

# RADFORD SEMELE PARISH COUNCIL

## MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 30<sup>th</sup> September 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 R Munn, Cllr T Musa and Cllr J Sudbury

**In attendance:** WCC Cllr Redford and WDC Cllr Mrs Leigh-Hunt  
One member of the public

### 1. Apologies for Absence

Cllr A E Malin (illness)

### 2. Declarations of Interest

Cllr Sabin declared an interest in the discussion of donation to British Legion and Cllr Friar declared an interest in the discussion of donation to the Scouts.

### 3. Approval of the Minutes of the Council meeting on 29<sup>th</sup> July 2019

The Minutes of the meeting on 29<sup>th</sup> July were approved, proposed by Cllr Sudbury and seconded by Cllr Friar.

### 4. Matters arising from the Minutes of the Council meeting on 29<sup>th</sup> July 2019

1. Recent correspondence with WCC on traffic had been circulated; the Chairman reminded the meeting that in response to the Clerk's definitive letter of 7<sup>th</sup> May 2019 they had received responses from three different sections of the Highways/Traffic department of WCC. The overall thrust was negative although one had suggested carrying out an inspection with reference to the junction of Southam Road and Lewis Road; he has been invited to have a meeting with the Chairman and the Clerk but he had so far not responded on that. It was AGREED that the Chairman, Vice Chairman and Clerk would put together a detailed response in the hope of having a meeting with one or more members of the Traffic Dept as in the Chairman's view there was (at the end of the day) sufficient funding from Section 106 on the Bovis Development to cover the improvements to road furniture under our contemplations.

**Action: Chairman, Vice Chairman and Clerk**

2. The Clerk said he had included the Agenda reference to the pump and AC Lloyd as a matter of record but he had received a letter from the Managing Director of AC Lloyd expressing his satisfaction and the hope that there could be further collaboration with the Parish Council.

3. On the issues raised with reference to CIL/Section 106 in the letter penned by the Chairman and the Clerk dated 25<sup>th</sup> April 2019, there had been no detailed response received until recently when an email had been received from Janet Neale, Infrastructure Delivery manager at WCC (who happens to be a resident in the Parish). She had apologised for the delay in response and committed some clarification concerning Section 106 money received by WCC; these she stated to be for general maintenance and rights of way within 1½ miles of the development sites. With reference to the Parish, £2,770.69 had been collected in relation to the Spring Lane development and £2,229.77 linked to Phase One of the Bovis site. In addition, £95,073.91 had been collected from the Spring Lane development in support of extensions to the cycle route to the east of Sydenham Drive. She also listed that highway contributions had been received in respect of the Bovis development in the sum of £226,320.82. She did not provide clarification of how many of these items would actually be spent or had been spent. She suggested coming to the Parish Council to speak to a Council meeting; it was thought that a better course would be for the Chairman, Vice Chairman and Clerk to meet with her in private session so as to pursue matters in detail rather than having an outline talk to the Council as a whole. Cllr Hitchcox then raised the question of whether there was an outstanding issue on Section 106 monies which were

thought not to have reached the benefit of the School in the light of the meeting that the Chairman, Vice Chairman and the Clerk had with the Head Teacher of the School on 14<sup>th</sup> June 2019. A debate followed in which Cllr Sudbury had issues and the Chairman explained the result of his enquiries in recent months concerning the School records. The conclusion reached was that money had been paid by the developers to the Diocese and the money had been subsequently transferred back to the School's funds and utilised for the benefit of the School. The conclusion of the Chairman and Vice Chairman was that although the enquiry had been duly made by this Council, it appears that the funds had reached the appropriate quarter and there was no further issue to pursue.

4. The Clerk had written to David Ellison at WCC Highways Dept to investigate the pavements in Hatherell Road and Lewis Road and had received a response to the effect that this would be actioned. However the Clerk had not heard from them since and would chase it up.  
**Action: Clerk**
5. This item regarding the review of emergency procedures arose out of the discussion at the last meeting about re-implementing emergency planning which had lapsed in recent years. Cllr Sudbury is dealing with this and will report back.  
**Action: Cllr Sudbury**
6. The Clerk had written to WDC Planning Dept who keep the ACV register and found that the young lady who had dealt with our application in respect of The White Lion had now left the employment of WDC. Her successor had advised the Clerk that he was picking up the files and would report back soon – this was some weeks ago now; the Clerk will chase it up.  
**Action: Clerk**

## **5. Warwickshire County Council – update report**

1. WCC Cllr Redford gave a verbal report. He emphasised that grants were available for a number of projects but the next Grant Forum was in February; the information that he had was that there had been an underspend by WCC so that funds are available.
2. He said that where highway repairs were carried out but appeared unsatisfactory, complainants should report immediately to him so the contractors could be challenged; they had experience of people complaining too late in the day so available evidence was not available to confront the contractors.
3. A discussion ensued concerning maintenance of the track from Spring Lane adjacent to the Playing Field and to the development building site of AC Lloyd. He said that if there was an issue with hedgerows then application to David Ellison at WCC Highways Dept should be effected to deal with that.
4. It was mentioned in passing that WDC Cllr Mrs Redford has organised a meeting on 17<sup>th</sup> October 2019 at 7pm with 'Rubbish Friends'; this is a meeting designed to engender interest in recycling programmes and collection of rubbish generally and will be held at Leamington Town Hall.

## **6. Warwick District Council – update report**

WDC Cllr Mrs Leigh-Hunt reported as follows:

1. WDC is in the course of fixing its budget for the forthcoming year; funding for local authorities has been promised by Government but the exact amount is not yet known.
2. There is very likely to be an increase in charges for WDC services.
3. The waste disposal contract is due to expire and will be reviewed in the near future. She drew attention to a circular relating to the RUCIS scheme of grants which were worth considering; these are available to parish councils and are connected with activity, tackling obesity and promoting the arts.
4. There was discussion about procedure in dealing with planning applications; she requested that once a comment had been lodged by the Planning Committee to the WDC Planning Dept that she should be copied in so that as District Councillor she is aware of how the comments had

been framed. It was emphasised that when comments are put in, it is made clear to the Planning Dept that the views expressed are those of the Parish Council as a whole and not those of an individual Councillor. This has been our objective for some time but it appears that some entries on the website do not always reflect that.

## 7. Financial Matters

1. The Clerk reported the balance on the investment account is £39,292.59 and the balance on the operating account is £25,561.22 (the second instalment of the Precept having just been received).
2. A number of payments were approved as per the tabled list annexed to the Minutes; in particular the Chairman and Clerk's action in carrying out Land Registry searches in connection with a planning issue was confirmed and the Clerk was awarded reimbursement of his expenses in the matter of £27.24. Approval of the Clerk's second quarter pay of £1,307.81 was approved and payment of tax on that amount of £113.20.
3. Cheques were duly signed at the meeting.
4. The Clerk is awaiting consolidation of the bank mandates – the signature on the bank forms is still outstanding from Cllr Musa and he will attend to this. **Action: Cllr Musa**
5. The annual audit had now been completed; the External Auditor's certificate had been received at the weekend. The Clerk expressed his thanks to Cllr Friar for interfacing with the External Auditor's representative on what was an extensive box-ticking exercise; the Auditor had criticised the re-arrangement of the year end accounts for March 2019 which had been effected by Cllr Friar to make the accounts of greater use for management and budgeting purposes. Whilst in submission of the Annual Return, Cllr Friar and the Clerk had revealed a book-keeping error in the previous year's accounts and it took extensive email correspondence to obtain full acknowledgement from the External Auditors. Cllr Friar tabled a paper explaining the history of this matter.
6. The Clerk had tabled a schedule of donations made on a standard basis in recent years (this traditionally is considered by the Council at their September meeting). It was AGREED that the same amounts should be paid to the same beneficiaries as before (completed schedule annexed to the Minutes). This was proposed by Cllr Hitchcox and seconded by Cllr Mrs Malin.

## 8. Correspondence

1. The Clerk had received an email from AC Lloyd's expressing their wish to collaborate – this was noted.
2. An email had been received by the Clerk from Wagstaff & Sons with their recent invoice; the note enquired whether the Council would wish for further grass cutting over and above the existing 12 cuts under contract. It was AGREED that the matter be put in abeyance to see the state of the grass in the next few months. The Clerk to report to the contractor accordingly. **Action: Clerk**
3. A request has been received from Judy Steel, via Cllr Friar, as to whether the Council will put their support behind a request for a grant from WCC for the Willows Project. This provides horticultural and nature based activities on a working organic farm near to Leamington Spa. She was not asking for funding from the Council. Cllrs agreed that they would like to see more details of the scheme before agreeing to give Parish Council support. **Action: Chairman & Clerk**

## 9. Current Planning Matters

1. W/15/1635 – 56 Southam Road  
The Clerk reported in detail on this matter; the current condition of the premises is deplorable and the negative attitude of WCC is also to be deplored. The Clerk said that his last definitive letter sent to the WCC Highways Dept (Gerald Brookes) had been copied to the WDC Planning Dept but no response had been received from them. The core point in the recent correspondence from WCC was that they proposed to close their file and take no further action in respect of the premises. The Clerk had sought to circulate all Cllrs with a copy of the recent

letter and photographs from Mr Brookes but it appeared that Cllrs had not received these copies. It was AGREED that a fresh circulation would be put into effect. The matter is to be put on the Agenda for the next Council meeting.

2. W/19/0869 – Leasowe Farm  
In her report, WDC Cllr Mrs Leigh-Hunt had referred to this and the fact that she had been in contact with the proprietor; the outcome of the planning application refusal following on representation by this Council meant he was unhappy. The proprietor is being advised in an ongoing capacity.
3. W/19/1059 – 35 Slade Meadow  
This application was granted.
4. 4 St Nicholas Terrace  
Cllr Mrs Malin said she had spoken to someone on the site and was advised that the position was temporary. She is particularly concerned by the use of powerful floodlights on the site which are disturbing to the neighbourhood. She will continue to monitor the position to see whether the arrangement is long term or only temporary. **Action: Cllr Mrs Malin**
5. 27 Godfrey Close  
Representations have been made objecting to the extension on the upper part of the premises; a few hours earlier notification had been received that a planning application had been granted. On further investigation it appears that the applicant had withdrawn that part of his application in respect of the upper storey and had been granted planning permission for a single storey rear extension.
6. 30 Southam Road  
Cllr Mrs Malin said this was ongoing – a decision is awaited.
7. 9 Lythall Close  
The Chairman reported that the Clerk and WDC Cllr Mrs Leigh-Hunt had spent a considerable amount of time, with him and without him, in preparing a comprehensive report to be presented to the Footpaths Dept at WCC. The department is anticipating receipt of the report so the position can be reviewed. Arguments for and against the occupier turn on complex conveyancing matters; a draft letter accompanying copy documents have been prepared – the Chairman will review these with the Clerk in the next few days prior to despatch to WCC. **Action: Chairman & Clerk**

## 10. Update on the draft Neighbourhood Plan

Cllr Friar reported that progressing of the Neighbourhood Plan is ongoing (in conjunction with the consultants, Kirkwalls, whose recent invoice had been approved today).

## 11. Review of Playing Field

1. Cllr Follett reported that the repairs to the footpath have yet to be undertaken; for one reason or another the contractors have not got started but declare that they will start on 7<sup>th</sup> October.
2. On enquiry by the Clerk, Cllr Follett said he had not heard anything further from the skateboard repairers who seemed reluctant to submit an invoice for their work.
3. Cllr Follett is interested in pursuing the idea of constructing an outdoor gym as approved in outline by the Council some months ago. He has been in touch with four suppliers for quotations and it appears that the likely cost will be about £30,000. He is conducting an ongoing review and will report back. **Action: Cllr Follett**
4. The Clerk reported that he had arranged with ROSPA to carry out the new form of safety report on the play equipment; this had been timed for September but he had not received the report. In his experience, it is likely to appear two/three weeks after the site inspection.
5. Cllr Hitchcox reported that he had carried out remedial works to the goalposts.

**12. Update on Scout Hut project**

Cllr Friar said the issue of the Scout Hut is ongoing.

**13. Update report on Sports and Social Club Matters**

In the absence of Cllr A Malin, Cllr Mrs Malin said that the current issue for the Sports & Social Club is the installation of a suitable disabled toilet. Because of the structure of the Hall and available funding, the project is having difficulty. Cllr Sudbury is helping on this.

**14. Update report from Community Hall Committee**

Nothing to report

**15. Update on School Matters**

Cllr Sudbury reminded the Council that some months ago the Chairman, the Clerk and himself had met with the Head Teacher at the School when a desire was expressed for improving liaison between the School and this Council. The Council was waiting for the School to come forward with a proposal for some kind of liaison person (it no longer being a statutory entitlement for the Council to have a representative on the School Governing Body). It was AGREED that Cllr Sudbury would pursue the matter.

**Action: Cllr Sudbury**

**16. Update report from Media Committee**

Cllr Musa spoke to the developments of the website and tabled a report. After looking at the costings, the Committee proposed to create a mock-up of the revised website in conjunction with Kip Warr, the current website manager. The proposal is to revamp the website so that there can be more public participation from local societies/entities who can enter their details and events on the website. There could be more use of templates and an all-embracing email structure whereby individual Cllrs and the Clerk could be contacted via the website.

**17. Repositioning of the notice board**

The Clerk requested a quotation for removal of the notice board from Jonathan Whitehead and was awaiting a response.

**Action: Clerk**

**18. Update on the telephone box**

Cllr Follett said that the matter of the telephone box's further function was an on-going project; he estimated that to revamp the box would cost about £1300 for the parts and painting involved. It was pointed out that if the box were to be moved to another site there would be considerable costs dealing with the foundations and underground cables which we have been advised are in the vicinity of the box. No conclusion has been reached on that and the working party is to review it.

**19. Review of Standing Orders**

The Standing Orders are under review by Cllr Friar who will report back.

**20. Review of wall at The White Lion**

It was noted that the premises of The White Lion are currently empty so that no-one is immediately available to deal with this Council's observation about the condition of the perimeter wall. The Clerk had been advised by Greene King that such an issue is a matter for the occupying tenant and it was AGREED, in the absence currently of an occupying tenant, the Clerk should write to Greene King to put them on notice concerning the wall (despite their reluctance to deal with the issue). **Action: Clerk**

**21. SANDS event on Playing Field**

Cllr Sudbury reported that the SANDS football event had been a great success and about £2,400 had been collected for charity. He wished to propose that this Club (in effect a charity) should receive a donation from this Council. Consensus could not be reached on that so the matter is to be put on the Agenda for a future meeting.

**22. Any Other Business**

1. The Clerk had reviewed planning law and regulations with reference to the proposed car park extension; the core point is that any construction work or material change of use of land is involved then planning permission is required. It was thought that the use of plastic/wire netting being placed on the grass without any construction works would avoid that situation. The matter is to be reviewed. **Action: Clerk**
2. The Chairman had discussed with the local PCSO the question of signs to be fixed to the street lamps etc in Offchurch Lane but had been told that they were in short supply. PCSO Ed King subsequently delivered two signs to the Chairman's address.
3. There was considerable discussion about a request for a salt bin in The Greswoldes which has been requested by Judy Steel. The core issue is whether there is agreement among the residents as to the position of the salt bin – currently two sites have been proffered, one by her and one by the Parish Council. It was AGREED that a circular letter would be drawn up and issued by the Chairman to all the local householders to ascertain their views on the location of the salt bin. **Action: Chairman**
4. The Agenda item concerning CCTV coverage has emanated from Cllr Munn following a referral from the proprietors of the Village Shop. The Clerk reported that he had also been addressed by them on the same theme. It was recognised that it is a complex issue and needs to be examined by the Chairman and the Clerk with a report back. **Action: Chairman & Clerk**
5. At the Clerk's request it was recorded that the revised Risk Assessment Analysis was approved by the Council.
6. Cllr Musa addressed the Council in connection with the representations that had been made in recent months by the Leamington Table Tennis Association. He referred to a letter which had been sent to the Chairman and the Clerk observing that the Council misunderstood the case for the LTTA when representatives had addressed the Council at the meeting earlier in the year. The letter had explained that the LTTA was not looking for financial backing from the Council but was seeking general support that would facilitate opportunity for the LTTA to obtain funding from other sources. Cllr Sudbury had echoed the thoughts of other Cllrs previously expressed on the issue of how many people in the Village would use the facility as this was important from both a social and financial point of view. The scheme as outlined by the representatives (who tabled a report at the time) envisaged only simply refurbishment of the existing premises but now there is its demolition and the construction of a grander building with grander facilities. There was clearly a cost and management implication in that. It was AGREED that Cllr Musa would convey back to the LTTA that if they still sought the Council's participation then a written business case should be put up for the viability of the project (on which the Cllrs had doubts). **Action: Cllr Musa**

**23. Date of next meeting: 28<sup>th</sup> October 2019 when there will be a visit from the Chairman of WDC, Cllr George Illingworth**

Signed.....

Date.....

**Chairman of the Parish Council**

Counter signed.....

Date.....

**Clerk to the Parish Council**