

RADFORD SEMELE PARISH COUNCIL

MINUTES

A meeting of the Parish Council was held in the Baptist Church Room, Lewis Road, Radford Semele, on Friday 30th June 2017 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 Mrs N Northey

In attendance: -

1. **Apologies for absence:** WDC Cllr M Doody, WCC Cllr W Redford, Cllr B Follett and Cllr S P Sabin (in the case of the latter two – holidays). It was noted that Mrs Jean Loveridge had resigned from the post of councillor.

2. **Declaration of interests:** There were none.

3. **Approval of the Minutes of the Council meeting on 22nd May 2017**

The Minutes were approved (proposed by Cllr Marriott and seconded by Cllr Mrs J Malin).

4. **Matters arising from the Minutes of the Council meeting on 22nd May 2017**

1. The Clerk reported that he had written to the Deputy Monitoring Officer concerning the post of chairman of the Council and had received an initial response, he had been asked for further information. Cllr Chater stated that he would remain in the chair pending replacement as he did not wish to see the Council in a hung position; Cllr Marriott moved a vote of appreciation for Cllr Chater's continued devotion to duty.

2. The Clerk reminded the Council that at a previous meeting WDC Cllr Doody and WCC Cllr Redford were going to pursue the question of the adequacy of the rubbish bin on the main road but he had heard nothing further. **Action: Cllrs Doody & Redford**

3. Cllr Hitchcox said that he had had discussion with representatives of Radford Albion Football Club and also discussion with Mr Davidson. A mutual understanding is that both clubs are welcome to continue to use the Playing Field for matches but it appears that RAFC do not have a match programme for the forthcoming year due to technicalities concerning their football league. It was AGREED that a form of terms and conditions should be issued to the clubs under which they were expected to keep the Playing Field in a tidy condition, compatible with other users of the Playing Field; it was also mooted that a rent should be charged to them but no decision on this was made. This item is to go on the Agenda for the next meeting. **Action: Clerk & Cllr Hitchcox**

4. The Clerk reminded the Council that it was expected that WDC Cllr Doody and WCC Cllr Redford would pursue the matter of the hedgerow on the main road adjacent to the Manor House but there was no report. **Action: Cllrs Doody & Redford**

5. With regard to dog notices, this was a matter for the Chairman and the Clerk to attend to but they had not done so yet. **Action: Cllr Chater & Clerk**

5. **Warwickshire County Council – update report from WCC Cllr Redford**

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

6. **Warwick District Council – update report from WDC Cllr Doody**

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

7. Financial Matters

- 7.1 The Clerk reported that the balance on the investment account was currently £14,265 approximately and the balance on the operating account was £16,138 approximately.
- 7.2 A number of payments were approved (in particular payment to the Clerk of the first quarter's pay of £1,248.60 and tax on that sum and payment to Henry Marriott of £158.22 in respect of miscellaneous groundworks). It was also agreed that the current subscription to WALC of £547.91 should be paid. The Council further confirmed payment of fee charged by the Internal Auditor, Mrs Best, and expressed the view that her charge was very reasonable.
- 7.3 A number of cheques were duly signed in respect of payments approved as above.
- 7.4 The Clerk tabled copies of the page from the Annual Return containing the relevant figures for the year end accounts to 31st March 2017. It was confirmed that the Internal Auditor had signed off the Annual Return and, subject to some minor points of bookkeeping administration, had reported that all was satisfactory (including the keeping of records by the Clerk). The Annual Return was approved unanimously by the Council and the Chairman and Clerk were authorised to sign it off.

8. First World War commemoration

The Clerk reported on a suggestion made by the General Secretary to WALC that local councils might wish to organise some commemorative event in their areas in 2018 in respect of the end of First World War; the Council decided to review this matter at a future hearing – to be put on the Agenda.

Action: Clerk

9. Correspondence

- 9.1 The Clerk had written to WCC concerning road names proffered by the Council at the last meeting. He had received a pleasant response confirming that the names would be put into a schedule for future action by WCC.
- 9.2 The Clerk had heard nothing further from the Leamington Table Tennis Association in response to his letter some weeks ago refusing their application to purchase land.
- 9.3 The Clerk had received an email a few weeks ago concerning the rear fence of a property in Lay Gardens where the householder expected the Council to rectify alleged damage. Cllr Marriott said that he had examined the site and could not identify any damage; in any event, the fence was the responsibility of the householder and not that of the Council. This had always been the case although a number of occupants of Lay Gardens from time to time sought to place responsibility on the Council. It was agreed that no action be taken but the Clerk is to notify the householder.

Action: Clerk

- 9.4 The Clerk reported that he had received a response from the manager of Ashley House who claimed there was nothing amiss. The Clerk read out in full the letter of reply received and the Council expressed the view that it was inadequate. It was AGREED that the Clerk would write back to Ashley House to acknowledge the receipt but to make the point that the position will be monitored by the Council. It was noted that one of the residents who may have been the main cause of the complaint had been recalled to St Michaels Hospital in Warwick. **Action: Clerk**

10. Progress report on Neighbourhood Plan

- 10.1 The Clerk reported that he had agreed the terms of the proposed contract with Mr Wellock of Kirkwells Ltd and he had also obtained a good reference on Kirkwells from one of their previous customers (a neighbouring local council).
- 10.2 Cllr Friar said that application for grant funding now had to be formulated and it was AGREED that this should be submitted in the name of the Clerk.

- 10.3 It was AGREED that Cllr Friar and the Clerk would put together the application and submit it accordingly.
Action: Cllr Friar & Clerk
- 10.4 It was AGREED that the Minutes of the NP working party to be put on the website.
Action: Cllr Chater
- 10.5 Cllr Friar confirmed that Ms Judy Steele is organising the promotion for a comprehensive village meeting which is necessary to set up in furtherance of the scheme; this is part of the process of getting feedback for the instigation of the NP.
- 10.6 Cllr Chater referred to Minutes of the Council meeting on 22nd May 2017 at paragraph 12 being reference to a commitment by the Council of a payment of £1,950 but he sought clarification that in reality the figure was only £1,250; Cllr Friar explained that confusion may have arisen (leading to a resolution proposed by Cllr Sabin) for the Council to commit to the sum of £1,950; this figure was arrived at because the schedule of stage payments in the contract with Kirkwells states that the outlay expected under Stage 1 of the scheme of £1,950. Cllr Friar explained that because of the expected grant funding the actual shortfall to be contemplated by the Council would be the lower figure of £1,250. The maximum commitment by the Council was therefore £1,250. (The Clerk pointed out that he had agreed an amendment with Kirkwells in the contract to the effect that the Council had an option to withdraw absolutely from the contract if grant funding was not received at any stage.)

11. Update on proposed Bus Shelter

- 11.1 The Clerk reported that we were still in the waiting period required by planning regulations but that period should expire soon. He knew that the application had been formally registered because the Council's cheque for the fee had been cashed.
- 11.2 Cllr Hitchcox said he wished to speak to this item; he wished to remind the Council that although opinion had been expressed at various stages that planning permission was not required for the bus shelter, it was quite clear from paperwork received by the Clerk and himself from WCC and from WDC Planning Dept that planning permission is required, despite suggestions to the contrary. The Clerk reminded the Council that he had on two occasions previously explained the regulations; he had examined the statutory requirements and it was clear that a public authority constructing a building on its own territory for its operational purposes did not require planning permission; where a public authority was seeking to erect a building which was outside the normal remit of its operations then planning permission was required; (i.e. as this Council is not a highway authority and it is not within the remit of this Council to operate bus services therefore planning permission for the bus shelter is necessary).

12. Report on the Playing Field and Play Equipment

- 12.1 There was nothing to report in general terms concerning the Playing Field other than the matter of the football clubs referred to above.
- 12.2 The Council confirmed that it would be in order to invite ROSPA to do their annual check again in the autumn (last year the Clerk had cancelled their visit).
- 12.3 Between them, Cllrs Chater and Marriott had agreed with Joe Ingall that he should commence duties as groundsman for the Playing Field. It was AGREED that he should be paid at the rate of £30 per week and the Clerk is to arrange a standing order for payment through the bank, avoiding the necessity for continuous invoices to be issued.
Action: Clerk
- 12.4 Cllr Marriott raised the question of whether the hedge surrounding the Playing Field should be revitalised by stripping out. This matter is to be reviewed.
Action: Cllr Marriott
- 12.5 Cllr Chater remarked that currently The Lodge has remained empty for some time and it is not known what the owners (A C Lloyd) propose to do with it. It is hoped that Cllr Chater and the Clerk will be able to ascertain this from a proposed meeting with representatives of A C Lloyd.
Action: Cllr Chater & Clerk

13. Update on Scout Hut project

There was nothing to report concerning the Scout Hut project.

14. Update report on Sports and Social Club Matters

Cllr A Malin reported that he was due to attend a meeting of the Sports & Social Club Committee but at the last minute it was cancelled so there was nothing to report.

15. Update report from Community Hall Committee

Cllr Chater reported that £800 had been awarded by the Eastern Neighbourhood Forum in respect of the sound system for the Community Hall. It transpired however that WDC had not authorised the fund for the current year therefore while that issue was outstanding payment could not be guaranteed. This matter is to be reviewed.

Action: Cllr Chater

16. Update on School Matters

16.1 On the School generally there was nothing to report but see below.

16.2 A great deal of concern has been expressed by residents over apparent proposals by the Church of England Coventry Diocese Board to sell all or part of the Glebe Land at the rear of the School. Cllr Northey tabled a bundle of papers concerning this and spoke to it. In summary the papers demonstrate that 680 signatures have been obtained to a petition objecting to the proposed sale and the pack includes a plan showing the outline of the Glebe Land.

16.3 The Clerk reported that a representative of the residents group had approached him when he had undertaken to bring them the matter to the Council's attention if a copy of the petition was lodged with him/the Council.

16.4 It was noted that the current papers do not constitute a planning application but it may indicate that the Diocesan Board will sell the land to a developer who may then apply for planning permission. Cllr Chater pointed out that the area outlined on the plan referred to in fact has a potential to link Radford Semele with the urban area of Leamington Spa. It appears to contradict the Village Envelope.

16.5 The Clerk proposed that he should write to the Planning Dept in advance of any application (i.e. forthwith) to lodge objection on behalf of the Parish Council and the residents. It was AGREED that the Clerk should follow up his proposal to write to the Planning Dept. **Action: Clerk**

17. Current Planning Matters

17.1 It was noted that construction work at the site adjoining Ricardo's is now well underway. It was noted that the developers are constructing their own spine road for the housing site. The existing un-adopted road for adjoining residents has been left intact.

17.2 Cllr Marriott said that at the previous meeting WCC Cllr Redford had expressed concerns about the emergency exit from the Offchurch Lane site on to Offchurch Lane. He thought that Cllr Redford had misunderstood the position because the plans clearly show an emergency access way which is sufficient for the width of emergency vehicles.

17.3 It was noted that the New Local Plan is still to be published (it was promised for June 2017).

17.4 Cllr J Malin went through a number of planning applications which had been put in by residents: An application in respect of a property in Spring Lane was in order but on an application in respect of a property in Chance Fields – it was agreed that an objection would be lodged.

17.5 Cllr J Malin expressed a concern that planning permission had been granted to a construct a new dwelling at 4 St Nicholas Road; this appeared to involve increasing the access way to the site from

the street which would immediately threaten the disabled parking spot used by Cllr A Malin. This is crucial to his operational facilities as the parking spot is directly opposite the home of Cllrs Malin. It was AGREED that the Clerk would contact WCC to obtain assurance that the parking bay would be retained despite the development. **Action: Clerk**

18. Any Other Business

- 18.1 Cllr Marriott reported that he and Cllr Hitchcox successfully installed the public seat outside the Village Shop (being completed today). They have anchored it into the ground through a system of concrete and bolts to avoid vandalism etc.
- 18.2 The Clerk raised the question of the vacancy on the Council caused by the resignation of Mrs Loveridge; it was AGREED to leave action in respect of the vacancy until the meeting in September. **Action: Clerk**
- 18.3 The Clerk enquired as to any decision on the format of committees (issuing the list from last year as a guideline). It is particularly necessary to allocate Cllr Northey to one or more committees as she had recently joined the Council. It was AGREED that a review of these matters should be dealt with at the next meeting. **Action: Clerk**

19. Date of next meeting: 31st July 2017

The Chairman closed the meeting at 9.40pm

Signed.....

Chairman of the Parish Council

Date.....

Counter signed.....

Clerk to the Parish Council

Date.....