

RADFORD SEMELE PARISH COUNCIL

MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 25th June 2018 at 7.30 pm.

Present: Cllr D E Chater (in the chair), 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:** Cllr S Sabin and Cllr B Follett

2. **Declaration of interests:** None

3. **Approval of the Minutes of the Council meeting on 21st May 2018**

The Minutes of the Council meeting on 21st May 2018 were approved, proposed by Cllr Mrs Malin and seconded by Cllr Marriott.

4. **Matters arising from the Minutes of the Council meeting on 21st May 2018**

1&2 The Chairman and the Clerk had not had an opportunity to prepare a paper on Lewis Road parking arrangements; it was acknowledged that this was a complex task and a simple email etc was not to be effective. The Clerk reported that he had not had any further development from the Police regarding traffic in School Lane so it was AGREED that the Clerk would pursue the matter with the Police in a letter raising concerns over both Lewis Road and School Lane.

Action: Clerk

3. The Clerk tabled the latest email response from the Post Office HQ in London concerning the re-siting of the letter box. The existing letter box had been removed from 41 Lewis Road. The email stated that they were awaiting the results of a survey as to utility cables and pipes etc before making a decision on the exact location of the letter box on its new site. It was AGREED that the Vice Chairman would take up the matter with them, hopefully via telephone contact.

Action: Cllr Chater

4. The Vice Chairman highlighted the fact that Bovis, on the 19th July 2018, were proposing to have a ceremony to plant an oak tree at the site on Southam Road. It appears to be simply a celebration of Bovis' achievements.

5. Cllr Marriott referred to item 19.5 in the previous Minutes concerning the replacement rubbish bin. The Clerk advised (as previously) that the land concerned was WCC land and therefore it would be wise to obtain their consent for the installation of a bin. It was AGREED that the Clerk would write to them for the nominal provision to change the rubbish bin but on the same site.

Action: 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 statement; the balance on the investment account was £24,275.66 and the balance on the operating account was £17,085.63. The Vice Chairman said that it had been proposed to have a quarterly overview by the Finance Committee of the bank reconciliations prepared by the Clerk to conform to the Financial Regulations adopted by the

Council. The Clerk observed that the proposed amendments to the Financial Regulations had not yet been settled and there were a number of points on which he wanted to address the Finance Committee (as previously mentioned to the Vice Chairman). It was therefore AGREED that the Clerk will meet with the Finance Committee to review the reconciliations and also the proposed amendments to the Financial Regulations. **Action: Cllr Chater & Clerk**

2. A number of payments were approved including the payment of the Clerk's salary for the first quarter in the sum of £1,264.86 and a payment to HMRC of £128.50 in respect of tax on that sum; also approved was a payment of £32 to Cllr Hitchcox as reimbursement of expenses incurred by him in promotion of the recent prostate cancer session run by the Graham Fulford Charitable Trust.
3. Cheques in respect of the above were duly signed.
4. Review of the draft Financial Regulations – as above.
5. The Clerk reported that the Annual Return, which had been approved by the Council at the last meeting, had been forwarded to the External Auditor by recorded delivery. No response had yet been received.

The Vice Chairman confirmed that notice of the Audit had been placed on the website along with the Clerk had placed a hard copy on the noticeboard. (This is in conformity with Audit Regulations).

6. The Clerk confirmed the VAT re-claim had been sent off.

8. Correspondence

1. The Clerk had received a note from WDC with their comments on the Local Government Boundary Commission proposals for the area; he tabled the note which outlined their proposals.
2. The Clerk reminded the Council that at the last meeting it had been agreed that he should write to A C Lloyd to enquire as to delivery of the pump from The Lodge; this had elicited from A C Lloyd via Alistair Clark that the pump would be delivered in due course/good time but he would like to meet with the Chairman of the Council and the Clerk to discuss development of the 65 houses in Spring Lane and also "another matter" which had not been identified. It was AGREED that on the Chairman's return, the Clerk would liaise with him and to prepare a response to this invitation. **Action: Clerk**

9. Current Planning Matters

- 1) Cllr Mrs Malin spoke to this item; she pointed out that the detailed planning requirements issued to Bovis for their site on Southam Road were incomprehensible to an outsider. Reference to various plans, drawings and specifications meant nothing when there was no enlightenment on the WDC website; the Council agreed.

Cllr Mrs Malin mentioned a communication from a householder on Southam Road who it was thought would be overlooked by one or more dwellings on the Bovis site. There had been discussion about getting Bovis to install a higher fence around this person's property; however this householder declined having a higher fence. It was suggested by Cllr Marriott that he might be looking for compensation rather than construction of a higher fence. The Clerk pointed out that as the decisions of the planning Committee are a semi-judicial enquiry it was highly unlikely that there will be any opportunity for compensation and the householder might be better off getting the option of the fence at Bovis' expense. Cllr Mrs Malin said the householder did not appear to want to pursue the matter; it was therefore AGREED by the Council that the Clerk would write a confirmatory letter to this householder to clarify the fact that the Council was not taking any action. **Action: Cllr Mrs Malin & Clerk**

- 2) It was noted that the planning application in respect of 36 The Gardens had now been granted.
- 3) It was noted that the application for 12 The Greswoldes had now been granted.
- 4) Nothing further had been heard on the land to the rear of 43 – 51 Lewis Road.

- 5) Nothing further had been heard from the Enforcement Office concerning the houseboat at Radford Bottom Lock. It was AGREED that the Clerk would pursue the matter by contacting the Enforcement Office. **Action: Clerk**
- 6) It was noted that the planning application for Radford Barn had now been granted.
- 7) An application for 17 Thornley Close had been noted; this is to build an extension within the ownership area of the property and it was considered that there were no grounds for the Council to object or make any comment.
- 8) Cllr Mrs Malin reported her concern about a property in St Nicholas Road where there was very obvious noise created by a reconstruction of a garage at that site; the Council were not aware of any residents having complained so it was decided to simply note the matter.

10. First World War commemoration

The Clerk said he had hoped to speak to Rev Martin Green at a recent function at St Nicholas Church which he attended but this had not been possible. In the absence of any report, it was AGREED that the Clerk would liaise with the Chairman on his return from holiday as he had been in communication with Rev Green over arrangements for the autumn. **Action: Chairman & Clerk**

11. Update on Neighbourhood Plan

1. Cllr Friar reported briefly on the updated position that the working party are seeking to develop leads from the drop in day and draw up the draft Plan which is for the ultimate approval of WDC. They expect to employ the consultants to assist in that. They had also reached the stage where further grant funding is required and he will be preparing that shortly.
2. The Clerk said he had received an email from Ordinance Survey concerning provisions of facilities for the public to tap into master maps. This may be of relevance to the Neighbourhood Plan and he will forward a copy to Cllr Friar. **Action: Clerk**

12. Review of Playing Field

1. The Vice Chairman confirmed that he had not heard further, since their intended visit, from Caloo regarding a request for their attention to potential repairs to the skateboard. The Clerk said a representative of the company had telephoned him and he had referred him to the Vice Chairman. It was AGREED that the Clerk would chase this matter up. **Action: Clerk**
2. Cllrs Marriott and Hitchcox confirmed that holes around the goal mouths on the Playing Field had been filled in and grass seed sown. Currently there are no matches being played so it is hoped that the grass will take hold
3. Cllr Hitchcox said he had in hand the obtaining of new goal posts; currently he is looking for funding from the Football Foundation but they have had to refer this to the FA before approval. When he knows what the funding is then he will be able to proceed to purchase the new goal posts, partly supported by the funding. It was AGREED that Cllr Hitchcox and the Clerk should have authority to finalise the matter by agreeing a purchase sum for the new goal posts which is likely to be approximately £800 each. **Action: Cllr Hitchcox & Clerk**
4. Cllr Marriott confirmed that he has the necessary equipment to repair the posts for the overhead slide and he and Cllr Follett will deal with the matter asap.
5. The Vice Chairman raised the question of trimming the hedge which is on the boundary between the Playing Field and Lay Gardens. It was AGREED that the Council would trim the hedge back to the boundary with an invitation to the occupier of the house on the other side to trim the hedge from his side and to reduce the height to a reasonable level. Cllr Marriott said work could not be done until the nesting season was over so this would be in the autumn; he will provide an estimate of costs (if any) to the Council in due course. **Action: Cllr Marriott**
6. This prompted Cllr Sudbury to raise the question of the overgrown hedgerow on the footpath at the rear of Southam Road; it was noted that on previous occasions when the Clerk had written to the occupiers they had conformed and trimmed their rear hedges. It was not clear which

property this growth was attributable to and is to be investigated and an appropriate letter sent, if necessary.

Action: Cllr Marriott

13. Update on Scout Hut project

Cllr Friar said they were still seeking to identify the owner of a plot of land which could be a good potential site for the hut but there is no other news.

14. Update report on Sports and Social Club Matters

Cllr A Malin said they are working towards their AGM in the next few weeks. Repair work had been delayed and that was not progressing.

15. Update report from Community Hall Committee

Cllr Chater in his capacity as committee representative said that they had spent £1767 on a number of different items, in particular the central heating repairs, lighting and painting. He expressed his concern that the numbers of active members of the committee were at a very low figure, in general terms amounting to 3 people being involved. There is quite a heavy burden on Hazel Higgins as the booking agent but no-one had come forward in that respect. The Clerk observed that the amount of work involved really required about 6 people to deal with it without being overburdened. It was suggested that a recruitment advert should be placed in the newsletter for the Sports & Social Club and possibly other locations after further thought.

Action: Cllr Chater

16. Update on School Matters

There was nothing to report.

17. Review of General Data Protection Regulations

1. The Clerk had put this item on the Agenda after the Meeting which coincided with implementation of GDPR. He proposed to put the item on the Agenda on an annual basis in the June meeting and the Council AGREED so it could be reviewed annually. **Action: Clerk**
2. The Clerk had prepared a draft of a letter to be maintained in standard form ready to be sent to residents where their specific consent to keeping specific data was required. He will settle the terms of that letter with Cllr Friar. **Action: Cllr Friar & Clerk**
3. The Clerk reported that he had now got the laptop installed but was still working on getting accustomed to it. Some data had been transferred from his personal computer to his laptop. In the course of that he had observed that there was very little real personal data on the system – the bulk of the recorded material were Council papers which were in the public domain and correspondence between this Council and other public authorities.
4. Cllr Sudbury raised a number of matters which had come into focus through the new committee (to be called the Communications Committee):
 - a. He considered that the website could be much improved in style and expanded content. The GDPR policy is on the website and this could be cross-referenced with information for residents as to the workings of GDPR.
 - b. Cllr Chater said that there were around 170 visits to the website per month although the identity of those making the clicks is not known.
 - c. Cllr Sudbury tabled a working paper showing his analysis of content on the Council's website compared with websites for adjoining authorities.
 - d. He felt that open government by this Council and transparency would be encouraged by creating a more customer friendly website with a potential for interactive movement. A comment had been made earlier at this meeting that the majority of the local public were not aware of what the Council is doing.
 - e. It was AGREED that Cllr Sudbury would prepare a report of recommendations for amendments to the website for further review by this Council. It was observed in passing that thought would have to be given to who would operate the resulting increase in amendments to the website if the recommendations were pursued. **Action: Cllr Sudbury**
 - f. The Clerk pointed out that currently the Council's outsource who deals with amendments to the website charged a very low rate and if increased activity was undertaken then there might be increased cost in payments to a website technician.

18. Any Other Business

1. Cllrs Hitchcox, Mrs Malin and Friar reported that the prostate cancer testing session, run by the Graham Fulford Trust on Saturday 23rd June at the Community Hall, had been a success. 45 men had attended for the test (the Clerk observed this was a very good figure for a first time event as the monthly sessions in which he participates at the Nelson Club number between 50 and 70 per session where the location is well established). It was AGREED that the Clerk would explore with Graham Fulford the possibility of a further session. **Action: Clerk**
2. The pump at The Lodge – see above.
3. In the Chairman’s absence, Cllr Marriott observed that in the face of complaints by the public that footpaths were overgrowing, it should be known that it is the landowner’s responsibility to keep the footpaths clear. The public should be encouraged to enforce their rights to use the footpaths otherwise they would become redundant. It was AGREED that Cllr Hitchcox would investigate the county footpath map and undertake a review of footpaths which were becoming overgrown with the objective of getting them cleared. **Action: Cllr Hitchcox**
4. Cllr Marriott had raised the issue of drones at the previous meeting but had nothing further to add.
5. The Clerk had recently received an email communication identifying within WDC a source of information on the Community Infrastructure Levy facts and figures. It was AGREED that Cllr Sudbury would explore this and carry out research so that this Council would have readily available facts and figures as the administration of the levy progressed. **Action: Cllr Sudbury**
6. Cllr Hitchcox raised ‘off the cuff’ the thought that Mr Bill Sandhu had ceased to service the defibrillator installed outside the Village Shop. Cllr Chater observed that the battery had recently been replaced so there should not be an issue over that. The battery installation for the defibrillator at the White Lion pub was relatively recent so that still had projected life. In view of the uncertainty, it was AGREED that the Clerk would approach Mr Sandhu to see what his current position is. **Action: Clerk**
7. Cllr Chater raised the issue of the poor quality of the pavements in Hallfields – this having followed on from a complaint by a householder. Cllr Mrs Malin observed that the pavement conditions in other locations, in particular Lewis Road, were poor also. The Council AGREED with the Clerk’s suggestion that he should raise with the Highways Dept the issue of all pavements in the Village, in particular Hallfields and Lewis Road. **Action: Clerk**
8. The Clerk tabled a copy of an email received by Cllr Chater, copied to him, from people interested in promoting film shows in the Village; Cllr Chater explained that in his capacity as a member of the Community Hall Committee, he had been approached by people interested in promoting film shows in the Community Hall. This is very much in an embryonic stage and Cllr Fryer pointed out that advanced technology in film projection these days might be superior to anything the Community Hall could offer. It was AGREED that Cllr Chater would pursue the matter and report back. **Action: Cllr Chater**

19. Date of next meeting:

The Chairman closed the meeting at 8.45pm

Signed.....

Date.....

Chairman of the Parish Council

Counter signed.....

Date.....

Clerk to the Parish Council