



Dunchurch Parish Council
Dunchurch Community Library
School Street
Dunchurch
Rugby
CV22 6PA

**MINUTES OF THE DUNCHURCH ANNUAL ASSEMBLY REMOTE MEETING
WHICH TOOK PLACE ON 28TH APRIL 2021, COMMENCING AT 7.00 PM**

The Parish Assembly may by law discuss all parish affairs and pass resolutions on them.

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.

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

Clerk to Dunchurch Parish Council: Gill Peacock

10 Members of the public were present.

The following matters were placed on the Agenda.

MINUTES

1. Welcome by the Chair.

The Chair of the DPC, Cllr Tracey Price welcomed everyone and 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.

2. Apologies for Absence

Apologies were received and accepted from Cllr Steven Kaudeur, RBC Cllr Peter Eccleson, Cllr Deepah Roberts & WCC Cllr Howard Roberts. The Clerk mentioned that Cllr Eccleson was attending an RBC Planning Meeting, so could not attend, however as it was a period of Purdah, RBC and WCC Cllrs had been advised not to attend.

3. Confirm Approval of the Minutes of the last meeting – 1st April 2019.

The Minutes from the Parish Assembly meeting held on 1st April 2019 were proposed by Mr Paul Waller and seconded by Mr Keith Brushett, who had both attended the meeting and they were confirmed as a true record. The minutes were therefore approved and were signed by Councillor Tracey Price (Chair).

4. Rugby Borough Council - Report by Cllr Peter Eccleson

In the absence of Cllr Peter Eccleson, the Clerk read out his Report. The Report is attached to these minutes as Appendix A.

- A Parishioner asked if there was a location for the proposed Re-Cycling Centre which will serve Rugby Borough, Coventry, and Solihull plus additional districts.
- The same Parishioner said that he felt it was important that the DPC work closely with both RBC and WCC Cllrs, as a united team. He went on to say that there was a lot of pressure with developments in and around Dunchurch. The Chair of the DPC, Cllr Tracey Price agreed with this strategy and the DPC intended to liaise closely with both Thurlaston & Cawston PC's.
- A Parishioner said that he felt it was unfortunate that both RBC and WCC Cllrs were not present at the Assembly, despite it being a period of Purdah. He said that there had been no reference to the Tritax development in the Report, despite the objections of Cllr Eccleson, Thurlaston and Dunchurch PC's, the RBC Planning Committee had agreed to the additional roof heights for the Warehouses, particularly as it was one of the few concessions offered by the Appeal Inspector.
- He went on to say that it would take between 40-50 years for the proposed trees to shield the Warehouses. Cllr Paul Le Poidevin said that he had been present at the RBC Planning Committee meeting and that Cllr Eccleson had put forward a powerful argument, however, the remaining nine Committee members over-ruled him.
- The same Parishioner asked whether the DPC would be able to request that the air quality levels are monitored at the Dun Cow Crossroads before and after the extra lane is installed in front of the Statue. This would be proof of the poor air quality, which would deteriorate an already unacceptable and dangerous pollution level. He went on to say that the pollution levels were more concentrated at the traffic lights. Cllr Price advised that it had not been possible to enforce a Survey due to the Pandemic. She went on to say that Planning Permission for the proposed Spine Road would be submitted later this year, however, the infrastructure had to be in place prior to development takes place.
- Cllr Price went on to say that the Spine Road should be in place by 2022 /2023. Cllr Price advised that the DPC had been in discussions with Homes England regarding two proposed developments in and around Dunchurch.
- A Parishioner said that it should not be long before pollution levels are scaled down because of electric cars.
- Cllr Jan Gee-Russell said that a little girl who had asthma had recently died of unacceptable levels of pollution and she asked who would monitor the situation at the Traffic Lights at the Crossroads. Cllr Price advised that the DPC would have to engage a specialist firm to conduct a Survey.
- A Parishioner asked whether Matt Lee had resigned, and Cllr Price indicated that he was seriously ill, however, the DPC had engaged a temporary Handyman, Darren, who lived in Daventry. She went on to say that Matt had worked for the DPC for 27 years, so it was only right that the DPC support him through his illness as much as possible. She went on to say that Darren knew that it was temporary position.
- A Parishioner asked about the Library and Cllr Price advised that Warwickshire Libraries had indicated that they would be happy for a Community Garden to be created outside. She said that it was a separate entity and would be set up as a Charity. The Community Garden would be set

up and managed by a lady called Victoria Putt. A Parishioner who was involved with the Community Garden said that the idea was to aid mental health and to grow something organically. She said that everyone was welcome, and the project was in the early stages of being developed now.

- A Parishioner asked about the latest situation with the CCTV cameras and Cllr Price advised that the DPC had been liaising with David Wilson Homes who would be supplying a new pole for the CCTV cameras to be installed as part of the re-design of the Crossroads. She went on to say that it was important that the data is downloaded safely in the future and would be available on request by the Police.
- Representatives of Dunchurch Neighbourhood Watch asked if the data would be made available to the NHW Group and Cllr Price said that the DPC would look at who was allowed access following the installation. She went on to say that the redesign of the Crossroads should commence in June and last for up to twelve weeks.

5. Warwickshire County Council - Report by Cllr Howard Roberts

In the absence of Cllr Howard Roberts, the Clerk read out his Report. The Report is attached to these minutes as Appendix A.

6. Dunchurch Parish Council - Report by Cllr Tracey Price, Chair

I would personally like to thank our Clerk/RFO, Gill Peacock, for her ongoing support throughout the year. The past year has seen many challenges not faced previously by many Organisations, not just Local Councils. A Worldwide Pandemic has caused unprecedented changes and fears to our normal lives. We would like to offer our sincere condolences to those who have lost loved ones during this period, whether through COVID-19 or any cause, and have not been allowed to gather with families and friends for support during this time.

This year has been an exceptional year for everyone, and we continue to offer our support to our community in any way we can. If you think we can help in any way, please do not hesitate to get in touch with one of us. All our contact details are on the web site or give Gill a call.

I would also like to thank my fellow Councillors for their support in their voluntary role, for their attendance at Parish Council meetings throughout the year and their contribution in all aspects of community life. In such a turbulent year, from being inquorate in March to gaining new Councillors, we have built the DPC up from scratch. All Councillors have undertaken various training courses to gain knowledge and strength which we can bring and share with one another. We are one cohesive team working together for the benefit of our community. I would also like to take this opportunity to thank Ken Knott who has moved from being a Councillor to working with us on the Dunchurch Neighbourhood Plan.

Dunchurch Parish Council provides benefit in many ways through our decision-making processes to the Community. All our Parish Councillors try to do their best for the community that they serve.

As you may know, the DPC is short of three Cllrs to represent the community in Dunchurch and legislation demands that if ten electors in Dunchurch request an election, by law we must have one. An election should have taken place on 6th May; however, RBC advised that no one had submitted nomination papers. Therefore, all the polling cards in Dunchurch had to be altered and posted out again. This is obviously an admin fee burden that the DPC is liable for. Again, due to the same legislation, RBC are required to organise and administer another election for three DPC Cllrs and we will be notified of the date shortly.

Once again, the DPC will be liable to meet the cost out of public funds.

If you are considering becoming a Parish Councillor, you can obtain nomination papers from either RBC or the Clerk.

NEIGHBOURHOOD PLAN

The Neighbourhood Plan team which is developing the plan for Dunchurch currently has eight members, but if you would like to join this friendly team to help protect areas in Dunchurch from Development and shape its future, please do get in touch.

I would like to take this opportunity to thank all members of the Steering Group for all their hard work and dedication on the Neighbourhood Plan and the Plan is progressing with the assistance of Consultants.

DUNCHURCH LIBRARY

Unfortunately, due to COVID-19, Dunchurch Community Library has been closed for some time during the Pandemic. However, we are looking at making the Library safe for both Volunteers and members of the public and we are hoping that we will be able to open the building.

YOUTH SERVICE

Whilst the DPC remains dedicated to the success of the youth services in Dunchurch, again the Youth Club has had to close because of the Pandemic. We are currently liaising with Youth Leaders to see whether we can support the Group, going forwards.

CRIME, ANTI-SOCIAL BEHAVIOUR AND SECURITY IN DUNCHURCH PARISH

Generally, levels of crime in our Parish remain relatively low and the DPC continues to liaise with the Safe Neighbourhood Team and the Police on all matters.

RBC/WCC LOCAL AUTHORITY DIALOGUE

The DPC continues to liaise with both RBC Cllr Peter Eccleson and WCC Cllr Howard Roberts and regular contact is part of the Parish Council's activities'. We thank both Cllr Eccleson and Cllr Roberts for all their input into making Dunchurch such a wonderful place to live or work.

PARISH AMENITIES

Playgrounds

The play facilities are regularly inspected, and faults and vandalism are rectified expeditiously.

Village Handyman

As many of you know Matthew Lee is unwell and has been unable to continue his duties in Dunchurch and I am sure that we wish him, and his family best wishes, and we hope that Matt makes a very swift recovery.

During Matt's absence, the DPC have engaged Darren on a temporary basis, and he is providing us with an excellent service, and we thank him for his efforts.

7. Dunchurch Neighbourhood Development Plan - Report by Paul Le Poidevin of the Steering Group

- Cllr Paul Le Poidevin said that work of the Steering Group was gathering at a more productive pace after a period of dormancy. He thanked Cllr Gillian O'Connell who had done a marvellous job and the rest of the Steering Group. He said that he had joined the NDP Steering Group a short while ago and it had been agreed that as he was the Lead on Planning, that the NDP would have a lot of synergies.
- Cllr Le Poidevin went on to say that the NDP was an opportunity for the community to have a real input in to the Plan and once approved by RBC, it was classed as a material consideration in planning terms, so whilst RBC might not agree with all the comments that the DPC made on planning responses, they were legally obliged to take note of them.
- He went on to say that the NDP had been split into eight areas and groups, as follows:

Option 1 Protecting and enhancing landscape, character, and views.

Option 2 Green Infrastructure

Option 3 Protecting and enhancing built heritage assets and their settings.

Option 4 Encouraging high quality and sustainable design

Option 5 Providing homes

Option 6 Supporting home working and local businesses

Option 7 Protecting existing community and recreational facilities and supporting proposals for new facilities and services.

Option 8 Protecting and enhancing local infrastructure and supporting proposals for new facilities and services.

- Cllr Le Poidevin advised that it was the hope of the NDP Steering Group that a draft document could be submitted to RBC by the end of this year. The idea then would be to gain the views of the residents and businesses in Dunchurch and go to the referendum stage. He went on to say that if anyone wished to join the NDP Steering Group, to please contact the Clerk and the next NDP meeting would be on 10th May.

- Mr Ken Knott, a member of the NDP Steering Group said that if anyone wished to just be involved in an Option Group, without being part of the whole Steering Group then that would be fine and would not entail hours and hours of work !
- Ken went on to say that the Steering Group and the DPC had received professional support and guidance from Avon Planning, and it was possible that Option 5 – Providing Homes could be a very simple policy and could just say that Dunchurch did not want anymore housing. Ken said that perhaps this is something that the DPC could think about and discuss whether they felt that Dunchurch had already provided their quota of homes and met their allocation and did not want anymore.
- Cllr Le Poidevin said that there seemed to be a number of applications in the pipeline that RBC had given Outline approval for a number of years ago, which meant that when a Reserved Matters application to put 'meat on the bones' was submitted now, the DPC was not in a position to object, but just mention concerns. A good example of this was the Reserved Matters application for 86 dwellings and associated works at Dipbar Fields (R19/1047).

- A member of the public said that the NDP Steering Group meetings were not open to the public. Ken Knott responded and said that the SG could not make any decisions, that only the DPC can do that, so if he wished to find out more about the NDP then he could see all the minutes on the web site and any decisions that the DPC made would also be covered in their own minutes.
- Cllr Price said that the Terms of Reference had been amended when the member of the public was a Councillor himself. She went on to say that the DPC published an agenda and minutes for the NDP Steering Group to be open and transparent, however, the DPC did not want to put any pressure on people attending the meetings and it was all about residents and businesses working together. However, the Terms of Reference state that as an extension of the DPC, and in accordance with the Freedom of Information Act (2000), the Neighbourhood Planning Steering Group will make available to the public: minutes of meetings, policies and procedures, details of its organisation and structure and information on budget and expenditure.
- Meetings will be informal and will not normally be open to members of the public. However, the NDP Meetings will be open to the public at least once a quarter and/or ad hoc should the need for additional consultation arise. There will also be updates by the DPC at their regular monthly meetings and minutes will be kept and published on the DPC web site.

8. Reports from Community Organisations

Community First Responders

In the absence of a representative from the Community First Responders, the Clerk read out a Report that she had received from them.

For those of you who do not know about Leam Valley Community First Responders. Leam Valley Community First Responders form part of a coordinated approach to saving lives. We are volunteers who live within the Leam Valley Area. We work in partnership with the West Midlands Ambulance Service responding to 999 calls from our own homes using our own vehicles.

We do not respond in place of an ambulance but bridge the gap between the 999 call and the arrival of the paramedic or ambulance. However, as a first responder we will attend a wide range of trauma or medical related emergencies including: - cardiac arrest, heart attacks, strokes, unconsciousness, choking, epilepsy, diabetes related incidents and road traffic accidents.

We are non-profit organisation and must fundraise in our own right for any uniform, equipment, insurance which is required, we do this by public donations, by doing talks, first aid at events, selling items at craft fairs and fetes and as it would be beneficial for the communities with in the Leam Valley Area if we are currently trying to raise funds/sponsorship for a scheme car.

West Midlands Ambulance Service have just had a recruitment drive and are in the process of doing interviews, so hopefully we will be expanding.

We cover the CV23 8 postcode, Part of CV23 9 and Dunchurch. The area stretches from the edge of Houlton (Houlton itself is covered by our colleagues in Rugby First Responders), Ashby St Ledgers, Kilsby, Barby, Flecknoe, Broadwell, Marton, Princethorpe, Stretton on Dunsmore, Thurlaston, Dunchurch, Onley, Willoughby and the all villages/hamlets (23 in total) in between.

We are pleased to see a second defib has been sourced and placed outside the library and we hope as previously discussed, the Resuscitation Group (Number Plus) can be activated in the not-too-distant future and a third defib can be procured for the toft end of the village.

Once West Midland Ambulance Service give us the go ahead, we look forward to coming along and meeting your Resuscitation Volunteers and commencing CPR training.

I am sorry we could not attend this evenings meeting and would like to thank you for your time. Many thanks, Sue Waddington, Co-Ordinator Leam Valley Community First Responders.

- Cllr Cara Martin said that she had sent the First Responders over 20 email addresses from residents in Dunchurch who would like to join, and it would be good to activate the Group again.

RUGBY BOROUGH COUNCIL PLAY RANGERS (YOUTH SERVICES)

- **Activities Offered:**
Mix of Play, Arts and Sports (Including Dance and Music) activities for children. Also, will include themes that correspond to the time of the year (Easter/Xmas/Mother's Day/etc
- **How often are sessions run:**
Weekly to create a regular an effective engagement.
- **How long are the sessions:**
1.5hrs - usually split up into 45mins crafts/play/group activities and 45mins sports/games/treasure hunts

- How well are the sessions attended:
Before lockdowns we got 5-10, so hoping to get the same for the moment before looking to get up to 15-20 each week when restrictions ease.
- Target age range:
Ages 5-13
- Cost per session:
2x Play Rangers for 2hrs (include prep and pack down) = 2 x £17 x 2hrs = £68 per session.
Resources, equipment, and planning time is not charged for.
- Location of sessions:
This will be for the DPC to decide; however, we are happy to stay in the same venue. We will also try to use the greenspace opposite in more appropriate/dry weather.
- The former Chair of the DPC, Marie Thompson, queried how many children attend the sessions and the present Chair said that it should be between five to ten. However, Ms Thompson went on to say that the timing of the sessions had been at 5.00 pm on a Monday evening, which for most was an inconvenient time. She went on to say that it was difficult for the Play Rangers to co-ordinate activities as the age range of 5 – 13-year-olds was vastly different. She also said that she would like to know what the range of responsibilities was for the Play Rangers.
- Cllr Martin suggested that the Play Rangers could be invited to a DPC meeting when all these questions could be asked. She went on to say that it was important that the Play Rangers had robust policies in place and perhaps various DPC members could carry out spot checks every now and again. Cllr Martin also said that the Play Rangers did some good stuff during the holidays.
- Ms Thompson said that she had carried out a spot check whilst she was Chair of the DPC and there were only two children present at the time. She suggested that perhaps the timings of the sessions could be enhanced.
- Cllr Price responded and said that the DPC would liaise with the Play Rangers to see whether the Youth Services could be enhanced and that this would be a good opportunity to develop the provision for teenagers in the Parish.

9. OPEN FORUM AND REPORTS FROM OTHER BODIES

DUNCHURCH VILLAGE HALL

- Michael Judge spoke on behalf of the Village Hall Trustees and said that it had been a difficult year, although Religious Groups were still using the facilities. He went on to say that Paul Le Poidevin had managed to get some Government help for the Village Hall and was able to minimise expenditure.
- Mr Judge advised that Phil Freeman was the Chair of the Trustees.
- Mr Judge also said that the Village Hall would be re-opening soon and he hoped that all the Groups who had booked the facilities pre-Pandemic would start up again.

DUNCHURCH FESTIVAL GROUP

- Paul Le Poidevin gave a short report on the Festival Group and he confirmed that the Group had suspended activities during the Pandemic. He went on to say that there was a Family Fun Day being organised at the Village Hall in September, which incorporate a Picnic and family entertainment. There would also be various Stalls present as well.
- Mr Judge went on to say that he hoped that there would be Section 106 monies available from the various developments in Dunchurch for improving the facilities for Tennis, Pickleball and Netball and to provide two floodlit all-weather tennis courts. He went on to say that he felt that Dunchurch should receive something back as it was an expensive project and residents and visitors to Dunchurch would benefit from the facilities.

SAVE DUNCHURCH GROUP

- Mr Judge advised that he had kept in touch with the DPC during the Pandemic, although the Group had not been able to meet up, but he thought their presence had been felt. Cllr Price thanked Mr Judge for all his work.

DUNCHURCH PANTOMANIACS

- Paul Le Poidevin gave a short report and said that the Pantomaniacs had been going for thirty-one years and 2020 had been the only year that they had not been able to put on a performance.
- However, he said that the Group was currently organising a return with the 'Pie-Rats of Penzance' and take on the well-known light Opera 'The Pirates of Penzance'. He went on to say that they would start auditions in September so long as they can meet safely, for a performance in January 2022.
- Paul said that the Group did have some reserves which was a help, but the Group had been unable to raise funds for local Groups during the Pandemic. He went on to say that the Group had donated funds to the Warwickshire Air Ambulance and the Leam Valley First Responders.

FRIENDS OF DUNCHURCH

- Mr Keith Protheroe spoke on behalf of FODS, and he said that the Group was working towards the RHS and Heart of England 2021 Awards. Mr Protheroe went on to say that the judging would be based on photographs and written evidence and would be carried out remotely.
- He went on to say that there had been 31 troughs put out, 19 wheelbarrows and 100 hanging baskets for residents to put out.
- He advised that FODS had not been able to fundraise due to the Pandemic, however £200 had been raised for the Balloon Race.
- He said that members of the Group meet each Sunday, and everyone was welcome.
- Mr Protheroe confirmed that RBC had asked FODS if would like to take over the Orchard at the rear of Hall Close, which they had agreed to do. He said that it had been suggested that the Brownies and Scouts would like to take over a small area of the Orchard.

- Cllr Price said that this would be a great project and Ms Thompson asked who owned the land at the Spinney in Hazelwood Close. After a short discussion, it was agreed that RBC were the owners.
- A Parishioner said that he had looked at the minutes for the NDP Steering Group and noticed that they were looking at the protection of Green Spaces in the Parish. He went on to say that there had been an item on the agenda in February 2020 in respect of Registering Village Greens, however, nothing seemed to have happened since. He went on to say that it would be advisable to cement ownership of the Village Greens and resist changes around the Statue. The Clerk responded and said that she had looked into the possibility of Registering the Village Green and she would contact the Parishioner and advise him of the situation.
- A Parishioner asked about the various green areas in Dew Close, particularly the area of land at the rear of the School. The Chair of the DPC, Cllr Price said that a member of the NDP Steering Group had spoken to an officer at RBC about the green spaces and he responded and said that it was important for the parish to know who owned the various green spaces in the Parish and identify them all.
- A member of the public, who is Chair for another Parish in Warwickshire advised that the Clerk could contact WCC, Highways and request maps. Cllr O'Connell said that if there was the potential for the land to be built on, the NDP Steering Group was looking at a 'Call for Sites' and the Group would need to look at developers anticipating development opportunities.

Mr Judge went on to say that he had been extremely impressed with Dunchurch Doctors Surgery and how they had handled the Pandemic. The Chair of the DPC took the opportunity to thank all the staff involved and said that they all had made an outstanding contribution and effort. Following agreement from those present, it was agreed that the Clerk write a letter to the Surgery thanking all the staff and Doctors.

Mr Ken Knott took the opportunity to thank the members and Clerk of Dunchurch Parish Council for all their hard work over the last year.

10. **Parishioner's Motion** - "That we the villagers have no confidence in Dunchurch Parish Council to effectively promote and maintain parishioners rights in respect of same council."
 - The Chair of the DPC, Cllr Tracey Price, read out the motion above and asked if Mr Paul Waller would like to speak on the motion. Mr Waller declined. Cllr Price then asked whether there was a seconder for the motion, and no one raised their hand.
 - Mr Judge confirmed that the motion had failed.

Mr Protheroe asked if a sincere vote of thanks to the DPC Cllrs and Clerk could be recorded and said that on the contrary he and the Parishioners in Dunchurch had every confidence in Dunchurch Parish Council.

11. Vote of Thanks and Formal Closure of the Meeting

The Chair of Dunchurch Parish Council, Cllr Tracey Price, thanked everyone for attending and thanked Mr Protheroe for his vote of thanks and confidence.

Signed:

Dated:

DRAFT