

RADFORD SEMELE PARISH COUNCIL

MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 25th November 2019 at 7.30 pm.

Present: Cllr S Sabin (in the chair), Cllr D Carter, Cllr B Follett, Cllr B Friar, Cllr A T Hitchcox, Cllr Mrs J P Malin, Cllr A E Malin, Cllr R Munn, Cllr T Musa and Cllr J Sudbury

In attendance: WDC Cllr Mrs Leigh-Hunt

1. Apologies for Absence

None

2. Declarations of Interest

None

3. Approval of the Minutes of the Council meeting on 28th October 2019

The Minutes of the meeting on 28th October 2019 were approved - proposed by Cllr Friar and seconded by Cllr Carter.

4. Matters arising from the Minutes of the Council meeting on 28th October 2019

- 1 & 2. The Chairman reported that on 22nd November he together with Cllr Sudbury, Mr Kam Rai (resident), the Clerk and WDC Cllr Mrs Leigh-Hunt had a very helpful meeting with Janet Neale, the Infrastructure Manager for WCC. She agreed to look into the various aspects of Section 106 and CIL money which might be already available or in the offing; she will supply a schedule of her computer system (similar to one obtained from the website by Cllr Sudbury some months ago) which showed the up to date position. She also updated the position and volunteered to help this Council on an ad hoc basis when various queries arose. Her core function is to maintain computer records of payments to be expected from developers, payments that have been made by them and allocation of those payments to projects.
3. The Clerk reported that David Elliston of the WCC Highways Dept had approved the proposed location of the bin outside no 23 The Greswoldes and had undertaken to install it once it had been purchased by this Council. The Chairman had had a preliminary look at the costings for such a grit bin. It was AGREED that the Chairman and the Clerk should proceed to purchase an appropriate grit bin (in line with the size and cost of grit bins purchased in past years whilst the Clerk had been in office).
Action: Chairman & Clerk
4. The Chairman reported on a very helpful meeting at the Community Hall on 17th November organised by Cllr Sudbury and Mr Kam Rai, a resident; the turn out from residents had been impressive, so had the seminar conducted by PC Ed King. A number of issues that arose from his talk are to be followed up. The Clerk reported that PC King had since told him the CCTV camera outside 41 Lewis Road is no longer operational. The issues raised by PC King are to be reviewed further.
Action: Chairman, Cllr Sudbury & Clerk
5. The quotation for moving the notice board had been received from Mr Whitehead in the sum of £286. It was RESOLVED that this quotation be accepted and he be instructed by the Clerk to proceed to move the board (to be aligned with the letterbox adjacent to the pathway leading to the Village Shop).
Action: Clerk
6. It was noted that a new licensee is in occupation of The White Lion; the brewers had not been responsive to the Clerk's observations on the wall and expressed the view that it was a matter for the licensee. Now there was a new licensee, the Chairman and Vice Chairman will pursue the matter with him.
Action: Chairman & Vice Chairman

5. Warwickshire County Council – update report

In the absence of WCC Cllr Redford there was no report.

6. Warwick District Council – update report

WDC Cllr Mrs Leigh-Hunt gave a report, summarised:-

- i. A number of WDC's contracts need to be renewed in next 2/3 years; this may lead to an increase in Council tax. Any increase in the minimum wage will have a significant impact upon WDC's activities.
- ii. WDC is keen to effect the regeneration of the artistic quarter near the railway station as this area attracts a large number of creative industries, which is financially beneficial to the WDC area.
- iii. WDC is looking at changes in the Constitution and its procedures; in particular at Planning Committee meetings if a parish council has objected someone representing the PC should attend to speak.
- iv. Alongside the Chairman and the Planning sub-committee of this Council, she has submitted a detailed objection to the planning application in respect of The Valley – due to be heard on 4th December 2019. She will speak to the objection.

7. Financial Matters

1. The Clerk had tabled a reconciliation statement of the current bank balances - the balance on the investment account is £39,295.00 approximately and the balance on the operating account is £18,763.00 approximately.
2. A number of payments were approved as per the tabled list, including payments to Cllr Friar of £331.34 to reimburse him for the cost of setting up the new website and £26 reimbursement for incidental expenses with work on the website project.
3. Cheques were duly signed at the meeting. The Clerk reported that over the last weekend he had attended the Bank to find out whether the signatories of the Council had been updated as requested. Due to his personal attendance, he was able to see the bank official's confidential screen and ascertain that the list of signatories had not been updated as requested several months ago. Although Cllr Musa had furnished his ID etc to the Bank on 25th October, the matter had not been actioned. The Clerk will pursue the matter until completed. **Action: Clerk**
- 4 & 5. Cllr Friar gave an extensive resume of the deliberations of the Finance Committee (meeting on the 18th November 2019 attended by the Clerk). Cllr Friar tabled a draft of the proposed Budget/Precept figures. It was noted that a final draft Budget/Precept could not yet be prepared until the usual definitive letter on rating from WDC Finance Department had been received; this sets out the parameters on which the Budget can be based. The Clerk advised that this letter is usually received about 28th November in each year. Cllr Friar analysed the figures in his tabled sheet and pointed out that the alternatives which could be adopted on various aspects of the Budget. The conclusion reached by the Finance Committee was to proffer an indicative Precept with a 2% increase on last year's figures. This will give a Precept claim of £29,615.70.

It was RESOLVED that the Budget/Precept calculations prepared by Cllr Friar on behalf of the Finance Committee be accepted (i.e. approved by the whole Council) and that Cllr Friar and the Clerk be authorised to prepare the final version for submission to WDC once the definitive letter had been received and analysed. It was AGREED that once prepared, the Precept document will be circulated by the Clerk to all Councillors with the objective that each Cllr would respond to the Clerk to confirm their acceptance of the final version before its submission. (The reason for this procedure is that this Council does not meet in December and the deadline date for the Clerk to file the Precept falls normally on a date before the date of this Council's next meeting in January 2020.)

Action: Cllr Friar & Clerk

8. Correspondence

1. The Clerk had received thank you letters for the donations received by the Brownies, Rainbows, St Nicholas' Church and Warwickshire Wildlife.
2. The Clerk drew attention to the circular received from WDC with Christmas refuse collection dates; he had put a copy on the notice board and on the website.
3. The Clerk and WDC Cllr Mrs Leigh-Hunt referred to a consultation put out by WDC on the proposed country park adjacent to Bishops Tachbrook; the query is whether Councillors of this Council wish to make representations on it. If so, they should advise the Clerk or Cllr Mrs Leigh-Hunt so that hard copies of the consultation paper can be forwarded to them as it is a very large document and not comfortable to use on the internet.
4. The Clerk reported that a consultation paper had been received from NALC on the increase of Police powers to deal with travellers' sites; this has apparently put before NALC by the Home Office. The proposals are to give the Police more draconian powers to enter sites and remove the travellers and the idea being that this will avoid local authorities from having to take civil proceedings to deal with problem sites. It was AGREED that the Chairman and the Clerk would look at this and report back. **Action: Chairman & Clerk**
5. The Clerk raised the question of the draft dates of meetings for 2020; these have been approved by Hazel Higgins. It was AGREED that these dates would be adopted.
6. The Clerk reported that he had delivered a letter to Mrs Steele concerning The Willow Project (as agreed at the last Council meeting). He said this was in terms as approved by the Chairman and did not make any financial commitment from this Council.

9. Current Planning Matters

1. W/15/1635 – 56 Southam Road
The Clerk said he had prepared, in draft for the Chairman's thoughts, a potential note for the website as the Chairman had in mind making residents aware of the efforts this Council had taken to deal with the issues surrounding this site. It was noted that the current discussion between this Council and WCC was that the issue about the line of the relevant boundary of this property could be exacerbated by increased activity on the A C Lloyd site at the end of Spring Lane. Cllr Carter proposed that a further letter be issued by the Clerk to WCC to draw attention to increased activity on the A C Lloyd. It was AGREED that the Chairman and the Clerk would compose a suitable item. **Action: Chairman & Clerk**
2. 4 St Nicholas Terrace
Cllr Mrs Malin said she was continuing observations. The previous 24-hour illumination of the site had now stopped but she will continue to monitor the position. **Action: Cllr Mrs Malin**
3. 9 Lythall Close
The Chairman reported that he, the Clerk and WDC Cllr Mrs Leigh-Hunt had had a very helpful meeting with the Footpaths Officer at WCC. Both the Officer and the WCC Legal Officer had agreed with the view expressed by the Clerk and WDC Cllr Mrs Leigh-Hunt so far as conveyancing documents are concerned. It had been agreed that WCC will challenge the occupier to show cause as to why he claims a proprietary interest in the footpath. Depending on his response, further action may be pursued. The Chairman reported that, in the last day or so, it appears that the occupier had driven a motor vehicle along the footpath – this was noted with concern by the Council. The Clerk said he had already written to WCC to draw their attention to this development and would pursue the matter with them. **Action: Clerk**
4. W/19/1341 - 30 Southam Road
The application for 30 Southam Road was granted.
5. W/19/1595 - 9 School Lane
The application for 9 School Lane was granted.

6. W/19/1608 - 24 Southam Road
There was no indication of progress on this application – to be investigated.
Action: Cllr Mrs Malin
7. W/19/1786 – 12 Cedar Tree Farm
It was noted that this application had been approved.
8. W/19/1772 - Land at The Valley
It was noted that the planning application for land at The Valley would take place on 4th December where the Chairman and WDC Mrs Leigh-Hunt will speak to the objection.
9. W/19/1879 – 23 Hatherell Road on going
10. 41 Lewis Road
It was AGREED that there would be no objection to the application for 41 Lewis Road (conversion of the front part of the old Post Office into living quarters).

10. Update on the draft Neighbourhood Plan

Cllr Friar reported that the grant period has now been extended, there being some credit still available. Work is ongoing. Mrs Judy Steele has stood down from the working party, so Cllr Carter has been invited to join it. It now comprises three Councillors and three lay people.

11. Review of Playing Field

Cllr Follett is engaged in ongoing examination of costings and available equipment for the proposed adult gym provision; he also has under review repairs to existing equipment as indicated by the recent ROSPA/PlaySafety report. Included in his analysis, he is looking at the possibility of grants in order to fund the adult gym equipment.
Action: Cllr Follett

12. Update on Scout Hut project

Cllr Friar said this is ongoing.

13. Update report on Sports and Social Club Matters

There was no report.

14. Update report from Community Hall Committee

Cllr Mrs Malin said there is an ongoing issue of the cost of maintenance of the Community Hall; hiring charges are being reviewed with a view to increasing them to cover some of the costs. There is also a need to improve the microphone/sound system in the Hall (as demonstrated by this meeting). Cllr Friar pointed out there was provision in the Budget/Precept analysis for subvention from this Council to the Community Hall for some items. It was AGREED that Cllr Follett would investigate the potential cost of additional microphone to be added to the system i.e. a roving microphone.
Action: Cllr Follett

15. Update on School Matters

Cllr Sudbury reminded the Council that he, the Chairman and the Clerk had met with the Head Teacher and the Chair of Governors some months ago; it had been suggested that there should be a liaison person between this Council and the School Governors so that our representative could attend Governors Meetings on a regular basis and keep in touch. He is waiting for the Chair of Governors/Head Teacher to come back to him on whether the Governors were content with that arrangement.
Action: Cllr Sudbury

16. Update report from Media Committee

1. Cllr Musa reported that all Cllrs apart from Cllr Malin and Cllr Mrs Malin had attended the photo shoot at St Nicholas' Church recently (a collective photograph on one hand and an individual photo on the other). He expects to receive the outcome from the photographer in the near future.

2. He and Cllr Friar had visited the County Records Office (viz Cllr Friar's expenses referred to above) and gained a wealth of historical information about the Village which they would use to write up an image of the Parish on the new website. It was noted that the first Parish Council meeting was in 1894 and a number of the issues at the time appeared to be very similar to the issues faced today.
3. Cllr Friar had set up the website – referred to as Site 123; the charges to achieve this had been undertaken by Cllr Friar personally (reference the refund payment to him above). Cllr Musa said he would now proceed to work on a draft of the site which could take quite a number of weeks, but he hoped to have a more informative report on the appearance of the website at the next meeting in January.
Action: Cllr Musa
4. He said he proposed to incorporate on the website reference to all the email addresses of Cllrs and the Clerk on the integrated system so members of the public could go on the website and communicate with Cllrs collectively or individually using this facility.
5. It was noted that the quotation previously received for setting up the website of approximately £550 had now been conveniently resolved by the special discount secured by Cllr Friar of £331 approximately. On enquiry by the Clerk, Cllr Musa confirmed that the quotation by the website creator Ms Bouzova was reasonably accurate; her hourly rate is £25 per hour but it is difficult to estimate how many hours might be engaged in the work. The total amount of her charges to be expected is £1,000 but this should not be regarded as a cap. It was RESOLVED by the Council that this estimate/quotation should be accepted, and that Ms Bouzova should proceed with the work. The Clerk recorded that Cllr Musa had declared to him an interest in this matter.

17. Review of emergency procedures

Cllr Sudbury is currently reviewing the emergency procedures.

Action: Cllr Sudbury

18. Update on the telephone box

Cllr Follett expressed the view that probably the better course was to leave the telephone box in situ and take steps for its refurbishment. No final decision was made on this and he will report back with costings.

Action: Telephone box working party & Media Committee

19. Review of Standing Orders

It was AGREED that this matter be removed from the agenda and left for review by Cllr Friar and the Clerk in due course.

20. Any Other Business

1. Cllr Carter had raised this matter of the pond at the rear of St Nicholas Road and had asked for it to be put on the Agenda. It was AGREED that he would discuss its condition with former Cllr Henry Marriott and report back with an action plan (and potential costing).
2. Cllr Hitchcox expressed concern by the residents of School Lane/Spring Lane about suppliers' lorries ferrying items to the A C Lloyd site who were not obeying protocol as expected by the Government Inspector on the appeal for the site and/or the in-house arrangements of A C Lloyd. The objective was that suppliers' commercial vehicles would deliver at hours of the day outside those occupied by parents ferrying children to and from the School, both in the morning and in the afternoon. He had obtained a copy of an in-house memorandum issued by A C Lloyd which placed obligations upon suppliers but which they appear to be ignoring. It was AGREED that the Clerk would compose an approach to A C Lloyd to rectify this situation.
Action: Clerk

21. Date of next meeting: 27th January 2020

Signed.....

Date.....

Chairman of the Parish Council

Counter signed.....

Date.....

Clerk to the Parish Council