

RADFORD SEMELE PARISH COUNCIL

MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 29th April 2019 at 7.30 pm.

Present: Cllr S Sabin (in the chair), Cllr D E Chater, Cllr B Follett, Cllr B Friar, Cllr A T Hitchcox, Cllr A E Malin, Cllr Mrs J P Malin, Cllr H E J Marriott, Cllr Mrs N Northey and Cllr J Sudbury

In attendance: WCC Cllr W Redford

By prior arrangement, Tom Ingall of Leasowe Farm addressed the Council briefly; he outlined a scheme which he is going to submit for planning approval; this is to construct an eco-friendly building on his family's premises at Leasowe Farm. He was seeking to catch the imagination of the Council and for their approval. The Chairman advised that this Council does not have authority to accept or refuse planning applications, but it would take onboard what he had told the meeting. He then left the meeting.

- 1. Apologies for absence:** WDC Cllr Doody
- 2. Declaration of interests:** None
- 3. Approval of the Minutes of the Council meeting on 25th March 2019**

Subject to a minor amendment these were approved as proposed by Cllr Sudbury and seconded by Cllr Marriott. In passing the Chairman confirmed that the February Minutes had now been amended as discussed and duly filed.

4. Matters arising from the Minutes of the Council meeting on 25th March 2019

1. What the Chairman and the Clerk hoped would be the final version of the letter on traffic management had been circulated to Cllrs since the last meeting; six Cllrs had responded with comments which the Clerk could incorporate in the final version, but four Cllrs were outstanding. It was AGREED that the Clerk should proceed and get the letter underway. **Action: Clerk**
2. The Council was pleased to note that the pump from The Lodge had now been installed by A C Lloyd on the grass in front of the Village Shop. The Clerk advised that A C Lloyd would like to have a photo shoot of the pump with their personnel and Cllrs; it was noted that the trough is still to be obtained and placed in situ – possibly A C Lloyd would be interested in installing that. It was also AGREED that it would be appropriate to have a plaque placed on the pump or on the trough which would give a brief history of the pump; David Chater had agreed to pursue the purchase of a suitable trough although he is retiring from the Council. It was RESOLVED that expenditure of up to £100 for a trough was acceptable. David has also undertaken to look after the plants that would be planted in the trough. **Action: David Chater**
3. It was confirmed that the Chairman had purchased a suitable replacement litter bin. It was AGREED that he should be reimbursed for the cost of this. Cllr Marriott and the Chairman have installed the bin on the grass in front of the village shop.
4. The Clerk confirmed that the complex letter prepared by the Chairman and himself and approved by Cllr Sudbury on the question of CIL and its interlocking relationship with Section 106 payments had been forwarded to the three addressees previously noted – David Barber (Head of Planning Services), Philip McGaffin (Exchequer Services Manager at WCC) and Janet Neale (Infrastructure Delivery Manager at WCC).

5. Warwickshire County Council – update report

WCC Cllr Redford said he had nothing to report.

6. Warwick District Council – update report

In the absence of WDC Cllr Doody there was no WDC report.

7. Financial Matters

1. The Clerk reported that Cllr Friar and himself had met on a number of occasions to review the electronic keeping of accounts and to consolidate the year end accounts to the 31st March 2019 and to consider future financial policies in the light of Cllr Friar's recent written report of the Finance Committee. The Clerk said that Cllr Friar had carried out a lot of work on the project and had on this occasion prepared the monthly reconciliation sheet which was tabled. This shows that the balance on the investment account is £24,285.69 and the balance on the operating account is £33,585.63.
2. Attention was drawn to the fact that the balance on the operating account includes a recent receipt of £14,517.50 by way of the first instalment of the WDC Precept payment.
3. For the purposes of the year end accounts (mentioned) required for audit, a Financial Statement had been prepared in the usual way and this was tabled. It was AGREED that Cllr Friar would speak to it in the course of the Annual Parish meeting to follow the Council meeting.
4. A number of payments were approved as per the list filed with these Minutes and cheques were duly signed. Included in the approvals were a payment of £6 to Cllr Northey to reimburse the cost of Land Registry entries for the Playing Field, £149.98 to Cllr Sabin to reimburse for the cost of the litter bin and £762 paid to the Clerk in respect of his annual office expenses (the figure determined by the Finance Committee).
5. A matter not on the Agenda but mentioned at the previous meeting, the Clerk advised that he had today received the fresh particulars of insurance cover to take effect for the Council on 1st June 2019. He reminded the Council that currently there is a three-year contract and we are now coming to the third year. The brokers, Came and Company the same brokers as used by this Council in previous years and are the accredited brokers to SLCC, have submitted an invoice for £1,220.93 in respect of the forthcoming year of insurance. The Council RESOLVED this payment to be approved and it is to be actioned by the Clerk. **Action: Clerk**
6. The Clerk pointed out that the respective balances on the two bank accounts indicated that a transfer should be made from the operating account to the investment account (although it is acknowledged that the rate of interest is very low). It was RESOLVED that the Clerk be authorised to transfer £10,000 from the operating account to the investment account (the balance is to be monitored in the usual way by the Clerk). This was proposed by Cllr Sudbury and seconded by Cllr Friar. **Action: Clerk**

8. Correspondence

The Clerk said he had only one item – a circular letter from planning consultants seeking a commission which could be noted for future reference.

The Chairman informed Cllrs. that the Vehicle Activated Sign on the A425, eastbound, had been reported faulty in April 2018 and remains so till this day. He sent a reminder to WCC Street Lighting on 4th April 2019. The reply from WCC acknowledged that the sign is on the list for repair but due to financial constraints they were having to prioritise repairs and, in some cases, remove signs. The Chairman replied with a request that should removal of this sign be under consideration the Parish Council required notification at the earliest opportunity.

9. Current Planning Matters

1. W/15/1635 – 56 Southam Road
The Clerk had received in the last week or so a note from Gerald Brooks at WCC Highways Dept who confirmed that there is ongoing action against the owner/occupier of 56 Southam Road. He is resisting demolition of the wall which he has built infringing the highway, but they are taking legal action against him.
2. W/19/0161 – 38 The Gardens
It was noted that this matter had now been determined.
3. W/19/0289 – 17 School Lane
It was noted that this matter had now been determined.
4. W/19/0365 – 12 Cedar Tree Farm
Cllr Mrs Malin reported that representations had been made on this property (referred to in the Minutes of the previous meeting in March).
5. 78 Lewis Road
Cllr Mrs Malin and Cllr Friar spoke to this matter; this is an application for a retrospective planning application. The Council expressed their concern as although the application is in respect of a conservatory it is out of proportion to the house and location. Representations have been made to WDC Planning Dept which is to deal with the matter at a hearing on 5th May 2019.

10. Update on Neighbourhood Plan

Cllr Friar circulated to Cllrs the draft neighbourhood Plan by email. He also made available hard copies, as the number of pages is about 88 – it is somewhat of an issue in printing off sheets from a computer. As previously agreed with the Clerk, Cllr Friar spoke to the draft and the process and it was felt that there was too much detail for the Council to absorb without more time in reading the paperwork. It was AGREED that the matter be debated at the next meeting on 20th May 2019; although Cllr Friar will not be a member of the Council on that date, it was AGREED that he should attend and speak to it. The main point is that the draft, once approved, is then submitted to the WDC Monitor for approval of the Neighbourhood Plan as a whole.

11. Review of Playing Field

1. Cllr Chater had obtained three quotations for refurbishment work to the footpath (as previously agreed). The Clerk advised that it was not incumbent on the Council to accept the cheapest estimate although correct procedures had been followed in obtaining three quotations. It was RESOLVED that the quotation of £6,495 + VAT put forward by C J & Andy Wright be accepted. The Clerk is to action. **Action: Clerk**
2. The question was raised as to whether it was time for another ROSPA report; the Clerk said that their suggestion to inspect in 2018 had been refused because the play equipment had been recently installed and it was felt unnecessary to have an inspection. However, their previous report had highlighted possible problems with the skateboard. The repair of the skateboard had been pursued by Cllr Chater and more recently by the Clerk with slow progress. The Clerk advised that currently there are instructions out to contractors recommended through a contact at WDC, Urban Recreation Ltd; the Clerk had been advised by them today that they have the matter in hand and expect to start work within the next week or so. It was therefore AGREED that once that work had been carried out then ROSPA should be approached to carry out an inspection to bring matters up to date.

3. The Clerk reported that the Chairman had recently received an application by Mr Terry Davidson on behalf of a new football club who wished to use the football pitch; the previous club, Radford Football Club, had dissolved. The new club, Sands United FC, are registered with league and will play in the new football season. The Council were asked to approve retrospectively action by the Chairman and the Clerk in issuing the standard form of contract to Mr Davidson and a request for payment of the £100 fee. The terms of the contract are identical to the agreements issued to the football clubs last year. This was approved by the Council, to be pursued by the Clerk. **Action: Clerk**

12. Update on Scout Hut project

Cllr Friar said the matter was ongoing. Currently a piece of land which seemed to be suitable appeared to be in the ownership of the Diocese and the negotiations were ongoing with them. **Action: Cllr Friar**

13. Update report on Sports and Social Club Matters

Cllr A Malin regretted he had been ill and unable to attend a recent meeting of the Club Committee so there was no report.

14. Update report from Community Hall Committee

Cllr Chater said that despite his imminent retirement from this Council, he will continue to be involved with the Community Hall Committee.

On enquiry by the Clerk, Cllr Hitchcox confirmed arrangements were all in hand for the use of the Hall for the Graham Fulford Prostate Trust in May.

15. Update on School Matters

There was no report.

16. Update report from Media Committee

Cllr Friar had prepared a written report for the APM and it was AGREED to consider it then.

17. Car Park Extension

The Clerk had recently received a response from the Planning Officer, Mr Sahota, reiterating his view that planning consent was required for this Council's proposal to create car park standing on the Playing Field. The Clerk said he wished to check out the law quoted by the Planning Officer firstly to see if he was correct and secondly to see whether there was an alternative course of action to avoid having to make the application. **Action: Clerk**

18. Any Other Business

1. The Clerk reported that it was incumbent upon this Council to monitor the condition and use of the two defibrillators in the Village; the Action Group who had been instrumental in installation had made it clear to the Clerk that they did not wish to continue dealing with them. The Clerk had also ascertained from West Midlands Ambulance Service that they consider that whilst they will provide training and advice it is not their function to monitor the equipment. The Clerk therefore advised that a volunteer monitor from this Council should be asked to keep a watching brief; Cllr Sudbury volunteered to deal with this, subject to having training. **Action: Cllr Sudbury & Clerk**

2. The Chairman briefly drew Cllrs' attention to proper presentation of election expenses – forms are available. He also reminded them that at the meeting on 20th May, Declarations of Pecuniary Interest and Declarations of Office will need to be signed by all Cllrs even though they have served in the past. The Clerk confirmed that he had under his elbow already a stack of forms for that purpose.

3. Cllr Marriott followed by Cllr Chater gave a valedictory address, both observing that they had served on the Council for very many years and whilst they had enjoyed their time and they felt it was productive, they also felt that it was time to stand down. The Council gave both of them a round of applause.

4. An enquiry by the chairman as to any outcome concerning the land at the rear of 9 Lythall Close, the Clerk reported that (as the Council were aware) he had written to the Planning Enforcement Officer in early April challenging his interpretation of the law as tendered to WDC Cllr Doody; the Clerk had not yet received a response but will pursue it. **Action: Clerk**

19. Date of next meeting: 20th May 2019

Signed.....

Date.....

Chairman of the Parish Council

Counter signed.....

Date.....

Clerk to the Parish Council