia has circulated the maps to the Councillors. A new map will be received when Clint Parker carries out the work in the village	Open
2020.025	31-Aug	SJ/NL	To consider if TPC needs to arrange for more regular tree surveys in the Parish and/or understand whether an annual inspection by Clint's Team is sufficient. NL to consider writing a paper explaining responsibilities and processes.	NL wrote to Clint Parker (WCC) and Dave Gower (RBC) and gained some history from residents. Immediate responses from Clint and Dave – some progress, but no definitive answers yet. NL explained we believe the Corsican Pine trees are fragile, especially in high winds and would benefit from more regular inspections. NL to continue.	Open
2020.026	31-Aug	SJ/BR/JB	Audit: Complete audit – SJ to request BR amends one erroneous cheque number, then JB to sign-off and SJ to send to external auditors	Actions completed	Closed
2020.027	31-Aug	SJ	Responsibilities List: Change Governance KB to JB and publish	Done	Closed
2020.028	31-Aug	NL	NL to write to Severn Trent regarding Cyclist/Pedestrian safety on the roadway around Draycote Water (as per JB's request).	Done, response received and forwarded to John Bretherton	Closed
2020.029	7-Sep	JB	To ensure Festive activities are on the agenda for the September meeting for discussion (as per NL's request).	This has been included in the Agenda under Councillors' Reports	Closed
2020.030	7-Sep	KB	Arrange for Vision ICT to implement SSL security for the TPC Website	KB: This is done and can be closed.	Closed
2020.031	14-Sep	All	Immediate attention required to prepare thoughts regarding RBC planning meeting on 16th Sept.	Review/thoughts/input required before the 16 <sup>th</sup> Sept. Email sent to all members of the RBC Planning Committee on 14/09/2020.	Closed

2020.032	30-Sep	JB	Respond to the resident who enquired about the lighting at the junction to the village entrance.		New
2020.033	31-Dec	JB/KB	Create and adopt a TPC Equality & Diversity Policy	JB to send the sample policy document to KB for formatting.	New
2020.034	15-Oct	HR	HR to provide background information to TPC on the proposed installation of lights at the junction of Main Street and Coventry Road.		New
2020.035	15 Oct	SJ	Purchase Zoom meeting program		New
2020.036	30 Sept	SJ	Check COVID -19 updates		New
2020.037	30 Sept	SJ	Contact Poors Plot for paperwork		New
2020.038	30 Sept	KB/JB	Contact Shirley Hall re updating defibrillator policy and consult VH re insurance		New
2020.039	15-Oct	All	Regarding the WP for planning reform, all Councillors to review the document and send any comments to NL/KB for incorporation into a formal response to the WP consultation.		New