



Dunchurch Parish Council
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DUNCHURCH PARISH COUNCIL

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IF ANYONE WOULD LIKE A HARD COPY OF THE AGENDA OR MINUTES FOLLOWING THE DPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.

The Minutes of the Ordinary Meeting of Dunchurch Parish Council that took place on Monday, 13th September 2021 in Dunchurch Community Library, commencing at 7.00 pm.

Present: Cllrs Howard Marsh (Chair), Jan Gee-Russell, Paul Le Poidevin, and Ian Grogan.

5 Members of the public were present.

Cllr Howie Marsh welcomed everyone to the meeting and said he was deputising for Tracey as she was away on holiday. He went through the various instructions and procedures for the meeting.

Cllr Marsh went on to read out the following notice: Photographing, reporting, recording, filming, or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting, or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting. During remote meetings, if a member of the public wishes to record the meeting, they may do so, if they are present whilst the recording takes place and can be positively identified during the meeting. If any member of the Public cannot be positively identified when asked if they are present, the Chair reserves the right to request termination of the contact with the meeting host.

Public Participation Session:

- Cllr Howie Marsh invited members of the public to make any comments, however, everyone declined.

AGENDA

1. Apologies.

Cllr Marsh reported that apologies were received and accepted from DPC Cllrs Tracey Price, Gillian O'Connell, who were away on holiday, Cllrs Cara Martin, Jon Marlow, and Steve Kaudeur, who could not make it due to family commitments or illness. RBC Cllr Peter Eccleson, who is chair of the RBC Scrutiny Committee meeting had also sent his apologies.

2. Declarations of Interests and Dispensations.

Cllr Le Poidevin declared an interest in respect of planning – R21/O557, which was his own property and, on the agenda, however, it had been discussed at the DPC meeting on 12th July, therefore, he would just be covering new applications.

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

The Clerk reported that DPC Cllrs had attended an informal meeting with RBC Cllr Peter Eccleson, WCC Cllr Howard Roberts and RBC Cllr Deepah Roberts in August and it was felt by all that it was a productive and fruitful meeting. During the meeting, it was agreed that RBC Cllr Eccleson would continue to liaise with Dunchurch, Princethorpe & Thurlaston PC's, and WCC Cllr Roberts would continue to liaise with Stretton on Dunsmore, Clifton on Dunsmore, Ryton on Dunsmore PC's etc. It was agreed that communication channels had improved already and the Clerk and Chair of Dunchurch PC had contact with Cllr Eccleson on a regular basis.

4. Minutes of the Dunchurch Ordinary Parish Council meeting held on 12th July and Extraordinary Meetings on 26th July 2021.

- Cllr Marsh read out a statement regarding the Dunchurch PC Ordinary meeting on 12 July 2021, Cllrs discussed the possibility of adopting the Telephone Kiosk on the Green in Dunchurch, under the heading 'To discuss the possibility of the DPC adopting the Telephone Kiosk on The Green'.
- Following a discussion, it was agreed that Dunchurch PC adopt the Telephone Kiosk and investigate a potential use for the space. This motion was proposed by Cllr Tracey Price, seconded by Cllr Cara Martin, and carried unanimously.
- There was then moments pause in the discussions as a member of the public who was attending the DPC meeting on-line was asked three times whether he was present as he had been removed from the 'Waiting Room' and re-admitted to the DPC meeting. As there was no response, the Clerk was requested to put the gentleman back in the remote 'Waiting Room'
- The discussion recommended and following the resolution above, Cllrs discussed the situation further. It was agreed that as the Telephone Kiosk is such an important village asset and would be a benefit for the community if it were to remain operational and could be used in an emergency, it was further agreed that the DPC investigate whether the Kiosk could remain operational in the future. Therefore, the DPC approved a motion that Cllr Le Poidevin investigate the use of the Telephone Kiosk on The Green further because if the Kiosk was going to remain operational in the future, it was an important asset to the community, especially if children were able to use it in an emergency. Cllr Price proposed this motion, which was seconded by Cllr Martin and carried unanimously.
- Initially, the Clerk referred to the second resolution in the draft minutes, because she was mindful that it might cause confusion if she had encapsulated both resolutions in the minutes. Upon further investigation and advice from Warwickshire & West Midlands Association of Local Councils, it appears that only the first resolution should stand as it was a true record of the business transacted which did not include a timeframe for the DPC to adopt the Kiosk. Therefore, the draft minutes were amended and re-circulated to reflect the original decision only.

- Cllr Marsh went on to ask if the DPC accepted and agreed with the minutes dated 12th July 2021 and the minutes of the Extraordinary meeting on 26th July 2021.
It was RESOLVED that the Minutes of the meeting on 12th July were confirmed as a true record and could be signed by the Chair. This motion was proposed by Cllr Howie Marsh, seconded by Cllr Paul Le Poidevin and the minutes were then unanimously approved by Cllrs.
- **It was RESOLVED that the Minutes of the meeting on 26th July were confirmed as a true record and could be signed by the Chair.** This motion was proposed by Cllr Howie Marsh, seconded by Cllr Paul Le Poidevin, and the minutes were then unanimously approved by Cllrs.

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

- **Removal & Re-siting of red dog refuse bin from The Green to the end of Vicarage Lane at a cost of no more than £200.00.**
- The Clerk reported that she had received several emails from Parishioners who felt that the red dog refuse bin on The Green did not make the area look aesthetically pleasing and it was surplus to requirements in that location. She went on to say that she had emailed Cllrs for their view regarding the relocation of the bin to Vicarage Lane, where it was needed more, and the cost would be £200.00.
- **It was RESOLVED that the bin be re-located to Vicarage Lane. This motion was proposed by Cllr Le Poidevin, seconded by Cllr Ian Grogan, and carried unanimously.**
- **To approve a Desk Top Review of Dunchurch Community Managed Library for insurance purposes at a cost of £100.00 plus VAT.**
- The Clerk reported that a Reinstatement Cost Assessment (RCA) for the library premises was carried out three years ago. The RICS recommends that an RCA should be reviewed annually ideally. Provided there have been no substantial alterations to the building, it is not unusual for brokers and insurers to accept a desktop review of the original RCA file to satisfy the requirements of the policy.
- **It was RESOLVED that a desk top review be carried out at a cost of £100.00. This motion was proposed by Cllr Marsh, seconded by Cllr Le Poidevin, and carried unanimously.**

6. Dunchurch NDP – Update

- Cllr Paul Le Poidevin reported that the Steering Group should have met in early September but due to a few factors had been postponed, therefore, there had been no progress. Cllr Le Poidevin reported that there would be an NDP Steering Group meeting in October.

7. Planning – All Applications received Since the last DPC Meeting: see Appendix

- Cllr Paul Le Poidevin reported that the DPC had received a lot of planning applications during the month, and they were listed as an Appendix to the minutes. He went on to say that all the applications received had been uploaded on to the DPC web site under 'Planning'.
- Cllr Le Poidevin went on to say that the DPC had received four planning applications in connection with the Tritax Site on the outskirts of Dunchurch on the Land on Coventry Road, Thurlaston. He went on to report that R21/0789 was for

the erection of a large warehouse, which had received outline permission in November 2020 and this was a reserved matters application. Cllr Le Poidevin said that the Clerk had submitted a response to RBC, which covered the size & density of the building, road design and traffic planning, air quality, noise & vibration, biodiversity, and protected species. Cllr Le Poidevin went on to say that the application included external plant and access details for the continuation of the spine road, which included changes to the road layout and a set of traffic lights.

- R21/0829 was for the provision of an Energy Centre. Again, the Clerk had submitted a response to RBC, which included general and highways impacts, air quality, noise & vibration, biodiversity, and protected species.
- R21/0823 was for an extended landscape mound of 5m height, together with a 3.5m acoustic fence and the Clerk had submitted a response to RBC, which included comments on noise nuisance and vehicle movements primarily.
- R21/0815 was for the formation of an access track to provide access to existing properties on a temporary basis, and the provision of a bridleway link. The Clerk submitted a response to RBC stating that the DPC supported the application in principle and was content to delegate the decision to the planning officer as she would have access to more technical expertise than Dunchurch PC.
- Cllr Le Poidevin confirmed that the DPC had received a further application R21/0995 in respect of Land adjacent to Cawston Spinney & Brickyard Spinney, South of Coventry Road, Cawston for the erection of a residential development of 275 Dwellings, which was an addendum to a previously submitted Environmental Statement & amended plans to include the removal of Brickyard Spinney from the application site. Responses needed to be submitted to RBC prior to, or on 9th October 2021 and the DPC were working on their comments.
- Cllr Le Poidevin confirmed that the DPC had submitted comments of no objections to most of the remaining applications in the Appendix.
- Cllr Le Poidevin reported that the Clerk and himself had met with a gentleman called Ben Frodsham from Homes England, which was a very productive meeting. He went on to say that Homes England were a government entity which would be promoting the building of 5,000 new dwellings in SW Rugby. Homes England would also be supporting the existing developers to bring together a cohesive approach to the whole area, including the delivery of the spine road and to ensure that community aspirations are met.
- Ben Frodsham had also said that they would be hosting a public consultation in October, most likely in the Village Hall, which would include a multi-faceted plan for the area. Mr Frodsham confirmed that the DPC will start seeing planning applications in the future and would be creating a newsletter which would be uploaded on to the DPC web site. A member of the public asked if the DPC would still be promoting that the spine road is built before occupation of the dwellings and Cllr Le Poidevin responded by saying that homes would probably not be delivered for another three years and that the DPC would be pushing for the spine road to be built prior to occupation.

8. To report requests for information & FOI Requests.

- **Request received re: Library Garden**
- The Clerk reported that the DPC had received one FOI request during the last month which was to supply correspondence about Dunchurch Library Garden for the period October 2019 to March 2020 inclusive. The FOI request was responded to within the statutory deadline of 20 working days.

- Cllr Marsh said that it had taken the Clerk a considerable length of time to put the request together, which included looking into the emails of the previous Chair and Cllrs of the DPC and redacting any personal information.

9. Dunchurch Community Library: To discuss Renewal of public computers & possible re-decoration of Library & Children's Corner

- The clerk reported that she and Cllr Marlow had met with the library volunteers in August and during the meeting the volunteers had made a case for new computers with up-to-date applications on them. The volunteers had indicated quite strongly that new computers were required.
- The Clerk also reported that a potential volunteer attending the meeting had indicated that the library was a little drab and the Children's Corner could do with refurbishment. The clerk went on to say that apparently the library had been re-decorated approximately two years ago, but perhaps the DPC Cllrs would like to consider whether the Children's Corner could be made more aesthetically pleasing.
- It was agreed that the Clerk could liaise with the volunteers regarding the library, specifically the Children's Corner and consider how best to improve the current area.
- The Clerk asked a member of the public what had happened with the computers that he had acquired on behalf of the DPC last year and he confirmed that there were two Laptops for public use. The Parishioner confirmed that the three computers on the back wall of the library were very old, and the idea had been to dispose of the old computers and replace them with the new Laptops.
- The Clerk confirmed that the Library would re-open to the Public on Tuesday, 21st September.

10. To discuss & Review the DPC Lap-Tops, including the Clerk's.

- The Clerk reported that there were up to nine Laptops in the Parish Office which no one needed or used, but these could include those donated by WCC in 2020. The Clerk was wondering whether the DPC could give some of them away to someone, or an organisation who could use them ?
- The Clerk went on to say that the laptop that she used was getting quite slow and it did not feel that it was as efficient as it could be.
- Following a brief discussion, it was agreed that sixteen Laptops had been purchased in 2018, therefore, they were not that old and should still be working well.

11. To approve further investigations re: the use of Telephone Kiosk on The Green & whether it will remain operational in the future.

- Cllr Le Poidevin reported that BT had no plans to remove the Telephone Kiosk, nor the telephony service and they do not share usage information. Cllr Le Poidevin went on to say that BT would not encourage the displaying of any posters in the Kiosk.

12. To discuss & if appropriate approve the Winter Planting for the DPC Pots.

- The Clerk reported that at the DPC meeting on 12th July, it was resolved that the DPC planters be planted up with plants and quotes would be requested for the Autumn/Winter planting. It was also agreed to give FODS the opportunity to quote. The Clerk went on to say that following some investigations, the sum of £200.00 should be approved prior to requesting any quotes.
- **Following a discussion, it was RESOLVED that the sum of £200.00 be set aside for purchasing plants for the Winter planting season. This motion was proposed by Cllr Marsh, seconded by Cllr Le Poidevin, and carried unanimously.**

13.To discuss the re-furbishment of Arkwright Play Area and potential spend.

Cllr Marsh reported in the absence of Cllr Cara Martin and that some quotes had been received from Wicksteed and they were being reviewed. He went on to say that the amount of £20,000 had been budgeted for the re-furbishment of the Play Area but as the DPC had received Section 106 funds to put towards youth provision, an amount of these funds could be added to the requirements.

14.To ratify Dunchurch PC's Policies: Community Grants Terms & Conditions, Investment Policy, Disciplinary, Acceptable internet use & Confidentiality & Data Protection (previously circulated)

Cllr Marsh reported that the Clerk had circulated all the above policies and had not received any amendments. She was, therefore, looking for the policies to be approved. **It was RESOLVED to approve the policies above and this motion was proposed by Cllr Marsh, seconded by Cllr Le-Poidevin and carried by all those present.**

15.Update re: Speeding, dangerous driving & Traffic in & around Dunchurch

Cllr Marsh reported that normally Cllr Tracey Price would provide an update on the above item, but as she was on holiday, he suggested that the DPC defer to the next meeting.

16.Approve Order for one 6m Christmas Tree & 100 20-150 cm Trees at a cost of £1,675.00 and approve the charge for donations from residents/businesses @ £25.00.

The Clerk reported that she had received the above quote from Cadeby Tree Trust for Christmas Trees in 2021. **Following a brief discussion, it was RESOLVED that the above quote be accepted. This motion was proposed by Cllr Le Poidevin, seconded by Cllr Grogan and unanimously.**

17.To discuss & if appropriate, approve, repairs/maintenance to the War Memorial surround and the benches on The Stocks Green up to £1,050.

Cllr Marsh reported that the DPC had received three quotes ranging from £500 to £1,400 from local organisations which had been circulated to Cllrs already for their review. The Clerk reported that she had received a fourth quote for £620.00. **Following a brief discussion, the recommendation was to go ahead with Woodworks of Rugby as they had provided a more detailed quote and additional work, compared to the three alternatives. It was RESOLVED that Woodworks of Rugby be engaged. This motion was proposed by Cllr Marsh, seconded by Cllr Le Poidevin and carried by all those present.**

18.To discuss & if appropriate, approve increasing handyman's hours from 8 pw to 12 pw.

Cllr Marsh reported that Darren had said that there were some areas of the work on his Schedule of Works that he had not been able to get round to, such as painting some of the equipment in the play area. Therefore, at this stage, through discussions with Darren and the Clerk it was believed that 1hr extra each week should cover most duties. However, the DPC would like to agree to have the ability to increase Darren's hours by up to 4 hours a week from 8 hrs per week to 12 hours pw, to allow some flexibility should it be needed.

It was RESOLVED that the Handyman's hours be increased from 8pw to 12pw. This motion was proposed by Cllr Marsh, seconded by Cllr Le Poidevin and carried by all those present.

19.Finance – See attached Bank Reconciliation.

- To approve payments to be made, if appropriate.

- Cllr Marsh reported that the bank reconciliations for July and August had been circulated as well as the summary cashbook. Cllr Marsh confirmed that he had validated the closing balances back the bank statement.
- **Cllr Marsh confirmed that there was one payment to approve to Came & Company for £3,416.73 for the DPC's insurance. it was RESOLVED that the above payment be accepted. This motion was proposed by Cllr Le Poidevin, seconded by Cllr Marsh and carried by all those present.**
- **To discuss & approve, if appropriate, an investment into CCLA and other financial institutions up to £250,000.**
- Cllr Marsh reported that a paper has been circulated to all Cllrs – this follows on from discussions held regarding the increasing level of funds in the DPC bank account, following receipt of Section 106 monies.
- The Investment policy, we have approved this evening, sets out the core objectives, which are that the Council's maintains sufficient liquid cash reserves to meet expected cashflow requirements for ordinary expenditure over the following 12 months
- Where cash reserves exceed those required over the following 12 months, surplus funds may be invested and to achieve a rate of return on investments commensurate with adequate safeguards of security and liquidity.
- At the end of July, the DPC had £370,941 (being £344,441 in the bank account + £26,500 at Scottish Widows). DPCs annual budget expenditure, excluding projects, is around £110,000, therefore it is recommended that we invest up to £250,000.
- Several products have been looked at and the recommendation is that we invest across three different products:
 - Skipton building society – On-line triple access saver – this provides 0.6% variable interest rate, and we can withdraw funds at any point, up to three times a year with no penalties – propose we invest £85,000, being the amount protected by the FSCS with one provider
 - Scottish widows – Increase the use of our existing facility from £26,500 to £85,000. This account has no notice or penalties however many times you withdraw a year
 - CCLAs (Churches, Charities and Local Authorities) Public Sector Deposit fund. This is a cash-based AAA rated money market funds. The yield does vary and is currently running at around 0.8%, but with fees coming from that. While this fund is not protected by FSCS, it is a fund across multiple investments and not in CCLA itself. There is an initial deposit of £25,000, but it can be drawn down at any time with no penalties – propose we invest £80,000

Based on the balance as at end of August, that would leave around £114,000 in the bank account – although we have just received the 2nd half of the Precept in September.

- Cllr Grogan made the point that if the DPC invested into CCLA, which was linked to the Stock Market, if anything were to happen in the future such as Stock Market crash, then potentially the DPC could lose some of the funds invested.

- Following a brief discussion, it was agreed to invest £85,000 into Skipton Building Society and add £58,500 to the existing investment of £26,500, totalling £85,000 into Scottish Widows. It was also agreed that further investigations with CCLA would be initiated, together with alternative financial institutions.
- It was **RESOLVED** that the above investments be made into Skipton BS and Scottish Widows only. This motion was proposed by Cllr Grogan, seconded by Cllr Le Poidevin and carried by all those present.

20.Reports from Cllrs – Exchange of Information only.

There were no Cllrs Reports.

21.Private Session

There were no items to be discussed in Private Session.

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

The meeting ended at 8.00pm.

Signed

Dated

PLANNING APPENDIX

Application No.	Address	Proposal	Comments & Due Date
R21/0174	Toft House, Southam Rd	www.planningportal.rugby.gov.uk	See Comments
R21/0464	1 Howard Close	www.planningportal.rugby.gov.uk	See Comments
R21/0447	20 Cawston Lane	www.planningportal.rugby.gov.uk	See Comments
R21/0443		www.planningportal.rugby.gov.uk	See Comments

R21/0551 R21/0530 R21/0557 R21/0537	Telecommunications Site 21677/RUGO24, Draycote 21 Mill Farm Close 48 Rugby Road 1 Hazlewood Close Lang Hills, Southam Road	www.planningportal.rugby.gov.uk www.planningportal.rugby.gov.uk www.planningportal.rugby.gov.uk www.planningportal.rugby.gov.uk	See comments See Comments See Comments See Comments
R21/0859	Inner Lodge, Rugby Road	Change of use of Inner Lodge formerly part of Dunchurch Park Conference Centre.	02.09.21
R21/0789	Zone D – Land North of Coventry Road, Coventry Road, Thurlaston	Erection of 50,965 sqm building (GEA, floorspace within Class B8 with ancillary office; ancillary structures, with associated access roads, servicing yard, car parking & cycle shelter & compound; external plant & access details for the continuation of spine road north of Northampton Lane; landscaped embankments with landscaping details; the provision of a noise attenuating fence on top of the embankment; security fencing. Approval of reserved matters (access, appearance, layout and scale) relating to R16/2569.	02.09.21 (Major Application)
R21/0815	Part of the site close to Western & Northern boundary – Land North of Coventry Road, Coventry Road, Thurlaston	Formation of access track connecting to existing access to A45 (to provide access to existing properties on a temporary basis and provide Bridleway link)	02.09.21
R21/0829	South-eastern Part of Zone D – Land North of Coventry Road, Coventry Road, Thurlaston	Provision of Energy Centre	02.09.21
R21/0808	Toft Alpacas, Toft Lane	Two extensions to existing barn	03.09.21
R21/0681	32 Cawston Lane	Modifications & Extensions to existing roof structure to create additional bedroom	04.09.21
R21/0657	6 Medhurst Close	Erection of first floor side extension & garage	08.09.21
R21/0672	21 Rugby Road	Erection of single storey side and rear extension	08.09.21
R21/0881	8 Done Cerce Close	Re-submission of previous application R21/O223. This new application seeks the erection of a new 3 Bedroom, two storey dwelling to end of terrace.	09.09.21
R21/0733	45 Sandford Way	Single storey front extension to property.	09.09.21

R21/0835	The Hayloft, Coventry Road	Demolition of dilapidated barns and proposed single storey replacement. Single storey glazed link.	10.09.21
R21/0823	Land North of Tritax Site, Land North of Coventry Road, Coventry Road, Thurlaston	Extended landscape mound to that approved under PP R20/1026 on Northern boundary of Zone D Parameters Plan, with 3.5m high acoustic fence	12.09.21