

# Cawston Parish Council

Councillors: R. Bishop, D. Richards, S. Bestwick, P. Harrison, M. Blandford, G. Heaton, K. Boxall, G. Shaw, S. Prime.  
<https://www.cawstonpc.org/parish-council>

## AGENDA

10<sup>th</sup> September 2024

I hereby give notice of a **Meeting (206)** of **Cawston Parish Council**, which will be held on **Tuesday 17<sup>th</sup> September 2024**, commencing at **7pm** at the Community Hall, Scholars Drive, Cawston, Rugby, to which all Parish Councillors are summoned to attend.

*H Stewart*

<b>Summons</b>	R. Bishop, D. Richards, S. Bestwick, P. Harrison, M. Blandford, G. Heaton, K. Boxall, G. Shaw, U. Mistry, S. Prime.
<b>Invitation</b>	Representatives of Rugby Borough Council, Warwickshire County Council, Warwickshire Police and the general public.

### Notice

The Parish Council are committed to considering diversity, inclusion, environmental impact and biodiversity when discussing and forming resolutions.

### Public Democratic Forum

An opportunity for members of the public in attendance to comment on any business which has been raised in previous meetings or raise issues for future consideration at the discretion of the Chair. Members of the public are requested to ensure their comments do not exceed 3 minutes and all comments should be directed to the Chairman. Members of the public may not take part in any other part of the Parish Council meeting but are invited to remain as observers.

- 1. Apologies:** To receive and accept apologies for absence.
- 2. Borough and County Councillors:** An opportunity to report to the Parish Council on matters which are relevant to Cawston. Councillors are respectfully requested to keep their reports succinct.
- 3. Minutes:**  
To consider the approval of the following sets of the minutes of the Ordinary Council Meeting (204) 16<sup>th</sup> July 2024

- 4. Action Log:** Clerk to report progress on matters arising at the last meeting.

Item No:	Item	Action By
1.	Feedback on meeting with new owner of the Land off Heritage Way	RB
2.	NP Group to consider including the adoption of Green Spaces	KB
3.	Email invitation all residents who have registered an interest in the NP	KB
4.	Compile NP Meeting Agenda	KB
5.	Register councillors on WALC course	Clerk

- 5. Neighbourhood Plan**  
To approve the report from the Community Engagement NP Event on 8<sup>th</sup> June and agree the next steps to move the project forward.
- 6. Neighbourhood Watch**  
To consider supporting the establishment of Neighbourhood Watch Group for the Cawston.
- 7. Community Hall**  
To receive a report on the Community Hall from the Parish Clerk and consider the following items:-
  - a. To take action on the items highlighted in the recent Fire Risk Assessment

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b. To consider the installation of a fence in the grounds behind the Function Room

## 8. Christmas

To finalise the details of the Community Christmas celebration on 1<sup>st</sup> December 2024.

## 9. Insurance

- a. To appoint the insurance provider for 2024-25.
- b. To receive the rebuild evaluation of the hall

## 10. Finance

- a. To approve the payments list for September 2024
- b. To receive a budget update
- c. To note the Conclusion of the Audit 2023-24
- d. To consider a grant request from the Girl Guides.

## 11. To discuss items requiring the Clerk's attention

## 12. Meeting Dates:

To agree the forthcoming meeting schedule:-

- Tuesday 19<sup>th</sup> November 2024 7pm – Ordinary Meeting
- Tuesday 21<sup>st</sup> January 2025 7pm - Ordinary Meeting
- Tuesday 18<sup>th</sup> March 2025 7pm - Ordinary Meeting
- Tuesday 8<sup>th</sup> April 2025 7pm – Annual Parish Assembly
- Tuesday 20<sup>th</sup> May 2025 6.30pm – Annual Meeting of the Parish Council
- Tuesday 20<sup>th</sup> May 2025 7pm – Ordinary Meeting
- Tuesday 15<sup>th</sup> July 2025 7pm – Ordinary Meeting
- Tuesday 16<sup>th</sup> September 2025 7pm – Ordinary Meeting
- Tuesday 18<sup>th</sup> November 2025 7pm – Ordinary Meeting

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## **Public Participation Statement**

### **GUIDANCE NOTE FOR MEMBERS OF THE PUBLIC**

Parish Councils hold their meetings in public, so electors may exercise their democratic rights to witness the decision-making process. There is no legal duty to offer a public forum at meeting however Cawston Parish Council is committed to community engagement and therefore welcomes attendees at its meetings providing an opportunity for people to address the Parish Council.

*Please note: The meetings of the Parish Council are time limited and while it values feedback from residents, it must try to ensure that its meetings are as efficient and effective as possible, therefore it is not a good use of time for members of the public to attend the meetings to report items such as overgrown vegetation, faulty streetlights, potholes, etc. These can be reported directly to the Parish Clerk or any councillor at any time outside of a meeting, or directly to the relevant local authority.*

In meetings the following procedure applies-

- Questions and presentations of petitions by electors registered within the Parish of Cawston shall be allowed on matters affecting the Parish Council at the beginning of each meeting of the Council.
- The question should be relevant to the business of the Parish Council.
- The period allowed for questions and the presentation of petitions shall not exceed 3 minutes except with the consent of the Parish Council.
- Each individual questioner and presenter of a petition shall be restricted to a total of 3 minutes.
- Questions shall be directed to the Chairman of the meeting who may request another councillor or the Clerk to reply but no member of the Parish Council is obliged to answer questions immediately.

Answers to questions may take the form of:

- A direct oral response
- When the desired information is contained in a publication, reference to that publication
- When it is more convenient to do so, a written answer subsequent to the meeting
- The Chairman of the meeting shall disallow any question that is, in their opinion, scurrilous, improper, capricious, irrelevant or otherwise objectionable.

THIS STATEMENT WAS ADOPTED BY CAWSTON PARISH COUNCIL ON 19<sup>TH</sup> SEPTEMBER 2023