

Cawston Parish Council

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

AGENDA

15th January 2025

I hereby give notice of a **Meeting (208)** of **Cawston Parish Council**, which will be held on **Tuesday 21st January 2025**, commencing **at 7pm** at the Community Hall, Scholars Drive, Cawston, Rugby, to which all Parish Councillors are summoned to attend.

H Stewart

Summons	R. Bishop, D. Richards, P. Harrison, M. Blandford, G. Heaton, K Boxall, G. Shaw, U. Mistry, S. Prime.
Invitation	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. Declarations of Interest:** Councillors to declare any interests in the items listed below.
- 3. 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.
- 4. Minutes:**
To consider the approval of the following sets of the minutes of the Ordinary Council Meeting (207) 19th November 2024.

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

Item No:	Item	Action By
1.	Create a leaflet	Clerk
2.	Invite representatives to the Annual Parish Assembly	Clerk
3.	Confirm the settlement figure for the loan with PWLB	Clerk

- 6. Community Hall**
To receive an update on the Community Hall from the Parish Clerk.
- 7. Finance**
 - To approve the payments list for January 2025
 - To agree to update bank mandate
 - To agree the budget for 2025-26
 - To set the precept for 2025-26
- 8. Recognition Award**
To ratify the resolution of bestowing Freedom of the Parish on retired Cllr Samantha Bestwick.

Cawston Parish Council

Cawston Community Hall, Scholars Drive, Cawston, Rugby CV22 7GU

9. Casual Vacancy

To note the casual vacancy and co-opt qualifying members in accordance with the Parish Council's co-option policy.

10. Correspondence

11. To discuss items requiring the Clerk's attention

12. Meeting Dates:

Tuesday 18th March 2025 7pm - Ordinary Meeting

Tuesday 8th April 2025 7pm – Annual Parish Assembly

Tuesday 20th May 2025 6.30pm – Annual Meeting of the Parish Council

Tuesday 20th May 2025 7pm – Ordinary Meeting

Tuesday 15th July 2025 7pm – Ordinary Meeting

Tuesday 16th September 2025 7pm – Ordinary Meeting

Tuesday 18th November 2025 7pm – Ordinary Meeting

Cawston Parish Council

Cawston Community Hall, Scholars Drive, Cawston, Rugby CV22 7GU

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 19TH SEPTEMBER 2023