Dunchurch Parish Council
Dunchurch Community Library
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The Minutes of the Ordinary Meeting of Dunchurch Parish Council that took place on Monday, 9th January 2023, in Dunchurch Community Library, commencing at 7.00 pm.

Present: Cllr Price (Chair), Cllr Marsh, Cllr Martin, Cllr Grogan, Cllr Sly, Cllr Marlow, Cllr Vaughan ,Cllr Gee-Russell, RFO Becky Maoudis and 1 member of the public was present.

Cllr Price welcomed everyone to the meeting and went through the various instructions and procedures for the meeting 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. If members of the public do not wish to be filmed or recorded, they must sit in a designated area away from the recording equipment.*

Cllr Price informed the public that the Parish Council were audio recording the meeting for the purposes of producing the minutes and informed them this recording would be destroyed on completion of the minutes.

PUBLIC PARTICIPATION

A resident of the parish made the following statements:

- As usual the papers for consideration for the business that's on the agenda have not been published so I don't know what the details of your budget, proposed budget are, but I'll comment that given the amount of money you are sending over to South Africa and Mrs Peacock, you should be, somewhere on the budget you should be budgeting for about ten thousand quid for this planning commenting that she's doing. I'll remind you that it's not, responding to planning applications is not a statutory duty so its not money that you have to spend to employ somebody to comment and the things that you do have to spend money on are maintaining your assets, so I'll be interested to see finally, what your final budget is
- Just to note that today I understand is the last day for returning precept demands so if it's in the post box before midnight we should be happy with that
- It seems like you're setting up to have your clerk and proper officer be somebody that's virtual and I'd just remind you that, proper officer has to be somebody real people can serve papers on and a person which posts legal notices so I would like to see how you manage to do it virtually so I look forward to hearing.

Cllr Price responded to the comment regarding submission of precept demand. Cllr Price has been in contact with RBC and notified the date of our meeting. RBC have confirmed they are now aware of this and accept our precept demand to be submitted either this evening or tomorrow morning. Cllr Price informed the meeting she is aware of other Parish Council meetings who are not holding their meetings until this week and that precept demands are submitted electronically.

MINUTES

1. **Apologies**.
   Apologies were received from Cllr Bailey, Borough Cllr Peter Eccleson, Borough Cllr D Roberts and County Cllr H Roberts were noted.

RESOLVED: All apologies were accepted.

2. **Declarations of Interests and Dispensations.**
   Cllr Martin declared an interest in agenda item 9, planning application R22/1132

3. **Reports from Rugby Borough Councillor and Warwickshire County Councillor.**
   RBC Cllr Peter Eccleson and Deepah Roberts, together with WCC Cllr Howard Roberts were absent and apologies had been received and noted.

4. **Minutes of the Dunchurch Parish Council Ordinary Meeting of 12th December 2022 and Extraordinary Meeting of 16th December 2022.**
   Councillors had been given the opportunity to review the minutes of the Parish Council meetings held on 12th December 2022 and 16th December 2022.
   RESOLVED: Proposed Cllr Price seconded Cllr Martin to accept 12th December and 16th December 2022 minutes.

5. **Clerks Report of Activities since the last DPC Meeting, including any appropriate correspondence.**
   Cllr Price reports as DPC does not have a clerk in post at the present time.
   Correspondence:

Date	Name	Type	Area
16/12	Mr Robert Minney	Anti-social behaviour	The Heath
28/12	Mr John Reid	Assistance	CCTV enquiry
08/01	Mrs Naomi Leugs	Assistance	Dog Foul Bins have not been emptied

6. **To approve the recruitment of a new Clerk & Proper Officer for Dunchurch PC.**
   Staffing (committee) working group met on 9th December 2022. Post of clerk and RFO to be kept separate as currently stands.
   RESOLVED: Proposed Cllr Price seconded Cllr Grogan to seek to recruit a Clerk & Proper Officer

7. **To approve the temporary employment of a remote Clerk & Proper Officer for up to a period of 6 months (31 July 2023) until a suitable alternative permanent employee is employed and competent in the role.**
   Cllr Price reports our suggested person is more than willing to take on the role who is more than qualified and would be willing to start as soon as possible, as remote Clerk & Proper Officer. They will be able to attend the office once a week and they will attend meetings via Zoom to offer guidance to councillors and to take the minutes of the meeting. WALC have clarified this is legal.
   RESOLVED: Proposed Cllr Price seconded Cllr Gee-Russell to recruit temporary Clerk and Proper Officer for a period of up to 6 months (31st July 2023)

8. **Dunchurch NDP – Update**
   Cllr Price reported no update to provide this month due to significant staffing issues which have taken up considerable time. This item will be moved forward for DPC in February where an update will be given.

9. **Planning – All Applications received Since the last DPC Meeting: see Appendix.**
   No further questions/discussion took place surrounding planning. Councillors have all had sight of applications which required a response. Gillian Peacock has provided a supportive role regarding planning applications since October 2022.

10. **Arkwrights Recreation area – update**
    Cllr Martin reported all playground equipment has been ordered and we now await the fitting of the new equipment which is planned to take place in approx. 10 week (Approx March 2023). Cllr Martin is to source suitable benches for which she will approach businesses in the village to provide

sponsorship of these items. A brief discussion took place surrounding material for benches. An opening ceremony to take place for which Cllr Martin will involve the community. Further work to be completed on this and will be feedback to meeting when any further plans are in place. Cllr Grogan will assist with publicity for the event.

11. To report requests for information & FOI Requests.

Cllr Price and Cllr Marsh report there have not been any FOI requests or requests for information this month.

12. The protection of the Lord John Statue – Update

Awaiting follow up for this item from Clerk. Sadly, this item has not been progressed. This item will be progressed to the temporary clerk to obtain information and report back to next meeting.

13. To ratify Dunchurch PC's Policies: Update

No policies have been circulated this month. This item will be progressed to the temporary clerk to circulate and amend any further policies which have become scheduled for amendment since October 2022. Report to be provided at next meeting.

14. Update re: Speeding, dangerous driving & traffic in & around Dunchurch

Cllr Vaughan reports he has been in contact with Binley Woods Parish Council who have recently installed average speed cameras, mainly on Rugby Road – awaiting response

Parking – contact has been made with WCC re use of their council yard in Southam Road – awaiting response.

Cllr Sly – Dun cow Car Park public spaces? Discussion took place surrounding public parking spaces in the Dun cow Car Park. Cllrs agreed this has previously been explored and there is no further way forward with this issue. Planning applications have been retrieved from RBC archives and information from Mitchells and Butler legal team

Speeding – work conducted to date shows speed signage is key to reduce the speed of vehicles. Discussion took place regarding poor parking – in and around the keep clear notices in the square. Difficult situation with the need to assist businesses whilst keeping our community safe.

Blocking of the junction of School Street with Southam Road. Making Sandford Way a one-way system. Also making the area around Stocks Green a one-way system. Cllr Sly and Cllr Vaughan to liaise with the school re poor parking around the school. Further work to be conducted.

Cllr Price reports the parking spaces outside of Dunchurch Community Managed library are still an issue which is being looked into. The building is rented out and with the cost comes the use of the parking bays which are ¾ full at most times with people who are not using the library. Users paying to rent the building have stated unless this issue is sorted they will not be in a position to rent the building as some of their users have limited mobility. Discussion to take place with WCC to ascertain if one solution could be to make the spaces subject to the two-hour parking limit as with the parking in the square car park.

15. Dunchurch Market Cross update

Awaiting follow up for this item from Clerk. Sadly, this item has not been progressed. This item will be progressed to the temporary clerk to obtain information and report back to next meeting.

16. Reports from Cllrs – Exchange of Information Only.

Nothing to note

17. Proposed meeting dates for 2023 (Circulated)

Cllr Price reports one change of date which needs to be made due to this being an election year and the additional bank holiday for the Kings Coronation in May. Update to be made to schedule and item re-circulated.

18. Finance – See attached Payment Schedules for December 2022.

- **To approve Budget for 2023/2024**

  Cllr Marsh informed the meeting of the significant changes to DPC budget for 2023/2024. One main budget item which has been taken in to consideration is the cost of street lighting and energy costs for DPC. This has doubled since the same period two years ago and is now (based on current energy price) £36,000.00 pa. (£3,000.00 per month) Cllr Marsh outlines significant items:

  £22,500.00 to replace lighting columns – Cllr Marsh has chased WCC lighting for a date

  £65,000.00 for play area

  £15,000.00 for grants

  £20,000.00 protection of the statue

  £25,0000.00 replacement/refurbishment of church lighting

  RESOLVED: Cllr Marsh proposed, seconded Cllr Price to approve the proposed budget

- **To Ratify Precept for 2023/2024**

  Discussion took place re base line inflation increase of 1.39%. This has remained the same for the previous two years. Due to significant increase in costs, the proposal to increase by 8% in total. This would mean the DPC would still run at a deficit of £20,915.00 of which there would still be surplus funds in the Parish Council account that will allow sufficient funds to cover 12 months of funds to expected expenditure. This increase would work out at approx. £4-£10 per household dependant upon council tax band. The increase is still below the current rate of inflation which is 10%.

  RESOLVED: Cllr Marsh proposed, seconded Cllr Gee-Russell to submit 8% increase in the precept to RBC

- **To approve payments to be made, if appropriate.**

  Cllr Marsh wishes to note there are a long list of invoices from AR Interactive who host our website. This was paid previously via Direct Debit however this dropped off the list at the bank and had not been picked up either by ourselves or the company who hadn't chased up with invoices. This dates back to December 2021.

  RESOLVED: Cllr Marsh proposed, seconded Cllr Price to approve all payments as listed.

19. Private Session

Cllr Price read out the following statement. Under Section 1, Sub-Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it was felt advisable in the public interest, if members of the public were present during the consideration of such business, there would be a disclosure to them of exempt information that the public be temporarily *excluded, and they are instructed to withdraw.*
RESOLVED Cllr Price proposed, seconded Cllr Marsh that the public be excluded from the Dunchurch PC meeting.

20. Date of Meeting

To confirm the date Monday 13th February 2023 for the next regular meeting of the Parish Council at Dunchurch Community Managed Library, commencing at 7pm.

As there were no further items on the Agenda the Chairman declared the meeting closed at 20.09 hours.

PLANNING APPENDIX

Application No	Address	Proposal	Comments & Due Date
R22/0036	Gemini, Southam Road.	www.planningportal.rugby.gov.uk	Approved
R22/0193	Dunchurch Park Hotel	www.planningportal.rugby.gov.uk	Refused
R22/0644	Gemini, Southam Road	Erection of two new dwellings	25.07.2022
R22/0616	Cawston House, Thurlaston Drive	Variation of Condition 2 – R15/0499 etc	05.08.2022
R22/0719	Land North of Zone C, Land North of Coventry Road, Thurlaston	www.planningportal.rugby.gov.uk	Approved
R22/0803	Zone C, Land North of Coventry Road, Thurlaston	Erection of 2 buildings within Class B with ancillary use, etc. Approval of reserved matters (access, appearance, layout, scale & landscaping) relating to R16/2569.	01.09.2022
R22/0654	Land Adjacent to Homestead Farm, Coventry Road	Residential Development comprising 4 detached dwellings, garaging, access road and associated works (Outline – access only)	02.09.2022
R22/0603	15 Russell Avenue	www.planningportal.rugby.gov.uk	Approved
R22/0853	Land North of Station Farm Cottage, London Road	Outline application for: Residential development of up to 350 dwellings (Use Class C3); provision of open space, including means of access to the site (not internal roads) and associated works, with all other matters (relating to access, appearance, landscaping, scale and layout) reserved.	22.10.2022
R22/0928	Land North of Dunchurch, South of Bilton	Full planning application for the delivery of an all-traffic single carriage way link road (the Homestead Link Road) etc.	22.10.2022
R22/1053	Wisteria Cottage, 161 Coventry Road	Remove existing lean-to conservatory and replace with new single storey rear extension.	11.11.2022
R22/0956	Bilton Grange, Rugby Road	LBC for re-building & repair to wall buttress.	17.11.2022
R22/1106	27 Sandford Way	Proposal to extend house on rear side & convert garage to study room.	14.11.2022
R22/1164	90 Coventry Road	Two storey side extension.	30.11.2022

R22/1132	Grange Barn, Vicarage Lane	Proposal to convert a former farm building into a 2-bed dwelling. Works to existing exterior, internal layout and renovations throughout.	**07.12.2022**
R22/1073	Ellesmere, Southam Road	Construction of 2 new dwellings fronting Sandford Way in the rear gardens of Ellesmere, Langdale & The White House	**07.12.2022**
R22/1080	The Dun Cow, The Green	Advertisement Consent for 5 signs, incl a plaque, a-board & 3 wall mounted aluminium panels.	**08.12.2022**
R22/1219	Land to Northeast of The Maverick & The Bungalow, Bilton Fields Farm Lane	Variation of Cond. 12 imposed on PP R20/0237 (Variation of Cond. 14 of R19/1139 (Erection of 5 dwellings) to amend footpath & passing bays to relocate new connecting footpath.	**19.12.2022**
R22/1259	34 Lime Tree Avenue	Erection of single storey garage.	**21.12.2022**
R22/1282	240 Alwyn Road, Bilton	Two storey side & rear extensions with internal alterations.	**22.12.2022**
R22/1144	Bilton Grange, Rugby Road	The erection of a 2, 3 & 4 storey boarding house to provide bed spaces for 80 pupils, accommodation for 5 family residential units & associated ancillary spaces, including landscaping within the grounds of Bilton Grange Prep. School.	**31.12.2022**
R22/1145	Bilton Grange, Rugby Road	The erection of a 2, 3 & 4 storey boarding house to provide bed spaces for 80 pupils, accommodation for 5 family residential units & associated ancillary spaces, including landscaping within the grounds of Bilton Grange Prep. School.	**31.12.2022**
R22/1232	Land & Buildings on South east side of Dunchurch Hall	Variation of Cond. 2 of R21/1054 'Building new buttresses to strengthen existing boundary wall' to alter the details previously approved.	**03.01.2023**

Signed by ……..

Dated …….