Dunchurch Parish Council
Dunchurch Community Library
School Street
Dunchurch
Rugby
CV22 6PA
Tel: 01788 817550
07474 705061 (M)
Email: Clerk@dunchurchpc.org

The Minutes of the Ordinary Meeting of Dunchurch Parish Council that took place on Monday, 24th April 2023 in Dunchurch Community Library, commencing at 7.00 pm.

Present: Cllrs Tracey Price (Chair), Howie Marsh, Gary Sly, Ian Grogan and Matthew Vaughan. The Dunchurch PC RFO, Becky Maoudis was present and Gill Peacock, Temporary Clerk was present virtually via Teams.

No members of the public were 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.***

PUBLIC PARTICIPATION SESSION

- No members of the public were present.

MINUTES

1. **Apologies**.
   Apologies were received and accepted from DPC Clls Jan Gee-Russell, Cara Martin, and Simon Bailey. RBC Cllrs Peter Eccleson and Deepah Roberts, together with WCC Cllr Howard Roberts were also not present and sent their apologies.

2. **Declarations of Interests and Dispensations.**
   Cllr Sly declared a personal interest in R22/0193 as he lives next door to Dunchurch Park Hotel and the applicants are appealing the decision by RBC to refuse their proposals.

3. **Reports from Rugby Borough Councillor and Warwickshire County Councillor.**
   There were no Reports from either RBC or WCC, as it is during the period of Purdah.

4. **Minutes of the Parish Council meeting which took place on 13th March 2023.**
   Cllr Price asked if the DPC Cllrs accepted and agreed with the minutes dated 13th March 2023. **It was RESOLVED that the Minutes of the meeting on 13th March 2023 were confirmed as a true record and could be signed by the Chair. This motion was proposed by Cllr Tracey Price, seconded by Cllr Jon Marlow, and carried unanimously.**

5. **Clerks Report of Activities since the last DPC Meeting, including any appropriate correspondence.**
   The Clerk reported that she had been assisting candidates with the election process. She went on to say that she had received an email from the Clerk of Dunchurch & Thurlaston Community Trust. The Clerk advised that one of the Trustees of the Dunchurch and Thurlaston Community Trust, had resigned as a trustee. This trustee is one of the two trustees appointed by the Parish Council, so there is now a vacancy. She advised that she had placed this item on the agenda for the next Dunchurch PC meeting.

6. **Dunchurch NDP – Update**
   Cllr Price re-iterated her comments regarding the NDP during the Dunchurch Parish Assembly. She went on to say that she had attended two training courses during the year and had looked at other Parish Council's Neighbourhood Development Plans in the area to give her an idea of what is expected. Dunchurch PC had made the decision to use the skills and expertise of consultants.

   Dunchurch PC's RFO, Becky is in the process of applying and securing a grant of up to £18,000 (minus monies already spent) to produce the plan in this coming year. We will need the help and assistance of volunteers from our community so please get in touch if you would like to help.

7. **Planning – Applications received from RBC -**
   See attached Appendix for up-to-date information.

8. **To report requests for information & FOI Requests.**
   Cllr Howie Marsh reported that Dunchurch PC continue to receive multiple requests from one resident in the Parish who has, since 2020, been restricted to one FOI per month under the Council's Habitual or Vexatious Complaints Policy.

- During April, so far, we have received 5 from this resident:
- The first on 6th April relating to admin rights to DPC Facebook account which was responded to on 11th April by the Clerk
- An additional request on 16th April relating to advice sought by DPC on holding the Annual Parish meeting – this FOI was initially rejected as a 2nd request, however we subsequently responded as it related to the upcoming elections, and we wanted to clarify advice had been taken.
- An additional request on 18th April relating to use of personal information - this FOI was initially rejected as a 3rd request, however we subsequently responded as it had implied a breach of GDPR by DPC, which had not been the case.
- A further request on 18th April relating to Christmas tree sales, which we have declined to answer as multiple requests, which we have subsequently been asked to do an internal review of, that has been carried out, where we upheld the initial decision and further responded to the resident.
- A further request on 21st April relating to fire checks at the library, which we have declined to answer as multiple requests in the month.

9. **To approve a quote received for the long-term maintenance & protection of the Lord John Statue at a cost of £1,588.00 – Update.**
   The Clerk indicated that she had not received a further quote and she was still investigating the ownership of the Statue, in order that maintenance responsibilities could be established.

10. **To discuss the provision of Christmas Trees to residents/businesses in Dunchurch.**
    Cllr Price reported that the Traders Association first started the supply of Christmas Trees to residents/businesses in Dunchurch. However, Cllrs need to look at the Christmas tree situation and what we do for 2023 and going forwards. Dunchurch PC are out of pocket for producing the display in 2022, which is a disproportionate amount of money. If everyone in the village decided they wanted a tree then we would lose a substantial part of public monies. There followed a discussion, and it was agreed that Cllr Price prepare a Report which would be discussed at the next DPC meeting.

11. **Speeding, dangerous driving & traffic in & around Dunchurch.**
    Cllr Vaughan reported that he had not heard from either RBC or WCC.

12. **To ratify Dunchurch PC's Policies: Dunchurch Community Library Risk Assessment & Health & Safety Policies** ***(previously circulated)***
    The Clerk reported that there had been a couple of amendments.
    Dunchurch CML Risk Assessment:

- An addition advising that the emergency lights are being tested regularly.

Health & Safety Policy:

- 1.2 - change "his/her" to "their" (twice)
- 1.2 - change "him/herself" to "themselves"
- 2.1- change "his/her" to "their"
- 7.2 - should we include "rearranging the library and office furniture and equipment."
- 13 – Removal of "& RFO" from after Clerk's name

13. **To discuss the stream land at the rear of Brook View Close.**
    The Clerk reported that she had emailed Taylor Wimpey regarding the stream land, but no further information had been received. However, no decision could be made until after the Election.

14. **Discussion over how the DPC can commemorate the King's Coronation – approval, if appropriate to pay for Pipe Major Deery at a cost of £150.00.**
    - A motion was proposed by Cllr Price for Dunchurch PC to pay for Pipe Major Deery to play at the King's Coronation. **It was RESOLVED that this motion be carried, and it was proposed by Cllr Price, seconded by Cllr Howie Marsh, and carried unanimously.**
    - Cllr Grogan said that he was the liaison between the DPC and Friends of Dunchurch Society (FODS) as he was not able to be a trustee. He went on to say that FODS had organised a number of events and activities. There will be gazebo's, lighting of the beacon, drum majors, music and singing, together with activities for the children.

- Cllr Grogan said that he had attended a meeting with FODS and that they had requested a small donation from the DPC for the pipe major. Cllr Grogan said that he thought that the programme looked really good and that FODS had put a lot of effort into creating it.

15. Finance – See attached Payment Schedule

- **To approve payments to be made.**
- Ms Maoudis reported that all the Cllrs had received a copy of the Payment Schedule, which had been uploaded on to the DPC web site.
- Ms Maoudis advised that DPC owed Total Energies £20,676.69; the sum of six Direct Debits that have not been collected. This has been raised with our Account Manager at Total Energies who has passed it on to the Credit Control Team.

- **To remove signatories on the Skipton Building Society Account (Paul Le Poidevin and Gillian Peacock) and to add two further signatories.**
- It was agreed that the names of Gillian Peacock and Paul le Poidevin be removed from the Skipton BS, and it was agreed to defer two new signatories until May. **It was RESOLVED that Gillian Peacock and Paul Le Poidevin be removed from the signatory list for Skipton BS. This motion was proposed by Cllr Price, seconded by Cllr Marsh, and carried unanimously.**

- **To discuss the necessity to purchase a fire/waterproof safe for important documents.**
  The Clerk requested that this item be deferred until May.

16. Private Session

There were no items to be discussed in Private Session.

Date of the next Dunchurch Parish Council Meeting: Annual Parish Council & Ordinary Meetings – 15th May 2023.

PLANNING APPENDIX

Application No	Address	Proposal	Comments & Due Date
R22/0036 R22/0193	Gemini, Southam Road. Dunchurch Park Hotel	www.planningportal.rugby.gov.uk www.planningportal.rugby.gov.uk	Approved Refused
R22/0644	Gemini, Southam Road	Erection of two new dwellings	25.07.2022
R22/0803	Zone C, Land North of Coventry Road, Thurlaston	www.planningportal.rugby.gov.uk	Approved
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
R22/0853	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	22.10.2022

		works, with all other matters (relating to access, appearance, landscaping, scale, and layout) reserved.	
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**
R22/1073	Ellesmere, Southam Road	Construction of 2 new dwellings fronting Sandford Way in the rear gardens of Ellesmere, Langdale & The White House	**07.12.2022**
R22/1259	34 Lime Tree Avenue	Erection of single storey garage.	**21.12.2022**
R22/1302	3 Cawston Lane	www.planningportal.rugby.gov.uk	**Approved**
R22/1284	18 Southam Road	Two storey rear extension	**24.01.2022**
R22/1337	Land at rear of 1 & 3 Bilton Lane	Erection of two new detached dwellings, vehicular/pedestrian access, associated parking & works.	**01.02.2023**
R23/0006	Homestead Farm, Coventry Road	Four Detached dwellings	**01.02.2023**
R23/1237	Inglenook, Coventry Road	To replace existing kitchen window with French windows of same width in an existing 1970 flat roof extension.	**17.03.2023**
R23/0257	61 Lime Tree Avenue	Erection of single storey wrap around garage for car parking & gym, and relocation of vehicle access with electric gates.	**24.03.2023**
R23/0235	Cawston House, Thurlaston Drive	Erection of 5 extra care cottages at Lime Tree Retirement Village.	**27.03.2023**
R23/0174	Dunchurch Methodist Church, Cawston Lane	Change of use from Church to Montessori Nursery, including alteration of 2 south-west windows & doors. New vehicular access from Cawston Lane, creation of external activity area with shelter & associated parking & bin storage.	**04.04.2023**
R23/0327	27 Southam Road	Re-thatching thatch roof.	**29.04.2023**
R23/0377	8 Critchley Drive	Single storey front & rear extension	**23.04.2023**
R23/0397	Western Part of Zone D (Unit 7) – Land North of Coventry Road	Erection of a building within Use Class B8 with ancillary office; ancillary structures, gatehouses; with associated access roads; servicing yards; car parking & cycle shelters; external plant & access; landscaping details; security fencing. Approval of reserved matters access, appearance, layout, scale & landscaping Re: R16/2569.	**05.05.2023**

R23/0398	Central & Eastern Parts of Zone D (Units 5 & 6) – Land North of Coventry Road	Erection of 2 buildings within Use Class B8 with ancillary office; ancillary structures, including gatehouses; with associated access roads; servicing yards; car parking & cycle shelters; external plant & access; landscaping details; security fencing. Approval of reserved matters access, appearance, layout, scale & landscaping Re: R16/2569.	**05.05.2023**
R23/0399	Land North of Tritax Site– Land North of Coventry Road	Amended landscape mound to that approved under PP R20/1026 on Northern boundary of Parameters Plan.	**15.05.2023**
R22/0193	Dunchurch Park Hotel & Conference Centre, Rugby Road.	**Planning Appeal: APP/R3650/W/23/3316848. 11/07/2023 at 10.00AM - RBC, Town Hall, Evreux Way, Rugby, CV21 2RR.**	**Members of the Public may attend.**

Payment Schedule (See attached Document)