

RADFORD SEMELE PARISH COUNCIL

MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 27th June 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 Loveridge, Cllr Mrs J P Malin, Cllr A J Malin, Cllr H E Marriott and Cllr K Pickford.

1. Apologies for Absence: WDC Cllr Doody and Cllr Mrs F M Walsh.

2. Welcome to New Councillor

The Chairman welcomed Cllr Katherine Pickford to her first meeting of the Council.

3. Declarations of Interest

The clerk confirmed receipt of eight Declarations of Interest – one remains outstanding.

4. Minutes of the last meeting

The Minutes of the last meeting on the 16th May were approved and signed.

5. Police Matters

In the absence of any police representatives, there was no report. The recent email newsletters from the Police had been received by all.

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 The Clerk reported that new insurance cover with Aviva under a contract running for three years had commenced on 1st June 2011. The premium had been paid and receipt acknowledged.

7.2 There was further discussion with reference to a previous Council Meeting as to arranging for Mr Michael Pearson to spend extra time on public cleaning in addition to what he has been doing up to now. Cllr Chater and the Clerk had drafted a

letter addressed to Mr Pearson containing the terms and conditions and this draft was approved. The Clerk is to issue to Mr Pearson the final version.

Action: Clerk

7.3 Cllr Chater confirmed that a new rubbish bin for the carpark area had been ordered and should be delivered shortly.

7.4 Cllr Chater reported that the Sports & Social Club were content that rubbish cleared up from the Council's area could be deposited in their bin at no charge. This is to be overseen by Cllr Chater.

Action: Cllr Chater

8. Election of Chairman and Vice-Chairman and constitution of Committees

8.1 It was agreed unanimously that Cllr Whitehead be re-elected for a further year as Chairman (proposed by Cllr Edwards and seconded by Cllr Mrs Malin).

8.2 Cllr Walsh was elected unanimously as Deputy Chairman for the year (proposed by Cllr Loveridge and seconded by Cllr Whitehead).

8.3 The make up of Committees for the year 2011/2012 were agreed. New details are to be circulated by the Clerk.

Action: Clerk

8.4 The Chairman indicated that it was preferable for the Planning Committee to have an open discussion in a physical meeting as opposed to the current practise of members circulating each other by email. Meetings of the Planning Committee should be open to the public.

8.5 It was agreed that Cllr Walsh be asked to explore the principles of having such meetings.

Action: Cllr Walsh

9. Finance and Accounts

9.1 The Clerk reported that the current balance on the investment account is approximately £31,000 and the current balance on the operating account approximately £14,700. This had been inflated by receipt of the first instalment of the Precept and some other items; he had held back transferring some of this balance to the investment account pending this meeting in anticipation of having to make a number of payments. He would shortly make a transfer to reduce the balance on the operating account.

9.2 The Council approved a number of payments.

9.3 The Council were advised that the Clerk had made contact with Ms Michelle Johnson, the independent PAYE manager, who had been appointed by the Council to manage the new procedure concerning payment of the Clerk's pay imposed by HMRC. She had proposed to the Clerk that at each meeting of the Council an instalment of his pay be approved and a certificate signed to that effect by the Council so he could then write a cheque for himself at a gross figure. The tax adjustment would then be carried out subsequently in liaison with her. After some discussion, it was agreed that the Clerk should ask her whether the proposed instalments could be varied to four times a year to reduce the burden of paperwork.

Action: Clerk

- 9.4 The Council advised that the Internal Auditor, Mrs Best, had completed her work and a report had been supplied to the Chairman and to the Chairman of the Finance Committee. The Clerk reported that her query over the VAT reclaim had been overtaken by the fact that he had made the claim and payment from HMRC was pending. Likewise, her query about the recording details of the Clerk's pay had been overtaken by the new protocol induced by HMRC (referred to above).
- 9.5 In order to complete the Annual Return for the External Auditor, the Council endorsed all the necessary paragraphs in the Annual Return as to due governance of the Council's affairs. The Annual Return was signed and the Clerk authorised to forward it to the External Auditor. **Action: Clerk**

10. Correspondence

- 10.1 The Clerk had received a request from the PA to the Chairman of WDC to the effect that the new Chairman, Mrs Bunker, would like to visit a meeting of the Parish Council. It was agreed she be invited to attend the October or November meeting of the Council. **Action: Clerk**
- 10.2 The Clerk tabled a letter from WDC advising on the appointment of Parish and Town Council representatives to the Standards Committee of WDC
- 10.3 The Clerk reported receipt of various documents relating to the Community Forum; Cllr Chater is on the circulation list for these and attends regularly.
- 10.4 The Clerk reminded the Council that he had forwarded to all Councillors a copy of the consultation invitation for the local plan. The closing date for response is Friday 8th July 2011. The report was noted and it was agreed that individual councillors would respond if they thought it appropriate. **Action: All Cllrs**
- 10.5 The Clerk reminded the Council that he had forwarded to all Councillors an enquiry relating to Church End. It was agreed that this would be taken up as necessary by Cllr Marriott.
- 10.6 The Clerk reminded the Council that a set of papers from the Area Support Officer for the Community Partnership Team had been received regarding use of the sports facilities ancillary to Radford's Sports & Social Club. It was felt inappropriate to respond to this item.
- 10.7 The Council were advised that there were further courses on how to be a good councillor put in place by WALC – on Saturday 17th September 2011 and Saturday 18th October 2011 – all councillors welcome. These were not taken up.
- 10.8 The Chairman reported that a letter had been received from Mrs Pauline Morrell concerning overgrown pathways in the Village due to inadequate hedge clearance. One was the path at the rear of The Greswoldes and the other was the path between School Lane and Southam Road. It was agreed that the Clerk would write a letter in firm tones to the adjoining occupier to the path between School Lane and Southam Road requesting early attention. The Clerk would also issue circular letters to the adjoining occupiers to the pathway near The Greswoldes. **Action: Clerk**

11. Noticeboard

In the absence of Cllr Walsh, there was no report on this item and it was adjourned until the next meeting. **Action: Clerk**

12. The future of the Youth Club building

The Chairman reported that there had been no further developments on this issue. The item is to be put on the Agenda for the next meeting. **Action: Clerk**

13. Sports & Social Club land application

The Chairman reported that the licence agreement which had been approved by the Council had been submitted by him to the management of the Sports & Social Club and he was awaiting their response. This matter is to be considered at the next meeting. **Action: Clerk**

14. Report from the Planning Committee

There was nothing to report.

15. Report from the Playing Field Committee

Cllr Marriott reported that the event to commemorate Sunny Dhillon had gone well and the plaque had been duly installed. He had submitted an account earlier in this meeting for the cost of that which had been approved.

16. Report from the Finance Committee

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

17. Report from the Sports and Social Club Committee

Cllr A Malin reported that there was nothing to report.

18. Report from the Village Emergency Committee

Cllr Edwards reported that there was nothing to report. She is waiting for the successor to Mick Potter to settle in and then will raise matters with him in due course.

19. Report from the Community Hall Committee

Cllr Chater reported that the Committee had undertaken the investment / cost of obtaining a decent sized screen for projecting films to be installed in the stage area. This would greatly enhance the hall's facility of offering entertainment to local people and giving it the ability to show films on a screen of decent size.

20. Report from the School Governors

There was nothing to report.

21. Any Other Business

- (a) There was nothing to report on the website – item adjourned until the next meeting. **Action: Clerk**
- (b) On the issue of hedgerows, the hedge by the cottage on the Playing Fields has become overgrown. This is the responsibility of A C Lloyd, so the Clerk is to write to them to get something done. **Action: Clerk**
- (c) A query was raised to the stability of the chestnut tree adjacent to the cottage. Cllr Chater and Cllr Marriott are to investigate. **Action: Cllrs Chater & Marriott**
- (d) Discussion arose as to further speed enforcement and it was noted that a police officer had been stationed on the main road to catch speeders but the police do not appear to have implemented any enforcement in Offchurch Lane. The position is to be reviewed

22. Date of next meeting: Monday 25th July 2011

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

Chairman of the Parish Council