

RADFORD SEMELE PARISH COUNCIL

MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 25th September 2017 at 7.30 pm.

Present: Cllr D E Chater (in the chair), 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 Mrs N Northey

In attendance: WDC Cllr Doody

1. **Apologies for absence:** Cllr S Sabin and WCC Cllr W Redford

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

3. **Approval of the Minutes of the Council meeting on 31st July 2017**

The Minutes were approved - proposed by Cllr J Malin and seconded by Cllr Northey.

4. **Matters arising from the Minutes of the Council meeting on 31st July 2017**

1. The Chairman indicated that there may be someone interested in taking over the chairmanship from him - to be reviewed at the next meeting.

2. The Clerk had written to the WDC Chief Executive Officer regarding the rubbish bin; after a short delay when the CEO was on holiday, the Clerk had received a cordial note from him saying that he had delegated the matter to his department to get it chased up. The Clerk is to review. **Action: Clerk**

3. The Clerk had written to WCC concerning cutting back the hedge near to The Manor House but had not yet received a reply - to be pursued. **Action: Clerk**

4. The Clerk had reviewed a significant quantity of paperwork received at the time of legislation concerning dogs was revised between 2006 and 2010. He had a report published by Defra at the time which was lengthy and repetitive and he summarised the position. The change gave power to local councils to make 'enforcement orders'. There was a notice procedure surrounding these before an order could be made and then the question of how they were going to be enforced had to be addressed. Contrary to what the Chairman had been told by a WDC officer, local council by-laws stayed in force until they were superseded by an enforcement order.

To be effective, an enforcement order had to identify the relevant area of land; it was apparent that WDC had made enforcement orders for the important parks in the urban area but had not covered the parish councils' areas. He said whichever system was utilised by this Council the core problem was resources to follow it up. The legislation envisaged the employment of a patrol man who was capable of issuing fixed penalty notices and resource within the Council to take enforcement proceedings through the Court if necessary. He doubted whether this Council had the resources to do that (the historical position concerning the Playing Field is evident). The Council accepted his suggestion that he liaise with WDC to see what was the best course of action. **Action: Clerk**

5. Cllr Marriott reported that he had removed the wind damaged branches from a tree near Spring Lane in the Playing Field, further lopping may be necessary for safety reasons.

The Clerk had written to the managing agents for The Lodge and his letter had been passed to A C Lloyd (their clients) so he had had a delayed letter back from A C Lloyd. They said that they were conscious of the Council's concern over the condition of the premises but

were looking at ways to utilise it with their new site development at Spring Lane. They did not offer any solution to the condition of the footpath and hedge adjoining it.

6. The Clerk confirmed that he had written to WCC concerning repair of the pavements in Lewis Road, School Lane and The Valley but had not had a reply.

It was thought that the intention from the last meeting was to review parking in Lewis Road as well as repairs to pavements. A few problems were highlighted:-

- a. Cllr Northey pointed out a problem in banning parking on one side of Lewis Road as this would materially affect residents on that side whilst the current position of parking on both sides of the road might be an advantage as it slowed up the traffic.
- b. The Clerk reminded the Council that he had, on at least three occasions in the past, written to the Highways Dept requesting the imposition of yellow lines on the corner of Lewis Road and Southam Road and perhaps extending further up Lewis Road but he had been ignored by the Highways Dept.

He pointed out that to have any effect on WCC it would be wise to submit proposals instead of merely a complaint; it was AGREED that Cllrs Northey and J Malin would form a working party to prepare a set of proposals. **Action: Cllrs Northey & Malin**

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

In the absence of WCC Cllr Redford, WDC Cllr Doody gave a report on his behalf and his own.

- 5.1 Whilst the New Local Plan had been passed by WDC, WDC Councillors do not like it. It is the best that can be achieved. Whilst it will define the Village Envelope for this Parish it will give scope for a lot more housing development elsewhere in Warwick District.
- 5.2 He highlighted potential development at Kingshill between the campus of the University of Warwick and Coventry City. There was capacity for about 4,000 houses. He said that whilst this should be deplored the fact is that there are about 4,000 people on the waiting list for public subsidised housing. Any development must contain 40% affordable housing (which in practical terms means shared ownership with a housing association).
- 5.3 He reminded the Council that there are about 800 houses in Radford Semele so that the potential development we are looking at would increase the housing by almost 40%.
- 5.4 He said he was keeping a watch on developments at 56 Southam Road; he is aware of correspondence from the Clerk and also that local authority officers have paid attention to it; he is not sure of the outcome but he will monitor it.
- 5.5 He reminded the Council of the availability of grants, particularly from the Eastern Neighbourhood Forum. It was essential to build up a framework of what the Council wanted from grants and be specific. There was about £5,000 allocated to the fund which the Forum needed to give away otherwise it would lapse.
- 5.6 He also said that Cllr Redford had in principle a fund of £5,000 to allocate to items within his area; an obvious expenditure of this would be on improving the highways in the parishes for which Cllr Redford is representative.
- 5.7 The Clerk reported that the manager of the agenda for the Eastern Neighbourhood Forum had approached him with a view to having a report from Cllr Hitchcox or Cllr Chater before the meeting of the Forum on Wednesday 27th February next. Cllr Chater had already indicated his apologies for absence but it was AGREED that Cllr Hitchcox would put together a written report on the funding for the trees and seat within the Village and attend the meeting if possible. **Action: Cllr Hitchcox**

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

See above.

7. Financial Matters

- 7.1 The Clerk reported that the current balance of the investment account was approximately £14,200; the current balance on the operating account was approximately £32,700; to that figure should be added the second part of the Precept – he had been notified at 5pm that evening that this would be paid shortly – a sum of approximately £11,000. He confirmed that the specific grant received from Groundwork UK to support the Neighbourhood Plan was in the bank in the sum of £7,271.
- 7.2 A number of payments were made as per the tabled list; including payment to the Clerk of his net pay for the second quarter in the sum of £1,248.60 and payment of tax on that sum of £131 and payment to Cllr Marriott of £120 + VAT for groundworks executed by him. The Council RESOLVED seven donations as per the tabled list be paid (the same donees and amounts as in the previous year).
- 7.3 Appropriate cheques for these items were signed. The payment of these donations was proposed by Cllr J Malin and seconded by Cllr Marriott, carried unanimously.

8. First World War commemoration

It was agreed to put this forward on the Agenda for the future.

Action: Clerk

9. Correspondence

The Clerk said there were no significant items of correspondence other than those dealt with under other headings on the Agenda, save for one. He read out a letter dated 2nd August 2017 from WCC on the issues concerning 4 St Nicholas Terrace. To summarise, the letter states that WCC are not aware of any application to make the driveway to this property wider but if there had been an application, WCC would have no objection subject to the widening being only up to the point where it is now positioned. The property owners had been written to with a request to formalise their proposals for the extended section which will have to be kerbed and tarmaced to match the existing crossing. The letter further confirmed that the existing disabled bay on the surface of Lewis Road will not be removed or encroached onto.

10. Football clubs – terms and conditions

The Clerk had circulated what he thought was in principle an agreed draft of the proposed agreement (which had previously been amended by the Chairman). It appeared that the chairman's proposed version was different to the one circulated. It was felt that the Clerk's draft comprised somewhat harsh conditions which on reflection might not be sufficiently "customer friendly". It was agreed that the Chairman and the Clerk would review both versions and come up with a final draft for approval by the Council. The issue of the charge to be made was again debated when it was agreed that it should be £100 per annum as an initial charge.

Action: Chairman & Clerk

11. Progress report on Neighbourhood Plan

- 11.1 Cllr Follett reported on the following:
- (a) The new Local Plan was formally adopted by WDC on 20th September 2017.
 - (b) The Housings Needs survey report was published in August and is now available on the WDC website.
 - (c) Planning consultants, Kirkwells, have now been appointed to work with the NP Group to develop the NP.
 - (d) The inception meeting with Kirkwells was held on 12th September to outline what the NP Group wanted to achieve and to identify the key issues and objectives in developing the NP.
 - (e) A launch event is planned for 30th September at the Community Hall to explain the development of the NP and to invite residents to give their views on what they would wish to include in the NP.

11.2 Cllr Friar reported on the following:

- (a) He hoped that as many Councillors as possible would attend the open meeting on 30th September. (The Clerk put in apologies for absence due to holiday)
- (b) It is expected that members of FORGE and those who took part in the survey will attend the discussions but the consultant, Michael Wellock, will not be present.
- (c) A good relationship had been established with the consultant and a positive response had been received to the Housing Needs survey.
- (d) He and the Clerk during August had put together, at short notice, the application for funding which had led to the payment of £7,271 by way of Government grant. This will cover the consultants' fees for the initial stages of implementation.

12. Update on proposed Bus Shelter

- 12.1 Cllr Marriott had lodged with the Clerk just before the meeting documentary evidence of the insurance details of the proposed contractor, Mr Davis, together with his updated quotation for doing the work. The updated quotation is for £902 + VAT. The Clerk had recently received Mr Davis' identification documents.
- 12.2 Cllr Marriott said that the contractor was keen to start the excavation work in November so time was of the essence in concluding the paperwork. The Clerk advised (as he had done previously) that there was extant an email from 2016 from WCC setting out their requirements for approval of the scheme. One of those was that the contractor employed in executing these works on the highway should be an approved contractor. As Mr Davis was not on the WCC list of approved contractors the Clerk advised that it was essential to obtain WCC's written approval. It was AGREED that Cllr Hitchcox, armed with paperwork from the Clerk, would seek a meeting with the WCC official concerned (Mr Brooks) and obtain all the necessary approvals envisaged by Mr Brooks for the project. The Clerk advised that for the protection of Cllrs written approval should be secured from Mr Brooks not merely a verbal one. **Action: Cllr Hitchcox**
- 12.3 The Clerk had in the last day or so received from Shires Oak Buildings their formal contract and conditions of business in respect of the construction of the shelter; they required that documentation should be completed and payment of an initial 10% deposit before they started construction work. The Clerk had circulated the terms and conditions setting out the contractor's requirement for stage payments including 45% of the price to be paid on completion of manufacturing but before installation on site. The Council RESOLVED unanimously to proceed on this basis and the Chairman was authorised to sign the contract (which he did).
- 12.4 The formal contract included the updated price for the works of £7,354 + VAT. It was RESOLVED that the 10% deposit required of £882.48 (inc VAT) be paid. **Action: Chairman & Clerk**
- 12.5 Cllr Marriott pointed out that there will be an extra charge from Shires Oak Buildings for installing the shelter into the base created by the contractor (in a sum to be ascertained). **Action: Cllrs Marriott & Hitchcox**
- ## 13. Report on the Playing Field and Play Equipment
- 13.1 The Clerk confirmed that he had instructed ROSPA to carry out the play equipment inspection but was not aware that they had yet visited. They stated they would be carrying out the inspection in September.
- 13.2 The Chairman said that the re-surfacing of the tarmac on the footpath between the Community Hall and the road would be carried out shortly. This is a commitment by the Community Hall but he was reporting the information.
- 13.3 Cllr Marriott referred to examination of the overhead sliding rail in the play equipment; it is apparent that the feet of the poles were deteriorating. He had formed the view that rather than scrap the whole system (at consequent expense) it would be possible for him in conjunction with ex-councillor Whitehead to cut off the footings and bolt on fresh material to be embedded into the ground; this would give the structure a further life. **Action: Cllr Marriott**

14. Update on Scout Hut project

Cllr Friar said he was working on getting the engagement of all parents into the activities of the Scout Group, particularly with the advent of more residents in the housing developments in the Village. It was expected that there would be an increase in the number of children with parents who could be interested in scouting. They were still looking for a suitable site.

15. Update report on Sports and Social Club Matters

In the absence of relevant meetings of the Committee, there was nothing to report.

16. Update report from Community Hall Committee

16.1 Cllr Chater said that the grant of approximately £800 from the Eastern Neighbourhood Forum had now been received.

16.2 An order had been placed with the sound system supplier for the awaited units. It appears this will be suitable for voice production and meetings but will not have the capacity to deal with bands and disco music.

16.3 The Hall accounts are now in the process of being audited.

17. Update on School Matters

There was nothing to report concerning the School except that the Clerk confirmed that all Cllrs had been circulated with the written response from the Planning Dept on his letter concerning the Glebe Land. It is still not known what the reaction of the Diocese was to the petition and representations made in it. It might be a long time before any result is known. Cllr Doody pointed out that, whilst there might be a need for expansion of the school grounds, the bulk of the Glebe Land was outside the Village Envelope.

18. Current Planning Matters

All the matters referred to on the Agenda had been dealt with under other headings apart from the Offchurch Lane site; there is currently nothing to report on that.

With regard to the A C Lloyd site in Spring Lane, it had been intimated to the Chairman that the project may be delayed until 2019 because they may proceed first with a project at Kingshill. However the order of projects has not yet been agreed by A C Lloyd. They are likely to come to a decision by Christmas 2017.

19. Any Other Business

19.1 The Cllrs approved the draft Minutes of the Annual Parish Meeting (so they can be entered in the ledger in time for the next meeting in 2018).

19.2 The Chairman had thought to secure the engagement of a member of public who had expressed an interest in becoming a councillor but this individual had not responded to his invitation to join the meeting nor had he responded to the Clerk’s invitation to join the July meeting. It was agreed that the Clerk should advertise notice of the vacancy in accordance with the regulations as it was necessary to do so, so the matter can be progressed. **Action: Clerk**

20. Date of next meeting: 30th October 2017

The Chairman closed the meeting at 9.30pm

Signed.....

Chairman of the Parish Council

Date.....

Counter signed.....

Clerk to the Parish Council

Date.....