

# **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> April 2013 at 7.30 pm.

**Present:** Cllr D E Chater (in the Chair), Cllr Mrs J A Edwards, Cllr Mrs J Loveridge, Cllr H E Marriott, Cllr Pickford, Cllr F Walsh and Cllr J M Whitehead

**In attendance:** 2 members of the public

**1. Apologies for Absence** - Cllr Mrs J P Malin and Cllr A J Malin

**2. Minutes of the Council meeting on 25<sup>th</sup> March 2013**

The Minutes were approved and signed.

**3. Police Matters**

3.1 The only communication from the Police was a recent newsletter which had been sent out to all by email.

3.2 The Clerk reported that he had seen a police officer a couple of days before carrying out a speed check in the Village in the main road. This was in line with a previous sighting of a police officer also in the main road a few weeks ago. The Chairman said he would, at the next meeting of the Eastern Neighbourhood Forum, raise again the question of a police speed check being applied to Offchurch Lane as previously requested by the Council.

**Action: Cllr Chater**

**4. WCC & WDC Matters**

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

4.2 The Clerk had received a letter from the Highways Dept confirming that Court action was now going to be taken in respect of the Leylandii trees incorrectly planted in Southam Road.

4.3 The Clerk had received a letter from the Highways Dept confirming approval to the installation of grit boxes in The Greswoldes and at the lower end of Lewis Road.

4.4 It was agreed that two further grit boxes would therefore be purchased for these two locations; the Clerk to make the necessary arrangements.

**Action: Clerk**

- 4.5 The Clerk had recently received two circular letters from Bernadette Allen who is responsible for co-ordinating the Eastern Neighbourhood Forum. One letter was of a similar type to before encouraging Councils to put in for grants and attaching an application form of the standard type. The other letter was more personal – it suggested a meeting between members of the Council and Ms Allen to further the aims of the Eastern Neighbourhood Forum. It was agreed she should be invited to a meeting of the Council to explain what she was looking for as this invitation appeared to lead to a duplication of meetings.

**Action: Clerk**

- 4.6 Cllr Marriott underlined action he had initiated with Mr Barnard of WCC who is an officer responsible for footpaths control. Cllr Marriott had referred to him the accumulation of rubbish which is blocking the footpath at the rear of Dunbar House. It was agreed that the Clerk should press Mr Barnard for some action to eliminate the problem.

**Action: Clerk**

## **5. Matters Arising from the Minutes of the 25<sup>th</sup> March 2013**

- 5.1 The Clerk reminded the Council that he had received an assurance from the Highways Dept that they would supply a second street sign to be fixed at the junction of The Greswoldes; he had been told it would be installed in April, although it is not yet in place. Cllr Walsh undertook to chase the matter up.

**Action: Cllr Walsh**

- 5.2 Following approval of the location of the grit boxes, it was agreed that the two new boxes (hopefully in green) will be sent to Cllr Marriott's premises.

- 5.3 The Clerk reported that he had, following a recommendation from Mr Wallace Redford (who was present at the last meeting as an observer) sent an email to the Councillor on WCC identified by Mr Redford as being responsible for lighting matters. A reply had not been received and it was thought he would probably be occupied with the coming elections. It was agreed that the Clerk would send a reminder but this time to an officer of WCC rather than the Councillor.

**Action: Clerk**

## **6. Finance and Accounts**

- 6.1 The Clerk reported that the investment account comprises approximately £21,200 and the operating account comprises approximately £15,800 (this large sum resulting from the recent first instalment of the Precept).

- 6.2 The Clerk reported that Mrs Talbot has recently completed the inputting of the accounts and he would circulate the resulting financial statement at the Annual Parish Meeting later.

- 6.3 The Chairman said the time had come to pay the third instalment of £6,000 to St Nicholas Church to complete the Council's earlier commitment. It was therefore proposed by Cllr Edwards and seconded by Cllr Marriott

unanimously to make the payment.

**Action: Clerk**

6.4 The Clerk reported that he had identified the sum of £400 intended to cover the cost of a DVD produced for St Nicholas Church that had been received from WDC as a special grant. Cllr Whitehead said the cost had marginally increased to £430 but it was now in order for the Council to make the payment to St Nicholas Church who would then deal with invoicing the supplier. It was proposed by Cllr Edwards and seconded by Cllr Whitehead that the sum of £430 be now paid to St Nicholas Church. **Action: Clerk**

6.5 On being asked for a progress report on the application to The Big Lottery Fund for finance to support play equipment, the Clerk reported that he had recently received a circular email from them inviting comment as to customer satisfaction but he had not received a detailed response to the application itself. It was agreed that the Clerk would respond to the customer satisfaction email by expressing the wish to have an early response on the main application. **Action: Clerk**

## **7. Correspondence**

7.1 While not strictly correspondence, the Clerk reported receiving an email from Mrs Barbara Wyatt raising an issue about an overfull bin in The Valley; Cllr Chater had checked the item and found it had been cleared. It was agreed that the Clerk would acknowledge Mrs Wyatt's concern and thank her for bringing it to the Council's attention.

**Action: Clerk**

7.2 Although not correspondence, the Clerk reported that he had been accosted by a member of his neighbour's household expressing interest in using the Youth Club building for a youth project; he had pointed out to the lady concerned that she must provide a written project plan and/or contact Cllr Whitehead to discuss what was involved. Neither had been received by the time of this meeting. It was therefore agreed that the Clerk should remind her of the need to put in a submission to the Council before the next meeting on 20<sup>th</sup> May.

7.3 The Council recalled that they had originally planned to take steps to demolish the Youth Club building from May 2013 onwards in the absence of any viable project. It was therefore agreed that, at the next meeting, permission would be put in train to carry out the demolition in the absence of any further representations from the public. (The Clerk reminded the Council that he had pinned up four copies of a notice to the public warning that this might happen – as far as he was aware these notices were still in situ and he had had no response so far apart from the lady mentioned.)

## **8. Further Bus Shelter**

Cllr Marriott reported that the project is still under consideration. In the light of the financial circumstances of the Council he suggested that it might be

feasible to fabricate the bus shelter at his premises instead of purchasing a unit from elsewhere. There would accordingly be a significant saving in cost. This matter is to be reviewed.

**Action: Clerk**

## **9. Telephone Box**

Cllr Marriott reported that he had started to install the glass panes but had found that part of the framework was broken and therefore it was unable to support the glass. He was in the process of renewing the metal framework and he undertook to complete the job without bringing the matter back to the Council. (Therefore this item is to be removed from the Agenda.)

**Action: Clerk**

## **10. Website**

10.1 Cllr Chater had prepared on paper a draft of the contents of the proposed website by way of illustration. This pictorial presentation was examined and considered by the Councillors at the Meeting.

10.2 It was agreed to put this on the Agenda for a further meeting for further discussion. The design is to have a home page with standard content and information about the Council and then a links page and space for local organisations to put their own affairs on the website.

## **11. Youth Club building**

11.1 In the light of the above, the Council reminded themselves that they were intending to start the programme of demolition from May onwards. Cllr Whitehead reported that he had gone back to the Coventry Demolition Company whose estimate he had obtained two or three years ago. They had quoted him recently at the same price – namely £2,920 + VAT. It was therefore agreed to accept this quotation as it was reasonable in comparative terms. The matter will be put on the Agenda for final decision at the next meeting of the Council.

**Action: Clerk**

11.2 The Clerk suggested that it would be timely to procure an asbestos report on the building; this would be required in any event – whether the building was put out to new occupiers or whether it was demolished. Cllr Whitehead said he had received a quotation of £275 for such a report. It was therefore agreed that he should commission an asbestos survey in advance of steps being taken to demolish the building.

**Action: Cllr Whitehead**

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

Cllr Walsh reported there were no pending applications apart from one for 86 Lewis Road where the occupiers have already started building work without planning permission. It appeared to Councillors that substantial works had

been carried out at this address and there must be cause for concern if building regulation inspection has not been properly utilised. It was agreed that Cllr Walsh would investigate.

**Action: Cllr Walsh**

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

Cllr Marriott reported that the outstanding work of renewing the aerial ropewalk was in view but he and Cllr Whitehead had not been able to carry out works as yet because of the bad weather. As soon as there is an opportunity with good weather, they would do so.

**Action: Cllrs Marriott & Whitehead**

**14. Report from the Finance Committee**

There was nothing to add to what had been said above. The Clerk confirmed that he will put in hand shortly the papers to the Internal Auditor in the usual way.

**15. Report from the Sports and Social Club Committee**

There was no direct report but the Clerk confirmed that for the Annual Parish Meeting shortly there was a written report from Cllr A. Malin to be presented.

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

Cllr Edwards reported that there was nothing to report.

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

17.1 Cllr Loveridge reported that there was a leak in the main roof and also a leak over the changing rooms and this will need attention.

17.2 The Committee still had under consideration the proposed project for renewing the changing rooms wholesale. It is clear that the water tanks and piping system is now outdated and should be renewed. There is also a case for having a new boiler. A thorough overhaul of the system and an examination of the health and safety aspects is also required.

**Action: Cllr Loveridge**

**18. Report from the School Governors**

Cllr Pickford reported that there is nothing to report.

**19. Any Other Business**

(a) Cllr Chater had already referred to the issue of speeding in Offchurch Lane which he will action.

(b) It was agreed that it was not appropriate for the Council to make a donation to the Guide Dogs for the Blind as suggested at the previous meeting.

**Action: Cllr Whitehead**

**20. Date of next meeting: Monday 20<sup>th</sup> May 2013**

**The meeting closed at 8.30 pm.**

Signed.....

Date.....

**Chairman of the Parish Council**