



DUNCHURCH PARISH COUNCIL

Dunchurch Community Library, School Street, Dunchurch, CV22 6PA

Telephone 01788 817550 or 07474 705061 Email Clerk@dunchurchpc.org

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The Minutes of the Ordinary Council Zoom Meeting of Dunchurch Parish Council that took place on Monday, 23rd November 2020 at 7.00 pm.

Present: Cllrs Tracey Price (Chair), Gillian O' Connell, Howard Marsh, Cara Martin, Steven Kaudeur and Jan Gee-Russell.

Mr Paul Le Poidevin joined the meeting as a member of the public and then later as a Cllr following his signing his Declaration of Acceptance of office.

2 Members of the public were also present.

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Cllr Tracey Price welcomed everyone and went through the various instructions and procedures for the Zoom meeting. Cllr Price went on to say that the Public Participation Session would be at the start of the meeting and would last 15 minutes in total, allowing members of the public to speak for no longer than 3 minutes each. The Clerk asked all the members of the public if that was acceptable to them.

PUBLIC PARTICIPATION SESSION

- A Parishioner asked if the DPC had been able to locate a Dog Refuse bin at the Village Hall. The Clerk advised that she had been in touch with the trustees of the VH and they were not keen on locating a bin outside. However, the Chair, Cllr Tracey Price advised that the DPC had requested RBC to relocate the bin which used to be outside The Huntsman on the pavement outside the VH. She went on to say that this was an on-going issue for a lot of PC's and some Councils were testing the 'Stick & Flick' method. Some dog walkers are causing an issue with bagging up dog refuse and then leaving the bags on bushes, trees etc., the idea is for dog owners to brush or sweep the dog refuse into the undergrowth in the countryside and the aim is to reduce the number of plastic bags discarded as they do not compost down.

AGENDA

1. Apologies.

The Clerk advised that she had sent the registration instructions to the RBC and WCC Cllrs, however, she had only received apologies from RBC Cllr Peter Eccleson.

2. Declarations of Interests and Dispensations.

There were no Declarations of interest declared.

3. DPC to approve the co-option of a further DPC Cllr.

Cllr Price proposed Paul Le Poidevin be co-opted on to Dunchurch Parish Council, seconded by Cllr Martin . **It was RESOLVED to accept the co-option of Paul Le Poidevin, which was proposed by Cllr Tracey Price, seconded by Cllr Cara Martin and carried unanimously. Cllr Price welcomed Cllr Le Poidevin on to the DPC and advised him that he could now vote on matters on the agenda.**

Cllr Paul Le Poidevin signed his Declaration of Acceptance of Office in front of the Clerk & Cllrs and held up his signature for everyone to see. The Clerk advised that she would be in touch with Paul about the next steps. Cllr Le Poidevin started to participate in the meeting as a DPC Cllr.

4. Reports from Rugby Borough Councillor and Warwickshire County Councillor.

- No reports had been received from either the RBC or WCC Cllrs.

5. Minutes of the Parish Council meeting which took place on 19th October 2020.

Cllr Price asked if the DPC accepted and agreed with the minutes dated 19th October 2020. **It was RESOLVED that the Minutes of the above meeting were confirmed as a true record and could be signed by the Chair.** This motion was proposed by Cllr Tracey Price, seconded by Cllr Gillian O'Connell and the minutes were then unanimously approved by those Councillors present at the meeting.

6. Clerks Report of Activities since the last DPC Meeting, including any appropriate correspondence.

- **Redevelopment of the DPC website - update.**

The Clerk reported that Cllr Martin had been in touch with the Web site designer for a progress report and she thanked her for speaking to him. The Clerk confirmed that he had since emailed a report, which had been circulated to all the Cllrs. He confirmed that the site has been set up, together with a content management system etc., to comply with current legislation and he has been working on the events side of things, including various transfers. He advised that the new web site should be ready for transfer etc., approximately the week commencing 30th November. The Clerk reported that she was going to attend a zoom meeting with him on 25th November and she would request a definitive and final date for the transfer.

- **Discussions with the Croner re: Human Resources Contract (£3,000)**

The Clerk advised that since starting as the Clerk for the DPC, she had been in negotiations with Croner regarding termination of the HR contract. Unfortunately, it has taken until now to resolve the issues and she had exhausted all possibilities. The Clerk went on to say that she had negotiated termination of the contract with Croner a year early and in 2021, thus saving £3,000 in the final year 2022. The Chair thanked the Clerk for her perseverance.

7. To approve the submission of a Listed Building Application to RBC in respect of the Dunchurch Thatched Bus Shelter

- The Clerk reported that she had received a copy of the Heritage Statement to accompany the application for Listed Building consent for the Bus Shelter from a local Architect, Craig Beech, who was a member of the Thatched Bus Shelter Advisory Group and which she had circulated to all Cllrs.
- **Following a brief discussion, it was RESOLVED that a Listed Building application be submitted to RBC, at no cost to the DPC. This motion was proposed by Cllr Tracey Price, seconded by Cllr Gillian O'Connell, and carried unanimously.**

8. Planning – All Applications received Since the last DPC Meeting

The Clerk advised that she had submitted responses to various planning applications, which the DPC had received and had been circulated, utilising her delegated powers on behalf of the DPC. Responses could be viewed on the RBC Planning Portal via the following link <https://planning.agileapplications.co.uk/rugby/search-applications/>

9. To approve the following members of the Dunchurch NDP Steering Group: Jaine Thornton-Weeks, Marie Thompson, Tracey Price, Gillian O'Connell

- Cllr Price advised that the Dunchurch NDP Steering Group met on 10th November and the draft minutes had been uploaded on to the DPC web site. She went on to say that the NDP Consultant had already been approved by the NDP Committee in 2018 and this approval still stands. The Clerk advised that because some of the historical DPC records were incomplete, she had not been able to find when the above members had been approved on to the NDP Steering Group.
- **Following a brief discussion, it was RESOLVED that the above people be approved as members of the NDP Steering Group. This motion was proposed by Cllr Howard Marsh, seconded by Cllr Jan Gee-Russell, and carried unanimously.**
- A Parishioner suggested that the DPC could publish a full list of members of the NDP in the interests of openness and transparency.

10. To approve the payment of £2,500 to the Consultant as a first tranche towards the costs of producing an NDP.

- The Clerk advised that she had spoken to Avon Planning Services and had organised a Zoom meeting for the NDP members to meet with them. The Chair, Cllr Tracey Price asked if the first tranche of £2,500 could be approved to go towards the costs of the Consultant so that the NDP Steering Group could commence Stage 2 of the NDP.
- **Following a brief discussion, it was RESOLVED that the first tranche of £2,500 be put towards the NDP Consultants, Avon Planning Services. This motion was proposed by Cllr Jan Gee-Russell, seconded by Cllr Martin, and carried unanimously by those Cllrs who could vote.**

11. To approve a further application to Groundworks for funds towards the cost of the NDP.

- The Clerk advised that she had completed the End of Grant Report for Groundworks and the total spend had been £5,547.00 out of the original grant of £9,000. She went on to confirm that the DPC had paid £3,453.00 back to

Groundworks as it was a condition of the Grant that any unspent funds be paid back.

- However, she was now looking to apply for a further grant from Groundworks of £3,000 to go towards the costs of the NDP. She went on to say that she felt it would be better to apply in tranches of £3,000 as and when the funds were required so that the DPC did not have to pay the remaining funds back to Groundworks if they were unspent.
- **Following a brief discussion, it was RESOLVED that the Clerk apply for a grant of £3,000 to Groundworks. This motion was proposed by Cllr Jan Gee-Russell, seconded by Cllr Cara Martin, and carried unanimously by those Cllrs who could vote.**

12.To discuss & if appropriate, purchase a new Flagpole/Maypole at a cost of £250.00.

- Cllr Kaudeur reported that a small stump remained in the ground where the Maypole was located, which had been extremely difficult to remove. Cllr Kaudeur said that he would try and remove the stump as soon as he could.
- **Following a brief discussion, it was RESOLVED that a new Flagpole/Maypole be purchased at some point in the future at a cost of no more than £250.00. This motion was proposed by Cllr Steven Kaudeur, seconded by Cllr Tracey Price, and carried unanimously.**

13.To discuss a contribution of £1,500 (50%) from DPC towards the cost of VH Grass Cutting

- The Chair reported that the DPC had received an email from a Trustee of the VH requesting the DPC to consider sharing the cost of the VH grass cutting. She went on to say that she and a former Cllr had met with representatives of the VH earlier in the year and they had discussed the DPC contributing towards the cost of the grass cutting on an annual basis, as previous DPC's had in the past, although it had been a negligible amount. Cllr Martin advised that the VH usually generates a lot of income and questioned why the DPC should contribute.
- Cllr Paul Le Poidevin advised that he had recently become a VH Trustee and would shortly become the Treasurer.
- **Following a brief discussion, it was RESOLVED that the DPC contribute £1,500 towards the cost of the VH grass cutting for 2020 and then 50% on an annual basis. This motion was proposed by Cllr Tracey Price, seconded by Cllr Gillian O'Connell, and carried unanimously.**

14.To report requests for information & FOI Requests from residents in Dunchurch.

- The Clerk reported that she had received an email from the Information Commissioners Office (ICO) advising that a member of the public had made a formal complaint. She advised that she was waiting to hear from the ICO when they had appointed a Case Officer and had called them last week to see whether any progress had been made. The gentleman she spoke to said that he would email the Case Officer to ask them to get in touch, but she had not heard anything to date.

15.To discuss proposals in Speeding & Traffic Report – Update

- Cllr Tracey Price reported that she had been in touch with Rugby Police and she was waiting for a date when training of the DSWG would commence and then she could start advertising for additional members.
- Cllr Price went on to say that she had spoken to a member of the existing Group and had discussed whether chicanes could be installed because a lorry could still traverse through them. Therefore, the argument that traffic calming measures would not be considered as Dunchurch was on the diversionary route from the Motorways was not true.
- Cllr Price also reported that she had attended a Chair's meeting recently and the CEO from Herefordshire had said that he would send her the link for the Smiley Faces.
- Cllr Price advised that the DPC were waiting to hear from WCC regarding their proposals at the Dunchurch Crossroads as there was a safety issue by the Almshouses and the traffic flows needed to be reduced.
- Cllr Martin advised that she had asked on Facebook if any more parishioners would like to volunteer for the DSWG and she had not received any acceptances to date but she would try again.
- Cllr Martin advised that she had been in touch with the Head of the Primary School regarding the children drawing posters, but she had not heard anything back. She went on to say that perhaps the DPC could think about contributing to the School newsletter.

16.To discuss & if appropriate, approve the purchase of a new DPC Notice Board at a cost of no more than £2,000.00

- Cllr Price reported that the DPC Notice Board on The Green needed to be replaced because some of the uprights were rotten and the door at the back had fallen off. She went on to say that the Notice Board was very dark because of the thatch and she felt that it detracted from the Thatched Bus Shelter.
- Cllr Price also advised that the DPC maintenance contractor was checking the status of the Notice Board every day.
- The Clerk advised that she had circulated three estimates for a new Notice Board from Harry Stebbings, Greenbarnes and The Noticeboard Company and all of which cost approximately £2,000.00 for a new Oak Noticeboard. The Clerk held up pictures of the Noticeboards which each company produced.
- **Following a robust discussion, it was RESOLVED that a new Oak Noticeboard be purchased from Harry Stebbings. It was agreed that the Clerk liaise with the company to achieve the best price possible. This motion was proposed by Cllr Price, seconded by Cllr Jan Gee-Russell, and carried unanimously.**

17.To approve funds to be awarded as Community Grants, circa £30,000.

- The Clerk advised that following agreement from the DPC Cllrs, she had submitted an advert in to the FODS magazine, asking Community Organisations in Dunchurch to submit applications for a Grant to the DPC. She went on to say that many community organisations were suffering from lack of funding due to the COVID-19 Pandemic, so it was important that the DPC support them when they could. The Clerk read out the proposed advert and suggested that this be uploaded on to the DPC web site and Face Book page.

- Following a brief discussion, it was **RESOLVED** that an amount of £30,000 be allocated in the Budget for support for Community Organisations in Dunchurch. This motion was proposed by Cllr Price, seconded by Cllr Marsh, and carried unanimously.



18. Finance – See attached Payment Schedule

- **To approve the cost of 85 Christmas Trees at a cost of £2,385.00 inc VAT & the cost of £23.50 for Christmas Tree donations.**
- Cllr Tracey Price advised that the Christmas Trees would be delivered to the Christmas Tree fitter next week and the DPC maintenance contractor would assist with installing them. She went on to say that the donations from the smaller Christmas Trees paid for the large Tree.
- **Following a brief discussion, it was RESOLVED that the above sum be allocated towards the cost of the large and small Christmas Trees. It was also agreed to request residents/businesses in Dunchurch for a donation of £23.50 for each Christmas Tree. This motion was proposed by Cllr Tracey Price, seconded by Cllr Howard Marsh, and carried unanimously.**
- **To approve the transfer of £126,500 into an alternative bank account**
The Clerk reported that she had been in touch with three alternative Bankers for the DPC – Unity Bank, Bank of Ireland, Skipton, and Cambridge BS to try and achieve a better interest rate. She went on to say that the best interest rate seemed to be from Skipton which offered various rates depending on the amount deposited. She went on to say that she had circulated an email to all Cllrs with the figures and Cllr Howard Marsh had suggested investing £126,500 into the 120-Day Notice account with an interest rate of 0.7%, which would generate approx.. £885.00 pa.
 - A Parishioner said that £126,500 was a lot of money on deposit and asked why. Cllr Marsh advised that the DPC would be looking at supporting the community in Dunchurch a lot more going forwards.
 - Cllr Martin also suggested that the DPC could think about upgrading/redesigning the Play Area in the future as there was no where that teenagers could go to safely.
 - **Following a brief discussion, it was RESOLVED that the sum of £126,500.00 be invested in the Skipton Building Society This motion was proposed by Cllr Marsh, seconded by Cllr Tracey Price, and carried unanimously.**
- **To approve opening a DPC account with an alternative bank and to transfer the funds over.**
The Clerk reported that following conversations with representatives from the above institutions, it would appear that the European Central Bank Regs mean that there is negative interest rate, which means that Banks have to pay to keep their excess reserves stored at the Central Bank, rather than receiving positive interest income. Although a **negative interest rate** policy (NIRP) is an unusual monetary policy tool, in theory it means that negative rates will boost the

economy by encouraging consumers and banks to take more risk through borrowing and lending money. Therefore, given the above and the uncertainty with the economy, the Clerk suggested deferring any decisions for the present time. It was unanimously agreed to defer this item.

- **To discuss Budget for 2020/2021 & agree Preparations for 2021/2022**
The Clerk reported that she had been looking at the Budgets for the above years and had circulated a copy to the Chair for her input. It was agreed that the Budget would be discussed at an informal meeting on 7th December.
- **To approve payments to be made– see attached payment schedule**
- The Clerk confirmed that the Finance Report had been uploaded to the DPC web site and circulated to all Cllrs and there were no payments requiring approval, however, Cllrs had noted the payments in October.

19.Private Session

The Clerk confirmed that there were no items for Private Session.

Date of the next Dunchurch Parish Council Meeting: 11th January 2021

The meeting closed at 20.50 pm.

Signed

Dated

