

RADFORD SEMELE PARISH COUNCIL

MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 24th June 2019 at 7.30 pm.

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

In attendance: WDC Cllr Mrs Leigh-Hunt

1. Apologies for Absence

Cllr S Sabin and Cllr A T Hitchcox (holidays) and WCC Cllr Redford (another meeting)

2. Declarations of Interest

Cllr Munn declared an interest in No 56 Southam Road – it was agreed he would remain present during discussion.

3. Constitution of Committees

The Vice Chairman and the Clerk had circulated a draft of committees in advance of the meeting and it was unanimously AGREED that the suggestions put forward in the draft be accepted.

4. Allocation / identification of role of Councillors

The Clerk said he had included this item on the Agenda at the request of Cllr Musa; the latter said that the allocation now of councillors to different committees had achieved the objective behind his request so there was no need to proceed with this item.

5. Approval of the Minutes of the Council meeting on 20th and 28th May 2019

The Minutes of the meetings on 20th and 28th May were approved subject to a small amendment to paragraph 5 at the request of Cllr Sabin; proposed by Cllr Follett and seconded by Cllr Mrs Malin.

6. Matters arising from the Minutes of the Council meeting on 20th May 2019

1. At the request of the Vice Chairman, the Clerk had circulated all Cllrs with copies of the letter response received from WCC on the compendious letter prepared by the Clerk and Cllr Sabin to present the case for traffic management in the Village. It was AGREED to put this matter on the Agenda for the meeting in July when Cllr Sabin will have returned from holiday. **Action: Clerk**
2. The Clerk reported that he had advised A C Lloyd that a photo shoot could be organised on the return of Cllr Sabin; it was conjectured that the photo shoot would include Cllr Sabin as Chairman and former Cllrs Marriott & Chater who had installed the trough and pump. **Action: Clerk**
3. The Vice Chairman advised that there was a substantive response had been received from WCC on the compendious CIL letter which the Clerk together with Cllr Sabin had prepared and sent to WCC and WDC. Whilst an initial acknowledgement of receipt had been received, there had not been a substantive response from any of the recipients of the letter. The Chairman, Vice Chairman and Clerk had had a meeting with the Head Teacher of the School recently and it was apparent that no information had been received by the School as to the availability of any Section 106 or CIL funds for application to School purposes. The matter is being pursued and put on the next Agenda. **Action: Clerk**

7. Warwickshire County Council – update report

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

8. Warwick District Council – update report

WDC Cllr Mrs Leigh-Hunt advised:

1. The first substantive meeting of the WDC was on 26th June – there had not been a political/proper meeting of the Council as yet.
2. In advance of the meeting, papers had been filed on motions to be put forward by the Green Party and the Labour Party on WDC. They have adopted their colleagues' national concerns about climate change, and it is questionable whether WDC is the right forum for discussion of those issues as the District Council had no powers in that respect. An amendment will be proposed to the first motion and in view of discussions that have taken place it is likely that the first motion will be amended.
3. She attended the Eastern Neighbourhood Forum recently and drew attention to the fact that grants are available for various projects which have not been taken up by all parishes including this one; in particular, there is money available for football provision in conjunction with the Football Association.
4. The Forum had recorded that the Police propose to organise patrols in the vicinity of the School in order to maintain a Police presence, firstly to manage traffic and secondly with a view to community safety for young people.

9. Financial Matters

1. The Clerk had tabled a bank reconciliation statement; the balance on the investment account is £34,288.04 and the balance on the operating account is £19,790.32. This apparent imbalance is a result of the second transfer of £5,000 having been effected by the Clerk since the last meeting (in accordance with the Council's approval).
2. A number of payments were approved as per the tabled list; the emergency action of the Vice Chairman and the Clerk in commissioning defibrillator equipment from Tranter Training Solutions was approved retrospectively and payments to the Internal Auditor, Mrs Best, and to former Cllr Henry Marriott were also approved.
3. Cheques were duly signed.
4. The Clerk spoke in some detail to the report from the Internal Auditor; broadly, she stated that the accounts had been kept in an orderly manner and she was satisfied with the position. She had however raised a number of points in her report as to items which did not appear to have been addressed. The Clerk went through these items one by one and explained the position on all of them. The Council approved her report accordingly.
5. The Clerk then spoke in detail on the requirement for the Council to sign off the Annual Return for the year end 31st March 2019. The details of the Annual Return were looked at and the Council authorised the Vice Chairman and the Clerk to sign off the Annual Return to be submitted to the External Auditor. This was proposed by Cllr Mrs Malin and seconded by Cllr Friar.
6. The Clerk confirmed that he had written to the bank to discharge the mandates previously in place for former councillors and to put in place signing authority for the new councillors. The response from the bank was awaited.
Action: Clerk

10. Correspondence

1. The Clerk confirmed that following the Council's wishes, he had written to the three former councillors to thank them for their service. Mr Marriott in particular has expressed his thanks for the letter and indicated that he will be happy to do future work in connection with the Council in the community.
2. The Clerk had received a circular email inviting town and parish councillors to a seminar on planning to take place on Thursday 18th July in Kenilworth. This is a seminar on planning generally and it made it clear that it was not on infrastructure and CIL. No Cllrs indicated a wish to attend the seminar.
3. The Clerk reported having received advance notice of road closures on Sunday 7th July 2019 for the purposes of the Leamington half marathon; part of the runners' course would take them through Radford Semele and then to Offchurch for the duration of the morning on that day.
4. The Clerk reminded that, when Cllrs had attended the recent seminar put on by WALC, efforts had been made to paperback book produced by WALC "Good Councillor's Guide". Cllr Sabin had suggested purchasing a copy for every councillor; Cllr Friar said it was possible to download a copy of the publication from the internet and therefore unnecessary to apply to WALC to purchase 10 copies. He undertook to produce copies from the internet.
Action: Cllr Friar
5. The Clerk said that the Chairman and Vice Chairman had already been circulated with an invitation from the Police to attend a citizens academy at Police Headquarters on 10th September 2019 running until 20th November 2019. This appeared to be a seminar for students; no Cllrs were interested in attending it.
6. The Clerk had received a standard invitation from the PA to the Chairman of WDC asking whether he will be welcome to attend a meeting of this Council (in accordance with usual tradition). It was AGREED that the Clerk would invite the Chairman to attend at our October 2019 meeting.
Action: Clerk

11. Current Planning Matters

1. W/15/1635 – 56 Southam Road
It was noted that there had been significant activity on site recently and that a WCC representative had made yellow marks on the offending wall indicating that it should be demolished at various points in its structure. Cllrs enquired as to when enforcement of this would occur – it was AGREED that the Clerk should write to WCC to progress matters on that. It was also noted that adjacent to 2 School Lane there is a projecting wall which has been constructed by the occupier for 56 Southam Road; in view of the indication by WCC that the old stone wall in School Lane is its actual boundary, this wall appears to be in contravention of the boundary and should be brought to the attention of WCC accordingly.
Action: Clerk
2. W/19/0561 – 78 Lewis Road
It was noted that the planning application has now been granted.
3. W/19/0869 – Leasowes Farm
Cllr Mrs Malin said that she had examined the application currently for Leasowes Farm and could find no reason to object; the Council agreed with this.
4. W/19/0622 – Bovis Homes
Cllr Mrs Malin and the Clerk said that there appeared to be no current matters on the Bovis site to consider but WDC Cllr Mrs Leigh-Hunt pointed out that there had been complaints from residents on the site concerning the noise from construction. She is looking into it.

12. Update on Neighbourhood Plan

It was noted that Cllr Friar successfully placed banners around the Village and notices had been put up in the bus shelter and on the notice board advertising the consultation period from 24th June 2019 until 5th August 2019. He will produce individual paper copies for distribution by Cllrs and the Clerk as appropriate.

13. Review of Playing Field

1. The Clerk had carried out an inspection the day before and found that work to the skateboard and to the footpath had not yet commenced. He sent reminder emails to both contractors urging action.
2. Cllr Follett said he had contacted the contractors dealing with the footpath and they had assured him that they were about to start work.
3. It was AGREED that Cllr Follett would monitor both items of work. **Action: Cllr Follett**

14. Update on Scout Hut project

Cllr Friar said the matter is still pending – the same issues as before concerning ownership of the possible site were under review.

15. Update report on Sports and Social Club Matters

Cllr A Malin had not been able to attend a recent meeting of the committee so there was no report.

16. Update report from Community Hall Committee

It was AGREED that Cllr Mrs Malin would be this Council's representative on the committee.

17. Update on School Matters

The Vice Chairman referred briefly to the meeting with the Head Teacher (mentioned above). He said one of the outcomes of the meeting was a desire mutually for a representative from this Council at School Governors' meetings. There is no statutory entitlement to a representative but it was felt desirable by both parties; the Head Teacher is to put the proposition to the School Governors and report back to the Vice Chairman. **Action: Vice Chairman**

18. Update report from Media Committee

1. Cllr Friar gave a brief report on activity by the Media Committee; in particular there is an issue about hosting the Council's website as the current provider is no longer suitable. He had obtained quotations for several different types of service of provider. He tabled a report on standards of transparency expected of such a website which also contained four quotations. It was AGREED that he should proceed with 1and1 Ionos at a charge of £84 per year, proposed by Cllr Munn and seconded by Cllr Follett. **Action: Cllr Friar**
2. The report includes reference to standards and central changes to the Standing Orders and Financial Regulations. It had been thought that there were no Standing Orders in place, but the Clerk pointed out that an appropriate document had been adopted in 2017. It is debatable whether it needed to be checked at this stage. It was AGREED that the Media Committee would look at the document and also the Financial Regulations which were approved last year after submissions by former Cllr Chater. **Action: Clerk & Cllr Friar**

19. Report on defibrillators

The Vice Chairman reported that in recent weeks following his monitoring inspections of the two defibrillator kits in the Village, it had been necessary to obtain new pads and new batteries for them. References to these were made in the approval of payments (as above). Further kit was expected from the suppliers when kits for both defibrillator units would be up to date. The Vice Chairman is to continue monitoring the position in the light of the natural lifetime of the batteries. **Action: Vice Chairman**

20. Any Other Business

1. The Clerk reported that he had been approached by former Cllr Jonathon Whitehead who said he was happy to undertake the work of moving the notice board but needed some positive instruction as to its new position. Both he and the Clerk had come forward with a proposal that the notice board be put alongside the letter box in front of the Village shop, adjacent to the pathway. It was thought that this was a good idea, but the matter was put off for consideration by Cllr Sabin on his return. **Action: Cllr Sabin & Clerk**
2. The Clerk said he had placed on the Agenda review of the telephone box; having been conscious for some time (as had others) that the telephone box had been purchased as a matter of urgency from BT but developing its use had not been pursued; it was possible that the box could be moved to the green in front of the Village Shop and placed in combination with the pump and trough etc. This will require considerable thought and a costings exercise. It was AGREED to put this on a future Agenda for consideration by the Chairman on his return. **Action: Chairman & Vice Chairman & Clerk**
3. The Clerk had not yet had an opportunity to consider the planning law on the subject of the car park extension, so the matter is to be put on a future Agenda. **Action: Clerk**
4. The Clerk had not taken action on a review of the wall at The White Lion as, upon his inspection of the wall, he was of the view that there was not a problem. The Council disagreed with this and he was accordingly instructed to write to the brewers to raise the issue. **Action: Clerk**
5. The Clerk had circulated a copy of the Risk Management Assessment which had been prepared last year; this was for consideration by the Council at their next meeting in July. Following advice from the Internal Auditor a year or so ago, it had been AGREED to review this every year at the June or July meeting. This matter is to be put on the Agenda for the July meeting. **Action: Clerk**
6. The Clerk reported that he had filed with the Monitoring Officer all the Declarations of Acceptance of Office and all the Declarations as to Pecuniary Interest, apart from one or two which were outstanding.
7. Items for future action – this was an item requested by the Vice Chairman with a view for forward progress:-
 - a. That WCC be requested to pay attention to the pavement condition in Hatherell Road and Lewis Road. **Action: Clerk**
 - b. That following a request from residents, the Clerk is to request the Police to inscribe SLOW markings on the roadway in Offchurch Lane with a view to reducing the speed of vehicles who habitually speed on that road. **Action Clerk**
8. Cllr Friar had raised a request from a resident in Chance Fields to have a grit box installed – the implication was that the Council had been slow to respond to an earlier request; the Clerk pointed out that the matter had been debated considerably about a year ago but at that time former Cllrs Chater and Marriott had inspected the site and tried to negotiate installing a grit box on a piece of grass there but had received strong objection from a local resident. Because of the opposition, the Council had not proceeded to purchase a grit bin for this site. It was AGREED that Cllr Friar would respond to the resident to explain the position and invite the resident to get some co-operation from the neighbourhood. **Action: Cllr Friar**

21. Date of next meeting: 29th July 2019

Signed.....

Date.....

Chairman of the Parish Council

Counter signed.....

Date.....

Clerk to the Parish Council