

# MINUTES OF SPECIAL EXPENSES SCHEME TASK GROUP

24 JULY 2019

## PRESENT:

**Members of the Group:** Councillors Leigh Hunt (Chair), Gillias, McQueen, Mistry, Mrs O'Rourke, Pacey-Day and Picker

**Officers:** Mannie Ketley (Head of Corporate Resources and Chief Financial Officer), Jon Illingworth (Financial Services Manager and Deputy Chief Financial Officer), Chris Worman (Parks and Grounds Manager), Lynsey Parkinson (Corporate Accountant) and Veronika Beckova (Democratic Services Officer)

## 7. MINUTES

The minutes of the meeting held on 3 July 2019 were approved and signed by the Chair.

## 8. APOLOGIES

An apology for absence from the meeting was received from Councillor Roodhouse.

## 9. RESPONSES TO THE CONSULTATION QUESTIONNAIRE

The Task Group received a presentation from the Corporate Accountant providing a narrative of the consultation responses received. A copy of the presentation is attached at Annex 1 to the minutes.

Prior to the meeting, a pdf binder containing full response forms received and a list of 'Rural Verge Cutting Measurements and Locations 2019' were circulated via email. Copies were also tabled at the meeting. A copy of the 'Rural Verge Cutting Measurements and Locations 2019' is attached at Annex 2 to the minutes.

The Head of Corporate Resources, the Financial Services Manager and the Parks and Grounds Manager attended the meeting to answer questions.

At its meeting on 3 July 2019, the Task Group made a conclusion that an agreed percentage contribution to special expenses based on parish and urban population could be applied providing that a breakdown of operating costs was available to ensure a fair split. Following the presentation, the Task Group concluded that informing the process from the evidence gathered from the consultation responses would be difficult and endorsed the approach of an agreed percentage contribution to special expenses as discussed at the last meeting.

During the discussion, the following comments were made:

**Caldecott Park** – at the last meeting, the Task Group was informed that four percent of visitors to Caldecott Park came from CV23 postcodes. In terms of the rural area contributing toward the operational costs of Caldecott Park, a better understanding of how much was spend on the park was required.

The Financial Services Manager highlighted that Caldecott Park was part of a larger budget for Parks and Open Spaces and that officers were working on a breakdown of costs. Once collated, the information will be circulated to the Task Group.

*Conclusion*

4 per cent of the cost of Caldecott Park be transferred to General Expenses and 96 per cent to remain within the Special Expenses Scheme

**Rainsbrook Cemetery** – figures for users of the burial ground from CV23 postcodes were unavailable due to the method of data recording.

*Conclusion*

The expense to remain within the Special Expenses Scheme

**CCTV and Town Centre Security** – the Head of Corporate Resources clarified that the town centre management fee paid to the Rugby Business Improvement District (BID) was a contribution towards the cost of CCTV and street cleansing.

*Conclusion*

10 per cent of the town centre management fee paid to the BID be transferred to General Expenses and 90 per cent to remain within the Special Expenses Scheme

**Capital Costs** – at the last meeting, the Task Group was informed that capital costs were a General Expense. It was noted that parishes were responsible for purchasing their own land for new playing fields or when extending an existing play area, play equipment and maintenance. In the urban area, all parks service, play equipment maintenance, play buildings, etc were covered by the Special Expenses Scheme.

As the refurbishment of parks in the urban area was presently a General Expense, the Task Group requested a breakdown of the works carried out over the past three years including associated costs to be presented at the next meeting. The breakdown would exclude costs for Whitehall Recreation Ground and Caldecott Park.

*Conclusion*

Subject to the information presented by officers at the next meeting, the Task Group may consider recommending a transfer of some of the costs to the Special Expenses Scheme.

## **10. PLANNING FOR NEXT MEETING**

The next meeting of the Task Group will be held at 6pm on Wednesday 4 September 2019 where the Task Group will discuss the draft review report, draw conclusions and develop recommendations to Cabinet.

**CHAIR**

# Special Expenses Task and Finish Group

24 July 2019

## Summary of Parish Questionnaire Responses



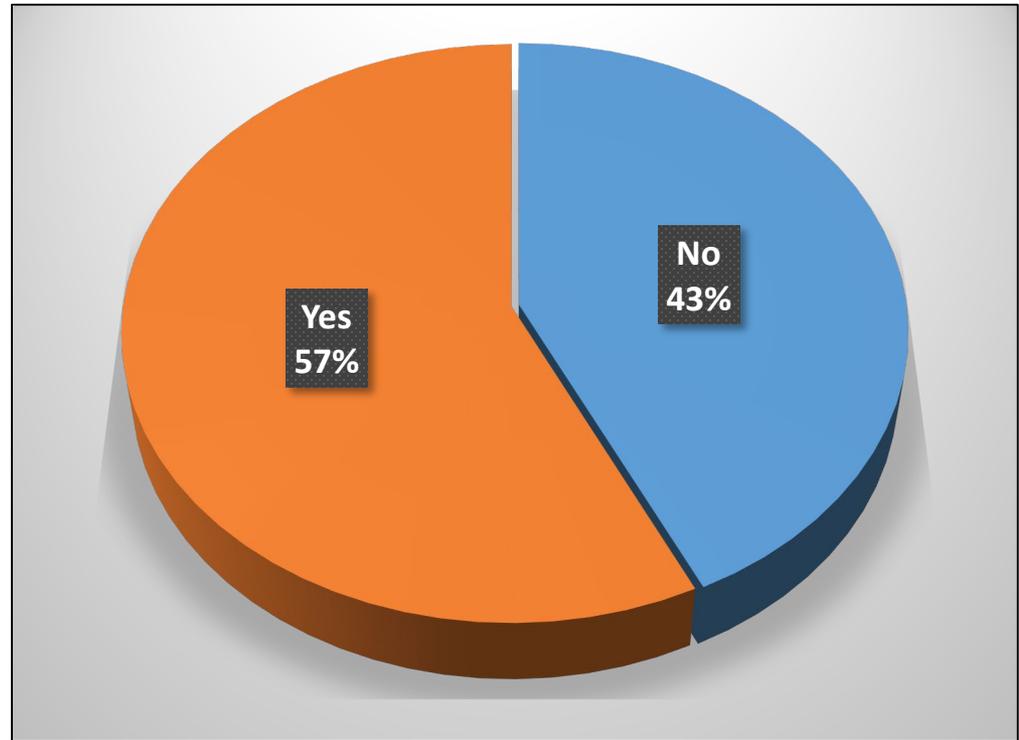
# Response Rate

- 53% of all Parish Councils in the borough returned the questionnaire
- Of the top 10 Parish Councils in terms of size of tax base, 5 responded (Clifton-Upon-Dunsmore, Long Lawford, Ryton-on-Dunsmore, Wolston, Wolvey)



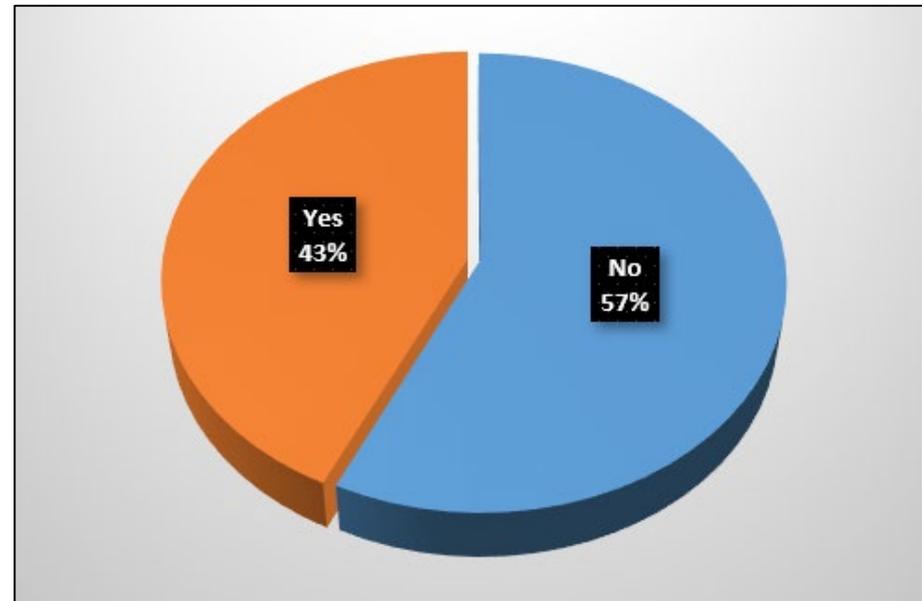
Q2: Are you aware that the Borough Council operates a Special Expenses Scheme that ensures residents only pay for services provided in their area?

Parish name	Yes / No
Ansty	Yes
Bourton & Draycote	No
Brandon & Bretford	Yes
Brinklow	Yes
Churchover	Yes
Clifton upon Dunsmore	Yes
Combe Fields	Yes
Grandborough	Yes
Harborough Magna	No
Leamington Hastings	No
Long Lawford	Yes
Monks Kirby	No
Newton and Biggin	Yes
Pailton	Yes
Princethorpe	No
Ryton on Dunsmore	Yes
Thurlaston	No
Willey	No
Willoughby	No
Wolston	No
Wolvey	Yes



**Q3: We are interested to know about certain services provided in the Parish Areas. Do you provide Cemeteries? Please list all Cemeteries in your parish area**

Parish name	
Ansty	No
Bourton & Draycote	No
Brandon & Bretford	No
Brinklow	Lutterworth Road Cemetery
Churchover	No
Clifton upon Dunsmore	Newton Road
Combe Fields	No
Grandborough	No
Harborough Magna	No
Leamington Hastings	No
Long Lawford	St John's Cemetery
Monks Kirby	No
Newton and Biggin	Newton Road
Pailton	No
Princethorpe	No
Ryton on Dunsmore	St Leonard's Churchyard
Thurlaston	No
Willey	St Leonard's Church
Willoughby	St Nicholas' Church
Wolston	Dyers Lane Cemetery
Wolvey	St John the Baptist Church, Wolvey Baptist Chapel & Wolds Lane Burial Ground

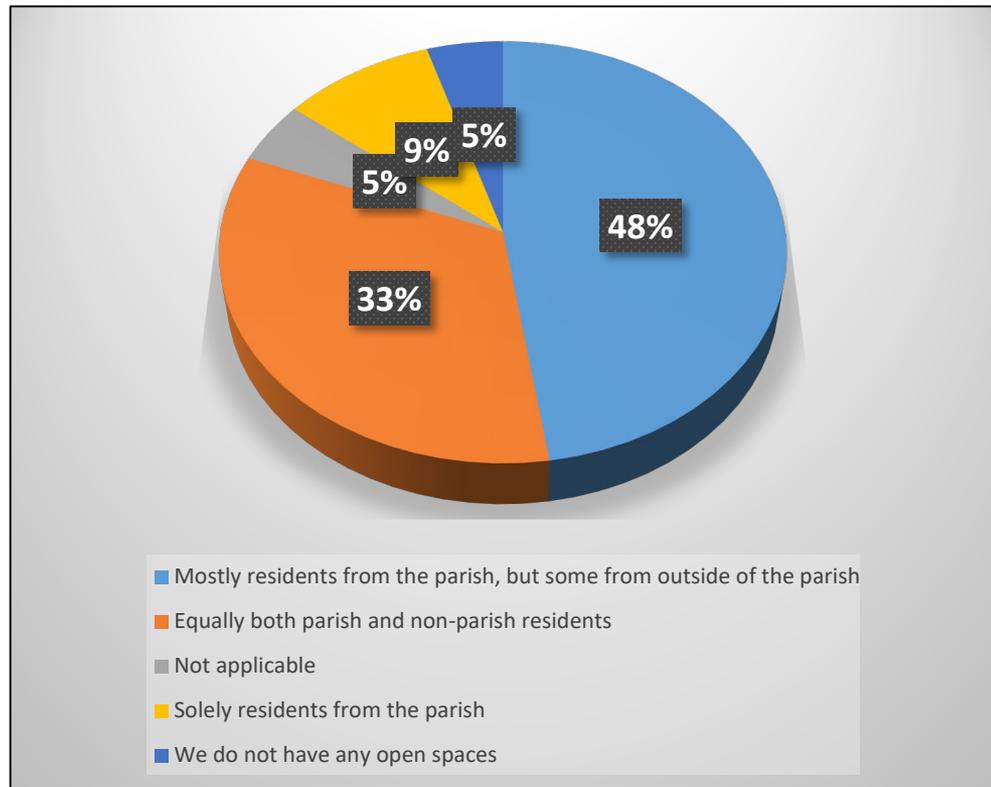


**Q4: We are interested to know about certain services provided in the Parish Areas. Do you provide parks and open spaces? Please list all parks and spaces in your parish area**

Parish name	
Ansty	Ansty Playing Field
Bourton & Draycote	No
Brandon & Bretford	Land at Brandon, Bretford Playing Field
Brinklow	Barr Lane Recreation Ground, 11 acre Norman castle site
Churchover	No
Clifton upon Dunsmore	South Road playing field, garden - main street/south road, garden - north road/main street, 2 gardens - north road/church street, allotments x 3 areas, village car park, bank along newton Road, Lion footpath
Combe Fields	No
Grandborough	Two open spaces in Sawbridge Road and Aikman Green
Harborough Magna	A playpark leased from RBC
Leamington Hastings	No
Long Lawford	King George Park, Cherwell Way Park, Lawford Heath Park, The Park Strip
Monks Kirby	Fish Ponds and Village Green
Newton and Biggin	Ellis Gardens Open Space and Play Area, Townland Gardens (allotments), Gardens of Village Hall, Funds maintenance of Five Arches Wildlife Site (owned by RBC)
Pailton	Pailton Playing Field
Princethorpe	Playing field and playground equipment
Ryton on Dunsmore	Fetherston Crescent Recreation Ground, Cedar Avenue (managed by RBC)
Thurlaston	No
Willey	No
Willoughby	Playing field with equipment
Wolston	William Cree Close play area, skate park adjacent to Wolston Leisure & Community Centre, Dyers Lane Recreation Ground - including football pitches and nets (line markers etc), trim/adventure trail, outdoor gym equipment, U10's enclosed play area, Pavilion, Scout Hut, play areas on Bluemel Park Housing Estate and Priory Manor (Bloor Homes development) - these are managed by Management committees/team
Wolvey	Wolvey Playing Fields, Wolvey Wetland Reserve

# Q5: We would like to know more about the users of your Parks & Open spaces. Which of the following most applies:

Parish name	
Ansty	Mostly residents from the parish, but some from outside of the parish
Bourton & Draycote	residents
Brandon & Bretford	residents
Brinklow	Mostly residents from the parish, but some from outside of the parish
Churchover	Not applicable
Clifton upon Dunsmore	Equally both parish and non-parish
Combe Fields	We do not have any open spaces
Grandborough	Mostly residents from the parish, but some from outside of the parish
Harborough Magna	Solely residents from the parish
Leamington Hastings	Equally both parish and non-parish
Long Lawford	Mostly residents from the parish, but some from outside of the parish
Monks Kirby	Mostly residents from the parish, but some from outside of the parish
Newton and Biggin	Equally both parish and non-parish
Pailton	Equally both parish and non-parish
Princethorpe	Equally both parish and non-parish
Ryton on Dunsmore	Mostly residents from the parish, but some from outside of the parish
Thurlaston	Mostly residents from the parish, but some from outside of the parish
Willey	Solely residents from the parish
Willoughby	Mostly residents from the parish, but some from outside of the parish
Wolston	Mostly residents from the parish, but some from outside of the parish
Wolvey	Mostly residents from the parish, but some from outside of the parish



## Q6: Do you provide grass cutting? Please provide details and if the grass cutting is undertaken by the Parish, RBC or WCC and the regularity

Parish name	
Ansty	Parish - cutting of the playing field only. Fifteen fortnightly cuts between April and October
Bourton & Draycote	No
Brandon & Bretford	Parish 2-3 visits per month April - October
Brinklow	Parish weekly
Churchover	Rugby Borough Council, monthly
Clifton upon Dunsmore	Parish pays for private contractor: playing fields, closed churchyard and Newton Road cemetery
Combe Fields	No
Grandborough	Parish fortnightly
Harborough Magna	Parish and RBC: We supplement the service provided by RBC as this service is insufficient to keep the playpark useable and other areas presentable
Leamington Hastings	No
Long Lawford	Parish grass cutting and strimming of play areas
Monks Kirby	Parish and funded by grant from RBC
Newton and Biggin	Grass cutting currently undertaken at Townlands Gardens and garden to Village Hall. Fund meadow cutting and maintenance of Five Arches Wildlife Site (owned by RBC).
Pailton	Undertaken by both the parish and RBC
Princethorpe	7 cuts a year are arranged by the Parish Council but we have a grant from RBC to do this.
Ryton on Dunsmore	Parish some small green areas in the parish and grass cutting at Fetherston Crescent open space
Thurlaston	Parish pays for private contractor for grass verges
Willey	Parish
Willoughby	Parish
Wolston	The Parish Council are responsible for cutting all grass within the village (including amenity verge) to be cut on behalf of the Parish Council owned land, WCC land and RBC land. It is cut every two weeks from March/April to October by contractors we hire. We receive a small amount of funding to cut the WCC and RBC areas but it does not cover in any way the costs. We also employ a Lengthsman who litter picks and cuts the village green.
Wolvey	Parish 14 cuts per annum

## Q7: Please provide details of any other services that are considered solely for the benefit of the residents of the Parish area

Parish name	
Ansty	Street lighting
Bourton & Draycote	Dredging of brooks and other flood alleviation measures e.g. provide sand for sandbags to help keep floodwater out of houses
Brandon & Bretford	None
Brinklow	None
Churchover	None
Clifton upon Dunsmore	None
Combe Fields	None
Grandborough	Lengthsman Scheme, maintenance of street lights, hedges and trees
Harborough Magna	None
Leamington Hastings	Dredging of brooks and other flood alleviation measures e.g. provide sand for sandbags to help keep floodwater out of houses
Long Lawford	Street lighting, litter bins, dog bins, salt bins, play equipment, bus shelters
Monks Kirby	None
Newton and Biggin	Christmas tree, carol service, village newsletter, Remembrance Day service. The Village Hall is a resource principally for the benefit of local residents but many events are attended by people from a much wider area
Pailton	War memorial upkeep, Village Hall, village fete, Currently looking into buying the Public House as a community business, Planting Committee maintaining the flowers and baskets around the village
Princethorpe	None
Ryton on Dunsmore	Street lighting, allotments, pavilion
Thurlaston	Street lighting
Willey	None
Willoughby	No response
Wolston	Flood risk management - brook clearance (removal of weeds etc). Flood prevention, PC elections, Provision of a Youth Club -we sponsor the youth club in the village which runs twice a week (including payment of salaries for youth workers, hire of hall and all weather pitch, equipment etc), Grants given to local groups and communities, pot hole filling, sign cleaning, hedge cutting (when obstructing pavements etc), ditch clearing, dog waste bins, litter bins, painting and maintenance around the village, bus stops, street furniture, drain cleaning, development of Neighbourhood Development Plan, war memorial, allotment (support give, grants, rent etc), sponsor the Luncheon Club (for over 50's), provide grants, support and funding to local groups when required
Wolvey	Street lighting, Village Hall, The Square recreation area, we run a lengthsman's scheme to tidy verges, paths, plant flowers, clean bus shelters, signage

## Q8: Please provide details of services that may be used by non-residents of the Parish area

Parish name	
Ansty	Commercial waste collection - Ansty Playing Field
Bourton & Draycote	Benches of village green for use by ramblers etc
Brandon & Bretford	Land at Brandon, Bretford Village Hall, playing field, litter bins, dog bins
Brinklow	Playing field, Castle site, Footpaths
Churchover	Street lighting
Clifton upon Dunsmore	Playing field including skate park, play area, trim trail, pavilion and football pitches, Lion Footpath, bus stops, rubbish bins, dog bins, Village Hall, car park, allotments, churchyard, all garden areas, street lighting
Combe Fields	None
Grandborough	Any of the facilities may be used
Harborough Magna	None
Leamington Hastings	Benches of village green for use by ramblers etc
Long Lawford	Play equipment in parks
Monks Kirby	None
Newton and Biggin	Five Arches Wildlife Site, street lighting, allotments, cemetery, Village Hall, play area
Pailton	All of the above
Princethorpe	None
Ryton on Dunsmore	Village Hall
Thurlaston	None
Willey	Village hall
Willoughby	No response
Wolston	Play areas, Recreation Ground - including Parish Council sponsored play scheme which is free, Wolston Leisure and Community Centre, street furniture, bus stops, litter bins, dog waste bins, football pitches (used by Brinklow FC free of charge), Sports Pavilion, allotments, skateboard park, pothole repairs, litter picking, Community Speed Watch, Woods/Spinney, dog walking areas, Safety features - we provided bollards at bus stop to make safe and additional gates at entrance to recreation ground so children cant
Wolvey	Playing field, Bowling Club, Burial Grounds, Wetland reserve

## Q9: Are any services in the Parish provided by Rugby Borough Council?

Parish name	
Ansty	Refuse collection, highways grass cutting
Bourton & Draycote	Refuse collection
Brandon & Bretford	No
Brinklow	Refuse collection
Churchover	Road gritting
Clifton upon Dunsmore	Refuse collection
Combe Fields	No
Grandborough	Road sweeper, dog bin emptying
Harborough Magna	Yes - 7 cuts of grass in the spring - autumn season
Leamington Hastings	Refuse collection
Long Lawford	Grass cutting of the verges
Monks Kirby	Refuse collections
Newton and Biggin	Planning, environmental health, housing, benefits, community safety wardens, street cleansing, refuse collection/recycling
Pailton	Grass cutting
Princethorpe	No
Ryton on Dunsmore	No
Thurlaston	Tree planting
Willey	Refuse collection, road sweeping, road repair
Willoughby	No
Wolston	Refuse collection, dog bin emptying, fly tipping, planning, environmental, housing, Neighbourhood plan support
Wolvey	Partial contribution to grass cutting and refuse service (Green paid for).

## Q10: Are any of the services you provide undertaken on a voluntary basis? Please give details

Parish name	
Ansty	No
Bourton & Draycote	Litter picking
Brandon & Bretford	No
Brinklow	Speed Aware patrols
Churchover	No
Clifton upon Dunsmore	All (except grass cutting which is contracted out) services are voluntary: Bulb planting, environmental/conservation work, running burial committee, running Village Hall, bookings for playing field/football, maintenance of equipment, tree surveys/maintenance, repairs and maintenance to street lighting, running village events, community engagement - websites/newsletters
Combe Fields	Litter picking
Grandborough	No
Harborough Magna	No
Leamington Hastings	Litter picking
Long Lawford	No
Monks Kirby	No
Newton and Biggin	Village Hall management, allotment management, litter picking, path clearance
Pailton	Yes the village hall trust, Pailton community pub committee, Pailton Village events, Baskets, planters and borders planting and maintenance, village Fete
Princethorpe	No
Ryton on Dunsmore	No
Thurlaston	No
Willey	All Grass Cutting - verges, cemetery
Willoughby	No
Wolston	Community Speed Watch, litter picking, conservation group, tending flower beds on the village green and entrance points, war memorial gardeners, Youth Project (we employ two qualified youth workers per session and the rest are volunteers), Neighbourhood Development Plan, brook clearance
Wolvey	Yes, a lot of maintenance of playing field, wetland reserve and burial grounds is voluntary, sadly ageing and diminishing in numbers.

Q11: We would like to know if you set your precept to cover your total annual expenditure? If no, can you provide details of your additional sources of income?

Parish name	
Ansty	Yes
Bourton & Draycote	Yes
Brandon & Bretford	Yes
Brinklow	No. Special projects are usually funded by grant applications, e.g. recent play equipment
Churchover	Yes
Clifton upon Dunsmo	Yes
Combe Fields	Yes
Grandborough	Additional sources of income include reclaimed VAT, interest on a lump sum for the maintenance of Aikman Green only (106 agreement), grants as appropriate
Harborough Magna	Yes. We set the Precept to cover normal services but in the past two years we have taken money from reserves to pay for special projects such as the refurbishment of our village telephone box
Leamington Hastings	Yes
Long Lawford	Additional sources of income are from 106 funds
Monks Kirby	Yes
Newton and Biggin	Yes. This is supplemented by grant aid but this cannot be budgeted for in advance
Pailton	Verges grant
Princethorpe	Yes
Ryton on Dunsmore	Yes
Thurlaston	Yes
Willey	Yes
Willoughby	Yes
Wolston	Yes
Wolvey	Yes

# Additional information





## Population split between the rural and urban area

	Based on 2017 populatiuon data	Based on 2017/18 Tax base Data	Based on 2019/20 Tax base Data
Rural Area	31.6%	37.7%	39.2%
Urban Area	68.4%	62.3%	60.8%
Grand Total	100.0%	100.0%	100.0%

## RURAL GRASS CUTTING 2019

VILLAGE	Mesaurement M2	Freqency
ANSTY	3,805.0	7
BARNACLE	1,856.0	7
BINLEY WOODS*	23,835.0	7
BIRDINGBURY*	3,114.0	7
BOURTON	1,834.0	7
BRANDON & BRETTFORD *	22,401.0	7
BRINKLOW	23,641.0	7
BROADWELL	6,718.0	7
BURTON HASTINGS	1,712.0	7
CAWSTON**	18,000.0	14
CHURCH LAWFORD	6,259.0	7
CHURCHOVER	3,445.0	7
CLIFTON UPON DUNSMORE**	7,641.0	14
DUNCHURCH**	62,852.0	14
FLECKNOE	2,630.0	7
FRANKTON & GRANDBOROUGH	7,420.0	7
GRANDBOROUGH	7,304.0	7
<b>SUB TOTAL</b>	<b>204,467.0</b>	
<b>GRAND TOTAL</b>		

VILLAGE	Mesaurement M2	Freqency
HARBOROUGH MAGNA	9,310.0	7
LEAMINGTON HASTINGS	1,453.0	7
LONG LAWFORD**	48,345.0	14
MARTON*	3,510.7	7
MONKS KIRBY*	14,587.0	7
NEWTON & BIGGIN	4,866.0	7
PAILTON	8,375.0	7
PRINCETHORPE*	9,304.0	7
RYTON ON DUNSMORE	7,254.0	7
SHILTON*	12,243.0	7
STREET ASHTON	371.0	7
STRETTON ON DUNSMORE	18,833.0	7
THURLASTON*	4,436.0	7
WILLOUGHBY	3,855.0	7
WITHYBROOK*	4,638.0	7
WOLSTON*	27,989.0	7
WOLVEY*	10,513.0	7
	<b>189,882.7</b>	
	<b>394,349.7</b>	

NB Measurements are approximate and historic

\* indicates parish own cutting in 2019

\*\* indicates old agency Urban area

Other areas

Withbrook - All Saints Close

Monks Kirby - St Ediths Close

Pailton - Brookside Ave

Flecknoe - Vicarage Road

Brinklow Churchyard ( St Johns)

Wolston Churchyard ( St Margarets)

## Rural Verge Cutting Measurements and Locations 2019

<u>VILLAGE</u>	Mesaurement M2	Freqency
ANSTY	3,805.0	7
BARNACLE	1,856.0	7
BINLEY WOODS*	23,835.0	7
BIRDINGBURY*	3,114.0	7
BOURTON	1,834.0	7
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WOLSTON*	27,989.0	7
WOLVEY*	10,513.0	7
	394,349.7	

NB Measurements are approximate and historic

\* indicates parish own cutting in 2019

\*\* indicates old agency Urban area

PAILTON?

Other areas

Withbrook - All Saints Close

Monks Kirby - St Ediths Close

Pailton - Brookside Ave

Flecknoe - Vicarage Road

Brinklow Churchyard ( St Johns)

Wolston Churchyard ( St Margarets)