

RADFORD SEMELE PARISH COUNCIL

MINUTES

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

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

In attendance: WDC Cllr Mrs Leigh-Hunt

1. Apologies for Absence

Cllr D Carter and WCC Cllr Redford (holidays)

2. Declarations of Interest

It was recorded that Cllr Munn has a continuing interest with reference to No 56 Southam Road – a topic likely to be discussed at a number of meetings of the Council in the foreseeable future. It was AGREED that he could remain in the relevant meetings and speak to the subject.

3. Approval of the Minutes of the Council meeting on 24th June 2019

The Minutes of the meeting on 24th June were approved subject to a number of clerical errors to be corrected as between the Chairman and the Clerk; proposed by Cllr Mrs Malin and seconded by Cllr Friar.

4. Matters arising from the Minutes of the Council meeting on 24th June 2019

1. It was AGREED that a positive response be formulated to the recent complex letter received from WCC on this Council's traffic management proposals, a sub-committee of the Chairman, Vice Chairman, Clerk and WDC Cllr Mrs Leigh-Hunt are to do this. **Action: Sub committee**
2. The Clerk is to arrange a photo-shoot with A C Lloyd in respect of the pump and trough, the main subjects to be former Cllrs Marriott & Chater and Cllr Sabin. **Action: Clerk**
3. It was AGREED that current issues regarding Section 106 payments and CIL payments be reviewed by the above sub-committee with a view to a positive response being returned to WCC. It was noted that Cllr Sudbury and WDC Cllr Mrs Leigh-Hunt had been notified by a WDC Infrastructure Officer that Section 106 payments had been made to the School (as indicated on the Excel spreadsheet produced by WCC Planning Dept as seen in recent months). The payments were made to the Trustees of the School one of whom is Rev Martin Green; it was AGREED that Cllr Sudbury will explore with Rev Green the background to this transaction. **Action: Cllr Sudbury**

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 reported as follows:

1. The outfall from the Eastern Neighbourhood Forum is that there are a number of projects which can be supported by funding to a limited extent – these should be submitted as soon as possible to WDC.

2. It was stated in a recent meeting of the Eastern Neighbourhood Forum that the Police proposed to carry out traffic management speed checks in the Village.
3. There was a discussion about WDC support for emergency planning procedures (the matter raised by Cllr Sudbury at the previous meeting).

7. Financial Matters

1. The Clerk had tabled a bank reconciliation statement showing the balance on the investment account is £34,289.40 and the balance on the operating account is £18,702.03. The Council AGREED with his suggestion that a further sum of £5,000 be transferred to the investment account from the operating account. **Action: Clerk**
2. A number of payments were approved as per the tabled list annexed to the Minutes. Retrospective approval for action by the Vice Chairman and the Clerk for drawing a replacement cheque payable to Tranter Training for the supply of defibrillator equipment in the sum of £573.60 in substitution for an earlier sum which had been approved (the cheque for that to be spoiled) and payment of tax of £113.20 on the Clerk's first quarter pay. In addition, the Clerk's first quarter pay of £1,307.81 was approved.
3. Cheques were duly signed at the meeting.
4. The bank form for a change to the bank mandate had been received and was circulated by the Clerk to the three new Cllrs for completion. **Action: Cllrs Carter, Munn & Musa**
5. The Clerk reported that confirmation of receipt of audit papers had been received from the External Auditor and they will deal with them.

8. Correspondence

1. The Clerk had only one item not covered by other headings; he had confirmation that the Chairman of WDC will visit this Council at the October 2019 meeting.

9. Current Planning Matters

1. W/15/1635 – 56 Southam Road
There was considerable debate on this matter and concern was expressed at the eyesore created by the current condition of the site. While continuing to explore the question of the boundary of the property with WDC, the Clerk had received a drawing which he and WDC Cllr Mrs Leigh-Hunt consider is inaccurate. It was AGREED that the matter will be reviewed by the above subcommittee and a response formulated to WCC.

Cllr Munn spoke in detail about the boundary wall between his property and No 56 Southam Road and from which it appears that the workmanship on the wall to conform with WCC requirements was unsatisfactory. **Action: Sub committee**
2. W/19/0622 – Bovis Homes
It was noted that the planning application has now been granted.
3. W/19/0792 – 4 Chance Fields
It was noted that the planning application has now been granted.
4. W/19/0869 – Leasowe Farm
Cllr Mrs Malin said that she had examined the application currently for Leasowe Farm and could find no reason to object; the Council agreed with this.
5. W/19/1059 – 35 Slade Meadow
Cllr Mrs Malin said the application was in respect of a garage arrangement and the planning subcommittee saw no objection.

6. 4 St Nicholas Terrace
Cllr Mrs Malin expressed concern about 4 St Nicholas Terrace; the occupier is now in the process of creating a perimeter wall which is unsatisfactory. The Clerk reminded the Council that a previous objection had been raised a few years ago and a reply had been received from the WDC Planning Dept to the effect that the occupiers' actions were in accordance with planning permission; the WCC officer concerned with highway management stated that the occupiers' excavation of the embankment to create an access to the highway was acceptable to WCC. It was AGREED that Cllr Mrs Malin should make representations regarding the perimeter wall.
Action: Cllr Mrs Malin

7. 9 Lythall Close
Former Cllr Naomi Northey had alerted the Council and the Clerk to potential commercial activity in respect of the footpath at the rear of 9 Lythall Close; the Clerk was in the process of liaising with the Footpaths Dept of WCC to identify the legal issues and possible enforcement action to maintain the integrity of the footpath. It was AGREED that the above subcommittee would review the whole matter so the Clerk could put before the Footpaths Dept a suitable package of documentation.
Action: Sub committee

10. Update on Neighbourhood Plan

Cllr Friar reported that so far there had been 33 responses to the Public Consultation. This runs until 5th August. At the conclusion the working party will submit the Draft Plan to the WDC Monitoring Officer in September/October for approval.

11. Review of Playing Field

1. Cllr Follett reported that the skateboard had now been repaired and was satisfactory. The Clerk in conjunction with the Chairman has authority to pay the contractors, Urban Leisure Ltd. A cheque had been drawn in March in anticipation of early payment for the work which had been delayed; Cllr Follett said he had been advised by the contractors that the actual invoice may now be less than the amount of the cheque already drawn. The Clerk is to deal with the variation in conjunction with the Chairman.
Action: Clerk & Chairman
2. It was AGREED that the Clerk should invite ROSPA to do an inspection and report in the autumn. (They had not been asked to do this last year because of the new play equipment)
Action: Clerk
3. Cllr Follett reported that he had been told that the contractors for the refurbishment of the footpath proposed to complete the work by 19th August.
4. Cllr Hitchcox said it had been brought to his attention that the concrete footings for the new goalpost needed attention; it was AGREED that he and Cllr Follett would deal with this, and the cost of the materials to be charged to the Council.
Action: Cllrs Hitchcox & Follett
5. Cllr Follett reported that former Cllr Henry Marriott had expressed a professional view that a number of trees on the Playing Field needed examination for rot and/or cutting back. It was AGREED that he should be commissioned to do this in the autumn.
Action: Cllr Follett

12. Update on Scout Hut project

Cllr Friar said there was a need for better accommodation as the numbers of the scouts had increased – hence a circular which had been issued to householders seeking volunteers to become leaders. The group are still pursuing the site previously discussed where the ownership is currently unknown.

13. Update report on Sports and Social Club Matters

Cllr A Malin said there is a continuing issue concerning the costing and installation of the proposed disabled toilet due to the structure of the building. It may be appropriate to rebuild the toilet section as an add-on to the rear of the building.

Cllr Sudbury said he had been looking into the potential funding of the toilet project which had been estimated to be £30,000; due to difficulties in the Club being able to raise that kind of money, he was looking at other ways in which funds could be obtained, bearing in mind the charity status of the Community Hall.
Action: Cllr Sudbury

14. Update report from Community Hall Committee

Cllr Mrs Malin said that income had been down recently. The loss of the weekly whist drive booking was one of the reasons.

15. Update on School Matters

The issue of CIL and Section 106 payments is referred to above.

Cllr Sudbury is continuing to explore the suggestion that there should be mutual representatives at meetings of School Governors and this Council so that ongoing liaison could be maintained between the two bodies.

Action: Cllr Sudbury

16. Update report from Media Committee

Cllr Friar said that they are in the process of migrating the support system to a new provider but are to secure renewal of the domain name first as it might otherwise be lost. There will be a fee for this, but he will notify the Clerk in due course. The management services of Mr Kip Warr are to be retained.

17. Repositioning of the notice board

The Clerk reported that following his discussion some weeks ago with former Cllr Jonathan Whitehead, the latter was waiting for instructions as to where to reposition the notice board. It was AGREED that the board should now be moved to alongside the present position of the letterbox and the footpath leading to the Village Shop. The Clerk is to ask for a quotation for the cost of removal and also the cost of installation of a second notice board; the Council are contemplating the positioning of a second notice board in the northern section of the Village, possibly on the new Bovis site.

18. Any Other Business

1. It was AGREED in principle that action should be taken to revamp and utilise the telephone box. Cllr Follett had done a preliminary review and advised that the cost of taking all the old paint off and renewing the paint would be about £1,300. The Clerk reminded the Council that at the time of acquisition from BT we were advised that there may be underground power cables to be dealt with if it was decided to uplift the telephone box. The work involved would have a significant cost. It was AGREED that a working party, comprising Cllr Follett, Cllr Munn and Cllr Mrs Malin, would review the position and report back. **Action: Cllrs Follett, Munn & Malin**
2. The Clerk had not yet had an opportunity to examine the law concerning the car park extension although the likely outcome is that he cannot find a loophole in the planning legislation as he would wish. **Action: Clerk**
3. The Clerk had reported the Council's concern as to the wall of The White Lion to the brewers, Greene King Ltd; they showed a lack of interest and said the matter should be referred to the occupying tenant. It was AGREED that Cllrs Sabin and Sudbury would call upon the public house and explore the matter in conversation with the landlord there. **Action: Cllrs Sabin & Sudbury**
4. The Clerk had been in contact with David Elliston, the Highways Manager at WCC, who is investigating the question of repair of the pavements in Hatherall Road and Lewis Road.
5. The Clerk had carried out a site inspection of Offchurch Lane and reported item by item as to the 'SLOW' road markings there; Cllr Sudbury pointed out that the request for more markings was to have signs on lamp posts and not on the street. It was AGREED that this would be reviewed by the above subcommittee looking at traffic management generally and include a request for this in the eventual reply. **Action: Sub committee**
6. As to road markings on the A425, it was AGREED that this issue should be incorporated in the review by the subcommittee. **Action: Sub committee**

7. Cllr Sudbury advised that the new arrival on the Playing Field, SANDS FC, were comprised of players who had suffered misfortune with seriously ill or deceased children and hoped to raise money for charity. They are proposing a charity event on the Playing Field in September and were seeking the Council's approval. The Clerk advised that similar events had been held in the past but it was essential for this Council to insist that the organisers/managers of such an event had their own insurance as such an event would not be covered on the Council's insurance; the organisers must also ensure compliance with Health & Safety legislation. It was AGREED that Cllr Sudbury would advise the organisers that permission could be granted but they are required to produce to the Clerk a copy of their public liability insurance certificate in advance of the function taking place. **Action: Cllr Sudbury**
8. With reference to items for future action, it was requested that the Clerk arrange for a list of actions arising from Minutes to be issued as standard procedure to assist individual Cllrs to identify action required of them. **Action: Clerk**
9. The Clerk asked the Council to comment or otherwise on the review of the Risk Management Analysis which he had circulated at the previous meeting. The format was agreed subject to a few amendments which the Clerk proposed. **Action: Clerk**
10. it was AGREED that Cllr Friar and the Clerk would liaise on the production of a copy of the Standing Orders for the website and potential review of their content. **Action: Cllr Friar & Clerk**

19. Date of next meeting: 30th September 2019

Signed.....

Date.....

Chairman of the Parish Council

Counter signed.....

Date.....

Clerk to the Parish Council