

RADFORD SEMELE PARISH COUNCIL

MINUTES

A virtual meeting of the Parish Council was held on Monday 30th March 2020 at 7.30 pm.

Participants: Cllr S Sabin (in the chair), Cllr J Sudbury (Vice Chairman), Cllr B Friar (Chairman of the Finance Committee) and the Clerk

1. Approval of the Minutes of the Council meeting on 24th February 2020

The Minutes of the meetings on 24th February 2020 and on 18th March 2020 were approved

2. The Clerk had received for this meeting confirmation in the affirmative on the following matters raised in his email with the Cllrs on 27th March 2020:

- i. A short form agenda presented to this meeting
- ii. Bank reconciliation form showing bank balances at 2nd March 2020
- iii. Approval of payments sheet
- iv. WDC report from Cllr Mrs Leigh-Hunt
- v. Approval of the Minutes of the Council meetings on 24th February 2020 and 18th March 2020
- vi. Approval/Adoption of the draft Neighbourhood Plan presented to the Council by Cllr Friar on 24th February 2020

The confirmations received were from Cllr Sabin, Cllr Sudbury Cllr Mrs J Malin, Cllr A Malin, Cllr Hitchcox, Cllr Friar, Cllr Follett, Cllr Carter and Cllr Munn

3. Traffic management issues

The Chairman said that the issues raised by this Council on traffic management were ongoing –with a very slow response from the Principal Authorities

1. This Council had challenged an indication made by Karen Watkins of WCC that Section 106 money received from Bovis would be spent on roads in Leamington, in particular High Street as opposed to improvement of the A425 in the vicinity of this Parish. WDC Cllr Mrs Leigh-Hunt had also chased up the matter following the Chairman's representations; the present position was that Ms Watkins had passed the file to Janet Neale to respond. The latter had sent out a note indicating that she will do so.
2. The Chairman and the Clerk had put together a letter to Mr Stanley of the Traffic Dept; the gentleman has been challenged on the question of speed signage on the A425 in the vicinity of the Bovis site. The objective was to improve the speed control on the A425.
3. It was AGREED that the Chairman and the Clerk would formulate a written submission to WCC on the potential project of creating a footpath between the Village and the canal in Offchurch Lane.
Action: Chairman & Clerk
4. Cllr Sudbury suggested that to combat the irritation of cars being parked on the footpaths in the Village the Parish Council should put notices on vehicles; the Clerk advised that a parish council does not have a remit to regulate traffic, parking, car movement etc. These are Police matters. It was acknowledged that a problem could arise for this Council if they took physical action in respect of residents' motor cars. It was AGREED to contact the Police on this issue once the public health crisis had been concluded and the Police had more time to spare.
Action: Chairman

4. Update on Section 106 and CIL payments

The Chairman said he had sent various reminders to chase up enquiries on Section 106 and CIL monies to which there had not been satisfactory responses to date. There was some outcome on his actions:

1. He had spoken to Richard Barnard at WCC concerning footpaths who advised that approximately £5k of S106 money was available for maintenance and improvement works on footpaths within the Parish. Necessary repairs etc. would need to be identified and forwarded to Richard Barnard. The Chairman felt that FoRGE could be involved
2. A sum in the region of £95,000 has been collected from Messrs. A C Lloyd which is to be applied towards the cost of extending the existing cycle route to the east of Sydenham Drive to provide a shared cycle and pedestrian route to Radford Semele. The Chairman had been informed that further funding will be required to complete this project.
The Chairman was aware that a S106 "Off-site Highways Contribution", of approximately £216,000 had been paid from the Bovis 1 site, to be applied "for the purpose of developing strategic highway infrastructure and carrying out measures to improve walking and cycling within the Leamington and Warwick area". As this sum had been generated in the area of the proposed Radford Road cycle way the Chairman had mentioned to Janet Neale that this could be a source of the extra funding unless, of course, it has been spent elsewhere. Nothing further to report on this issue.
3. He had ascertained that an Open Space Contribution of £37,680 has been collected from the developers of the Leam View site. It appears that this was contemplated to be spent on Newbold Comyn and/or Welches Meadow but the Chairman's communication with David Anderson of WDC indicates that this sum can be made available to this Council. The conditions of its application are not fully known at this time and the Chairman is seeking detailed information. The possibility of using some or all of it on the A425/towpath access project was under consideration.
4. Previously the Chairman had ascertained that a £146,000 Bio-Diversity Compensation Payment, in respect of the Bovis 2 site, had been received by WCC and allocated to a grassland/wildflower meadow project in Kenilworth. Two further Bio-Diversity payments, Bovis 1 site £76,193.52 and A C Lloyd, £90,689, remain unallocated at present.
5. The meeting reminded itself that under the Section 106 Agreement signed by A C Lloyd for Spring Lane there is a sum of £50,410.81 identified which can be applied to the Playing Field in the Parish. It appears that A C Lloyd have not yet received an invoice from WCC as the timing is partly dependent on the construction of the dwellings and partly on the outcome of the public health crisis (so the payment has not yet been made).
6. The Chairman said that Janet Neale had advised that money in respect of Pre-School/Primary School Contribution, from Bovis 2, site was under discussion.

5. Warwick District Council – update report

A written report from WDC Cllr Mrs Leigh-Hunt had been filed (referred to above); she joined the meeting briefly to speak to it.

6. Financial Matters

1. The Clerk had circulated a bank reconciliation statement which gave the current balance on the investment account was £34,302.11 and on the operating account was £12,238.97. It was AGREED that he should proceed to instruct Mrs Louise Best to carry out the Internal Audit as in previous years. He will liaise with Cllr Friar to compute the book keeping for the year end at 31st March 2020.
Action: Clerk & Cllr Friar
2. With reference to the insurance renewal, the Clerk had circulated prior to the meeting documentation from Came & Company Ltd, our insurance brokers. He advised that this year, as our three year contract was coming to an end, we are looking at a new contract not just a renewal. The expiry date of the present insurance is 1st June 2020 and he is anxious to conclude negotiations with Came & Company well before that date. He pointed out that if this meeting

reconvenes on 18th May 2020 (see below) that is too close to the renewal date for comfort. It was AGREED he should proceed to obtain a quotation from Came & Company with the objective of them dealing with the new insurance; the meeting declared they were comfortable with the valuations set out in the brokers' schedule of this Council's assets. **Action: Clerk**

6. Update on the draft Neighbourhood Plan

There was some debate as to whether to file the Neighbourhood Plan with WDC at this stage; Cllr Friar explained that the target date set before his working group originally was the 31st March 2020 and the implication was that if that date was not met the Council might lose out on its opportunity to present its Neighbourhood Plan in its current form (i.e. a fresh Plan would have to be devised in the future). However it was apparent that few staff were working on site at WDC and the general tenor of application to work there had slowed down considerably. He had received an indication from the Monitoring Officer for the Neighbourhood Plan that she suggested to hold it in abeyance because of the lack of workforce at WDC meant that it would not be processed even if we file it. Cllr Sudbury, strongly supported by the Clerk, said it would be sensible to file the Plan at this stage so that if WDC then put the paperwork in suspense then that would be a matter for them and not the fault of this Council.

It was AGREED that Cllr Friar would submit, by recorded delivery post, a paper version of the Plan together with a memory stick, as WDC require an electronic presentation. The objective of delivering paperwork by recorded delivery was to have a date confirmed for this Council's action. The defining process is to be accompanied by a covering letter from the Clerk confirming that this Council has adopted the draft Neighbourhood Plan (hence the Clerk having obtained the written confirmations from absent Cllrs mentioned above). Cllr Friar and the Clerk will prepare the appropriate letter. For the avoidance of doubt the RESOLUTION was passed by the meeting to adopt the Neighbourhood Plan and for Cllr Friar to process the documentation accordingly. **Action: Cllr Friar & Clerk**

7. Update on the Media Committee

In the absence of any report, Cllr Friar said that there was ongoing preparation of the website. The Committee were looking to effect a transfer of material from the existing site to the new one in the foreseeable future. Tentative discussions had been undertaken with Mr Kip Warr and he had indicated that he would be charging for his time in connection with the transfer. It was AGREED that Cllr Friar would ascertain from Mr Warr a firm indication of what his costs would be. **Action: Cllr Friar**

8. Support group arrangements

Cllr Friar reported in detail on the work undertaken by the support group which now has about 52 volunteers. Such groups are springing up all round the country and this one originated from a discussion in the Sports & Social Club between Bogdan Alecsa, Cllr Friar and Cllr Sabin which resulted in Cllr Friar taking on the Social Media/IT lead within the group. To this end he has purchased a mobile phone. He said there are considerable logistical problems with volunteers doing practical things to help the elderly, infirm and disabled but at the same time avoiding contaminating the people in the process. It is known generally that there is an acute shortage of masks, gloves and sanitizers but he is doing his best to get supplies in. This meeting confirmed that his reasonable expenses in respect of items would be underwritten by the Council so he should not feel a need to refer every item to the Council before taking action.

9. Review of emergency procedures

Arising out of the above, Cllr Friar pointed out that this Council does not have a comprehensive policy in place to deal with emergencies; Cllr Sudbury said he had been examining an old one from yester year but it was inadequate for the present purpose. Cllr Friar had obtained an advice sheet from Meriden Parish Council for the purposes of his volunteer support groups but this advice sheet refers back to a basic policy held by Meriden PC. It was AGREED that Cllr Sudbury in conjunction with the Clerk would draft a suitable policy asap. **Action: Cllr Sudbury & Clerk**

Cllr Friar reported that, with the concurrence of this Council, he had taken action to close the play equipment on the Playing Field by locking the gates and putting in place coloured tape.

10. Any Other Business

1. Planning Matters:

- a. The Chairman reported that the planning applications in respect of 15 Williams Road and 6 School Lane had been granted.
- b. The Chairman referred to the pending appeal in respect of Leasowes Farm; Cllr Carter, as Chairman of the Planning Committee, had tabled an email expressing the view that this Council, having been neutral in its view on the original application, should not now change its stance. The Clerk advised the meeting that WDC Cllr Mrs Leigh-Hunt was a firm supporter of the applicant and was preparing a paper for his use in his Appeal to the Government Inspector. However, the meeting took the view that Cllr Carter's opinion should be followed and that this Council would not express a view on the appeal.

2. The Chairman had been in correspondence with Mrs Judy Steele as she had raised issues about the pond at the rear of St Nicholas Road and the clearing work recently undertaken. On the Chairman's response as to the factual position she now raised the question of whether this Council has a wildlife management plan in respect of the pond. It was AGREED that FoRGE be invited to formulate and present such a plan for discussion at a future Parish Council meeting.

Action: Clerk

3. Cllr Sudbury raised the point that in recent times the football pitch had been very soggy as a result of water logging to make playing football unwise. He thought that a monitor to supervise the pitch on a regular basis would be advantageous. It was AGREED to appoint Mr Dave Purdy to fulfil this function as he had indicated his willingness to do so.

4. Briefly, there was a discussion about the proposed football match involving SANDS in August 2020; the Clerk had not received details of their insurance cover but it was thought that quite likely the event would be cancelled because of the health crisis.

5. The Chairman was disappointed that the photograph that centred on the pear tree planting on 18th March had not featured in The Courier yet but he is hopeful that it will feature shortly.

6. The Chairman had discovered that two of the dog waste bins were missing and wondered about replacement; the Clerk advised that former councillor David Chater had located a source and reference could be made to him.

Action: Chairman

7. The Chairman referred to a NALC consultation paper which has been passed down from Government as to bus services generally; it was left that the Chairman would consider a response although against current economics it seems unlikely that the local service would be altered.

Action: Chairman

11. Date of next meeting

It was AGREED that the Annual Parish Meeting should be postponed from 27th April to 18th May and in the interim the question of a further meeting would be reviewed; there may be a further virtual meeting before 18th May or on that date as appropriate.

The meeting concluded at 9.15pm

Signed.....

Date.....

Chairman of the Parish Council

Counter signed.....

Date.....

Clerk to the Parish Council