

# RADFORD SEMELE PARISH COUNCIL

## MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 29<sup>th</sup> January 2018 at 7.30 pm.

**Present:** Cllr S Sabin (in the chair), Cllr D E Chater, Cllr B Follett, Cllr A T Hitchcox, Cllr A E Malin, Cllr Mrs J P Malin, Cllr H E J Marriott, Cllr Mrs N Northey and Cllr J Sudbury

**In attendance:** WDC Cllr M Doody

### Preliminary:

The Chairman had invited Cllr Stephen Palmer from Offchurch to address the Council on the subject of footpath connection between Radford Semele and Offchurch. It was noted that the existing footpath access was possible from the field adjoining the new development on Offchurch Lane through the woods and across the lock (alternatively over the road bridge and alongside the canal bank). Cllr Marriott emphasised that there was no possibility of a link being created over the Viaduct; this had been explored by the Council recently due to similar interest but quite clearly the Viaduct is unsafe. That is why it was closed. An additional factor was the current impossibility of constructing a footpath along the road as WCC are not prepared to countenance it.

It was suggested that there would be a working group of councillors to meet up with the Offchurch people to see what could be done. **Action: Cllrs Marriott, Northey, Hitchcox and Sudbury.**

1. **Apologies for absence:** Cllr B Friar and WCC Cllr W Redford

2. **Declaration of interests:**

- 1) Cllr John Sudbury signed and made his declaration of office as Councillor.
- 2) Cllr Northey declared an interest in the footpath/track adjoining her house at 53 Lewis Road.

3. **Approval of the Minutes of the Council meeting on 27<sup>th</sup> November 2017**

These were approved.

4. **Matters arising from the Minutes of the Council meeting on 27<sup>th</sup> November 2017**

1. The Clerk reported that he had had a letter from WCC saying the trimming of the hedge was to be undertaken but no time estimate for that had been given. He will pursue the matter with them. **Action: Clerk**
2. The Chairman and the Clerk had not had an opportunity to prepare a report on this issue before submission to WCC – to be pursued. **Action: Chairman & Clerk**
3. The Clerk had not had any feedback on the WCC grants. WDC Cllr Doody said that his information was that applications for grants in the current round (leading up to February 2018) had been fully subscribed and he thought it would be better for this Council to put together something for the next round in May 2018. This was AGREED.
4. The Clerk reported that draft contracts had been sent out to the two football clubs and copied to Cllr Hitchcox. Neither he nor the Clerk had any feedback from the clubs. The question was raised as to whether the Clubs could be persuaded into ensuring that lime deposits were removed from the Playing Field. The Clerk advised that this point was covered in the draft contract and, after several meetings and debate, the Council decided to limit the charge made to the clubs to £100 for the current year; on a suggestion that disposal of the lime by the Council should be recharged to the clubs, the Clerk advised that the Council having resolved to make the stated charge, it was not open to the Council to revise

their financial decision within a period of six months from the date of the original decision (by law). It was AGREED that the matter be kept under review. **Action: Cllr Hitchcox**

## 5. Warwickshire County Council – update report

In the absence of WCC Cllr Redford there was no report.

## 6. Warwick District Council – update report

WDC Cllr Doody gave an update on WDC matters including two particular ones:

- 1) It was noted that the Chairman had written a response to the Parliamentary Boundary Commission consultation paper. The Commission were recommending that the Radford Semele ward be included in the new constituency of Rugby and Southam. The Parish Council opposed this proposal preferring to be moved into the Warwick and Leamington constituency. Unfortunately the number of electors in each constituency are determined by an Act of Parliament and it might prove difficult to achieve the Council's aim. He said that revision of the ward boundaries for Warwick District Council was still under discussion.
- 2) He had received representations from the Leamington Table Tennis Association concerning expansion of use of the hut which they have at the Playing Field. This was in the light of a refusal of this Council to meet with/hear representatives of the Association. The Council reiterated their strong view (unanimous) that there was no useful purpose in meeting with this Association because the Council was not prepared to sell them the extra piece of land which they were seeking. The Clerk advised that any negotiations to grant them a lease was fraught with difficulty an extension of the building was inherent in their application. Cllr Doody stated that he would report back to the Association.

## 7. Financial Matters

- 7.1 The Clerk reported that the balance on the investment account was currently approximately £24,270 and the balance on the operating account was approximately £17,800. There was a significant drop in that balance because of a substantial payment of £4,200 to Kirkwells recently.
- 7.2 A number of payments were approved; in particular, the payment of the Clerk's pay for the third quarter of £1,248.60 and tax on that sum. A number of payments including the one to Kirkwells which had been authorised by the Chairman and the Clerk since the last meeting were approved on a retrospective basis. Also, specific approval was given to payment of the invoice from County Contractors Consulting Ltd for excavation of the footings for the new bus shelter (Cllr Marriott confirmed that they had satisfactorily completed their work and the invoice should be paid).
- 7.3 Cheques were duly signed.
- 7.4 The Clerk reported that he now had the bank mandate forms for new signatories signed by Cllrs Northey and Sudbury and would be submitting that to the bank.
- 7.5 The Clerk moved that the Financial Regulations which have been circulated at the previous meeting should be adopted. He explained that they had been prepared by him for the purpose of his CiLCA examination in 2017, being an update on the previous model regulations issued by NALC/WALC. The previous version had been adopted by the Council in 2016 and this was now an update. It was RESOLVED to have this matter further reviewed by the Clerk, Chairman and Vice Chairman before a final commitment was made. **Action: Clerk, Chairman, Vice Chairman**
- 7.6 The Clerk reported that the Precept had been filed for the current year and copies were tabled. He explained that he and the Chairman of the Finance Committee (Cllr Chater) had considered the various options on percentage increases on the Precept in the light of cuts to financial support from WDC. On the Clerk's recommendation, the Finance Committee had accepted a figure of 5% increase as being a reasonable compromise between seeking to make up the shortfall in the face of the cuts and not creating too large an increase in the Council Tax base rate for the Parish. The

Council RESOLVED that the Precept be approved; proposed by Cllr Chater, seconded by Cllr Northey.

The Chairman said that it was noted that the final date for Precept submission was usually before the Council's January meeting. This meant that the full Council were unable to ratify the Finance Committee's Precept application before it was sent off. The Clerk advised there could be logistical problems as the WDC letter with tax rates came out in the latter part of November and there was no Council meeting in December. The timing of work on the Precept coincided with a busy part of the year for the Clerk (and the Chairman of Finance Committee was likely to be abroad in the month of December). It was agreed that the Clerk would see what could be done about it. **Action Clerk**

- 7.7 The Clerk said that he had submitted to the Finance Committee a claim for reimbursement of his expenses in working to finality on the CiLCA exam last year. He tabled a schedule of expenses and an extract from Minutes of a Council meeting in 2012 when the then Chairman (Cllr Whitehead) evinced that the Council would support the Clerk in pursuance of the CiLCA qualification. The Clerk withdrew from this meeting whilst consideration was given to his claim; it was agreed that the matter be put out to the Finance Committee again with a view to their recommendation at the next full meeting of the Council. **Action: Finance Committee & Clerk**

## **8. First World War commemoration**

The Clerk had received a positive sounding letter from the Rev Martin Green on the possibility of collaboration with St Nicholas' Church over a suitable ceremony; Rev Green was waiting for a directive from the Coventry Diocese as to how the anniversary should be dealt with and he would then report back. The Clerk to monitor. **Action: Clerk**

## **9. Correspondence**

- 9.1 The Clerk reminded the Council that the Chairman had put in a paper in respect of the Boundary Commission.
- 9.2 A letter had been received from WCC confirming that the Council's submission on changing the speed limit would be considered by the Portfolio Holder on 16.2.18.
- 9.3 There was confirmation that Cllr Chater and his wife had been included in the current drawn for the Royal Garden Party.

## **10. Control of dogs**

There was nothing to report.

## **11. Update on Neighbourhood Plan**

In the absence of Cllr Friar, Cllr Follett reported:

- The NP Steering Group have been working closely with consultant's Kirkwell to produce the first draft of the Neighbourhood Plan. It is hoped that this will be available mid February for parishioners to comment on. The document will be posted on the web site ([www.radfordsemeleneighbourhoodplan.org](http://www.radfordsemeleneighbourhoodplan.org)) and by using the normal network for circulating information.
- A second community drop-in event is being planned for Saturday 14<sup>th</sup> April at the Community Hall to receive feedback / comments on the draft plan.
- Additional grant funding will be required by the end of March this year. There is a new Locality grant available over the next 3 years for which the PC will apply nearer the time.

## **12. Update on proposed Bus Shelter**

Cllr Marriott reported that work is proceeding satisfactorily; following the completion of the excavation, the manufacturers of the bus shelter will be installing it in the near future.

### 13. Report on the Playing Field and Play Equipment

Cllr Follett reported:

- 13.1 Repairs to the aerial slide supporting timbers will be undertaken by Cllr. Marriott. Heavy duty treated timber poles will be used to strengthen the existing timbers.
- 13.2 The remedial works to the skateboard area are still to be investigated.  
**Action: Cllrs Chater & Follett**
- 13.3 The post completion report on the installation of the play equipment has been forwarded to WREN and approved by them. This is a condition of the WREN Funding Agreement over a 3 year period.
- 13.4 Cllr. Follett is looking into the provision of adult outdoor gym equipment. A specialist supplier has been contacted to produce outline scheme plans with budget costings.
- 13.5 The issue of the deteriorating condition of the goal posts was raised; a brand new set would cost a substantial amount but it was thought that second hand items could be obtained through Warwickshire County Football Association; to be investigated.

The Clerk advised that action should be taken in view of the Council's public liability responsibilities. It was AGREED that a working party concerning the goal posts should be set up.

**Action: Cllrs Marriott, Hitchcox & Follett**

### 14. Update on Scout Hut project

There is nothing to report.

### 15. Update report on Sports and Social Club Matters

Cllrs Malin was unable to report as he had not been able to attend the last meeting of the Club.

### 16. Update report from Community Hall Committee

Cllr Chater said that matters were in good order, save issues as to manpower; firstly Hazel Higgins was working excessive hours each week to maintain the operation of the Hall. Secondly, no new people were coming forward to be members of the Management Committee – these issues need to be addressed.

**Action: Cllr Chater**

### 17. Update on School Matters

There was nothing to report.

### 18. Current Planning Matters

Cllr Sabin reported on output from the Planning Committee:

W/17/2201 Bovis/Offchurch Lane site – No decision

W/17/2029 46 Southam Road – Granted 20/12/17

W/17/1909 10 Godfrey Close – Granted 8/12/17

W/17/2117 1 Radford Hall – Application deemed to be invalid

W/17/2111 5 Radford Hall – Granted 11/1/18

W/17/1971 The Lodge, Spring Lane. Chairman to write to Alistair Clark

**Action: Chairman**

W/17/1879 Frizmore House, Fosse Way – No decision on file

W/17/2228 51 St Nicholas Road – PC No objections – Granted 29/1/18

W/17/2241 3 St Nicholas Road – PC Commented but no objection – Granted 24/1/18

In addition, Cllr Sabin and Cllr Northey made the Council aware of activity taking place on land to the rear of 43 – 51 Lewis Road and on or near public footpath W123. WDC have also been made aware of the situation and will monitor.

**19. Any Other Business**

- 19.1 The Chairman and the Clerk had not had an opportunity to review CIL. **Action: Chairman & Clerk**
- 19.2 The Clerk had received a quotation for the installation of new computer equipment for his use which is approximately £700; he briefly addressed the Council on the need to set up equipment for the Council separate from his personal computer and his need to obtain clarification of what was required under the G.D.P.R. In view of the lateness of the hour, the Chairman decided to hold this matter over and it was agreed that the Clerk would write a report for use at the next meeting in February. **Action: Clerk**
- 19.3 It was AGREED that the Clerk should invite Graham Fulford to attend the next meeting of the Council to explain how his Prostate Awareness Trust operated (the Clerk outlined how the testing sessions work as he is a volunteer helper at them). The Council unanimously endorsed the idea of supporting the project if possible. **Action: Clerk**

**20. Date of next meeting: 26<sup>th</sup> February 2018**

The Chairman closed the meeting at 10pm

Signed.....

Date.....

**Chairman of the Parish Council**

Counter signed.....

Date.....

**Clerk to the Parish Council**