

# RADFORD SEMELE PARISH COUNCIL

## MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 30<sup>th</sup> July 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 and Cllr J Sudbury

**In attendance:** WCC Cllr W Redford

**1. Apologies for absence:** Cllr B Friar (on holiday)

**2. Declaration of interests:** None

**3. Approval of the Minutes of the Council meeting on 25<sup>th</sup> June 2018**

The Minutes of the Council meeting on 25<sup>th</sup> June 2018 were approved, proposed by Cllr Marriott and seconded by Cllr Mrs Malin.

**4. Matters arising from the Minutes of the Council meeting on 25<sup>th</sup> June 2018**

1&2. The Clerk's correspondence with the Police had produced their tacit consent for a meeting with the Chairman and the Clerk provided a representative of WCC was present also to carry out a site inspection of School Lane and Lewis Road. WCC Cllr Redford commended the services of the new Highways executive, David Elliston; he said he was inclined to be proactive rather than passively awaiting instructions. It was AGREED that Mr Elliston should be invited to the meeting which WCC Cllr Redford will also attend.

**Action: Clerk**

3. Cllr Chater confirmed that he had been in email correspondence with a man called Johnny working for the consultants who are acting for the Post Office in the re-siting of the letter box. Johnny had assured him that the matter is in hand with positive attention; it appears from recent paperwork that the Post Office's approach to the siting of the box is more constructive than their original proposal. It was AGREED that the Clerk would confirm to Johnny that the matter is actually in hand.

**Action: Clerk**

4. The Clerk reported on correspondence he had had with Alistair Clark of AC Lloyd that the pump will be delivered up by them in due course in line with their development of the site. It was AGREED that the Chairman and the Vice Chairman and the Clerk should have the meeting with Mr Clark as invited by him some weeks ago to ascertain his views on a number of items).

**Action: Clerk**

5. The Clerk confirmed he had received written confirmation from WCC (Mr Brooks) giving their consent to the change of the rubbish bin. Cllr Marriott said a potential item had a capacity of about 170 litres and would cost approximately £143. It was AGREED that the Chairman and Cllr Marriott would organise the acquisition of a suitable bin at the approximate cost quoted. It was noted that the item selected would have to be acceptable to the WDC bin clearing department.

**Action: Chairman & Cllr Marriott**

6. It was noted that WCC are undertaking currently a major repair of the pavements in Hallfields, School Lane and Lewis Road.

7. Cllr Chater reported that he had been in touch with those approaching him to organise film shows in the Community Hall. He had called for various specifications and will review these in due course before any decision is made.

**Action: Cllr Chater**

8. Potential skate board repair – Cllr Chater confirmed that on 1<sup>st</sup> August next he expects to meet on site a representative from Caloo to review the state of the skate board area.

**Action: Cllr Chater**

9. Hedgerows:
- a. It is apparent that the hedge surrounding the School boundary is overgrown; WCC Cllr Redford said he would approach the Education Dept to have it trimmed. **Action: Cllr Redford**
  - b. The Chairman highlighted that the hedge at 7 St Nicholas Road is overgrown; it was agreed that the Clerk would write to the occupier accordingly. **Action: Clerk**
  - c. It was noted that the hedgerow at 62 Lewis Road adjacent to the Community Hall car park is becoming overgrown; Cllr Chater is to discuss the position with the occupier to see if a compromise can be reached as to each side of the hedge being trimmed respectively by the Council and by the occupier. **Action: Cllr Chater**
  - d. It was noted that the hedgerow outside The Manor House on the Main Road was becoming overgrown again; it was AGREED to raise this with Mr Elliston at the projected site meeting. **Action: Chairman & Clerk**
  - e. Subject to some work being carried out by Cllrs Marriott & Follett, it is anticipated that the current overgrown hedges at the bottom of School Lane will be rendered satisfactory. **Action: Cllrs Marriott & Follett**

## 5. Warwickshire County Council – update report

WCC Cllr Redford said he had only one matter to report. The development work for HS2 is to commence in 2019 and the contractors are already getting themselves organised. The nearest work depot will be at Neal Lane, Cubbington. The developers' officials will be on duty in connection with any incidents relating to traffic flow; it appears the officials will be in security jackets and will deal in the main with traffic difficulties but will also be on hand for any other emergencies.

## 6. Warwick District Council – update report

In the absence of WDC Cllr Doody, there was no report. It was noted with regret that he had not attended this meeting or the last Council meeting.

## 7. Financial Matters

1. The Clerk tabled a reconciliation statement as to the bank balances up to the 25<sup>th</sup> July 2018 (due to other commitments he had not been able to bring the balance forward to 30<sup>th</sup> July). The balance on the investment account was £24,276.59 and the balance on the operating account was £16,397.26. The enhanced amount in the operating account was due to a recent VAT refund of £3,147.73.
2. Approval of a number of payments was made as per the tabled list (to Mrs Wilson); it was AGREED to put off settlement of an invoice submitted on behalf of the Community Hall as there were a number of items on it which could be verified by the Clerk. **Action: Clerk**

A number of invoices were submitted by Cllr Marriott at the door of the meeting so it was agreed that verification of these will be carried out by the Chairman and the Clerk and payment arranged later. **Action: Chairman & Clerk**

3. The signing of the cheque referred to above was carried out.
4. The Finance Committee and the Clerk had not yet had an opportunity to consider the memorandum submitted by the Clerk to Cllr Chater; it was AGREED that this item be put on a future agenda after consideration had been given to the memorandum. **Action: Cllr Chater & Clerk**
5. The Clerk reported that he sent off, by recorded delivery, the Annual Return to the External Auditors after it was signed off at the Council's May meeting; he had heard nothing further from the External Auditors. No enquiries from the public had been received as a result of the audit notice being displayed on the notice board and on the website. It was AGREED to leave the matter in abeyance pending hearing from the External Auditors. **Action: Clerk**

## **8. Correspondence**

1. The Clerk tabled a flyer issued by the Leamington Table Tennis Association outlining a special day on 18<sup>th</sup> July 2018. The Chairman said he had watched their special event through the window!
2. The Clerk tabled an email from WDC asking this Council to fill in a questionnaire as to the availability of allotment land. It was agreed that the Clerk would complete the form to the effect that there was no land identified. **Action: Clerk**
3. The Clerk tabled an email from WDC announcing an annual networking event to be held on 20<sup>th</sup> November 2018 from 7 pm to 9.30pm. It was noted that the email invited people to take part in a number of different workshops etc.
4. The Clerk had received an email from a resident recently outlining her concern as to free running dogs in the Playing Field (mainly fouling and frightening children). It was AGREED that the Clerk would write a suitable letter to the complainant explaining the difficulties with monitoring the use of dogs in the Playing Field. Chairman has arranged for the issue to be mentioned in the next Club newsletter. **Action: Clerk**
5. The Clerk had received a letter from Mr and Mrs Hiorns of 7 Lythalls Close; they had issues concerning the environment of Lythalls Close. It was AGREED that the Clerk would write a suitable letter to them dealing with the three issues. **Action: Clerk**
6. A letter had been received from Mrs Dove outlining three areas of complaint concerning the bus shelter on the main road and the condition of the hedgerows. It was confirmed that Cllr Marriott had already taken these matters up with her and explained the position, and that the Chairman had already cleared the shelter and the immediate area.
7. An unexplained email had been received from a visitor to the Village (Mr Field) which had been sent to the Clerk which he had forwarded to all Cllrs. It was considered that the Clerk should write a robust reply to this email because it made various criticisms of the Village which were unwarranted. It was AGREED that the Clerk would do this in conjunction with Cllr Marriott. **Action: Cllr Marriott & Clerk**
8. The Chairman outlined correspondence he had had with the Traffic & Road Safety Group of WCC concerning the proposal to change the speed limit through the Village to 40 mph despite the potential hazard to pedestrians etc. It was recalled that representation against the change had been made by this Council some months ago but a single member of the WCC Committee (the Chairman) had made a decision to impose the change in the speed limit.  

The Chairman of this Council considered this was an undemocratic move and had undertaken correspondence with the Chairman of the concerned Committee without being able to change the view taken by WCC. A recent exchange of correspondence said that a letter dated 2<sup>nd</sup> July had been sent to the Clerk (which he had not received). This letter gives a time limit of 6 weeks to lodge an appeal in the High Court but the Clerk advised that this was not a realistic option. The outcome was noted by this Council with disappointment.
9. Whilst cleaning around the bus shelter, the Chairman had noticed with concern that behind the bus shelter there was a quantity of telephone wire waste abandoned by Openreach Ltd in connection with their work on the telephone cabinet nearby. He felt that objections to this should be made in writing but had difficulty communicating with Openreach via their website. It was AGREED that the Clerk would write a suitable letter in hard copy by post to lodge an objection. **Action: Clerk**
10. The Chairman reported that he had received an email from Judy Steele requesting that the Parish Council give consideration to nominating the White Lion public house as an Asset of Community Value. The Chairman quoted information given by the Campaign for Real Ale, regarding new Government legislation, that appeared to suggest that ACV's would become a thing of the past. It was resolved to take no action at this time.
11. The Chairman reported that he had received a further email from Judy Steele relating to several village issues: crossing the Southam Rd, Offchurch Lane pinch point, community speed checks, average speed check and visibility exiting The Greswoldes. It was resolved to take this forward to the next meeting.

## **9. Current Planning Matters**

- 1) The Chairman confirmed that both applications for the Bovis sites have now been granted.
- 2) There had been no developments concerning the land to the rear of 43 – 51 Lewis Road.
- 3) The Clerk reported that he had sent a follow up email to the Enforcement Office concerning the houseboat at Radford Bottom Lock and had been advised that the matter was still in hand.
- 4) It was confirmed that the application in respect of 17 Thornley Close had been granted.
- 5) A recent application had been noted in respect of 1 St Nicholas Terrace; the Planning Committee had looked at this and could see no objection.
- 6) The Chairman emphasised that the period for appeal on the part of the discontented applicant of land in The Valley had still to run – it is a total of 6 months from 12<sup>th</sup> April; therefore a look out needs to be kept for any possible appeal.

**Action: Planning Committee**

## **10. First World War commemoration**

There had been no developments with Rev Martin Green due to the Chairman's absence on holiday. He had been in touch with the chief bell ringer at St Nicholas' Church; she had confirmed that there is a national project to ring all church bells at the appointed time in November as a national gesture to commemorate the Fallen. The Chairman could not see a way forward to any further commemorative action to which this Council could contribute; it was noted that there will be the usual type of Remembrance Day service organised by the Church and it is hoped that the Council may play some part in that. This item is to be put on a future Agenda.

**Action: Clerk**

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

In the absence of Cllr Friar, Cllr Follett outlined that the working party were currently preparing what is to be the final version of the official Plan to be submitted to WDC under Regulation 14. Currently the working party are drafting this in conjunction with the consultants. So far Kirkwells have expressed the view that the draft working paper that has been prepared covers most of the material and is likely to need little amendment. Once they are satisfied with that then the final document will be submitted to WDC. That is followed by a 6 weeks consultation period when the matter is put out by WDC for consultation

**Action: Cllrs Friar & Follett**

## **12. Review of Playing Field**

1. Cllr Marriott outlined a number of projects which the Playing Field Committee are looking at. One is to cut back the willow tree and plane trees – also to review elm trees. It was AGREED that the Committee would obtain a quotation from one or more tree surgeons for carrying out the work.
2. Cllr Follett outlined a project which he has been thinking about – a layout of play equipment and Playing Field facilities connected by a pathway; this would enhance the appearance of that part of the Playing Field which is not used for sport.
3. The Clerk enquired whether a cheque was required to make any payment for the goalposts proposed to be purchased via Cllr Hitchcox; he confirmed that the grant application had now been submitted but there was not an immediate need for payment by the Council. He was awaiting feedback from the grant people and this is to be reviewed at the next meeting.

**Action: Clerk**

## **13. Update on Scout Hut project**

In the absence of Cllr Friar, there was no report.

#### **14. Update report on Sports and Social Club Matters**

Cllr A Malin reported that there had been no management meeting recently but there had been an AGM. Few attended but he said the Club is in a good position. Cllr Sabin inputted to the effect that the project to install a disabled toilet is still underway but there are difficulties with the dimensions of the site preferred which is being looked at.

#### **15. Update report from Community Hall Committee**

Cllr Chater reported that there is to be a meeting of the Community Hall Committee on 1<sup>st</sup> July.

#### **16. Update on School Matters**

There was nothing to report.

#### **17. Community Infrastructure Levy**

1. Cllr Sudbury said he had been examining the published returns by WDC of funds allocated by CIL. He said that the published figures suggested there were gaps in the information. He had noted that there was a figure of £3.9m allocated for projects concerning Radford Semle. It was patent that none of that sum had actually been handed down in monetary terms. It was pointed out by the Chairman that this figure is a budget allocation figure made by WDC on the strength of planning applications and is not an actual cash sum which exists for use by this Council. The bulk of the sum relates to allocations for general works such as schools, hospitals and GP surgeries. It was AGREED that the matter should be further investigated because the essence of CIL is that some funds should be handed down by the principal authority to local councils.

**Action: Cllr Sudbury**

2. The view was expressed that once the Neighbourhood Plan was in place then the allocation of the CIL levy share should be increased to 25%. At this point the question of seeking funds to be handed down should be pursued.
3. The Clerk said that in another capacity he expected to meet the head of Planning Services, Dave Barber, at a lunch event and would use that opportunity to explore issues surrounding CIL if the Council agree that he should do so; it was AGREED that he should raise this with Mr Barber and also in the interim invite him to attend a meeting of the Council or send a representative to explain the workings of CIL.

**Action: Clerk**

#### **18. Any Other Business**

1. The Clerk said that Graham Fulford had expressed an interest in running another prostate testing session at the Village as and when requested by the Council. It was AGREED to leave the matter in abeyance for about 6 months and then review it again.
2. It was AGREED that the Clerk should reserve himself a day delegate place at the SLCC conference to be held in October (taking advantage of the cheap booking rate which expires at the end of August). The quoted fee is £125 + VAT.
3. The Clerk requested approval of the draft Minutes of the Annual Parish Meeting on 30<sup>th</sup> April and this was AGREED.
4. The Clerk reported that he had enquired of Mr Bill Sandhu as to his position on the defibrillators which are now in situ. Mr Sandhu had stated that both he and his associate Mr Clark had discontinued their input into the matter. They thought they had made this clear to the Council when the defibrillators were installed. It was noted that it was therefore a matter for the Council to review the state and condition of the defibrillators from time to time. It was AGREED that the Clerk would contact the West Midlands Ambulance Service to check when the batteries needed to be changed for the two installations.
5. The Clerk raised the question of the review of the Risk Analysis Policy; it was thought that further consideration should be given to this so it is to be put on the Agenda for the next meeting.

**Action: Clerk**

6. It was AGREED that, although the question of the website and social media should be reviewed, there was insufficient time to deal with that at this meeting and it is to be put on the Agenda for the next meeting. Cllr Sudbury raised the question of the continued absence of Cllr Northey as it was intended that she should be an integral part of the Public Affairs Committee of which she is a member. It was AGREED that the Clerk will enquire of Cllr Northey as to her position.

**Action: Clerk**

7. The Chairman said that he had acquired more notices relating to the Respect Public Footpaths campaign to be displayed and he and Cllr Marriott would attend to this.

**Action: Chairman & Cllr Marriott**

8. Cllr Marriott said, due to collaboration with his immediate neighbours at the end of Church Lane, an inroad into the accumulation of litter had been achieved by the individuals putting different amounts of input into collecting the rubbish. He thought it would be useful for the Council to purchase a batch of litter picking tools which could then be handed to residents with an invitation to set about collecting litter on a voluntary basis. It was AGREED that Cllr Marriott be authorised to purchase a batch of these tools at a reasonable price. (It was noted that he had previously acquired similar tools for the use of Joe Ingalls in clearing the Playing Field currently.)

**Action: Cllr Marriott**

**19. Date of next meeting: 24<sup>th</sup> September**

The Chairman had previously indicated that he was obliged to the Council for re-electing him as Chairman and for dutifully carrying on business in his absence on his extended holiday. The Chairman closed the meeting at 10pm.

Signed.....

Date.....

**Chairman of the Parish Council**

Counter signed.....

Date.....

**Clerk to the Parish Council**