

RADFORD SEMELE PARISH COUNCIL

MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 30th October 2017 at 7.30 pm.

Present: 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 S Sabin

In attendance: WCC Cllr W Redford and Mr J Sudbury (member of the public)

1. **Apologies for absence:** WDC Cllr M Doody

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

3. **Approval of the Minutes of the Council meeting on 25th September 2017**

These were approved, proposed by Cllr Marriott and seconded by Cllr Friar.

4. **Matters arising from the Minutes of the Council meeting on 25th September 2017**

1. Cllr Chater (in the chair) announced that Cllr Sabin was willing to take over the chairmanship of the Council on the basis that Cllr Chater would like to step down. The Clerk called for nominations for the post of Chairman; it was proposed that Cllr Sabin become Chairman – proposed by Cllr J Malin and seconded by Cllr Follett and carried unanimously.

It was proposed that Cllr Chater be Vice-Chairman on the basis that he would not be proceeding to take up the chair on a future occasion. This was proposed by Cllr Sabin and seconded by Cllr Friar and carried unanimously.

2. Waste bin in lay-by (A425). The Clerk reported that subsequent to the email he received from the WDC Chief Executive in September that he had passed the matter to his subordinates for action, nothing further had been heard; the Clerk had accordingly sent a reminder letter to the Chief Executive. The matter is to be put on the Agenda for the next meeting.

Action: Clerk

3. The Clerk had received a letter from WCC confirming that the cutting back of the hedgerow would be actioned; however on preparing papers for the meeting it had become apparent to him from the letter that WCC had not focused on the site with which this Council had been concerned. It was agreed that the Clerk would write a letter pointing out the discrepancy.

Action: Clerk

4. Cllrs Chater and Marriott reported on the current situation concerning the Playing Field hedge and footpath; all is currently in order and no action is required.

5. The Clerk had not had a response from WCC on the issue of repairs to the pavements of the streets mentioned. The question of parking in Lewis Road needed to be further addressed. It was AGREED that the Chairman, Vice-Chairman and the Clerk would form a working party to put forward proposals for parking which would be presented to the Police for an affirmative or negative response.

Action: Chairman, Vice-Chairman & Clerk

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

a) WCC Cllr Redford said the most common issue that he or WCC gets in respect of roads is speeding. He brought with him a Guide to Speeding Offences which he tabled. It was AGREED that the Clerk would circulate this to Cllrs.

Action: Clerk

- b) He emphasised that there is £8,000 available by way of grant money to be applied by WCC at their financial meeting in February 2018. He urged the Council to formulate one or more claims for grants and present them by mid January. He said this was unlikely to be an application for a grant by the Council itself but would be on the part of other organisations in the Parish who might need specific funds. It was AGREED this be put on the Agenda for the next meeting.

Action: Clerk

6. Warwick District Council – update report

In the absence of Cllr Doody, there was no report but it was noted that he is this evening in a Group Meeting at WDC to consider the implications of the New Local Plan.

7. Financial Matters

- 7.1 The Clerk reported that the balance on the operating account was approximately £41,000 and the balance on the investment account was approximately £14,200. He said he proposed to make a transfer between accounts because of the large amount of money standing in the operative account (although it was recognised that the interest to be earned on the investment account is very poor). It was AGREED that he would transfer £10,000 to the investment account to take into account prospective expenditure by the Council in particular on the Neighbourhood Plan.

Action: Clerk

- 7.2 A number of payments were approved in particular refund of expenses to Cllr Friar in respect of expenses incurred with the Neighbourhood Plan

- 7.3 Appropriate cheques were duly signed.

- 7.4 The Clerk said he was taking steps to include Cllr Northey (who was not present) on the bank mandate for signatures; he would take the opportunity to remove the mandate from former councillors Doody and Loveridge.

Action: Clerk

8. First World War commemoration

- 8.1 The inclination was to arrange some kind of ceremony for next year but the Council accepted the Clerk's prognosis that there was likely to be little logistical support from the Parish. It was AGREED that the Clerk would sound out those connected with the management of St Nicholas' Church to see what kind of joint venture might be undertaken for 2018 (bearing in mind that the Armistice Day date actually falls on Sunday 11th November 2018).

Action: Clerk

- 8.2 It was agreed that the Clerk would lay a poppy wreath on behalf of the Council at the forthcoming Remembrance Day service on 12th November (when Cllr Friar will be present with the Scouts). Cllrs Sabin, Chater and Marriott tendered their apologies for their absence.

9. Correspondence

The Clerk reported briefly on the following items:

- a) He had written to the Leamington Table Tennis Association concerning their request to purchase land but had not had any reaction.
- b) He had received an email from the local branch of the CPRE stating that their AGM was to take place on Friday 10th November 2017 at 6pm at the Guildhall in the Lord Leicester in Warwick and members of the Council and friends were welcome.
- c) He had received a circular letter from Post Office Headquarters in London asking for the Council's comments (if any) on the proposed closure of the Post Office by Mr Aujla at 41 Lewis Road and the transfer of approved Post Office business to the Village Shop, Best One, at 29 Lewis Road. The Council felt there were little options to do otherwise and the Clerk was instructed to indicate their concurrence.

Action: Clerk

- d) The Clerk said that in the course of preparing papers for this meeting he had reminded himself that when he wrote to Ashley House concerning the behaviour of its residents we received back a letter which invited one or more Councillors to visit the Home. He therefore reminded Councillors that it is open to any of them to arrange a visit if they thought fit.

10. Control of dogs

The Clerk had written to the Dogs Control section at WDC in a low key letter to see whether they were interested in supporting this Council and/or financing any application for an Enforcement Order. He reiterated his view that the core of the matter was lack of resources for this Council in order to enforce any paper legislation; (whether by Bye Law regulation or by Enforcement Order). The real issue was having a dog patrol person supported by witnesses from the public and Cllr Sabin pointed out that the latter had been noticeably lacking for many years. The Clerk is to follow this matter up.

Action: Clerk

11. Football clubs – agreement

Cllrs Chater & Hitchcox confirmed that the contents of the draft contract, prepared by the Clerk and amended by Cllr Chater, had now been settled between them. It was AGREED that the Clerk would print out hard copies of the final draft and it will be submitted to the football clubs in early course; this was with the view to putting it before them for signature in advance of the next football season in Spring 2018.

Action: Clerk

12. Update on Neighbourhood Plan

Cllr Friar said progress was being made. They had pulled in the results of the recent consultation with the public. On 8th November 2017 there will be a further working meeting in consultation with WDC and this Council's consultant, Kirkwells will attend. They had incurred some minor expenses in connection with the promotional material for the meeting on 30th September for the public – that was approved (see above).

Action: Cllr Friar

13. Update on proposed Bus Shelter

13.1 The Clerk now had written confirmation from the Council's insurance brokers. They confirm that if any claim arises out of the construction of the bus shelter which is not met by the underwriters for either Shires Oak Buildings or Mr Davies the excavating contractor then the Council's own insurers will pick up the liability.

13.2 The insurance brokers had also confirmed that once the shelter has been completed it will be treated as an asset of the Council like other items but there will be an additional premium to pay of approximately £48. The Council AGREED that figure.

13.3 The Clerk had sent an official order to Shires Oak Buildings who were busy fabricating the bus shelter.

13.4 Now he has confirmation from the insurers, the Clerk will issue an official order to the contractor, Mr Davies.

13.5 Cllr Marriott said so far as the start date is concerned, he thought that Shires Oak Buildings and Mr Davies were capable of liaising between themselves as to the precise date; this depends upon the date when the building fabrication is completed. The actual excavation job is fairly short.

14. Report on the Playing Field and Play Equipment

14.1 Cllr Marriott said he was still looking at a form of repair to the overhead slide that he had referred to at the previous meeting; he felt that a repair to the footings could be carried out in order to preserve the superstructure as opposed to purchasing entirely new equipment. He has this in hand.

14.2 The Clerk had contacted ROSPA to ascertain the progress of the inspection report; he had been advised that they are running behind hand but they hope to have the report out in the next week or so.

14.3 It was generally thought Joe Ingall is doing a good job on rubbish clearance in the Playing Field. Cllr Marriott had purchased for him a new gripping stick (referred to above); this is to replace the previous one which had broken. Cllr Chater said that he had asked Joe to ensure that he cleaned out the bus shelter and had received a positive response that this will be done.

15. Update on Scout Hut project

Cllr Friar said this is still in prospect as he could not report any progress as yet.

16. Update report on Sports and Social Club Matters

Cllrs Malin and Sabin reported there had been a successful Halloween Night at the Club. There had recently been some trouble with the drainage system connected with the dishwasher. It has been flooding as a result of a problem with the exit pipe; if this has to be explored further it is likely to mean uncovering the length of piping from behind the panelling at the rear of the bar; this could be relatively expensive in terms of labour time.

17. Update report from Community Hall Committee

Cllr Chater was pleased to report that the sound system (referred to at the last meeting) had brought with it two portable microphones. One was of the 'clip on the clothing' variety which Cllr Sabin had been using throughout this meeting successfully; the other is a free hand roving mic which the Clerk and other Cllrs had successfully used during this meeting. It was generally agreed it much improved the quality of the proceedings.

18. Update on School Matters

There was nothing to report.

19. Current Planning Matters

- 1) There had recently been some earth moving activity on the site at Offchurch Lane but nothing further.
- 2) It is still unknown when A C Lloyd will start work on the Spring Lane site as this is dependent upon the outcome of their contractual responsibilities for Kingshill.
- 3) The Clerk had received a response to his letter to the Planning Dept on 56 Southam Road at long last; this was an unsatisfactory letter as the Planning Enforcement Officer sought to pass all responsibility to WCC on the basis that it was a highways matter. This had not answered the Clerk's letter properly as the request had been made for full details of the planning consent applicable to this site. The Clerk said he was concerned at the lack of this response because he (together with Cllr Sabin in particular) was suspicious of the planning background to the activity on this site. It was AGREED that the Clerk should pursue this matter by asking for the details previously requested. It was noted that in a previous letter received by the Clerk from WCC that they said they had granted a licence to the occupier for a period of 12 months and it was thought that this would give some limit to the length of activity on site.
Action: Clerk
- 4) Cllr J Malin said that the sub-committee had looked at the application in respect of 10 Godfrey Close; they would examine it more closely but felt that there was no objection; likewise the application in respect of Radford Hall.
Action: Planning Committee
- 5) Cllr Sabin deprecated the outcome of the planning issues over 4 St Nicholas Terrace; it was generally felt that circumstance had been bodged by the Planning Dept and by Highways Dept subsequently. It was recognised however that it was a fait accompli.
- 6) Cllr Sabin reminded the Council that, on the current appeal by the developers seeking to put 20 houses in The Valley, WDC was to defend the appeal. Papers had to be filed by 17th November. It was AGREED that Cllrs Sabin and Chater and the Clerk would form a working group to prepare this Council's representations on the issue. Previous objections/comments made by this Council and others should be forwarded to the Planning Inspector by WDC as a matter of course. It was agreed that a supplementary submission from this Council would be sent.

Action: Cllrs Sabin and Chater & Clerk

20. Any Other Business

- 20.1 The Clerk had published a notice as to the Council vacancy on the noticeboard and the period was due to expire shortly. (It was hoped that Mr Sudbury who had been attending as a member of the public might be prepared to take up the vacancy).
- 20.2 The Clerk had suffered a severe crash with his email system so was not sure whether this Council had received a request from WDC to arrange a visit of their Chairman. He had tried to contact the Chairman's PA by telephone but so far without success. He will try again. **Action: Clerk**
- 20.3 Cllrs Chater & Sabin felt it was now appropriate for the Chairman's badge to be updated to include Cllr Chater's term of office; the Clerk was authorised to proceed with that. **Action: Clerk**
- 20.4
 - a) The Clerk gave a brief exposition of the position on the advent of the General Data Protection Regulations which come into force in May 2018.
 - b) He is still studying the legal and practical implications and would submit a report. On the face of things, it was going to be necessary for the Council to purchase a separate personal computer for the Clerk to use independently of his own personal computer currently used for Council business.
 - c) It will also be necessary for an outside monitoring process to be instigated as the Regulations required a 'data controller' i.e. the Clerk to be supervised by an independent monitor (self monitoring was not permitted for a public authority although it will be permitted for private business). **Action: Clerk**
 - d) Cllr Sabin proposed a sincere vote of thanks be recorded in respect of all the good works performed by Cllr Chater during his long term in office. Cllrs agreed unanimously.

21. Date of next meeting: 27th November 2017

The Chairman closed the meeting at 9.10pm

Signed.....

Date.....

Chairman of the Parish Council

Counter signed.....

Date.....

Clerk to the Parish Council