

CHURCH LAWFORD PARISH COUNCIL
MINUTES OF MEETING HELD ON 11 January 2023
At the Village Hall, School Street, Church Lawford CV23 9EE

Present: Cllr Jeremy James (Chairman), Cllr Derek Holland, Cllr Helen Smith, Cllr Sara Reilly, Cllr Victor Griffin, Moira Pendlebury, Boro Cllr Simon Ward (first part of meeting)

- 304. Apologies and acceptance of reasons for absence.**
 The apologies from Boro Cllr Derek Poole, Boro Cllr Tim Willis, Cty Cllr Mrs Timms were accepted.
- 305. Declarations of Interest (existence and nature) on items on the agenda**
- 306.** No declarations of interest were made for any items on the agenda. The Chairman advised that Councillors could declare an interest later in the meeting should this become apparent for any agenda item.
- 307. Public Participation** – no members of the public were present
- 308. Borough and County Councillors’ Reports**
 Cllr Simon Ward shared outline plans for 2 big events in Rugby this year: Bicentenary of the game and the King’s Coronation: full details on Council website. Contact will be made re: possible grant options for generator for Village Hall. Defibrillator training available at Wolston 20 Jan and Long Lawford 14 Jan, open to all.
- 309. Minutes of the Parish Council** – The draft minutes of the Parish Council meetings held on 14th December 2022 were made available. Awaiting documentation before they can be finalised at the next meeting. Minutes from the Extraordinary Meeting held on 19 Dec 2022 were approved.
- 310. Appointment of Parish Clerk** – It was confirmed that there was no requirement to advertise the post if a suitable candidate was available. Moira Pendlebury confirmed as Clerk on a probationary basis for three months at the rate described in the draft budget.
- 311. Replacement of Councillor** - resignation of Derek Holland as Cllr and Deputy Chair was accepted. Agreed to advertise the open post and Cllrs to proactively seek interest. Handover of roles: Derek kindly agreed to continue with write up from Minutes for Newsletter until an alternative volunteer is found. Defibrillator oversight and Registered Guardian role - meeting to be set up by Chair with Sarah Evans and Derek Holland to hand over and resolve.
- 312. Selection of new Deputy Chair** – Cllr Helen Smith elected. Nominated by Cllr Vic Griffin, Seconded by Chair
- 313. Policy Document Review - Emergency planning** – more work needed on risk assessment elements. Cllr Sara Reilly to go through and complete
- 314. Planning** – No new planning applications received.
 Still awaiting decision on R22/0673 (School Street / Rugby Road). Boro Cllr Simon Ward to chase up and feedback
- Progress reports for information** – ‘Lost’ footpath at Smithy Lane – Cllr Jeremy James has reported to WCC
- 315. Finance** – following the termination of the probationary period of our new Clerk our bank account access was temporarily suspended. Payments in and direct debits unaffected. Outstanding requests for payment from RDB Pest Control, WALC and the Village Hall. See next item which will resolve this issue

DATE	DESCRIPTION	AMOUNT	Account movement

To note receipts - unknown

DATE	DESCRIPTION	AMOUNT	Account movement

Bank Balance – Current Account £5666.78 Deposit Account £8374.89 (at 9/12/2022)

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- 316. Banking Forms** – Confirmed Clerk, the Chair, and the Deputy Chair as signatories to the CLPC Bank Accounts, and that the account should be defined as ‘single signature’ so that the on-line service can be used. Agreed that the Village Hall would be the new registered address and a clearly labelled postbox be placed there: this will be used for all Parish Council correspondence. Banking forms distributed and Chair to collate with ID and send to Santander.
- 317. Budget and Precept 2023-24** – draft presented and confirmed Precept requested this year to be the same as last year. Budget document discussed and agreed in principle, with increased / additional contributions for Newsletter, Clerk Training, ‘Warm Hub’ costs, Coronation celebration and CCTV maintenance (installation from capital budget).
- 318. Health and safety / safeguarding incidents** – Grit Bin and Bus Shelter – see item 321
- 319. Neighbourhood development plan** – no further developments
- 320. Allotment Rents** – Chair has sent out bills electronically to be paid by bank transfer
- 321. Community and Village maintenance items**
- a) Warm Hub – Wednesday afternoons, starting next week at the Village Hall
 - b) A428 bus stop (eastbound) – roof has been made safe and Chair intends to replace ridge tile
 - c) Grit Bins – will not be provided by WCC, but PC can install and fill (£95 for bin). Need to OK position by dog waste bin on Green with RBC.
 - d) Litter Pick & Sign Cleaning – date to be finalised next meeting, for end March / beginning April. Cllr Sara Reilly to procure pickers (15-20); Cllr Helen Smith to provide hi vis tabards; volunteers to bring mops and buckets; chair to book skip
 - e) Phone Box – Chair has found a volunteer who will paint this
- 322. Gift of Land for village** – no progress, Chair to send proposal to HSBC Trustees.
- 323. Village CCTV** – no response to date
- 324. Defibrillator Reporting & Maintenance** – ongoing issue with accessing maintenance system
- 325. Democracy Items** – agreed to request copy of Electoral Register from RBC, without monthly updates. Voter identification will be needed from May, agreed to provide information on this on Notice Board and Newsletter.
- 326. Future Agenda Items** – concern raised by Cllr Helen Smith re: recent damage to grass edge of Village Green by large lorry. Discussed options and concrete flower troughs suggested as suitable protective measure.
- 327. Date of Next Meetings** – Wednesday 8th February 2023 confirmed for the next regular meeting of the Parish Council at the Village Hall at 7:30pm.

Meeting closed at 21:40

Signed:..... Chairman

Date: