

RADFORD SEMELE PARISH COUNCIL

MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 29th June 2015 at 7.30 pm.

Present: Cllr M Doody (in the chair), Cllr D E Chater, Cllr B Follett, Cllr B W Friar, Cllr Mr A T Hitchcox, Cllr Mrs D J Loveridge, Cllr A J Malin, Cllr Mrs J P Malin and Cllr H E J Marriott

In attendance: WCC Cllr W W A Redford.
Representatives of Heart of Radford Semele Defibrillator Group for part of the meeting

1. **Apologies for Absence:** Apologies from Cllr S P Sabin were accepted.
2. **Defibrillators**
 - 2.1 It was agreed that it was not necessary to exclude the public and press in accordance with the draft resolution set out at item 2 in the Agenda in order to consider item 3 on the Agenda concerning defibrillators.
 - 2.2 The local group briefly addressed the Council and were asked questions from which the following is a summary:-
 - (a) The Group have raised approximately £800 by way of charitable donations etc;
 - (b) To purchase a defibrillator which is stored in the Village Shop but should be installed externally for which it will require a covering box.
 - (c) The issue of training has come up and whether the Parish Council will cover the cost of that; WCC Cllr Redford said that in his Parish of Eathorpe & Wappenbury they had obtained training from the training section of the West Midlands Ambulance Service and found it beneficial.
 - (d) On 12th July 2015 there is an opportunity for 12 people to be trained (including the attendance of any Councillors who wish to attend).
 - (e) Cllr Redford explained that the only ongoing expense for his Parish Council was paying the electricity bill for line rental (approximately £20 per annum). The defibrillator in his Parish Council is in a telephone box that they have purchased and there is an ongoing electricity cost for heating of the defibrillator cover box.
 - (f) Cllr Redford said that it is not necessary to have volunteers to carry out emergency treatment although many localities like to have volunteers; if an emergency arises it is possible to ring 999 directly to the Ambulance Service and get instructions on how to operate the defibrillator. The actual operation is relatively simple – just the application of the pads to the patient's chest.
 - (g) The Chairman said he had made enquiries into the situation as a result of correspondence going backwards and forwards via the Clerk in the last few months and he had attended a meeting with a number of representatives last Saturday (although the people concerned with the missing defibrillator supplied by this Council had not attended).
 - (h) The Chairman had established that Hannah d'Angeli who had originally been put forward by Warwickshire Responders as the proposed keeper of the defibrillator supplied by the Parish Council had now returned to live in the Village (at her

parents' home in The Gardens). She continues to be a member of First Warwickshire Responders.

- (i) The Chairman had ascertained that the defibrillator for which the Parish Council had paid is in her keep at that address – ie the entire kit is inside the house. (This begs the question of how access to it can be achieved when she is not in residence.)
- (j) The Chairman had also ascertained that the approximate coverage for a kit is about 300 metres so arguably if there is one kit at the Village Shop, another kit at The Gardens then there should be a further kit in the vicinity of Offchurch Lane and/or Kingshurst.

2.3 The following course of action was debated, summarised as follows:

- (a) Enquiries are to be made by the Group as to whether a box could be installed alongside the White Lion public house.
- (b) Cllr Redford advised that the life time of a battery for the kit is 5 years and about 3 – 5 years for the life time of the pads. The mains electricity is for the purpose of keeping the box warm.
- (c) Cllr Redford said that his Parish Council carry out a fortnightly check of the equipment to make sure it is in order.
- (d) The potential cost of adding the kit(s) to the Council's insurance policy – enquiry to be made. **Action: Clerk**

2.4 It was unanimously agreed that the following action be pursued:

- (a) The Chairman and the Vice-Chairman be authorised by delegated authority to make a decision on the support for the local group by the Parish Council taking on the responsibility for the electrical costs.
- (b) Likewise in respect of the insurance costs
- (c) Likewise in respect of the identifying a location at the White Lion public house.

Action: Chairman & Vice-Chairman

3. Minutes of the Council meeting on 18th May 2015

The Minutes of the last Council meeting on 18th May were approved unanimously.

4. Matters arising from the Minutes of the 18th May 2015

4.1 The Clerk reported that he had no reaction from the Head of Planning Services to his enquiry as to whether the Section 106 monies could be passed to the Parish Council from the developers of the Southam Road Bovis site. The Clerk will pursue this.

Action: Clerk

4.2 The Chairman pointed out the existence of the Housing Bonus Fund managed by WDC to which application could be made for a grant. The scheme would have to be put together and presented to the Fund. If granted, the money would come from 6 years of Housing Bonuses. It was agreed that an application should be made.

Action: Chairman & Vice-Chairman

4.3 The Clerk reported that he had written to the Head of Planning Services concerning the solution of acceptable fencing at the Spring Lane site but had had no response. It was agreed that he should send another letter to chase the matter up and then the matter be reviewed.

Action: Clerk

- 4.4 The Chairman said the reference in the previous Minutes to his discussion of the Budget was merely to draw attention to the fact that the Council should be placing more focus on the figures in the Budget; it was accepted that hitherto the figures prepared by the Clerk for the purposes of Precept were, broadly, arbitrary but the point the Chairman wished to make was that none of the figures should be taken by Councillors as being a confirmed commitment to spend particular sums of money (identified in the Precept) on particular items (identified in the Precept). It was agreed that the Finance Committee should consider in the forthcoming months a review of the figures in the Budget so as to make the budget of the Council more meaningful. The Clerk pointed out that this must be carried out in good time before he is committed by calendar dates to preparing the Precept and filing it with WDC towards the end of the calendar year.

Action: Finance Committee

- 4.5 The Chairman recognised that, due to Local Government education changes, the Council no longer was entitled to a representative upon the School Governing Body but it was hoped that Rev K Pickford would continue to act as liaison officer for the Council.

5. **WCC Matters**

WCC Cllr Redford reported he had nothing to report.

6. **WDC Matters**

The Chairman, in his capacity as District Councillor, said there was nothing to report over and above other matters raised in this meeting.

7. **Financial Matters**

- 7.1 The Clerk reported that the balance in the operating account is approximately £18,400 and the balance in the investment account is approximately £19,200.
- 7.2 The Annual Return having been approved by the Council at its last meeting, the Clerk had submitted it to the External Auditor who had confirmed receipt – the Auditor's certificate was awaited.
- 7.3 The Clerk was continuing to have problems with getting signatories on the bank accounts; a year ago he had put forward an old style printed form with the names of new councillors and the relevant bank officer had not implemented anything for a year. The forms had now been revamped and the process was now geared to online application but he had procured from the bank hard copies for completion; the Clerk distributed forms to those councillors who were not yet recognised by the bank as signatories to the accounts. Councillors who are now sitting and who were sitting before the Elections are still recognised by the bank as signatories. **Action: Clerk**
- 7.4 In line with the process of auto enrolment for pensions which is gathering momentum, the Clerk had been required by the Pensions Regulator to establish contact with the Regulator and he had accordingly booked himself in online. He had received confirmation from the Regulator that pension provision by this Council for the Clerk was not appropriate at the present time for a number of reasons. The situation may change in the future if circumstances change, in particular if the Council were to employ a number of staff.

8. Correspondence

- 8.1 An email letter had been received from Mrs Nelson of Hallfields asking to set up planters in the vicinity of Hallfields that she would be responsible for maintaining. It was agreed to encourage this if possible – the obvious site would be adjacent to the trees planted in memory of the late Clerk, Trevor Ashbourne.
- 8.2 A circular letter had been received from Sun Edison for a proposed solar farm upon the east side of the Fosse Way. The Chairman pointed out this is technically in the Parish area of Harbury but as it could impinge upon this Parish he will attend their open meeting on Wednesday 8th July 2015 to take a view. It was thought that permission from the Highways Authority should be sought – Cllr Redford said he would deal with that.
Action: Chairman & WCC Cllr Redford
- 8.3 The Clerk reported that he had written to Mr O Aries concerning the outcome of the co-option decision at the last Parish Council meeting – he had not had a reply.
- 8.4 Cllr Chater had written an email to John Huxley at WDC Contract Services. The objective was to see if WDC would take over clearance of general litter bins in the Village – the department is already clearing adjacent dog bins in the Playing Field. A response had not yet been received – Cllr Chater will chase it up. **Action: Cllr Chater**
- 8.5 The Clerk had received a bundle of papers regarding the Warwick Rural East Community Forum to be held on 2nd July 2015 at Baginton Village Hall. Cllr Chater had already received notice of this and will attend. Attached to the papers are application forms for grants. It was agreed it might be feasible to obtain a grant from the Forum to assist with the play equipment.
- 8.6 The Clerk had received a circular letter from the Highways Dept giving notice that the 30 mph speed sign will be moved temporarily further out of the Village towards the Fosse Way (marked on an attached plan). This is to take account of the new accessway from Southam Road to the Bovis Homes development site.
- 8.7 The Clerk reminded the Council that he had received circular notices from WALC as to induction courses for new councillors periodically. The current ones were available for 11th July 2015 and 10th October 2015. Interested councillors should apply to the Clerk to be registered and there is a fee (payable by the Council).

9. Planning Matters

There was nothing to report save that the Clerk had received notice of 3 residential applications to modify premises. The Planning Committee had no observations on these.

10. Playing Field Matters

- 10.1 Cllr Marriott reported that the cutting of the grass had been much improved with the new contractor, Mr Wagstaffe.
- 10.2 Cllr Marriott had observed a depression in the field and the explanation for this is unknown. He had previously filled it in with a lot of earth but it had now become more obvious again. He will monitor this every six months or so to see if some element of subsidence is occurring.
Action: Cllr Marriott

11. Sports and Social Club Matters

Cllr A Malin said that the date of the last meeting of the Committee had been changed without notice being given to him so he was unable to attend.

12. Community Hall Matters

Cllr Loveridge reported that all was well.

13. Village School Matters

Referred to above.

14. Any Other Business

- (a) It was acknowledge that the Parish Plan, primarily put together by Cllr Chater for the Inspector's two Appeals, had been worthwhile and effective as the Inspector had taken note of them. It is now desired to create a Neighbourhood Plan but this will require a more detailed exercise and preparation of the previous paperwork. It was agreed that guidelines should be sought from WDC as the Neighbourhood Plan would initially have to be registered there.

Action: Cllr Chater

- (b) Fencing at Spring Lane was referred to above.

- (c) (i) Cllr Marriott said that he had a second hand swing lodged in his barn which could be refurbished and installed in the Play Area. This could be an interim measure to refurbish the equipment area at a minimal cost. It was agreed that he should examine this further.

Action: Cllr Marriott

- (ii) The issue previously discussed of renewing the play equipment by instalments, a rolling programme, was discussed. It was agreed that Cllr Chater and the Chairman would review this in the light of adjusting the budget to cover expenditure on an instalment plan – the point was made that it is still uncertain as to what extent the Sunny Dillon fund will be made available and when. The Parish Council considered that their commitment to putting some money into the scheme alongside the Sunny Dillon fund still stands. The matter is to be reviewed.

Action: Chairman & Cllr Chater

- (d) Cllr Friar raised the question of the Parish Council funding all or part of the cost of a new Scout hut. It was acknowledged that the Scouts at present have no fixed venue or a location for storage of their equipment. The Clerk advised that any decision on spending money must be considered by the Council where the item is already on the main Agenda. It was agreed that it should be on the Agenda for the next meeting.

Action: Clerk

- (e) Cllr Loveridge raised her concern that some positive action should be taken to install a second bus shelter at the junction of School Lane and Southam Road to facilitate school children waiting there all the year round. It was agreed that Cllr Marriott would revisit the costings which he had obtained earlier and the matter will be placed on the Agenda for the September meeting. (The Clerk gave the same advice in this matter as in the above matter.)

Action: Clerk

15. Date of next meeting: 27th July 2015

The meeting closed at 8.50 pm.

Signed.....

Date.....

Chairman of the Parish Council

Signed.....

Date.....

Clerk to the Parish Council