

# RADFORD SEMELE PARISH COUNCIL

## MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 21<sup>st</sup> May 2018 at 7.30 pm.

**Present:** Cllr H E J Marriott (in the chair), Cllr B Follett, Cllr B Friar, Cllr A T Hitchcox, Cllr A E Malin, Cllr Mrs J P Malin and Cllr J Sudbury

**In attendance:** -

1. **Apologies for absence:** Cllr S Sabin, Cllr D E Chater, WCC Cllr W Redford, WDC Cllr M Doody

### 2. **Election of Chairman and Vice Chairman**

The Clerk advised that this meeting was the first in the local government year and so it was necessary to elect a chairman for the forthcoming year. He called for nominations for chairman and vice chairman. It was proposed by Cllr Mrs J P Malin and Cllr B Friar that Cllr S Sabin be elected Chairman for the forthcoming year (carried unanimously) and it was proposed by Cllr B Friar and Cllr A T Hitchcox that Cllr D E Chater be elected Vice Chairman for the forthcoming year (carried unanimously).

The Clerk then called for nominations for a Chairman to act for this meeting only. It was proposed by Cllr Mrs J P Malin and Cllr J Sudbury that Cllr H E J Marriott be elected Chairman for this meeting (carried unanimously).

3. **Declaration of interests:** None

### 4. **Approval of the Minutes of the Council meeting on 30<sup>th</sup> April 2018**

The Minutes of the Council meeting on 30<sup>th</sup> April 2018 were approved, proposed by Cllr A T Hitchcox and seconded by Cllr B Friar, subject to a small amendment in paragraph 8.2.

### 5. **Matters arising from the Minutes of the Council meeting on 30<sup>th</sup> April 2018**

1. The Clerk had chased up the enquiry about street names and had received confirmation the names were noted.
2. The Lewis Road parking arrangements were put over for attention by the Chairman and Clerk.  
**Action: Chairman & Clerk**
3. Cllr Marriott had dealt with the issue concerning planting of a tree near St Andrews Hall.
4. On the issue of traffic in School Lane, the Clerk said he was not aware of any further developments since the last meeting when it was noted that Chief Constable had passed down correspondence to Inspector Kettle; the prospective action by the Police appears to be directed to the Eastern Neighbourhood Forum. To be reviewed.  
**Action: Cllr Chater**

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

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

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

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

## 8. Financial Matters

1. The Clerk tabled a bank reconciliation statement; this confirms that the balance on the investment account is currently approximately £24,274 and the balance on the operating account is approximately £17,366.
2. A number of payments were approved as per the tabled list.
3. Cheques in respect of the above were duly signed.
4. The Clerk said he had not had an opportunity to examine the draft Financial Regulations proposed by Cllr Chater on behalf of the Finance Committee; he hoped to carry this out before the next meeting in June. **Action: Cllr Chater & Clerk**
5. With regards to the Annual Audit, the following matters to be noted:-
  - a) The Internal Auditor, Mrs Best, had signed off the Annual Return and provided a favourable report on the outcome of the audit (tabled).
  - b) The Clerk tabled copies of the significant pages of the Annual Return and explained to Cllrs the workings of the document.
  - c) The Annual Return was duly approved by RESOLUTION of the Council and signed off by the acting Chairman and the Clerk.
  - d) It was RESOLVED that the Internal Auditor's fee be approved for payment. **Action: Clerk**

## 9. Correspondence

1. Whilst not strictly correspondence, the Clerk reported that he had had a response from the Planning Enforcement Officer concerning the mooring at Radford Bottom lock; the Officer is on the case.
2. The Clerk had received written confirmation from Came & Co (appointed brokers) that new provide insurance cover for the Council had been paid for and was now effective from 1<sup>st</sup> June 2018.
3. The Clerk had received a response from Caloo Ltd concerning a review of the skateboard condition; they will take steps to inspect the site and probably contact Cllr Chater when they do so. **Action: Cllr Chater**
4. The Council and the Clerk had been circulated with an email from Mrs Judy Steele raising the issue of lack of notice of the Annual Parish Meeting on 30<sup>th</sup> April 2018; the Clerk had already discussed the matter with the Chairman (Cllr Sabin) who did not think any action was immediately required. The Clerk advised that the date of the APM was always inserted in the annual calendar of meetings effective from the end of the preceding year (in this case 2017). Also a specific notice about the APM was displayed on the noticeboard from 26<sup>th</sup> March 2018 onwards. Cllr Marriott pointed out that it was general knowledge that the APM was appointed for the month of April for about 100 years.
5. The Clerk had recently had a response from the Post Office concerning the re-siting of the letter box in Lewis Road. An email had been sent with a colour photograph showing that the proposed location will be on the village green area alongside the Village shop. Cllr Sabin had expressed the view that it was an inappropriate location (as indicated by a red circle on the photograph). After some discussion it was AGREED that the Clerk would respond to the Post Office asking for a plan and measurements of the precise location of the letter box as intended. The matter would then be further reviewed. **Action: Chairman & Clerk**
6. The Clerk tabled a notice received from the Queen's Award for Voluntary Service administration inviting local councils etc to put forward candidates for an MBE.

## 10. Current Planning Matters

- 1) It was noted that the Bovis sites had recently received approval by WDC and their revised scheme of drainage and water facilities and so it was anticipated that building development would now proceed.  
W/17/2201 The application was granted in accordance with the recommendation in the report. The Chairman of the Committee, in conjunction with Legal Services, will write to the developer expressing the Committee's feelings.  
W/18/0138 The application was deferred to allow for further information relating to cross sectional views, street scenes throughout the site and to allow boundary treatment details to be submitted.
- 2) It was noted that the application W/18/0180 which had been refused and re-submitted under W/18/0707 in respect of 36 The Gardens was granted. Decision made 24/5/18.
- 3) It was noted that the application W/18/0617 in respect of 12 The Greswoldes had now been granted. Decision made 15/5/18.
- 4) There appeared to be no further developments/news regarding the land to the rear of 43 – 51 Lewis Road.
- 5) The Clerk had already reported on Radford Bottom Lock position.
- 6) Cllr Mrs Malin said there was nothing further to report on W/18/0796, Radford Barn, Valley Road.

It was agreed that any other items would be placed on the agenda for the next meeting as per Cllr Sabin's draft notes and there would be a further review in particular of the land at the rear of 43 – 51 Lewis Road.

**Action: Cllr Sabin**

## 11. First World War commemoration

1. The Clerk had seen email correspondence between Cllr Sabin and Rev Martin Green. Cllr Marriott reported that he was aware that a lady known to Mr Peter Dove has compiled a booklet recording the personal details of the soldiers whose names were referred to on the war memorial. It was AGREED that, on the return of Cllr Sabin from holiday, discussion would be pursued with Rev Green. **Action: Chairman & Clerk**
2. The Clerk tabled papers from the Armistice and Armed Forces Community Programme forwarded to him by WALC; this provides (in broad terms) for grant facilities for local councils who wish to put on a form of commemoration for WWI deceased soldiers. The contents were noted but it was felt that it was probably inappropriate for the projects contemplated by this Council.

## 12. Update on Neighbourhood Plan

Cllr Friar briefly outlined the present position that the working party are seeking to engage the community to show greater interest in the Plan and will update the Council in due course.

## 13. Review of Playing Field

1. Cllrs Marriott and Follett reported that repairs to the overhead slide have not yet been dealt with but were in hand. **Action: Cllrs Marriott & Follett**
2. Cllr Hitchcox reported that he had made some progress on the provision of new goalposts. He has received a quotation from M H Goals whose details have been supplied to him by the Football Foundation. (He tabled brochures from M H Goals which were left with the Clerk.)

There were two quotations for a pair of goalposts at £638 and £796.80; Cllr Hitchcox advised that the extra heavy duty goalposts obtained for the higher price were probably better bargain because of their extra strength. It is proposed that an application is made for a grant to cover the cost; there was some discussion as to whether he would apply to the Big Lottery Fund or to BIFFA. The Clerk suggested that BIFFA was the one to be preferred as being a commercial organisation they were less bureaucratic than the Big Lottery Fund. **Action: Cllr Hitchcox**

3. Cllr Marriott observed that some groundwork will be needed in the goal mouth areas because of depression in the ground. This will require additional soil etc. He will review the position.

**Action: Cllr Marriott**

#### **14. Update on Scout Hut project**

There was nothing to report at this stage, save that Cllr Friar is still pursuing enquiries as to the identity of a piece of land on which the Scout Group are interested.

#### **15. Update report on Sports and Social Club Matters**

Cllr A Malin reported that there had not been a meeting recently and there had been no changes in the set up of the Club.

#### **16. Update report from Community Hall Committee**

In the absence of Cllr Chater, there was nothing to report.

#### **17. Update on School Matters**

There was no report.

#### **18. Review of General Data Protection Regulations**

1. The Clerk pointed out that the deadline date for revising documentation is the 25<sup>th</sup> May 2018. He and Cllr Friar had reviewed several drafts of the Council's proposed privacy policy and reached almost consensus on the wording. It was RESOLVED that they would proceed to finalise their draft and put it into effect, proposed by Cllr Sudbury and seconded by Cllr Mrs J Malin
2. The Clerk said that in the course of reviewing the regulations etc it appeared that it is not going to be necessary for this Council to send a significant number of circular letters to people for whom personal data had been retained; he foresaw that he could compose a standard letter which could be sent to individuals in appropriate cases where there was a specific need to obtain their consent to store their data; the vast majority of documentation issued on behalf of the Council was correspondence with other public authorities and on matters which were in the public domain so it was not a question of storing confidential/personal data. It was agreed that the Clerk should proceed on these lines.

**Action: Cllr Friar & Clerk**

#### **19. Any Other Business**

1. Following Cllr Sabin's suggestion, it was AGREED that the Clerk would write to A C Lloyd to enquire when removal of the pump from The Lodge could be expected. **Action: Clerk**
2. Cllr Marriott reported that continuing work was being done by himself and Cllr Sabin on the Respect Public Footpaths Campaign. **Action: Chairman & Cllr Marriott**

Cllr Marriott expressed his concern at the increasing incidence of drones being flown about in the Parish; it appears that the current legislation is vague but there is new legislation coming into force. The public should be aware of the potential risk of drones flying over their property and the possibility of the machines crashing. It was AGREED that extracts from public announcements should be fixed on the noticeboard by the Clerk to advise the public.

**Action: Clerk**

3. Cllr Sudbury had nothing further to report on the Community Infrastructure Levy (CIL) but he is looking into the matter. **Action: Cllr Sudbury**
4. The Clerk reported that this week he has an appointment for his IT consultant to attend and install the new complete equipment to be used by the Clerk on Parish Council business; once installed, this will effectively separate the Council's documentation from the Clerk's personal computer. **Action: Clerk**
5. Cllr Marriott considered that the rubbish bin facility outside the Village Shop was inadequate and it will enhance disposal of rubbish and the appearance of the Village centre for a better quality and larger bin to be installed. He calculated that the cost of such a bin would be about £188 to

£280. The Clerk advised that the consent of WCC should be obtained as the land on which the bin is to be installed is in fact WCC land.

**Action: Clerk**

6. Cllr Marriott said he wished to draw attention to the issue of the Leamington Table Tennis Association's previous communication with this Council and the subsequent observations made by WDC Cllr Doody at a previous meeting. He felt strongly about the fact that the Council had previously debated on two occasions the request by LTTA for what was in effect to obtain further land from the Council. He said the point should be reinforced that, as the Council had duly debated the issue and there was no prospect of this Council transferring ownership of land, then the matter should be closed, notwithstanding any representations that might be made to WDC Cllr Doody elsewhere. Cllr Follett and other Cllrs concurred in expressing similar views to Cllr Marriott and it was agreed that the matter be regarded as closed accordingly. The Clerk pointed out that he had advisedly drafted Minute 18.4 in the Minutes of the meeting 30<sup>th</sup> April 2018.

**20. Date of next meeting: 25<sup>th</sup> June 2018**

The Chairman closed the meeting at 8.45pm

Signed.....

Date.....

**Chairman of the Parish Council**

Counter signed.....

Date.....

**Clerk to the Parish Council**