

# **RADFORD SEMELE PARISH COUNCIL**

## **MINUTES**

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 16<sup>th</sup> May 2011 at 7.30 pm.

**Present:** Cllr J M Whitehead (in the Chair), Cllr D E Chater Cllr Mrs J A Edwards, Cllr Mrs J P Malin, Cllr A J Malin, Cllr Mrs J Loveridge, Cllr H E Marriott and Cllr Mrs F M Walsh.

**1. Apologies for Absence:** No apologies received.

**2. Welcome to New Councillor**

In the absence of Cllr Katherine Pickford, this was postponed.

**3. Declarations of Interest**

Fresh Declarations of Interest from six Councillors were filed leaving three outstanding.

**4. Minutes of the last meeting**

The Minutes of the last meeting were approved and signed subject to two minor amendments to be typed in by the Clerk for the records.

**5. Police Matters**

In the absence of any police representatives and any police report, the Clerk referred the Council to the latest email newsletter (the only communication we have received from the Police).

**6. WCC & WDC Matters**

6.1 In the absence of Cllr Michael Doody, there was no report from WDC or WCC.

6.2 The Clerk had received a positive reaction from the Highways Department to the effect that they will be replacing the road sign on Hatherell Road but they think that a sign on both sides of the street is unnecessary.

6.3 The Clerk had pursued with the Highways Dept the issue of installing double yellow lines at the junction of Lewis Road and at the junction of School Lane but had been told that limited resources meant that it could be some time before that project was further considered.

**7. Matters Arising**

7.1 Cllr Chater had drafted a form of permission for the Sports & Social Club to gain the benefit of a licence from the Parish Council to use approximately 80 sq metres of land adjacent to the easterly exit doors from the social Club. This is to be a permission for one year with the prospect of renewal and subject to specific conditions. The draft document was approved by the Council – the Chairman to

take back to the Social Club for agreement and signature.

**Action: Cllr Whitehead**

- 7.2 Cllr Chater had approached Michael Pearson with a view to extending his remit in clearing the area around the car park of the Sports & Social Club / Community Hall. It was thought that a new bin would be required and it was agreed that Cllr Chater will investigate the cost and report back. **Action: Cllr Chater**
- 7.3 Discussion ensued as to a letter of instruction to Michael Pearson with reference to his extended services to the Council. It was agreed that the Clerk and Cllr Chater would prepare a suitable letter to Mr Pearson for his services as an independent contractor for rubbish clearance services. **Action: Cllr Chater & Clerk**
- 7.4 Cllr Chater reported that he had investigated the mechanics for the Clerk's pay now being under the PAYE system imposed from April 2011 by HMRC. Cllr Chater had conferred with Alison Hodge at WALC who put forward the name of a suitable book-keeper, Michelle Johnson. Cllr Chater had agreed with her in principle her charging rates and the Council agreed that she be instructed. It was acknowledged that the Clerk's pay would be dealt with in. It was agreed that the Clerk would get in touch with Ms Johnson to put arrangements into effect. **Action: Clerk**

## **8. Finance and Accounts**

- 8.1 The Clerk reported that the current balance on the investment account is approximately £31,191 and on the operating account approximately £7,685.
- 8.2 The Council approved a number of payments including a specific payment to the Clerk for his office support services.
- 8.3 The Clerk had previously lodged with the Chairman and with the Chairman of the Finance Committee drafts of the year end accounts. These were accepted and it was agreed that the papers be forwarded to the Internal Auditor, Mrs Louise Best, for scrutiny and report back at the next Council meeting. **Action: Clerk**

## **9. Correspondence**

- 9.1 The Council were advised that there was a meeting of the Warwick Rural East Community Forum on Thursday 19<sup>th</sup> May 2011 (the papers had already been delivered to Cllr Chater direct and he was to attend).
- 9.2 The Council were advised that WALC had now moved their office address – postal reference, telephone and fax numbers. The Clerk has full details if required.
- 9.3 The Clerk had received a comprehensive list with details of new district councillors since the May elections, if details are required.

## **10. The future of the Youth Club building**

Cllr Whitehead reported that things had not moved forwards since the last meeting and should be put on the Agenda for the next meeting of the Parish Council.

**Action: Clerk**

**11. Sports & Social Club land application**

See under paragraph 7.2 above.

**12. Report from the Planning Committee**

Cllr Walsh said that a couple of applications had been dealt with. She had filed with the Clerk a schedule of planning applications considered in the past year.

**13. Report from the Playing Field Committee**

- 13.1 The Chairman drew the Council's attention to the day of events on the 28<sup>th</sup> May 2011 to commemorate Sunny Dhillon. The events commence at approximately 12 noon and he will consider what Council presence is required.

**Action: Cllr Whitehead**

- 13.2 Cllr Marriott reported that a suitable plaque had been prepared with a protective plastic coating. This can be placed on site by the tree when required.

**Action: Cllr Marriott**

- 13.3 Cllr Whitehead reported that two of the posts for the aerial slides amongst the playing equipment were rotten and needed replacing. This would be attended to. The possible use of post sleeves was to be investigated (as recommended by Cllr Marriott).

**Action: Cllr Whitehead**

**14. Report from the Finance Committee**

There was nothing to report in addition to matters referred to above.

**15. Report from the Sports and Social Club Committee**

Cllr A Malin said there was nothing to report.

**16. Report from the Village Emergency Committee**

Cllr Edwards said there was nothing to report.

**17. Report from the Community Hall Committee**

Cllr Loveridge said that there was nothing to report.

**18. Report from the School Governors**

There was no report or representation before the Council.

**19. Any Other Business**

- (a) The Chairman drew attention to Form of Protocol which he had drawn up at the last meeting and put forward so that a larger number of Councillors could see it. He hoped that procedure at meetings would be tightened up. In particular that proper notice of apologies for absence were supplied in due time to the Clerk.

- (b) The Chairman said he had had insufficient time to deal with the Noticeboard although he had a large collection of brochures and pricings. Cllr Walsh agreed to take over the matter and work towards a decision on the installation of a new noticeboard. The size of the present noticeboard is totally inadequate. **Action: Cllr Walsh**
- (c) The Chairman referred to the Junior Football Club which had been discussed at the previous meeting. The Council agreed in principle to make a donation to the Junior Football Club which could then be applied by the Management Committee in their discretion. The Chairman will enquire of the Committee what level of donation is appropriate and report back. **Action: Cllr Whitehead**
- (d) It was acknowledged that the telephone box needs attention. Further consideration is required as to how to use it. The Council were advised that a good example of revamped telephone box used as a practical place for the distribution of leaflets could be seen at Lighthorne.
- (e) It was agreed that the Clerk should circulate a list for the next meeting of the Committees for the year to 31<sup>st</sup> March 2011 with a view to a revision of the membership. **Action: Clerk**

**20. Date of next meeting: Monday 27<sup>th</sup> June 2011**

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

**Chairman of the Parish Council**