



DUNCHURCH PARISH COUNCIL

Dunchurch Community Library, School Street, Dunchurch, CV22 6PA
Telephone 01788 817550 or 07474 705061 Email Clerk@dunchurchpc.org

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 Council Zoom Meeting of Dunchurch Parish Council that took place on Monday, 8th March 2021 commencing at 7.00 pm.

Present: Cllrs Tracey Price (Chair), Gillian O' Connell, Howard Marsh, Cara Martin, Steven Kaudeur and Paul Le Poidevin.

6 Members of the public were present.

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.

Cllr Price 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

- A member of the public asked for further details regarding members of the public recording the meeting. Cllr Price responded and said that if members of the public wished to record DPC meetings that was fine, however, they were required to acknowledge their presence at the meeting in the same way that they would do with a physical meeting. You would not normally expect a member of the public to set up a recorder and leave a physical meeting. The member of the public asked if recordings of the DPC meetings were available and Cllr Price acknowledged that the DPC were looking at various platforms to see whether this was feasible should the DPC wish to do this. However, the law said that a Parish or Town Council does not have to keep the recordings, following publication of the minutes, as this was deemed as an accurate record of the meeting.
- A member of the public said that it was nice to see some new residents at the meeting and if anyone would like to participate in activities outside of the DPC meetings, they would be very welcome to join the Neighbourhood Development Plan Steering Group or

one of the working groups. He went on to say that there were eight policies which were being formulated as part of the NDP, depending on parishioners' interests and what they would like to be involved in, they would be most welcome to join ! Cllr Price said that if anyone had an interest in a particular topic within the NDP, they could help to develop the Plan for Dunchurch and contact either the Clerk, Chair or a member of the NDP Steering Group.

- Cllr Price welcomed Mr Richard Howarth from SW Rugby News, who was attending the meeting as a member of the Press.
- A Parishioner said that he had received a query from a resident in Rugby Road who had expressed concern about the difference between the Dunchurch Festival Group and Friends of Dunchurch (FODS). Cllr Price responded and said that it would be good if all Groups in Dunchurch worked together, but there would inevitably be a crossover between various organisations, from time to time. A member of the public who was also a member of FODS said that they liaised with the Festival Group all the time. Not least, to ensure that both Groups would not be fundraising at the same time. He went on to say that he felt there was no real crossover as the two entities exist for different reasons. However, he said that The Festival Group was participating in the FODS Blooming Barrows initiative for Britain in Bloom.
- A member of the public said that they had recently had a telephone conversation with Howard Roberts, WCC and RBC Cllr, who had mentioned that as several Parish Councils in the area held meetings on a Monday, perhaps the DPC would consider meeting on a different day ?

AGENDA

1. Apologies.

Apologies were received and accepted from RBC Cllr Peter Eccleson, WCC Cllr Howard Roberts and RBC Cllr Deepah Roberts.

2. Declarations of Interests and Dispensations

There were no Declarations of Interest or Dispensations mentioned by the DPC Cllrs in respect of items on the Agenda.

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

As both Cllr Peter Eccleson and Howard Roberts were absent from the meeting, the Clerk read out the salient points of the report that she had received from the Dunsmore Ward Cllrs and which is attached to these minutes as an appendix.

4. Minutes of the Parish Council meeting which took place on 8th February 2021.

Cllr Price asked if the DPC accepted and agreed with the minutes dated 8th February 2021. **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 Cara Martin and the minutes were then unanimously approved by those Councillors present at the meeting.

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

• The Purchase of a new Flagpole/Maypole – Update

- The Clerk reported that the Flagpole/Maypole had been purchased and was being stored at Cllr Le Poidevin's home. Arrangements had been made for the Maypole to be stored at Village Green House. She also said that she had contacted the gentleman who had been recommended to her to paint

the Maypole, however, she was having difficulties in contacting him, but she would keep on trying or find an alternative person.

- **CCTV Cameras on new Street Lights at Dunchurch Crossroads**
 - The Clerk said that she had been in touch with WCC and Smart Video Sensing regarding the installation of CCTV cameras at the above location. She confirmed that she had reached agreement with WCC that the costs for the installation of the CCTV cameras would be incorporated into the design when the upgrade of the road network took place.
 - Cllr Price confirmed that she had recently been requested to download information from one of the CCTV cameras, however, the access point was extremely near to the highway and the request had not been successful. She went on to say that the software was available on one of the DPC laptops, but it was extremely dangerous for anyone to try and download any information from the base of the street-light and WCC have requested that this does not take place.
- **Issues with an increased amount of litter e.g., Play Area & The Square**
 - The Clerk said that she had received an increase in the number of complaints regarding the amount of litter in the Play Area and The Square, since the DPC Handyman had been away poorly. She also confirmed that she had spoken to Street Scene at RBC, who had agreed to carry out extra collections. She said that she hoped that a temporary Handyman would be engaged later in the meeting, as it was on the Agenda (Item 10).
 - Cllr O'Connell suggested that there was a need to increase the frequency of the litter bins being emptied by RBC and Cllr Martin advised that she had seen the RBC Contractors two- or three-times last week.
- **Approve Clerk writing to Jeremy Wright MP regarding remote meetings continuing post Covid-19.**
 - The Clerk said that Government legislation allowing remote meetings to take place ends on 6th May. However, the restrictions meant that the Annual Parish Council meeting will have to be held out of doors, between 17th & 21st May as an indoor meeting can only hold up to 6 people. The Clerk went on to ask for approval for her to contact Jeremy Wright and ask if the Government could reconsider dis-continuing remote meetings and think about the possibility of hybrid council meetings.
 - Cllr O'Connell said that the legislation appeared to be inflexible during the current Pandemic and asked if the date of the Annual PC meeting could be put back ? The Clerk responded and said that the current Coronavirus legislation only allowed for the Annual PC meeting to be held between 17th and 21st May, outdoors with up to 30 people attending, as the Annual PC meeting had to be held in May.
 - During a discussion, holding the Annual PC meeting prior to 6th May was mentioned, however, the Clerk said that as Dunchurch was holding a By-Election on 6th May, she felt that it would be good practice to include any new Cllrs, following the Election. Therefore, holding the Annual PC meeting had to be between 17th and 21st May.
 - It was agreed for the Clerk to circulate a Draft Agenda for the Annual PC meeting.

- The Clerk was asked about the forthcoming By-Election and she advised that ten Electors in Dunchurch had requested a By-Election, as it was their legal right to do so. She went on to say that largely, the administration was managed by RBC, however, the DPC had to pay for their portion of the By-Election, which was a significant amount. She confirmed that she had been contacted by RBC and it had been agreed that the Elections would be held in the Library and RBC would also be conducting a deep clean of the premises on the day before the Elections.
- Following a discussion, it was agreed that an advertising campaign encouraging residents in Dunchurch to consider being elected was conducted. A member of the public suggested that a Poster could be placed in the Post Office window as this was an effective method of advertising and it was agreed that a member of the DPC request the Post Mistress if she would mind publicising the Elections.
- A member of the public, who was also a trustee of the Village Hall also confirmed that the main Hall in the VH was also being utilised for the Elections.
- It was agreed for the Clerk to write to Jeremy Wright MP, mentioning the concerns of the DPC.

6. Planning – All Applications received Since the last DPC Meeting:

Application No.	Address	Proposal	Comments Due
R21/0099	28 Southam Road	Rendering of front & side elevations and installation of thatched roof	No objections
R21/0101(LBC)	28 Southam Road	Rendering of front & side elevations and installation of thatched roof	No objections
R21/0043	58 Rugby Road	Replacement Car Port & erection of garage and gazebo in rear garden	No Objections
R21/0047(LBC)	58 Rugby Road	Replacement Car Port & erection of garage and gazebo in rear garden	No Objections
R20/0971	Gable End, Southam Road	Two storey side extension	No Objections
R21/0105	Barncliffe, Southam Road	Construction of new first floor over existing bungalow	No Objections
R20/0976	41 Main Street, Bilton	Erection of 2 storey rear extension with timber cladding, installation of new front dormer in raised roofline, addition of Juliet balcony to the side elevation & internal alterations	23.03.2021

- Cllr Paul Le Poidevin reported that it had been agreed that all the planning applications the Clerk received from RBC would be forwarded to him in the first instance. He would then forward the application details to the remaining DPC Cllrs and then he would contact the Clerk when he had received a quorate number of comments regarding each application. Cllr Le Poidevin said that the DPC had responded to the above applications, however, the details for R20/0976 had only recently been available on the RBC Planning Portal and he would be contacting the DPC Cllrs regarding the proposals.

- The Clerk confirmed that the applications could now also be viewed on the DPC web site and responses the DPC had submitted to RBC could be viewed via www.planningportal.rugby.gov.uk

7. Dunchurch NDP – Update

Cllr Gillian O'Connell reported that there had been an NDP meeting held on 22nd February and the draft minutes and associated documents could be viewed on the DPC web site via <https://www.dunchurchpc.org/download/draft-minutes-for-ndp-meeting-on-22nd-february-2021/>

- Cllr O'Connell went on to say that there were two main priorities discussed at the NDP meeting: increasing membership of the NDP Steering Group and Policy Working Groups and engagement and consultation with members of the public.
- Cllr O'Connell said that Cllr Paul Le Poidevin had agreed to become a member of the NDP SG and Mr Keith Protheroe had agreed to contribute to one of the working groups. She thanked them both. She advised that Cllr Le Poidevin had contacted the Dunchurch Business Association and that he had confirmed that the Group was no longer running. However, an expression of interest in joining a working group had been received from Wanda's Fashions.
- Cllr O'Connell confirmed that Ken Knott had agreed to join the NDP SG last month and he had agreed to Chair the next meeting, which would be held remotely on 15th March. An Agenda would be published in the next day or so.
- Cllr O'Connell said that there was a lot to do, and the SG needed to develop the policies and community aspirations which would form the basis of the NDP.
- Mr Ken Knott said that he and one or two members of the SG were required in each working group, which would be co-ordinated by the NDP SG, and recommendations would then be brought forward to a full DPC meeting.
- Cllr O'Connell said that the NDP SG needed to have more members to share the workload and social media, posters and talking to people face to face would play their part in the future.
- Mr Ken Knott said that he would be involved with Dunchurch Green Spaces and Infrastructure Policy and he had spoken to RBC and WCC Cllr Howard Roberts. Howard who was very supportive of the idea to plant more trees and is keen for the NDP SG to explore the possibility of creating a wooded area in the buffer zone which separates Dunchurch from Rugby town. He went on to say that having a green boundary between settlements has been shown to be beneficial by reducing crime and pollution, and in the long run it will help to combat global warming. Mr Knott went on to say that Cllr Roberts had suggested that contact be made with Chris Worman at RBC, together with the National Trust.

8. Review whether the Dunchurch Community Managed Library (CML) should remain closed.

- The Clerk said that it might be an idea for the DPC to consider when the Library should open, and Cllr Price agreed that the DPC could initiate putting something in place for when it is legally possible. Cllr Martin said that it would be useful to find out what the DPC can do as a community and the Clerk agreed to contact the Library Volunteers to see how many might want to come back.

- A member of the public said that he felt the biggest drawback was that there was only one entrance/exit and that all surfaces had to be cleaned regularly. Cllr Price said that the DPC should be led by Government guidance.
- Cllr O'Connell said that the DPC could start to put together a plan to open the Library when it was safe to do so. Cllr Martin said that the DPC may have to look at the recruitment of more Library volunteers if not many of the existing volunteers wished to resume.
- Cllr Price said that the building was not just a Library, but a community space and Cllr O'Connell suggested that Karen Handy, from Anya Court could be approached. Karen had put forward a proposal at the last DPC meeting to run one-to-one sessions for residents on the use of their electronic devices.

9. To discuss & approve the frequency of Inspections of Arkwright Play Area and the cost.

- Cllr Le Poidevin reported that an accompanied inspection of Arkwright Play Area had been carried out by Wicksteed on 4th March and the DPC were awaiting their Report and Risk Analysis. He went on to say that the Inspector had said that the equipment was in a good condition overall and only minor repairs and/or maintenance was required. The Inspector had taken photographs of the equipment, which would be included in the report.
- Cllr Cara Martin said that you do not need to have official training to inspect the Play Area and it needs to be a competent adult. Cllr Martin agreed that she would continue to inspect the Play Area and submit a report to the Clerk each month. Cllr Price thanked Cllr Martin. Cllr Martin went on to say that she did not feel it was necessary to engage an Inspector to carry out quarterly inspections if she was going to submit a report monthly.
- Cllr Price said that the only issue last year had been that there was a social media craze amongst youngsters who had used the baby swings in the Play Area and consequently got stuck, causing some damage to the equipment.

10. Approve appointment of Temporary Handyman *(details previously circulated)*

- Cllr Tracey Price reported that she and the Clerk had attended a Zoom meeting with Darren Styles, and she would recommend that he be engaged on a temporary basis, to carry out between six and eight hours of work per week in Dunchurch. She went on to confirm that there had been three enquiries, however, the remaining two were unsuitable and had indicated that they would charge more and be less flexible.
- Cllr Price advised that Mr Styles would be engaged on a month-by-month basis and he was fully aware of the situation with the DPC Handyman who was on sick leave.
- **Following a discussion, it was RESOLVED that Mr Styles be engaged. This motion was proposed by Cllr Tracey Price, seconded by Cllr Steven Kaudeur, and carried unanimously.**

11. To approve GDPR Consent Form & Privacy statements, Grant Applications & Terms & Conditions, Risk Assessments and Asset Register *(previously circulated)*

- The Clerk confirmed that she had circulated the above policies to all the DPC Cllrs and there had been a couple of small amendments. See below:

- **DPC Privacy policy.**
- Under the section "*what data do we process?*" it has been amended to:
Other operational personal data created, obtained, or otherwise processed while carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, **recordings of remotely held DPC meetings**, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries, and insurance claims.
- **Arkwright Play Area Policy**, it has been amended to:
The equipment and site are assessed regularly. An annual inspection and risk assessment is carried out by an independent playground safety expert to ensure the safest reasonable use possible.
- The DPC Asset Register has been amended to include the purchase of the Notice Board.
- The COVID-19 Risk Assessment – has been amended to include a Vice Chair.
- There had been no change to the remaining policies.
- **Following an explanation of the amendments by the Clerk, it was RESOLVED that the above policies be approved. This motion was proposed by Cllr Howie Marsh, seconded by Cllr Steven Kaudeur, and carried unanimously.**

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

- The Clerk reported that she had not received any specific FOI requests since the last meeting.

13.To approve the appointment of an Internal Auditor.

- The Clerk reported that the DPC had already discussed the appointment of an Internal Auditor at a previous meeting, and it had been suggested that the DPC wait until the web site was active prior to appointing Trevor Gill.
- **Following a discussion, it was RESOLVED that Mr Gill be appointed to carry out the Internal Audit. This motion was proposed by Cllr Tracey Price, seconded by Cllr Howie Marsh, and carried unanimously.**

14.Update re: Speeding & Traffic in & around Dunchurch

- Cllr Martin advised that unfortunately the DPC Facebook page did not allow for a Poll to be carried out, however, the FODS Facebook page did, and she thanked them for all their help and assistance in posting the Poll. The Poll had asked members of the community what they felt about traffic and speeding in Dunchurch and if they felt it was an issue. She said that various Parishioners had suggested various traffic calming measures such as Average Speed Cameras, speed bumps and chicanes. She said that someone had suggested a By-Pass through the Village, which was a popular option, however, that solution may not be the most plausible and would be very expensive, but the DPC would explore whether it was realistic. Cllr Martin advised that there would also be a couple of spine roads being built as part of a large new development in Dunchurch, which should help to alleviate some of the problems.
- Cllr Martin went on to say that Fixed Speed Cameras would possibly be the easiest and cheapest option. However, Cllr Price asked where they could be installed – If they were installed in Daventry and Coventry Roads, people would

slow down just for the Cameras and then speed up again when they had driven past. She went on to say that the DPC could also explore this option and how much money was in the pot for funding such a project. She went on to say that the decision might be taken out of the hands of the DPC, as WCC was the Highway Authority.

- Cllr Price said that it would be good if the DPC made a start in establishing what they could and could not do.
- Cllr Price said that being able to utilise FODS Facebook page as a platform was very much appreciated and thanks to FODS for allowing the DPC to use it.
- Cllr Price confirmed that she and the Clerk had attended a meeting a few months ago with representatives from WCC and the Developers, David Wilson Homes, regarding the re-design of Dunchurch Crossroads. During the meeting, the white lines by the traffic lights had been discussed as they had been pushed back. This will hopefully control the traffic flow more and discourage people from jumping the red lights.
- Cllr Martin advised that traffic wardens had been ticketing vehicles a lot recently, and it seemed to be mainly businesses and residents for parking outside their own properties. She requested the Clerk to contact WCC and see whether businesses and residents who were affected could apply for a permit. Dangerous parking in Dunchurch was also discussed and the safety of residents and businesses were of paramount importance. Inappropriate parking was extremely bad in Adkinson Avenue.
- Cllr Martin said that the people who were employed at the Prison who travelled backwards, and forwards also caused issues with speeding.
- Cllr O'Connell advised that speeding was a huge problem, particularly in Daventry Road and Southam Road.

15. To approve expenditure of up to £3,000 to install a new lamp column, transfer the supply cable and remove the old column at 17 Bilton Lane.

- Cllr Price reported that the resident who lived in the above property had contacted WCC in December 2020 because she was replacing the fence with railings. The resident had said that the light column was within her boundary and very close to the fence. The Clerk said that she had contacted WCC, Street Lighting and had requested a quote, which she had just received for the replacement and re-location of the lamp column including all associated works. The estimate was £1,919.73 (Excl VAT). Rather than waiting until next month for the DPC to decide, she felt that it would be prudent to place the matter on the agenda for March so that approval could be gained.
- **Following a discussion, it was RESOLVED that the DPC approved the expenditure of £1,919.73, excluding VAT for the replacement and re-location of the above streetlight. This motion was proposed by Cllr Price, seconded by Cllr Martin, and carried unanimously.**

16. Finance – See attached Bank Reconciliation.

- **To approve payments to be made– see attached payment schedule.**
Cllr Howie Marsh confirmed that the Bank Reconciliation for February 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.
- Cllr Howie Marsh reported that he had checked the Bank Reconciliation and the only query had been regarding an invoice regarding power to the street lighting and Library, but upon further investigation, this was not an issue as the Direct Debit was taken out on 2nd March.

- Cllr Marsh went on to say that the DPC Budget Proposals for 2021/22 had been published on the DPC web site and he had prepared a summary against budget, which is attached to the minutes as an Appendix. Cllr Marsh went on to say that he would be producing a comparison against budget monthly, going forwards.

Cllrs Reports/Comments

- Cllr Martin said that she felt that it was great to see SW Rugby News engaging in such a positive way with DPC meetings.
- Mr Keith Protheroe gave a brief update on the Thatched Bus Shelter planning application and said that the proposals had been submitted to RBC, who had asked some additional questions, which had been responded to.
- Cllr Martin said that the re-design of Arkwright Play Area was at the early stages, however she had tentatively arranged to meet with a representative from three companies who specialised in outdoor play equipment, when it was safe and allowed to do so.
- She went on to say that some of the current equipment would be replaced with three or four solid pieces of equipment. She said that she would also ask if the children from the Schools in the area would like to have an input, specifically targeting older children and their engagement.
- Cllr Martin said she was also considering whether there could be any company sponsorship, such as Cemex, who might consider funding pieces of equipment.
- Cllr Martin also mentioned the fact that there was no lighting in the Play Area, and this might be something that the DPC should consider.

17.Private Session

The Clerk confirmed that there were no items to be discussed in Private Session.

Date of the next Dunchurch Parish Council Meeting: 19th April 2021

Signed

Dated