

RADFORD SEMELE PARISH COUNCIL

MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 26th March 2018 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 and Cllr J Sudbury

In attendance:

1. **Apologies for absence:** WCC Cllr W Redford, WDC Cllr M Doody

2. **Declaration of interests:** None

3. **Approval of the Minutes of the Council meeting on 26th February 2018**

These were approved - proposed by Cllr Chater and seconded by Cllr Hitchcox.

4. **Matters arising from the Minutes of the Council meeting on 26th February 2018**

1. The Clerk reported that the bus shelter was now fully paid for.

2. The Clerk had delayed writing to Radford Albion Football Club in order to give the matter a month's gap since his last letter – he will chase it up. **Action: Clerk**

3. Cllr Hitchcox reported that he had achieved a booking of the Community Hall on Saturday 23rd June 2018 from 10.30 to 1pm to facilitate the Graham Fulford Prostate Trust testing session. He is in touch with Mr Fulford and Wendy the chief phlebotomist.

4. The Lodge was briefly discussed; it was noted that the action group had submitted an application to WDC to preserve the building and object to the planning application to install two new houses. It was also noted that to do anything with the existing building would cost a vast amount of money – the Council did not have the resources.

5. The Clerk had delayed on responding to the circular email concerning the street names in order to do some research but will chase it up; he reported that he had thanked WDC for dealing with the rubbish bin on the main road and had received a letter thanking him for thanking them! **Action: Clerk**

6. The Chairman and the Clerk had not yet had an opportunity to prepare a submission for WCC regarding Lewis Road parking arrangements. **Action: Chairman & Clerk**

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

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

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

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

7. **Financial Matters**

1. The Clerk tabled a bank reconciliation; the object of this was to give precise figures of the balances each month and demonstrate the difference between them from one month to the next. The Clerk confirmed the balance on the investment account was £24,272.53 and the balance on the operating account was £11,483.29.

2. A number of payments were approved as per the tabled list. It was RESOLVED to pay them, proposed by Cllr Marriott and seconded by Cllr Mrs J Malin.
3. Cheques in respect of the above were duly signed.
4. Cllr Chater reported that he, the Chairman and the Clerk had had a meeting to consider amendments to the model Financial Regulations which had been agreed in principle. He has submitted these to the Finance Committee and, subject to their approval, a finalised version of the amended regulations will be tabled by the Clerk at the next meeting.

Action: Vice Chairman & Clerk

5. The Clerk reported that about an hour before the meeting he had received an email giving scales of revised pay for clerks which had just been negotiated in principle by the unions. He had not had an opportunity to read it. The Vice Chairman said he had an opportunity to examine it briefly during debate in this meeting and was of the opinion that the figures related to the future year and not the year just concluded. In his opinion, the Clerk had been paid in full for the current year and there is nothing further due. The pay is to be reviewed.

Action: Vice Chairman & Clerk

8. Correspondence

1. The Clerk reported that he had written to WCC concerning the supply by WCC of grit bins to the new Bovis site and had also written to WCC concerning the location of a grit bin, currently owned by this Council, at a site in Overtons Close.
2. It was noted that all Cllrs had received a copy of a recent newsletter from FORGE; in there is a claim by them that it is time that allotments were supplied for the use of villagers. It was noted that a number of applications for allotments had been made by the residents in the past to this Council but no land could be found available at an appropriate price to pursue this objective.

9. Current Planning Matters

1. W/17/2201, W/18/0138, Bovis sites – not resolved.
2. W/17/2352, Land at The Valley – No decision
3. W/18/0180, 36 The Gardens – No decision
4. W/18/0288, The Lodge, Spring Lane – Still consulting
5. W/18/0305, 8 Lythall Close, - Still consulting
6. The Chairman is continuing to investigate the land to the rear of 43 – 51 Lewis Road. He expected that a member of the Planning Office will examine the site to understand the issues; it appears to be accepted by them that the track adjacent to 43 – 51 Lewis Road is an established footpath and is being misused by the person in question; further outcome from the WDC Officer is expected.
7. The Clerk had received an email from the Planning Dept on his enquiring about the planning position of the boat at Radford Bottom Lock. He had been advised that an Enforcement Officer is to examine the site as soon as manpower to do so is available.

10. First World War commemoration

The Clerk said he had not gone back to Rev Martin Green since the last Council meeting as he thought it tactful to leave the matter in abeyance until the Reverend had got past Easter celebrations. He will pursue it with him after that.

Action: Clerk

11. Update on Neighbourhood Plan

Cllr Friar referred to the issue of the draft Neighbourhood Plan by himself and the working party; the Clerk had received an observation from the Baptist church in favour of the contents of the Plan and one or two other people had made comments. He reminded the Council that the date for drop-in visitors to view and examine the Neighbourhood Plan was to take place all day Saturday 14th April 2018 at the Community Hall.

12. Review of Playing Field

1. Cllr Follett is continuing to investigate the possibility of creating an outdoor gymnastics site for use by adults; he had been supplied by the Clerk with a number of brochures on this.
Action: Cllr Follett
2. Cllr Marriott reported that the overhead slideway is under review. **Action: Cllr Marriott**
3. Cllr Hitchcox is continuing to investigate the possibility of obtaining second hand goalposts to replace the existing ones on site.
Action: Cllr Hitchcox
4. Cllr Chater had reviewed the condition of the skateboard site. It was agreed that the repairer would be requested to investigate and repair as required.
Action: Clerk

13. Update on Scout Hut project

Cllr Friar said that some progress had been made because the group had identified a plot of land which could be suitable (unnamed). He is investigating the ownership of the land so he can negotiate.
Action: Cllr Friar

14. Update report on Sports and Social Club Matters

Cllr A Malin was unable to report as he had been ill at the time of the previous committee meeting.

15. Update report from Community Hall Committee

Cllr Chater said there was nothing to report apart from negotiations with the Social Club on a review of the lease as from 1st April 2018; this will result in a rent increase of approximately 8%. (Subsequently agreed at 7.7% covering the next three years).

16. Update on School Matters

There was nothing directly to report but Cllrs expressed their concern at the density of traffic and the poor behaviour of drivers attending the school premises to drop or pick up children. Various traffic calming (control matters) were discussed; it was AGREED that the Chairman and the Clerk would put together a letter to the Chief Constable to request that an investigation be carried out as to how more effective traffic enforcement could be applied by the Police.
Action: Chairman & Clerk

17. Review of General Data Protection Regulations

1. The Clerk had recently prepared GDPR papers for another organisation with which he is concerned. The management committee in that concern had come to the conclusion to water down a letter to supporters etc and to trim the draft policy to make both documents less formidable and legalistic. The Clerk therefore saw a way to follow this line so far as the Council's documents are concerned.
2. He recommended that he be authorised to write up a policy for this Council so that it could be in place before 25th May bearing in mind the proximity of that date. It was AGREED that he should do so.
3. He said the question of writing letters to people for whom personal data is held needs to be further examined and he will do this. The reason is the relatively few items of personal information which are held in his records due the nature of his work and further advice is awaited from WALC and SLCC.
4. The Clerk emphasised the need to reach a decision on his equipment (as previously discussed); to achieve transparency etc, a rearrangement of electronic equipment should be proceeded with irrespective of any documentation concerning GDPR – they were two different issues.
5. The Clerk confirmed that the grant towards the equipment had now come through in the sum of £537.00. It was RESOLVED that the Clerk be authorised to commission the equipment from his regular IT consultant as per the previous quotation; the grant to be utilised for the larger part of the contract price and the Council to fund the difference of approximately £250. **Action: Clerk**

18. Allocation of Cllr Sudbury to Committees

The Clerk had tabled a revised list of Committees and already allocated Cllr Sudbury to a Committee. Cllr Sudbury agreed with the allocation and the list was approved.

19. Any Other Business

- 1. The Chairman and the Clerk had obtained the benefit of studying a paper on the Community Infrastructure Levy (CIL) which had been produced by WCC as a guidance paper. It was noted there was uncertainty about the scheme because of lack of information. The Chairman and the Clerk would investigate this further and report back. **Action: Chairman & Clerk**
- 2. It was noted that the pump from The Lodge was available (A C Lloyd had released it to the Council). A decision needed to be made as to where to put it. The first choice was the Village Green area in front of the Village Shop. The Clerk pointed out that consent of WCC will be needed for that. It was also suggested that the letter box should be removed from outside 41 Lewis Road and reinstated on the Village Green alongside the pump and existing seat. It was AGREED that the Chairman and the Clerk would investigate whether the letter box could be moved (consent of the Post Office being required). **Action: Chairman & Clerk**
- 3. The Chairman since the last meeting had investigated the possibility of obtaining fresh notices to be applied to footpaths in the area requesting the public to respect the integrity of fields where crops were growing. The notices are laminated and it was agreed the Chairman would affix these notices in the appropriate places. **Action: Chairman**

20. Date of next meeting: 30th April 2018

The Clerk drew attention to the fact that the next meeting is the Annual Parish Meeting when reports would be needed to be tabled from Committees. A draft of the Notice had already been tabled.

The Chairman closed the meeting at 9 pm

Signed.....

Date.....

Chairman of the Parish Council

Counter signed.....

Date.....

Clerk to the Parish Council