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

Meeting of the Parish Council held on Monday 18th September 2023 at Dunchurch Community Library commencing at 7pm

DRAFT MINUTES

Councillors present: Howie Marsh (Chair), Cara Martin, Jon Marlow, Gary Sly, Ian Grogan, Ann Coomber

Staff present: Amy Cavendish (Clerk), Becky Maoudis (RFO)

Two residents spoke to the Parish Council regarding conserving land for nature within the Parish. The residents hope to set up a community interest group that purchases land to prevent it from being developed for housing and hope for the Parish Council's support.

23.001 Apologies
Apologies have been received from Cllrs Price, Gee-Russell and Vaughan
Resolved: To accept the apologies received

23.002 Declarations of Interest
No declarations were made.

The chair requested item 23.013 be moved to accommodate members of the public

23.013 To discuss the stream land at the rear of Brook View Close – update
The Clerk updated the Council that Zoe of Taylor Wimpey has instructed the solicitors firm Evershed to commence the transfer of the land to the rear of View Close. The Clerk will contact Warwickshire Wildlife Trust to seek advice on how to maximise the value for nature.

23.003 Reports from Rugby Borough
No reports received.

23.004 Approval of the Minutes
Resolved: To accept the minutes dated 10th July 2023
Resolved: To accept the minutes dated 21st July 2023

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23.005 Clerks Report of Activities since the last DPC Meeting, including any appropriate correspondence

The Clerk reported correspondence relating to footpaths and street lights at Hall Close. These have been forwarded to the relevant departments. The Clerk also reported that staff were currently experiencing difficulties with the computer systems.

23.006 Dunchurch NDP – Update

The RFO reported that a grant for £7,000 had been received for Neighbourhood planning. There is also a meeting on Thursday 21st September with Aecom.

23.007 Planning – Applications received from RBC

There were no responses for approval. Councillors agreed that WALC planning training would be beneficial.

23.008 To discuss ways to improve communications with the residents of Dunchurch – update re: Noticeboard where Cawston Lane meets Coventry Road

The RFO will investigate quotes for the placement of a noticeboard.

23.009 To report requests for information and FIO Requests

No requests received.

23.010 Discussion over how the DPC can commemorate the King's Coronation – update
Resolved: To receive remove King's Coronation Commemoration from future agendas

23.011 Speeding, dangerous driving and traffic in and around Dunchurch

Cllr Coomber requested that it was minuted that the new fencing turning out of Cawston Lane on to Coventry Lane is obstructing the view and making it unsafe for residents.

23.012 To ratify Dunchurch PC's Policies: Disciplinary and Acceptable Internet Use

It was agreed that this would be moved to the October meeting.

23.014 Tree Inspections

The Clerk reported that tree inspections were required and will obtain quotes for the next meeting. The Clerk also felt that no community groups should be undertaking any works on the trees. Works to Parish land would also require risk assessments and copies of Public Liability Insurance would need to be provided going forward for approval of the council.

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23.015 Amendment to Staff Roles/Contracts to Include Library Management

Resolved: The Clerk Role will increase by five hours to encompass library management and the RFO role will be reduced by five hours to remove library management from 1st October.

24.016 Parish Council Insurance Policy

Three quotes were provided by the RFO from Hiscox, BHIB and Zurich.

Resolved: To accept the quote from BHIB for £1,964.64 per annum on a three year contract.

24.017 Finance

Resolved: To approve the payments listed in Appendix One

24.018 Private Session

No private session was held.

The meeting was adjourned at 20:20.

Date of the next Dunchurch Parish Council Meeting: 9th October 2023 at 7pm

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Appendix One

Payment schedule

£402.87	Howie Marsh - Summer planting
£11.40	John Fenwick Wilson - Milk for library
£93.51	Rebecca Maoudis - July & August expenses 2023
£12.36	Microsoft License July 2023
£21.99	Combination Key safe
£14.40	Ionos July 2023
£18.00	Key cutting x 2
£12.36	Microsoft Licence August 2023
£14.40	Ionos August 2023
£465.78	Total Gas & Power - Electricity for Library - July
£2,940.19	Total Gas & Power - UMS lighting July
£103.55	Warwickshire County Council - Investigate/rectify leaking flat roof in children's corner
£66.00	DM Payroll Services - Administration of payroll April to Sept 2023
£15.20	John Fenwick Wilson - Milk for library

Expenditure transactions

Amount	Payee	Details
£62.58	Bt Payment Services Ltd	Parish telephone
£30.00	Visibly Clear	Library cleaning
£30.00	Visibly Clear	Library cleaning
£31.19	Gamma Business Communications	Library telephone
£456.08	Total Gas & Power	Electricity for Library - May
£94.80	AR Interactive	Website hosting
£9.41	Water Plus Limited	Water supply
£6.40	Water Plus Limited	Used water
£26.51	Water Plus Limited	Surface water drainage
£3,062.33	Total Gas & Power	UMS lighting May
£431.16	HMRC	PAYE & NI
TBC	Rebecca Maoudis	Monthly pay
£26.00	Rebecca Maoudis	Work from home allowance
£26.00	Gill Peacock	Work from home allowance
TBC	Gill Peacock	Salary
£30.00	Visibly Clear	Library cleaning
£100.04	NEST Pension	Pension contribution
£30.00	Visibly Clear	Library cleaning
£30.00	Visibly Clear	Library cleaning
£1,180.00	Darren Styles	Hours
£21.60	Darren Styles	Mileage
£33.50	Darren Styles	Hunters Lane Recycling
£12.00	Darren Styles	Compost
£30.60	Gill Peacock	Mileage
£18.00	Gill Peacock	Contribution towards broadband
£24.00	Gill Peacock	Mobile phone contract
£102.78	Gill Peacock	Printer cartridges

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£86.40	Gill Peacock	2 x Cyclists dismount signs
£66.34	Bt Payment Services Ltd	Parish telephone
£2,836.60	Total Gas & Power	UMS lighting June
£30.00	Visibly Clear	Library cleaning
£31.52	Gamma Business Communications	Library telephone
£36.00	Cpre Subscription	CPRE annual membership
£94.80	AR Interactive	Website hosting
£30.00	Visibly Clear	Library cleaning
£9.66	Water Plus Limited	Water supply
£6.57	Water Plus Limited	Used water
£27.39	Water Plus Limited	Surface water drainage
£417.46	HMRC	PAYE & NI
TBC	Rebecca Maoudis	Monthly pay
£26.00	Rebecca Maoudis	Work from home allowance
£26.00	Gill Peacock	Work from home allowance
TBC	Gill Peacock	Salary
TBC	Amy Cavendish	August salary
£30.60	Gill Peacock	Mileage
£24.00	Gill Peacock	Mobile phone contract
£10.20	Gill Peacock	Contribution to broadband

£14,335.96

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