

RADFORD SEMELE PARISH COUNCIL

MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 17th May 2010 at 7.30 pm.

Present: Councillor J M Whitehead (in the Chair), Cllr D E Chater, Cllr Mrs J A Edwards, Cllr J Hodder, Cllr Mrs J Loveridge, Cllr A J Malin, Cllr Mrs J P Malin, Cllr H E Marriott

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

The first business dealt with was to hear representations from three representatives of the Sunbeams Pre-School Committee. They had been in touch with the Clerk earlier and therefore copies of their application for funding were tabled. They are seeking a Rural Initiative Grant and WDC Cllr Doody had already indicated his support. The Parish Council confirmed their support and the Chairman and the Clerk were authorised to endorse the Committee's application for a grant and the document will be lodged with WDC Cllr Doody in accordance with his previous offer to present it to the District Council. **Action: Clerk**

A short discussion ensued as to who would be Chairman of the Council for the forthcoming term from the constitution of the Council Committees. It was proposed by Cllr Chater and seconded by Cllr Mrs Malin that Cllr Whitehead be re-elected Chairman for the forthcoming year. The question of a Deputy Chairman for the forthcoming year was left in abeyance. The constitution of the Standing Committees was agreed as per the Clerk's draft (the same personnel as in the previous year).

The dates of the Parish Council's meetings for the forthcoming year to November 2011 were agreed as per the draft tabled by the Clerk.

2. Minutes of the last meeting

The Minutes of the last meeting were approved.

3. Police Matters

3.1 There was no Police report and no officers in attendance. The Clerk tabled two emails received from the Police by way of newsletters.

4. WCC & WDC Matters

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

5. Matters Arising

5.1 There were none other than those dealt with under specific headings.

6. Finance and Accounts

6.1 The Clerk reported that the investment account stands at approximately £43,600 (this takes into account recent receipt of the first half-year

instalment of the Precept) and the operating account stands at approximately £5,200.

- 6.2 The Council approved a number of payments.
- 6.3 The Clerk had received back from the Internal Auditor, papers relating to the Annual Return to be submitted to the External Auditor. The Internal Auditor had approved the accounts, endorsed the Annual Return and submitted a report for the Chairman. This had been supplied to the Chairman in advance of the meeting and he confirmed the position.
- 6.4 The Clerk outlined the two main points raised by the Internal Auditor in her report; firstly, that a claim for VAT should be made – he confirmed that this had now been done; secondly, he advised that a note should be put in these Minutes (and repeated on an annual basis) that the Clerk's salary was paid gross on a self-employed basis and he was therefore responsible for his tax and National Insurance – no responsibility falling upon the Parish Council for that. **Action: Clerk**
- 6.5 It was resolved that the Chairman and the Clerk be authorised to sign the Annual Return which was approved and that the Clerk should forward the Annual Return and the accompanying papers to the External Auditor. **Action: Clerk**
- 6.6 The Clerk confirmed that he had received from the Internal Auditor, Mrs Best, a copy of her letter of appointment duly endorsed and this had been placed on file.

7. Correspondence

- 7.1 The Clerk reported that he had put up a notice on the notice board concerning the proposed high-speed rail link but he had not received any feedback as to how the meeting on the 28th April 2010 went (chaired by WDC Cllr Doody).
- 7.2 The Clerk reported that the Annual General Meeting of WDC was to take place on the 19th May at which the new Chairman would be sworn in. The Clerk had been invited to attend the ceremony and no doubt the Chairman would be welcome too. Cllr Whitehead said it would be sufficient for the Clerk to represent the Parish Council on this occasion.
- 7.3 The Clerk had received some paperwork from the Leamington Flood Forum which was mainly Minutes of a meeting on the 4th May 2010. Cllr Chater confirmed that the Parish Council are no longer interested in monitoring the activities of the Forum; as attention to possible flood damage was being focussed elsewhere than in the Village.
- 7.4 The Clerk referred to the Warwick Rural East Community Forum and Cllr Chater confirmed that he was monitoring this.
- 7.5 The Clerk reminded Councillors of a briefing event for aspiring chairmen on Saturday 12th June at Fillongley – there were no takers.

- 7.6 The Clerk reported that he had received a request from the Electoral Registration Officer to put up notices in connection with the General Election and this had been done.
- 7.7 The Clerk had circulated by email a copy of a consultation letter for a disabled parking space at 46 Hatherell Road, asking for comments from the Parish Council. It was confirmed that no Councillors had any objections.

8. CCTV at the Post Office

- 8.1 Cllr Chater had been informed by the Postmaster that the installation was likely to be completed on the following Thursday (20th May 2010). It was decided to check the device before the contractor's account was settled – the immediate action being to receive from the Postmaster the account when it was submitted by the contractor. It was agreed that before settlement verification of the device would be sought, either from the Police or from WDC.

Action: Clerk

9. Website

- 9.1 In the absence of Cllr Walsh, there was nothing to report.

10. Telephone Box

- 10.1 The Chairman reported that he had had no response from the public to his notice which he had put up on the telephone box advising that it might soon be closed and the telephone service terminated. No notice of termination had been received yet from BT but this had been threatened at an earlier stage.
- 10.2 The Clerk reported that he had had a discussion with Peter Cutts, the Safety Officer for WDC, who had in turn referred the matter to John Beaumont of WDC Planning Office. The Clerk had had a discussion with both of them over the telephone recently. Mr Beaumont had expressed the view that it was not a matter for the Planning Office unless a member of the public objected. He thought this was unlikely given the location of the telephone box. Mr Cutts had expressed a view to the Clerk that for the Council to take over the telephone box would be not a good idea as it is likely to attract vandals and become an eyesore.
- 10.3 It was agreed that the Chairman would sign the contract.

11. Notice board

The Chairman said he had not had time to form a view on the issue but he had a large collection of commercial brochures showing designs and prices of boards. It was thought that the existing posts could be used and therefore the same location for what was required was a noticeboard with a larger surface area – probably three sections as opposed to the two sections which the present one had. It was agreed that the Chairman would pursue his enquiries and come back with a report.

Action: Chairman

12. Bus shelters

- 12.1 Cllr Hodder reported on three potential designs for the bus shelter which he had put together. He will pass the pack around the Parish Councillors.
- 12.2 A debate took place on the question of whether a shelter on the main road was needed. It was agreed that more information would be obtained on this and a further discussion will take place at the next Council meeting. **Action: Cllr Hodder**

13. The Sports and Social Club Committee land application

- 13.1 The Clerk reported that he had made low key enquiries of the Legal Dept at WDC and with the Licensing Dept there to get a view on aspects of the mechanics of making land available to the Club and on the collateral question of a Licensing Committee view of the Club and its licensing history. The Clerk is waiting for a response from both quarters.
- 13.2 The Clerk emphasised that it would be unwise for the Council to sell land to the Club – if the Council wished to accommodate the application this could be dealt with by way of a short lease or licence. The Clerk recommended a licence from year to year.
- 13.3 Councillors expressed their concern that the Club would not efficiently police the area as regards behaviour or noise.
- 13.4 It was felt that the club might have difficulty from a commercial point of view of utilising any extra area that the council gave them – attendance at the Club was low as it is. It was agreed that in the interim whilst consideration was given to the position, the Clerk would pursue his enquiries with WDC. **Action: Clerk**

14. Church Donation

- 14.1 The Clerk advised on the implications of section 137 of the Local Government Act 1972, the effect of which is the Council may spend from its Annual Budget a sum equivalent to payment per head/elector of £5/£6. The Clerk advised that this expenditure for general purposes has to be for the benefit of the community as a whole and not be for the selective benefit of limited sections of the community.
- 14.2 It was resolved that a donation to the restoration of St Nicholas' church be made; this to be a sum of £6,000 per financial year for each of three years.

15. Report from the Planning Committee

There was no report.

16. Report from the Playing Field Committee

Cllr Whitehead reported that he had discussed with the football club the issue of the mess they left on the Playing Fields after matches. They had agreed to clear up after matches.

17. Report from the Finance Committee

There was nothing to report in addition to the matters mentioned above.

18. Report from the Sports and Social Club Committee

Cllr A J Malin said that there was nothing to report in addition to the matter mentioned above.

19. Report from the Emergency Planning Committee

Cllr Edwards said there was nothing to report – the draft version of the new plan was still in circulation amongst Councillors.

20. Report from the Community Hall Committee

Cllr Loveridge reported that bookings were up but there was still an outstanding account from rent for the Social Club. There is shortly to be a meeting to discuss the rental position.

21. Report from the School Governors

The Council noted that there is still not a member of the Council representative on the School Governors representing the Parish council; this is to be further looked at. Meanwhile Cllr Hodder reported that there had recently been some difficulty in that the Head teacher had made a major decision concerning S.A.T.S. without consultation with the Governors. This was being pursued.

22. Report from the Youth Club Committee

Cllr Whitehead reported that he had had no feedback from the person who had shown an interest in the Youth Club. It appears this man is interested in facilitating the hiring of staff but is not actually putting himself forward as a Youth Leader. The position is to be monitored.

Action: Cllr Whitehead

23. Any Other Business

(a) The election of Officers and Committees was dealt with as recorded above.

(b) There was no other business.

24. Date of next meeting: Monday 28th June 2010

Signed.....

Date.....

Chairman of the Parish Council