

# RADFORD SEMELE PARISH COUNCIL

## MINUTES

A meeting of the Parish Council was held in the Community Hall, Lewis Road, Radford Semele, on Monday 24<sup>th</sup> June 2013 at 7.30 pm.

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

**In attendance:** Bernadette Allen

- (i) Bernadette Allen of the Warwick Rural East Neighbourhood Forum had been invited to address the Council. She said her institution had grown out of the Safer Neighbourhood Scheme. They wanted to create a relationship with local areas and saw themselves working in partnership with local residents and parish councils within the eastern area of the county. Specific projects they have been involved in were a flood resilient scheme, waste management and hospital discharges, and support for parish plan groups.
- (ii) The County Forum Grant Fund is a fund which grants up to £2,000 for specific projects to put in place new facilities for groups of people as opposed to individuals (the grant for the Council's bus shelter is an example).
- (iii) Her general fund has an annual budget of £10,000 which they seek to spread between ten parish councils. Therefore the maximum amount of funds available to supply any grants is low.
- (iv) When she invited questions the Chairman asked her whether she could bring any persuasion to bear upon the Police to provide speeding checks in Offchurch Lane as he had brought this up previously at the Eastern Neighbourhood Forum and it had fallen on deaf ears despite regular police attention to speed checks on the main Southam Road.

**1. Apologies for Absence** - Cllr Mrs J Loveridge, WCC Cllr Redford and WDC Cllr Doody

**2. Minutes of the Council meeting on 20<sup>th</sup> May 2013**

The Minutes were approved subject to some observations by Cllr Walsh. At paragraph 5.3 it said that she would chase up the matter of the signage at The Greswoldes and this she had done. At clause 11.1, it was not right to say that in her absence at the meeting there was no report; Council had had a report from her on the extending planning issue concerning the house at the corner of Godfrey Close and Lewis Road. She was now able to report that a proper application had been put through.

**3. Police Matters**

- 3.1 In the absence of the police, there was no report save that an email newsletter had been received in early June.
- 3.2 The Chairman reported that he and Cllr Marriott had been the subject of attention by the Police on a further matter arising out of the issue of the leylandii trees in Southam Road. It appeared that the householder thought they could be responsible for removing some of the trees and lodged with the Police a complaint of theft. The Chairman consulted with the Clerk at the time for advice on the Chairman and Cllr Marriott being requested to attend the Police Station for a discussion with the Police. The outcome was a telephone report by the Police Officer on the Chairman's voicemail at home stating that there would be no further action. The Clerk had heard the voicemail and noted its contents.
- 3.3 The Clerk confirmed that he had had no further advices concerning the prosecution of the householder by the Highways Dept – he anticipated it might be a while before it went through the courts.
- 3.4 Following the supply by Cllr Whitehead of a plan and photographs of the footpath at the rear of the same property, the Clerk has forwarded them to the Highways Dept of WDC for the attention of Mr Barnard there who is working on the case. **Action: Clerk**

#### **4. WCC Matters**

- 4.1 The extra street sign for The Greswoldes has now been installed.
- 4.2 The Clerk had a telephone call followed by a letter from the lighting section of the Highways Dept. They had agreed to keep on all night the street lighting in Lewis Road opposite the Post Office because of Police involvement in the CCTV camera but they had declined to supply all night lighting at the junction of Lewis Road and Southam Road.

#### **5. WDC Matters**

- 5.1 The Clerk had made enquiries about the operational side of dog bin emptying by WDC with an inconsequential result. He will pursue the matter.  
**Action: Clerk**
- 5.2 The Chairman outlined in some detail the issue of WDC's proposals for the creation of a significant number of camp sites for gypsies and travellers. WDC's consultation had opened only on the 14<sup>th</sup> June 2013 and was due to close on 29<sup>th</sup> July 2013. A glossy pamphlet which gave an indication of the potential sites to be selected had been published. As a result of which a local action group at short notice had arranged a meeting on 25<sup>th</sup> June 2013 (the next day).

Of particular concern was indication of a large area surrounding the existing premises of the Warwick Exhibition Centre on the Fosse Way. The action group of local residents have called the meeting on the 25<sup>th</sup> June when it is

expected that Cllr Michael Doody will speak at the meeting. It was agreed that the Chairman and the Clerk and as many Councillors as possible would attend the meeting. A special meeting of the Council is to be convened in the near future to prepare the Council's response.

The unanimous decision of the Council was to oppose the application for this particular site. Because of the need to take objection with reference to planning criteria, it was agreed that Cllr Walsh would prepare a skeleton agreement which would be considered by the Council at the proposed special meeting. (This is to take place after the Chairman's return from holiday on 7<sup>th</sup> July.) **Action: Cllr Walsh, Chairman & Clerk**

## **6. Matters arising from the Minutes of the 20<sup>th</sup> May 2013**

6.1 The Clerk had written to the managing agents in respect of The Lodge. The position had now been improved. It was accepted that it was satisfactory at the present time.

6.2 With reference to clause 18 in the Minutes of 20<sup>th</sup> May Cllr Whitehead said he had not had time to investigate the situation concerning the hedgerows abutting on Chance Fields and he would pursue the matter.

**Action: Cllr Whitehead**

6.3 The Clerk had had considerable correspondence with PCC members at St Nicholas' Church. He reported that they had no intention of putting a plate to the new organ to indicate that funds for it were donated by the Council. It was intended only to keep a ledger of donations to the Church and the Council's donations totalling £18,000 would be recorded with wording proposed by the Council at their meeting on the 26<sup>th</sup> April 2013 and passed on by the Clerk to the Church.

6.4 Cllr Whitehead said the person to contact WDC to find out about the operational side of emptying dog bins was Mr Nick Grey.

**Action: Clerk**

6.5 The Clerk had written to the demolition company to give them formal instructions in respect of the Youth Club Building and they had made contact with Cllr Whitehead as a result.

## **7. Finance and Accounts**

7.1 The Clerk reported that the balance on the operating account is approximately £10,200 and the balance on the investment account is approximately £21,200.

7.2 A number of payments were approved by the Council including a payment of £1,371.28 to the Clerk in respect of his net salary for the first three months of the financial year. A payment to HMRC of £256.51 in respect of a PAYE deduction from the Clerk's gross salary was also approved.

- 7.3 The Clerk reported that the internal audit had been completed by Mrs Louise Best and she made a number of points in her report which had been taken on board by the Chairman and the Clerk. She had signed off the Annual Return which is to be passed to the External Auditor.
- 7.4 The Council approved the Annual Return and it was signed off by the Chairman and given to the Clerk for onward transmission to the External Auditor. **Action: Clerk**

## **8. Correspondence**

- 8.1 The Clerk had received a letter from the Lord Lieutenant of Warwickshire inviting submission of names for consideration for a Queen's Award. The letter was passed to Cllr Walsh who agreed to canvass some possibilities.  
**Action: Cllr Walsh**
- 8.2 The Clerk had a request from the new Chairman of WDC (Cllr Richard Davies) asking to attend one of the meetings of the Council. It was agreed that he should be invited to attend at the October or November meeting.  
**Action: Clerk**
- 8.3 A notice had been received from Older People in Action for Warwick District saying that a public meeting was to be held on 11<sup>th</sup> July 2013. Those interested in attending are to obtain details from the Clerk.  
**Action: Clerk**
- 8.4 An invitation had been received regarding a meeting on 22<sup>nd</sup> June 2013 from the Chairman of Budbrooke Parish Council seeking support in respect of the WDC Local Plan for more housing. The Chairman had contacted the Budbrooke Chairman who indicated that he was holding an exploratory meeting to see if anything could be gained by forming a group. He would inform us if anything positive came from the meeting.

## **9. Bus Shelter**

Cllr Marriott said he was awaiting further costings from contractors suitable for the site and he will report back.

## **10. Website**

- 10.1 Estimates have been received by three parties interested in creating a website for the Council against the specification issued by the Chairman. Two of the estimates appear to be relatively inexpensive whilst the third quotation quotes a higher sum. This reflected the difference in approach to the construction of the website by the proposers of the third quotation in contrast with the other two. The Clerk had tabled copies of all three estimates for all the Cllrs. It was agreed that matter be put off until the next meeting so that Cllrs could study the three quotations. Meanwhile the Clerk is to send written notification to all three proposers that their quotes are being considered.

**Action: Clerk**

**11. Youth Club building**

- 11.1 Cllr Whitehead reported that an asbestos check had been carried out and the electricity supply to the building had been disconnected.
- 11.2 He had been in liaison with Coventry Demolition Company who had now proceeded to remove the building. This would leave a concrete slab in the ground which he and Cllr Marriott could deal with.
- 11.3 The electrician's account had been received in the amount of the charge, £75.00, was accepted as being reasonable. It should be paid.

**Action: Clerk**

- 11.4 It was agreed that the electricity supply should be capped off and would then be available should the occasion arise to build a new building adjacent to the Community Hall.

**12. Report from the Planning Committee**

Cllr Walsh reported that there was nothing to report.

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

The Clerk reported that he had today received notification from the Big Lottery Fund that the application for a grant towards refurbishment of the play area had been refused. The Clerk had not had an opportunity to study the reasons given but he supplied two copies of the letter to Cllr Whitehead (one to be passed on to Mrs Northey, the leader of the Play Group organisers.) It is anticipated that Mrs Northey will resubmit the application.

**14. Report from the Finance Committee**

There was nothing to add to the matters raised above.

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

Cllr A. Malin reported that there was nothing to report.

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

Cllr Edwards reported that there was nothing to report.

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

In the absence of Cllr Loveridge, the Chairman said there was still the ongoing issue of the refurbishment of the water and plumbing facilities in the changing rooms in the Community Hall. In the light of the application for a

grant having been refused by the fund administered by the Eastern Forum, the Council had been directed to another WDC fund requiring a new application; the matter was to be reviewed. It is accepted that the condition of the changing room facilities is such that steps must be taken in the foreseeable future to refurbish them.

**18. Report from the School Governors**

Cllr Pickford said that there is a meeting of the Governing Body next week so that she had nothing at present to report.

**19. Any Other Business**

(a) The Internal Auditor had highlighted a need to review the Risk Management Policy which was approved by the Council last year and should be reviewed for this year. It was agreed that the 2012/2013 format of the Policy be renewed for the current year 2013/2014. The Clerk advised that he saw no need for any amendments.

(b) It was unanimously agreed that Cllr Walsh should be elected Vice Chairman for the year 2013/2014.

(c) There was a brief debate regarding filling the vacancy on the Council and also whether any additional councillors could be co-opted. It was agreed that the Clerk would check the statutory number.

**Action: Clerk**

(d) The Clerk reported that the Bank had confirmed that Cllr Pickford had been added to their records as the signatory to the Council's bank accounts.

**20. Date of next meeting:** Monday 29<sup>th</sup> July 2013

**The meeting closed at 8.35 pm.**

Signed.....

Date.....

**Chairman of the Parish Council**