



## DUNCHURCH PARISH COUNCIL

Dunchurch Community Library, School Street, Dunchurch, CV22 6PA  
Telephone 01788 817550 or 07474 705061 Email [Clerk@dunchurchpc.org](mailto: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 Dunchurch Parish Council Ordinary Meeting that took place on Monday, 12<sup>th</sup> July 2021 in Dunchurch Village Hall & remotely via Zoom, commencing at 7.00 pm.

Present: Cllrs: Tracey Price (Chair), Howard Marsh (Vicechair), Gillian O'Connell, Paul Le Poidevin, Cara Martin, Jon Marlow and Ian Grogan.

Members of the public who were present remotely : 4.

Cllr Tracey Price welcomed everyone to the meeting, and she went through the various instructions and procedures for the Zoom and face to face meeting.

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 to view later, they may do so, if they declare this at the start of the meeting.**

### Public Participation Session:

- A Parishioner said that she had read the Report from RBC Cllr Eccleson and WCC Cllr Howard Roberts and said that she questioned RBC Cllr Deepah Roberts and her role as mayor, as she had a responsibility to Dunchurch as well.
- The Parishioner went on to say that she had written an email to WCC Cllr Howard Roberts and felt that she had not received a satisfactory reply.
- Cllr Gillian O'Connell said that the Report from RBC and WCC Cllrs was a great improvement, but she was disappointed that it was more generalised and did not concentrate on specifics as there was no mention of the on-going discussions with WCC regarding the reduction of dangerous driving and speeding, nor the problems with Don Cerce Close. Following a robust discussion, it was agreed that these items would be mentioned in the 'Informal Meeting' with RBC Cllr Eccleson. It was also agreed that the on-going communications between RBC/WCC Cllrs and the DPC Cllrs would be mentioned at the meeting, so that everyone's expectations could be met. It was generally felt that an on-going dialogue with RBC and WCC Cllrs could only benefit everyone.

- A Member of the public who was attending the DPC meeting on-line was asked three times whether he was present and as there was no response, the Clerk was requested to put the gentleman in the remote 'Waiting Room'.

## AGENDA

### 1. Apologies.

Apologies had been received and accepted from RBC Cllr Peter Eccleson as he is chairing an RBC Scrutiny Committee meeting, RBC Cllr Deepah Roberts and WCC Cllr Howard Roberts, as they were both attending other meetings. DPC Cllrs Jan Gee-Russell and Steven Kaudeur had also sent their apologies.

### 2. Declarations of Interests and Dispensations.

Cllr Paul Le Poidevin declared an interest in two planning applications – R21/0174, as the applicant was a relative and R21/0557 as he was the applicant.

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

In the absence of RBC Cllrs and WCC Cllrs, the Clerk read out a Report that had been received from RBC Cllr Peter Eccleson. The report is attached to the minutes as Appendix A. The Clerk went on to say that she had been having regular phone conversations with RBC Cllr Eccleson since the last meeting and she was in the process of organising an 'Informal Meeting' with him, which she would report on at the next DPC meeting. She went on to say that there was a discussion about the RBC and WCC Cllrs attending the DPC meetings, and they had discussed the feasibility of RBC Cllr Eccleson attending the Thurlaston, Princethorpe and DPC monthly meetings, whilst Cllr Howard Roberts would attend Stretton on Dunsmore and Ryton on Dunsmore meetings.

### 4. Minutes of the Dunchurch Ordinary Parish Council meeting held on 14<sup>th</sup> June 2021.

Cllr Price asked if the DPC Cllrs accepted and agreed with the minutes dated 14<sup>th</sup> June 2021. It was noted that the Clerk had inserted an additional paragraph under Item 4. **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 Howie Marsh, 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.

#### • Maypole – Update

- The Clerk said that Cllr Steven Kaudeur had liaised with the sign-writer and that the Maypole should be delivered back to Dunchurch on 20<sup>th</sup> July, which would be in time for the Britain in Bloom photographs. She went on to say that she had asked the DPC Handyman and Cllr Le Poidevin if they could be available to receive and install the Maypole in the blue sleeve.

- Cllr Marsh also said that the DPC had received insurance monies to cover most of the work on the Maypole.

#### • Informal DPC Meeting with RBC Cllr Peter Eccleson

The Clerk confirmed that she had contacted RBC Cllr Peter Eccleson to request an informal meeting and hopefully that should be taking place on 18<sup>th</sup> August.

#### • Notice of Election

- The Clerk advised that she had published a Notice of Election for one DPC Cllr. Nomination papers must be delivered to the Returning Officer at the Town Hall, Evreux Way, Rugby CV21 2RR on any day after 8<sup>th</sup> July (strictly by appointment) on

Monday to Friday 10am to 4pm (excluding bank holidays) **but no later than 4pm on Friday, 16 July 2021.**

- A parishioner asked about the Election and why it was not possible for the DPC to co-opt. The Clerk responded and advised that ten electors had requested an election for three DPC Cllrs and therefore a Notice of an Election would be posted every few months until the remaining DPC Cllr applied.
- Following a short discussion, it was agreed that the Clerk contact RBC to ask if it would be possible for the DPC to co-opt if no one came forward for Election. Cllr Cara Martin asked about the costs and the Clerk advised that there would be a nominal admin charge by RBC. However, if more than two residents applied to the DPC, there would have to be a contested Election and therefore, the costs would be significantly more and would have to be covered by the DPC.
- The Clerk advised that the public inspection of the DPC accounts was due to finish on Friday, 16<sup>th</sup> July.

## **6. Dunchurch NDP – Update**

- Cllr Paul Le Poidevin reported that the Steering Group had held a very productive meeting on 7<sup>th</sup> July in Dunchurch Library to discuss several matters, including holding a public meeting and to review maps of green spaces in Dunchurch and the development of a display for the public to view.
- Cllr le Poidevin advised that the Steering Group was in the process of compiling photographs of the green spaces in Dunchurch, and he would be compiling them into one document.
- He went on to say that Erica Milwain had created a link and structure for the NDP web site so that it could be included within the DPC web site. He thanked Erica for all the work she had been doing.
- Cllr Le Poidevin said that he had been looking at the completed NDP for Willoughby and they could use that as a template.
- The next NDP meeting would be held on 6<sup>th</sup> September.
- Ken Knott, a member of the SG said that there were plans on how to effectively engage members of the public. He went on to say that once there was a workable structure, they could advertise for more people to be involved.

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

- Cllr Paul Le Poidevin reported that the DPC had received several planning applications 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 confirmed that the DPC had submitted comments of no objections to most of the applications. However, as he had declared an interest in two of the applications, he left the meeting, and the Clerk took over.
- The Clerk advised that a quorate number of Cllrs had responded with No Objections for remaining two applications.
- Cllr Le Poidevin returned to the meeting. He said that he had been pleased to receive an email from an RBC Planner regarding application R21/O350 as they had

been working with the developers to amend their plans in line with the comments made by the DPC.

**8. To report requests for information & FOI Requests.**

The Clerk reported that the DPC had received one FOI request during the last month asking for confirmation of when RBC and WCC Cllrs attended DPC Meetings.

**9. To approve forming a Library Steering Group and discussion about the DPC's vision for the library.**

- The Clerk reported that she had been in contact with the CML Volunteers who had expressed a wish to resume their duties at the library. She went on to say that she had put together a draft rota which she had circulated and received approval from the Volunteers.
- The Clerk also mentioned that she had created Terms of Reference for a Steering Group, which had been circulated. She requested that the Terms of Reference be approved.
- **It was RESOLVED that the Terms of Reference be approved. Cllr O'Connell proposed this motion, which was seconded by Cllr Tracey Price and carried unanimously.**
- Cllr Price suggested that the re-opening of the library could be mentioned in the next DPC article for the FODS magazine, the DPC Facebook page and DPC web site. Cllr O'Connell also suggested that there could be a special section on the DPC web site for Parishioners to volunteer if they wanted to, which could include the Community Speed Watch Group and the NDP Steering Group. The Clerk agreed to liaise with the web site designer to see whether a separate section could be added to the web site.

**10. To appoint Trustees for Newcombe & Spiers Alms House Charity to May 2024 – Mr Robin Aird, Ms Anne Gilbert & Ms Myrtle W John.**

- Cllr Le Poidevin reported that the Clerk and himself had met with the Clerk and a Trustee of the Charity and discussed whether Dunchurch PC had any responsibilities/liabilities for the Charity, as they would be nominating three Trustees. The Clerk for the Charity confirmed that Dunchurch Parish Council did not have any responsibilities or liabilities.
- There was a general discussion about the allocation of the Alms-houses at the meeting. Cllr Le Poidevin said that the Alms houses were very small – one bedroom upstairs and one room downstairs, together with a bathroom, which would generally suit one person. He went on to say that the investment income and a maintenance charge for each of the tenants covered most of the out-goings.
- It was agreed that Cllr Paul Le Poidevin would recommend acceptance of the three Trustee nominations: Robin Aird, Anne Gilbert & Myrtle John. The Clerk for the DPC agreed to send an email confirming the nominations following the meeting for their records.
- Going forwards, we asked if it would be possible for a Trustee to submit a Report about the Charity, prior to the Annual Assembly next year, or attend in person if preferred.
- **It was RESOLVED that Robin Aird, Anne Gilbert & Myrtle John be re-nominated as Trustees for the above Charity. Cllr Le Poidevin proposed this motion, which was seconded by Cllr Martin and carried unanimously.**

**11. Approval of Community Grants requested: *(previously circulated)***

- **Dunchurch Cricket Club - £5,000.00 – Supply & Install Outdoor Nets**
- The Clerk reported that up to date information had been received and circulated regarding the application for a DPC Community Grant for Dunchurch Cricket Club.
- There followed a discussion that if the whole of the Community Grant were paid over to the Cricket Club straight away and whether it would sit in their bank account until the funds were needed. The DPC Cllrs were reticent for this situation to occur.

It was agreed that the Clerk contact the Cricket Club to advise them that the £5,000 requested would be held in the DPC account for twelve months and earmarked for their use. It was also agreed that if the funds had not been paid within the twelve months, the Cricket Club would need to re-apply next year.

- **It was RESOLVED that a DPC Community Grant of £5,000 be approved for Dunchurch Cricket Club and held on account for them until they require the funds, but no later than twelve months. Cllr Marsh proposed this motion, which was seconded by Cllr Price and carried unanimously.**
- **It was also agreed that the Clerk would include that the DPC hold the funds until required into the Grant conditions for future applications.**
- A Parishioner asked whether it would be possible to stipulate to the Cricket Club that they would give local residents and young people priority. However, as the application was from Dunchurch & Bilton Cricket Club, it was felt that local people would be a priority anyway.
- Cllr Martin advised that she had received a huge thank you from Ms. Miller and the teachers at the primary school for their grant and that it was very much appreciated.

#### **12.To discuss the possibility of the DPC adopting the Telephone Kiosk on The Green - Update.**

- Cllr Martin confirmed that she had uploaded a post on to the DPC web site as it would be a good idea to engage with members of the community to ascertain whether they would be interested in utilising the space.
- Cllr Martin confirmed that ten people had suggested a Book Exchange, five had suggested that local information for Dunchurch be put in the space, four people had suggested a seed/plant exchange and one a defibrillator.
- Following a robust discussion, it was agreed that Dunchurch PC adopt the Telephone Kiosk and investigate a potential use for the space.
- **Cllr Price proposed this motion, which was seconded by Cllr Martin and carried unanimously.**
- 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'.

#### **13.To discuss & if appropriate approve the Winter Planting for the DPC Pots.**

- Cllr Tracey Price reported that the DPC had twenty-four planters throughout Dunchurch. She went on to say that if the DPC wanted the planters to be filled, the order for the plants would need to be ratified at the DPC meeting in September.
- Cllr Price said that three quotes would be required.
- **Following a brief discussion, it was RESOLVED that the DPC planters be planted up with plants and three quotes would be requested for the Autumn/Winter planting. This motion was proposed by Cllr Price, seconded by Cllr Jon Marlow, and carried unanimously. It was also agreed to give FODS the opportunity to quote.**

#### **14.To discuss & if appropriate approve a quote for the refurbishment of the Thatched Bus Shelter, at a cost of no more than £40,000.**

- The Clerk reported that she had received an email from the Architect who had said that he was having difficulty in finding builders to quote, as the job was relatively small. However, two quotes had been received so far: one from Symon for £23,807.50 and a further one from Oak Country Buildings (Budget) - £35,588.00.
- The Clerk confirmed that she had requested additional quotes from Trendgrey and TM Grey and neither had responded. However, she had also requested three more quotes on 30<sup>th</sup> June and had received one negative response to date. The Clerk

went on to advise that she had chased the two other quotes and one had responded positively. She confirmed that she should receive the quote early next week and that she believed it would include the work required on the thatch as well. Following a brief discussion, it was agreed to defer the decision until the DPC Extraordinary Meeting on 26<sup>th</sup> July – Report attached as an Appendix.

#### **15.To ratify Dunchurch PC's Policies: Code of Conduct, Safeguarding, Equal Opportunities & Diversity (*previously circulated*)**

- The Clerk advised that she had circulated all the above policies. She went on to say that there were changes to the Safeguarding policy in Appendix 4, specifically updated contact details for Social Services – see below:  
**Appendix 4 - Contact Numbers**

Where an adult is:

- Unable to look after themselves, due to the level of their care and support needs, and
- Is experiencing or is at risk of abuse or neglect.

Contact Adult Social Care on **01926 412080**. Adult Social Care teams can offer advice and support to you and, where necessary, arrange appropriate services.

To report a crime or raise a concern about abuse with Warwickshire Police, you can phone non-emergency number on **101**. But if it is an emergency always dial: **999**.

#### **Making a Safeguarding Referral for Children:**

**Before making a referral** - please take a look at the [Threshold Document](#) to decide whether your concerns require a referral to Children's Social Care.

**For urgent concerns** - if you have an urgent child protection concern and need to get in touch and call the MASH (Multi-Agency Safeguarding Hub) on **01926 414144**.

Lines are open:

- Monday to Thursday - 9.00am – 5:30pm
- Friday - 9.00am – 5:00pm

You will then need to complete and return a [Multi-Agency Contact Form \(MAC\)](#) and send via email to the MASH team: Please email - [mash@warwickshire.gov.uk](mailto:mash@warwickshire.gov.uk)

**Out of hours** - if you need to get in touch out of usual office hours, please contact the Emergency Duty Team immediately on **01926 886922**.

**Emergencies** - if you think that a child is at immediate risk, contact the police immediately on **999**.

**Non-urgent concerns** - complete the [Multi Agency Contact Form](#) and send to email address as stated above.

If anyone has any concerns about a young person or a vulnerable adult and would like to talk, in confidence, please contact the Parish Clerk, Gill Peacock via email [clerk@dunchurchpc.org](mailto:clerk@dunchurchpc.org) or 01788 817550 or 07474 705061.

- The Clerk advised that she was making enquiries about Equal Opportunities training for Cllrs and herself and would report back to the next DPC meeting.

- It was **RESOLVED** that the above policies be amended, approved, and uploaded on to the DPC web site. Cllr Price proposed this motion, which was seconded by Cllr Martin and carried unanimously.

#### **16.Update re: Speeding, dangerous driving & Traffic in & around Dunchurch**

- The Clerk reported that she had emailed WCC numerous times regarding speeding, dangerous driving, and traffic in and around Dunchurch. She went on to say that she had received an email from Paul Taylor WCC, Forestry & County Highways Minor Works in response to her request for the installation of a bollard Southam Road/School Street. The response from WCC was that a bell bollard may be able to be installed, although the DPC had requested a Manchester Bollard. The email advised that the DPC would have to pay for a Feasibility Study (£500.00) then they would provide a cost estimate. However, following a discussion, it was agreed that the Clerk would advise WCC that the DPC had commissioned WCC to carry out a Safety Audit in April 2021 and was that the same thing as the Feasibility Study.
- The Clerk advised that she had written a report regarding the above which had been uploaded to the DPC web site.
- It was also agreed that the Chair, Cllr Tracey Price, and the Clerk liaise over a response to the email.

#### **17.Finance – See attached Bank Reconciliation.**

- **To approve payments to be made, if appropriate.**
- Cllr Howie Marsh reported that the Bank Reconciliation for June had been uploaded on to the DPC web site. Cllr Marsh went on to say that he had reviewed the reconciliation and ticked off the closing balances against the Bank Statement.
- Cllr Marsh said that the only things to note in June was that there were some items where there have been double payments in the month as they had been accounted for at the beginning of the month and at the end of the month. This included the payment to Darren Styles of £593 and the payment to NEST (Pension) of £215.
- Cllr Marsh confirmed that the DPC overall spend on a year-to-date basis is below that budgeted. Cllr Marsh confirmed that there were no payments to be authorised.
- Cllr Marsh also said that £5,000 had been paid to the primary School as a Community Grant and the overall sum of Grants paid this year was £8,662.
- Cllr Marsh also indicated that the DPC would receive some Section 106 funds from RBC, in connection with the Land North of Ashlawn Road.
- **To approve to update the Clerk's Contract of Employment and agree a pay-rise, backdated to April 2021.**
- The Clerk left the meeting. There was a brief discussion regarding the amount of the Clerk's pay-rise and the Chair of the DPC advised that the Clerk would receive a performance related increment as part of the public sector pay scales.
- The Clerk returned to the meeting.
- **It was RESOLVED that the pay-rise be attributed to the Clerk. Cllr Price proposed this motion, which was seconded by Cllr Marsh and carried unanimously.**
- The Clerk thanked the DPC Cllrs.

#### **18.Reports from Cllrs – Exchange of Information only.**

- Cllr Le Poidevin advised that unfortunately, the grant for the Community Garden had been received too late to include on the agenda and the Clerk had suggested holding a DPC Extraordinary meeting on 26<sup>th</sup> July to discuss the grant. It was also agreed that the applicant for the grant be invited to attend the meeting via Zoom.

- The Clerk also requested that the quotes for the refurbishment of the Thatched Bus Shelter be included on the same Agenda for the Extraordinary Meeting.
- Cllr O' Connell reported that she had been in touch with Karen Handly and although she was leaving Anya Court, her successor will be asked in Karen's handover to provide informal training for members of the community to learn more about social media, etc.

### 19.Private Session

There were no items to be discussed in Private Session.

**Date of the next Ordinary Dunchurch Parish Council Meetings: Extraordinary Meeting on 26<sup>th</sup> July 2021 and Ordinary Meetings on 13<sup>th</sup> September 2021.**

### PLANNING APPENDIX

Application No.	Address	Proposal	Comments & Due Date
R21/0174	Toft House, Southam Road	Change of use from B & B to residential forming 2 X one-bedroom flats.	29.06.21
R21/0464	1 Howard Close, Dunchurch	Re-submission of R19/1280 for erection of two storey side and single storey rear extensions and single storey front extensions.	05.07.21
R21/0447	20 Cawston Lane, Dunchurch	Proposed single storey rear and side extension.	12.07.21
R21/0443	Telecommunications Site 21677/RUG024, Draycote Reservoir, Severn Trent Water	Removal of monopole with antennas and equipment cabinets to be replaced with 20m high monopole accommodating 6 no. antennas with 8 no. equipment cabinets and associated ancillary works.	27.07.21
R21/0551	21 Mill Farm Close	Erection of single storey rear extension & erection of 1 <sup>st</sup> Floor side extension above existing garage.	26.07.21
R21/0530	48 Rugby Road	Erection of 2 No. dwellings and site access	26.07.21
R21/0557	1 Hazlewood Close	Erection of side extension, entrance porch & garage conversion	27.07.21

Signed: .....

Dated: .....