

**EXTRA-ORDINARY MEETING
OF THE PARISH COUNCIL
7.30pm Monday 26th October 2020
at
SHUSTOKE VILLAGE HALL
Held via Video Conferencing
(Due to Coronavirus Restrictions)**

DRAFT MINUTES

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PRESENT:- Councillor B Chandler (Chair), Councillor R Pugh (Vice-Chair)
Councillors N Cole, G Noble, L Pugh (to 9pm)
Clerk – D Jeans
2 members of the public joined the conference.

1. Apologies and Approval of Absences

1.1 Councillors approved the absence of Councillor R Gough.

2. Declarations of Interest

2.1 It was agreed this would be agenda-specific.

3. Minutes of Previous Meeting (24th August 2020)

3.1 The minutes of the last meeting had been circulated. Councillor Chandler proposed that the minutes be adopted, seconded by Councillor Cole and this was agreed by Councillors present.

4. Matters arising

4.1 Odd-Job Person (8.4)

4.1.1 The Clerk had advertised for a self-employed contractor to be on standby for odd jobs required by the Council or Village Hall Management Committee. Only one person had responded and the Clerk asked Councillors whether they wished further advertising to be undertaken to provide a greater choice of individual?

4.1.2 Following discussion, Councillor Chandler proposed that as the individual had undertaken satisfactory work for the Council in the past, he should be appointed as the standby odd job person. This was seconded by Councillor Cole and agreed by Councillors.

4.1.3 The Clerk agreed to prepare a ‘Memorandum of Understanding’.

4.2 Parish BUZZ service (4.1.2)

- 4.2.1 Councillor Cole had requested statistics relating to the Parish BUZZ service. These had been obtained and circulated to Councillors. Councillors discussed the service and felt that there could be more marketing undertaken, particularly in the Water Orton and Curdworth areas. It was thought that coronavirus issues might be reducing the demand for the service.

5. **Contributions from the Public (Maximum 30 minutes)**

- 5.1 A representative of North Warwickshire Community First Responders provided a summary of the charity's roles and responsibilities and described its role in the provision and maintenance of defibrillators. He was able to provide clarification to various queries from Councillors and the Clerk. The Chair thanked him for his attendance.
- 5.2 A Shustoke resident made representations in respect of speeding vehicles within the Village, particularly construction material lorries. The Chair explained that this item was scheduled to be discussed later in the meeting.

6. **Village Crime and Disorder Issues**

- 6.1 The Chair advised that Shustoke School's Headteacher had agreed that the School would take responsibility for closing and locking the recreation ground vehicle gates at around 3.30pm every school day. The residents who had previously been involved in opening and closing the gates were happy to hand back responsibility for this role. They had been thanked for their excellent support during the initial closures.
- 6.2 Councillors discussed possible solutions and agreed that parents should be encouraged to use the Recreation Ground carpark to reduce nuisance to local residents. However, they felt that the School should take responsibility for opening and closing the gates and the Clerk was asked to advise the School accordingly.
- 6.3 The Clerk was also asked to remind the Chair of the Allotments Association that members needed to close and lock the gates after entry and departure, on all occasions.

7. **Coronavirus Crisis Update**

- 7.1 Councillors reported no issues within the Village. Councillor Chandler reminded colleagues that there was information on supplementary childrens' meals on the Borough website.

8. **Financial Report**

- 8.1 The Clerk had circulated the Council's accounts to 4th October 2020. The Clerk had also circulated an update of the 2020/21 budget position. There were minor variances on two spending headings, but no significant variations, to date. Councillor Chandler proposed acceptance of the accounts, seconded by Councillor L Pugh and this was agreed by Councillors present.

8.2 The Clerk had provided the Chair with recent invoices prior to the meeting and the payment schedule for the period to 24th August to 26th October which the Chair signed.

9. Defibrillator Equipment

9.1 The Chair reminded Councillors that Councillor Gough had secured a £1,500 grant from NWBC Councillor David Wright to install the current Village defibrillator in a cabinet on the external wall of The Plough. Councillor Gough was thanked for her efforts. However, BT had recently completed the transfer of ownership of the Village Green telephone kiosk to the Council and the opportunity now existed for the defibrillator to be permanently installed in the kiosk, as originally proposed, subject to confirmation by Councillor Wright that the grant could be used in a slightly different manner.

9.2 Councillor R Pugh felt that the cabinet would be safer on The Plough external wall. However, following further discussion it was agreed that the telephone kiosk would be utilised.

9.3 On a proposal by Councillor Chandler, seconded by Councillor L Pugh, the Council resolved the following:-

- a) That North Warwickshire Community First Responders be asked to set up a new defibrillator cabinet within the telephone kiosk, liaising with Western Power as necessary, utilising all or part of the £1,500 grant provided by North Warwickshire Borough Council.
- b) That if a new, free defibrillator was not provided by NWCFR, the machine currently situated in The Plough should be relocated to the telephone kiosk.
- c) That NWCFR be invited to provide ongoing maintenance of the defibrillator at no cost to the Parish Council.

9.4 Councillor Noble suggested that the kiosk could be solar powered. The Clerk agreed to make further enquiries with Nether Whitacre Council and NWCFR.

10. Planning Matters

10.1 There had been no recent Shustoke planning applications.

11. Horticultural Services

11.1 Councillors felt that the standard of work by the contractor through the summer had been excellent.

12. Recreation Ground

12.1 The Chair advised that CAVA (Community and Voluntary Action) had agreed to support the Council with its funding applications to help purchase new play equipment.

12.2 The Clerk had circulated a further draft of 'Conditions of Hire' of the Recreation Ground. He explained the amendments to Councillors and invited further comments. Councillor Chandler proposed acceptance of the document which was seconded by Councillor Noble and agreed by Councillors present.

12.3 Councillor Chandler advised that the School was interested in providing a pedestrian pathway from the entrance of the Recreation Ground to the rear School entrance. It was hoped that the Parents / Teachers Association would provide the funding. Following discussion, Councillor Cole proposed that agreement in principle should be provided, subject to the Council's sight of the plan of the pathway. This was seconded by Councillor Chandler and agreed by Councillors present.

13. Road Safety Issues

13.1 The Chair introduced this item, highlighting that speeding through the Village was a very common complaint from residents.

13.2 The Clerk reported that he had received details of the probable costs of a speed survey which would be required before any application was made to the Highways Authority for permanent safety equipment to discourage excessive speed. A one-week radar survey would cost £245 and detection ground loops £480. The survey would provide data comprising volumes, speeds and basic vehicle class (car, light goods, heavy goods).

13.3 Councillor Cole queried where the equipment would be placed – in the 30 or 40mph sections. The Clerk advised that this was a matter for Councillors, but that looking forward, engineering and enforcement measures were much less likely in an open, straight 40mph zone rather than within the Village. In terms of gathering data, he could check whether the equipment could be moved from one zone to another mid-week.

13.4 Following further discussion, Councillor Cole proposed that the speed survey should take place within the Village, between the Village Hall and The Green. This was seconded by Councillor Chandler and agreed by Councillors present.

14. Local Government Restructuring

14.1 The Chair and Clerk outlined recent work by both the County Council and Boroughs/Districts to look at unitary local government alternatives in response to both financial pressures and the anticipated Government White Paper on local government structure. A unitary model might also provide opportunities for town and parish councils to provide additional local services either individually or as clusters.

14.2 The County and Borough/District Councils had both employed consultants and there were various options being proposed.

14.3 The Chair and Clerk were involved in discussions and briefings via NWAC (North Warwickshire Area Committee of Town and Parish Councils) and would keep Councillors updated.

15. Reports from County and Borough Councillors

15.1 No County or Borough Councillors were present.

16. Report from Village Hall Management Committee

16.1 Councillor Cole reported that despite coronavirus restrictions, two regular hirers were able to continue operations, providing a reasonable income for the Hall. The roof leak persisted, and four quotations had been received for the work required. Once the leak had been resolved, the toilets would be redecorated. The Committee was also planning to replace the 'fuse board'. The level of recycling remained high.

17. Reports from Parish Councillors

17.1 All relevant issues had been covered in main agenda items.

18. Co-option of Parish Councillor

18.1 The Chair advised that following the last election, the Council had advertised for additional councillors and Councillors Cole and Noble had been co-opted. However, there remained one vacancy and she felt that the Council should look for a young person (18 or over) to be co-opted.

18.2 The Clerk confirmed that positive action to attract young candidates was permissible but that there could be no discrimination by age (or any other characteristic) when Councillors selected from the candidates available.

18.3 It was agreed suitable advertisements would be published.

19. Correspondence

19.1 Back Lane – Horticultural Waste

19.1.1 The Clerk had received a complaint concerning abandoned horticultural waste on the public green in the south-western part of Back Lane. The Clerk had communicated with the householder from where the waste appeared to have originated and been advised that the householders drive and trees were owned by Merivale Estates and that she had made repeated calls for the waste to be removed. The Clerk had also contacted Merivale Estates in support of the householder but had received no response.

19.2 Youth Club – Lea Marston

19.2.1 Lee Millward had contacted the Clerk seeking a contribution for a new youth club serving Shustoke, the Whitacres and Lea Marston. Nether Whitacre parish councillors had agreed to support the club in principle but was looking to share support with Shustoke and Lea Marston Parishes. Nether Whitacre had proposed support between £250 and £500 dependent upon external funding received. Councillor Chandler proposed that the Council take the same action. This was seconded by Councillor Noble and agreed by Councillors present.

19.2.2 Councillor Noble suggested that current coronavirus restrictions would delay the set-up of the Club.

19.2.3 The Clerk was asked to liaise with Mr Millward and Nether Whitacre / Lea Marston's Parish Councils to finalise the arrangements.

The meeting closed at 10pm