

RADFORD SEMELE PARISH COUNCIL

MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 25th July 2016 at 7.30 pm.

Present: Cllr D E Chater (in the chair), Cllr B Follett, Cllr Mrs J Loveridge, Cllr A E Malin, Cllr Mrs J P Malin, Cllr H E J Marriott and Cllr S P Sabin

In attendance: WDC Cllr M Doody (for part of the meeting) and WCC Cllr W Redford

1. **Apologies for absence:** Cllr B Friar and Cllr A T Hitchcox

2. Representations

Two representatives from FORGE asked to speak (although notice of their intention to speak had only been received the same day).

- i. They raised a number of issues about the preparation of the Neighbourhood Plan which had been raised at the previous meeting of the Parish Council when they attended.
- ii. They said it was a function of the Parish Council to lead the process. The Chairman and the Clerk explained that was a reference to the Council facilitating the setting up of a working party to prepare the Neighbourhood Plan – it was not the same as the Council itself preparing the Plan. In fact it was not empowered to do so.
- iii. The Chairman pointed out that at the previous meeting of the Council it had been agreed that Cllr Friar would be the representative from the Council within the group working to set up the working party. WDC Cllr Doody indicated that there was funding from Central Government to WDC which could be allocated to the cost of preparing the Neighbourhood Plan (he indicated that Barford had been a recipient of such a grant from WDC).
- iv. There followed some discussion about getting funding under section 106 from the developers in particular Bovis Homes who are building the site on the north side of Southam Road.
- v. The FORGE representatives had approached the Canalside Trust but had so far not achieved any positive help from them. They suggested that an approach by the Council might be made to the Canalside Trust for some support. It was agreed that the Clerk would seek to make contact with Canalside. **Action: Clerk**
- vi. This debate occupied about a quarter of an hour.

The above representation was followed by one by the Defibrillator Residents Action Group (Messrs Sandhu and Clark).

- i. They expressed their concern that despite the Clerk having paid for a defibrillator kit and the kit had been delivered, the matter had not been progressed since May. They thought that this was in the hands of the Council and were surprised that there was no progress.

- ii. The Clerk said he had contacted the Brewery who had indicated their consent subject to getting insurance details from the electrician appointed by the Residents Group; those insurance details have been supplied to the Brewery and the Clerk had assumed the group would keep in touch with (a) the brewery and (b) with their electrician.
- iii. Mr Sandhu suggested that if the Brewery did not accept The White Lion pub as a suitable location then thought should be given to installing the defibrillator in the telephone box which had been acquired by the Council.
- iv. There was a discussion about training available to people who wanted to be capable and ready to deal with the defibrillator kit when required. Mr Sandhu said that they had contact details of the training courses.
- v. They asked to leave the defibrillator kit with the Council; it was agreed that the Clerk would hold them temporarily until arrangements had been made with the electrician to install.
- vi. The debate occupied about a quarter of an hour. When the representatives withdrew, WDC Cllr Doody withdrew from the meeting.

A representation by the Deputy Monitoring Officer (Mr Leach) was then made.

- i. The Clerk explained that due to the difficulties arising from the abrupt withdrawal of WDC Cllr Doody from the Council meeting on 23rd May, he had taken advice from the General Secretary of WALC and from the Deputy Monitoring Officer, Graham Leach. As a result he had invited Mr Leach to attend this meeting.
- ii. Mr Leach stated that WDC Cllr Doody's resignation letter could not be withdrawn and therefore a vacancy on the Council had arisen. The usual procedures would have to be followed.
- iii. Despite the Clerk's concern that legal technicalities may not have been followed by the Council on 23rd May and 27th June, Mr Leach expressed the view that there was no cause for concern as long as a chairman was confirmed in office on a long term basis.
- iv. Mr Leach said he took the view that the appointment of Cllr Chater as Chairman, which had been made and had been confirmed at the later meeting, was all was in order.
- v. Mr Leach said he had a dual purpose in attending the meeting; the second reason was to promote the work of the Standards Committee. He said this was more important now than in the past because the Standards Commission has been abolished. It is therefore important that the local Standards Committee maintains standards. He was seeking volunteers from parish councils to go on the Committee as there are two vacancies. The Committee meets once a quarter so he offered the thought that it was not an onerous function and looked forward to volunteers.
- vi. The Council expressed their appreciation to Mr Leach in coming to the Meeting and also their appreciation of the way in which he had monitored the difficulties arising out of the resignation of WDC Cllr Doody.

3. Proposed activity event on 18th August 2016

- 3.1 The Chairman explained that at an earlier stage the Council had offered to participate in this event which had been put forward by the Police and originally presented on the basis that the Police would be convening the event and running it. When he was asked

to participate in further planning meetings, it became an issue as to whether the Parish Council were expected to be responsible for it or someone else.

- 3.2 The Clerk reported that he had advice from the Council's insurers that made it clear that the insurance risk of anything going wrong lay with those organising the event. It was therefore crucial to identify who was going to organise the event.
- 3.3 The Chairman confirmed that, when he pursued this issue, the managers of the activities quickly stated that they were not organising the event. The Police declined to come forward to take the responsibility. **After some discussion with WCC Cllr Redford, the Chairman was subsequently notified by Cllr Redford that that the event had been cancelled.**

4. Minutes of the Council meeting on 27th June 2016

The Minutes of the meeting on 27th June were approved.

5. Matters arising from the Minutes of the 27th June 2016

- 5.1 The Clerk confirmed that he had sent off the final version of the letter to the MP concerning planning development in the Parish and awaited a reply. He will chase this up. **Action: Clerk**
- 5.2 The Council hoped to make some progress with the formation of the core group to prepare the Neighbourhood Plan. In the absence of Cllr Friar, it was noted that he had been in touch with the FORGE representatives with a view to meeting up on his return from holiday. They had already presented their current position to the Council earlier in this meeting.
- 5.3 The Clerk reported that he was still waiting for a reply (of any kind) from the Planning Dept as to whether planning consent was required for the new bus shelter; he had submitted to Highways Dept a copy of the plan drawn by Cllr Marriott and awaited their response. He will chase this up. **Action: Clerk**

6. Report on matters from Warwickshire County Council

WCC Cllr Redford said that he had nothing to report apart from the issue concerning the event on 18th August 2016.

7. Report on matters from Warwick District Council

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

8. Financial Matters

- (a) The Clerk reported that the balance in the operating account is approximately £4,467 and the balance in the investment account is approximately £24,256.
- (b) A number of payments were approved as per the schedule of approvals filed with these Minutes.

It was RESOLVED that the cost of attendance of the Clerk as a day delegate to the annual clerks conference (SILCA) be approved.

- (c) The Council considered the adjustment of the Clerk's **salary effective from 1st April 16** and approved the Chairman's recommendation that the additional sum payable to the Clerk should be £54.66 (he had calculated that in accordance with the published figures by WALC a month or so earlier following the conclusion of the pay negotiations for the year 2016/2017). The payroll manager is to be notified. **Action: Clerk**

9. Correspondence

The Clerk reported that he had received a note that the new Chair of WDC (Cllr Jane Knight) would like to make the customary visit to a meeting of the Council; the usual dates selected were the October or November meetings but in each case there was a difficulty. The Clerk will explore the position. **Action: Clerk**

10. Update on Neighbourhood Plan

In the absence of Cllr Friar, there was no report; the current position is as reported by the representatives of FORGE earlier in the meeting.

11. Report concerning Bus Shelter

This item was dealt with under Matters Arising above.

12. Issues around Speedwatch and Traffic Control

There was no report.

13. Report on the Playing Field and Play Equipment

- 13.1 Cllr Follett and the Clerk gave an update. At present, they are awaiting completion of the grant formalities with WREN but in principle WREN approved the capital sum for the purchase / installation of Phase Two of the play equipment and in addition provision for the construction of a concrete table tennis table.
- 13.2 The Clerk reported that he had agreed the terms of the contract with Ludus Leisure (approximately the same as the previous contract). He advised that it should not be signed until funds to cover the commitment were assured.
- 13.3 Cllr Follett said that his understanding was that once the appropriate WREN documents were submitted to the Clerk and completed by him then it will be possible for the Council to draw down funds from WREN in the prescribed figure. At that stage the Council could feel confident in signing the contract with Ludus Leisure.
- 13.4 He estimated that it would be about four or five weeks before the commencement of works by Ludus from the time they were given an instruction to proceed. It was hoped that they would be able to do all the work during the school summer holidays and take advantage of the summer weather.
- 13.5 It was agreed that Cllr Follett and the Clerk would pursue matters in conjunction with the Chairman. **Action: Cllr Follett & Clerk**

14. Update on Scout Hut project

In the absence of Cllr Friar, there was no report.

15. Report on Sports and Social Club Matters

- 15.1 Cllr Tony Malin reported that the finances of the Club seem much better – currently the balance sheet is in good form.
- 15.2 On Cllr Mariott’s enquiry, it was clarified that the issue between the Community Hall and the Social Club over the cost of rubbish disposal and the bins had been resolved because WDC are operating a bin clearance service which was currently satisfactory.
- 15.3 Cllr Sabin raised the point again that it would be useful if the Council would see fit to prepare articles for insertion in the Club newsletter; perhaps reporting on the Council’s activities and policies.

16. Report from Community Hall Committee

Cllr Loveridge reported that the decoration of the Hall is in hand and this will include refurbishment of the ducting and lights in the ceiling.

17. Update on any School Matters

It was reported that the new Head Teacher (Ms Jane White) will take up office on 1st January 2017. She is well regarded.

18. Report on current Planning Matters

The Clerk reminded the Council that there is an outstanding consultation paper to be dealt with in good time before the further hearing by the Planning Inspector in the autumn. The deadline for filing written submissions is by the end of August. It was agreed that the Chairman and the Clerk should take such action as they saw fit.

Action: Chairman & Clerk

19. Any Other Business

- (a) The Clerk reminded the Council that they had not yet decided the make up of committees for the current year and it should be dealt with. It was RESOLVED that the make up of the committees will remain the same as last year with deletion of ex-councillor Doody as necessary.
- (b) The Clerk asked for confirmation that the draft Minutes of the Annual Parish Meeting which had been circulated earlier were approved; it was confirmed that they were and the Clerk can write them up. **Action: Clerk**
- (c) The Clerk stated that the Internal Auditor in her last report had recommended that the Risk Assessment Policy be reviewed annually. It was agreed that the existing policy should be circulated with the papers for the next meeting and the Council would take a view as to whether any changes were necessary. **Action: Clerk**

20. Date of next meeting: 26th September 2016

The meeting ended at 8.45pm.

Signed..... Date.....

Chairman of the Parish Council

Signed..... Date.....

Clerk to the Parish Council