

# **RADFORD SEMELE PARISH COUNCIL**

## **MINUTES**

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 26<sup>th</sup> September 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 A J Malin, Cllr Mrs J P Malin, Cllr H E Marriott, Cllr K Pickford and Cllr F Walsh

**1. Apologies for Absence:** WDC Cllr Doody

**2. Minutes of the last meeting**

The Minutes of the last meeting were approved and signed.

**3. Police Matters**

3.1 In the absence of any police attendance or police report, The Clerk referred to emails received in the usual way from the police comprising newsletters. He had also received an email giving police advice dealing with civil disorder in the Village.

3.2 There was some discussion about speeding enforcement. The Council were pleased to note police action in Southam Road and some action in Offchurch Lane. Cllr Chater said that a considerable amount of activity by the Police in Southam Road had not been observed but the statistics of motorists caught had been supplied by the Police. The Council hoped that more action would be taken by the police in Offchurch Lane.

3.3 The Council observed that a lot of attendances by the police in the Village had created a better situation of public order – loitering and vandalism had been discouraged.

**4. WCC & WDC Matters**

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

4.2 Cllr Felicity Bunker, Chairman of WDC, will attend the meeting of the Council on 31<sup>st</sup> October next.

4.3 The Clerk referred to a number of communications he had received at the hand of WDC dealing with grant applications. Particularly the Warwick East Forum is making grants available.

4.4 The Annual Report of WALC was tabled.

4.5 The Clerk reported that he had received a consultation paper from WCC inviting comment on the proposed closure of Pupil Referral Units (PRUs deal with children who have been excluded from their usual schools). The Council felt it was beyond their remit to comment on this – the Clerk to respond accordingly. **Action: Clerk**

4.6 The Council were reminded that a series of training courses for new councillors, organised by WALC, have been running during the year and the final one was at the end of October at the Town Hall. There were no takers for this course.

- 4.7 The Clerk reported that the installation of yellow lines in Lewis Road and School Lane was still being pursued by him. Cllr Doody had taken up the correspondence and moved it further up the agenda for WCC to deal with and the prospects look good.
- 4.8 The Clerk reported that he had been pursuing enquiries about fly-tipping in particular scrap tyres left on farm land in the Parish. The upshot of the correspondence indicated that WCC were only concerned with highways so that if the location of the tyres was on public footpaths they would be classified as highways but not otherwise. WDC were concerned with the environmental aspects but only into public areas so they considered that private land was not within their remit. Cllr Marriott expressed the view that if the items were in fact on private farmland, it was really a matter for the farmer to take action. It was decided not to pursue this matter further unless the offending items were actually blocking the footpaths.
- 4.9 A consultation paper received from WCC was tabled. This is to review the Core Strategy for the extraction of minerals. The Chairman is to examine this.

**Action: Cllr Whitehead**

## **5. Matters Arising**

- 5.1 A letter had been received from A C Lloyd stating that they would deal with the trimming of the hedgerow around The Lodge and some trimming appeared to have taken place, although Cllr Chater said it was not of good quality.
- 5.2 Letters have been sent to householders in The Greswoldes concerning the state of their rear hedgerows / fences. No responses have been received but it appeared that some property occupiers had tidied up their boundaries.

## **6. Finance and Accounts**

- 6.1 The Clerk reported that the operating bank account stands at approximately £8,700 and the savings account stands at approximately £36,000.
- 6.2 Authority for payments was given, in particular:
- (a) Retrospective approval for two payments made by the Chairman to the Football Club and the purchase of a megaphone.
  - (b) The Clerk's pay for the last six months.
- 6.3 The Clerk had had a further discussion with Michelle Johnson on the PAYE deductions. It appeared that the best way forward was for her to calculate the PAYE on a monthly basis. The Clerk will present a collection of monthly pay certificates for a period of six months for block approval by the Council. This was agreed.
- 6.4 Cllr Chater said it had been agreed earlier in the year that the Clerk's office support expenses would be reviewed for the current year, having been agreed that he invoiced at that time at a figure based on the past year. This item is to be reviewed at the next meeting.

**Action: Clerk and Cllr Chater**

## **7. Correspondence**

- 7.1 A letter had been received from Mrs Pat Follett indicating that a group of residents would be prepared to input work upon the telephone box (see below).

7.2 An application had been received, through David Bishop, Treasurer of the Baptist Church, for a grant to support repair work (see below).

## **8. Noticeboard**

8.1 There was major discussion on action to replace the noticeboard. It was apparent from costings obtained by Cllr Walsh that there was a wide variation in cost. It was agreed in principle that a new board should have about twice the area of coverage that the present board had. The Clerk said it is inadequate for dealing with notices of recurring items alongside leaving notices in place for long term information to residents. There is just not enough space.

8.2 It was agreed that Cllr Chater and Cllr Walsh will look further at the costings and the Clerk will bring back as many brochures and promotional material he could obtain from the Clerks Conference in October. **Action: Cllrs Chater & Walsh & Clerk**

## **9. Telephone box**

9.1 The Council welcomed the initiative by Mrs Follett and her colleagues. It was agreed that Cllr Marriott would discuss with her the details of the proposed operation and how best to get about the works. **Action: Cllr Marriott**

9.2 The point was made as to whether the telephone box could be moved from its present location to the centre of the Village but it was acknowledged that this is not possible due to underground cables.

## **10. Bus Shelter**

10.1 In the course of discussion, it was calculated that the likely cost of a replacement bus shelter would be £8,920 including supports / footings). Potentially a grant of about £2,000 might be obtained. It was agreed that Cllr Chater would prepare an application for a grant for this amount from the Warwick East Rural Forum. **Action: Cllr Chater**

10.2 It was agreed that Cllrs Marriott and Whitehead would seek out quotations for the technical work. **Action: Cllrs Marriott and Whitehead**

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

Cllr Whitehead reported that he had paid the football club £1,000. This had been put forward by the Council on the basis that money spent would improve the exterior appearance of the building but in fact the Club had refurbished two sides of the building but not the other two sides. The balance of funds received from the Council had been spent on refurbishing the interior.

11.2 Cllr Whitehead said the work that had been done was to a good standard and the building looked much improved but the Club was seeking further funds from the Council. From what they had told him as to works to be done, he estimated the cost as being about £600.

11.3 The Council considered that the Club should take action to get a grant from somewhere else to fund this potential shortfall of expenditure. It was not known whether they had as yet applied for any grants. In view of the position, it was decided that Cllr Whitehead would commission the Club to specify what building materials they required when a comprehensive list was put together and an order would be placed with builders'

merchants on an invoice which would be paid direct by the Parish Council.

**Action: Cllr Whitehead & Clerk**

## **12. Report from the Planning Committee**

- 12.1 Cllr Walsh reported that there were no contentious applications in hand.
- 12.2 At the previous meeting of the Council the Clerk had been asked to check the legal position of access by the public to meetings of the Planning Committee. He had obtained a detailed report from Alison Hodge, legal officer to WALC. This confirmed that his view that meetings of Local Councils and their Committees should be accessible to the public under the terms of the Local Government Act 1972 and the Public Bodies (Admission to Meetings) Act 1960. If the public were to have access to a meeting then there must be adequate notice to the public of when it was to take place and where.
- 12.3 A debate ensued as to whether meetings of the whole Council were sufficient confirmation of a decision on planning matters so as to conform to the legislation and the point was made that, in any event, the Parish Council is a consultative body, giving an opinion to the Planning Authority but is not a planning authority in its own right.
- 12.4 It was agreed that a form of procedure should be adopted whereby the Chairman of the Planning Committee at each Parish Council full meeting would provide a summary of all planning applications considered in committee and put forward in Council the proposed decision for ratification by the full Council. This would give the public an opportunity to attend any full meeting of the Parish Council and thereby receive information on planning applications.

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

- 13.1 Cllrs Marriott and Whitehead reported that there are a number of items of play equipment which are becoming elderly and need replacing.
- 13.2 Cllr Whitehead said that apart from wear and tear there is a need for innovation in the type of equipment provided for childrens' entertainment. He said there are a number of new ideas on the market which can be seen at other playgrounds and the Parish Council should be considering producing new designs.
- 13.3 It was agreed that the Clerk would investigate the possibility of a new designs by obtaining promotional material etc from the Clerks Conference. **Action: Clerk**

## **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 Tony Malin said there was nothing to report. It was agreed that Cllr Chater would attend the next meeting of the Club Committee as Cllr Malin is likely to be away.

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

Cllr Edwards reported that there was nothing to report.

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

There was nothing to report

**18. Report from the School Governors**

The Clerk tabled a letter from Peter Morrell, Clerk to the School Governors, in which he expressed the appreciation of the Governing Body at the new contribution from Cllr Pickford and that it was most welcome to have a representative of the Parish Council on the Governing Body after such a long period of time when there was no representative.

**19. Any Other Business**

- (a) The Baptist Church (Cllr Pickford declared an interest in this item and did not speak to it)

The Clerk had received from David Bishop detailed accounts for the Baptist Church and the Chairman had given them preliminary consideration. It appears that the position is that the Baptist Church has to be a self-contained unit financially and is not able to draw upon funds from other Baptist organisations. This therefore makes its need for possible support from the Parish Council more acute.

It was agreed that Cllr Whitehead would discuss the position with Mr Bishop and see exactly how much money could be allocated by the Parish Council bearing in mind restrictions by legislation for the making of grants / donations of this kind. It was agreed in principle that a grant would be furnished to the Church.

**Action: Cllr Whitehead**

- (b) Cllr Walsh reported that she had completed the basic construction of the web site and was putting the finishing touches to it. It is designed to be a very simple site, mostly comprised of standard information on the Parish Council. It will supply the identity and contact points for councillors but not include pictures of them.

The Clerk said that changes in legislation and local government practice were working towards a full set of Minutes from each council meeting to be displayed on the web site and other matters of intermittent significance such as impending planning applications. He anticipated he would learn more about this at the forthcoming Clerks Conference.

**20. Date of next meeting: Monday 31<sup>st</sup> October 2011**

**The Chairman closed the meeting at 8.45pm.**

Signed.....

Date.....

**Chairman of the Parish Council**