

# RADFORD SEMELE PARISH COUNCIL

## MINUTES

A meeting of the Parish Council was held on Monday 28<sup>th</sup> June 2021 at 7.30 pm in the Community Hall, Lewis Road, Radford Semele.

**Participants:** Cllr S Sabin (in the chair), Cllr D Carter, Cllr B Follett, Cllr B Friar, Cllr A T Hitchcox, Cllr Mrs J P Malin, Cllr A Malin, Cllr R Munn and Cllr J Sudbury

**In attendance:** WCC Cllr Redford and WDC Cllr Mrs Leigh-Hunt (there were no members of the public present during any part of the meeting which was held in accordance with Covid19 provisions)

**The Chairman congratulated Cllr Redford on his appointment as WCC Portfolio Holder for Transport and Planning, following the recent local elections**

### 1. Apologies for Absence and Declarations of Interest

There were no apologies and there were no declarations of interest.

### 2. Approval of the Minutes of the Council meetings in April and May 2021

The Minutes of the meeting on 26<sup>th</sup> April 2021 were approved, proposed by Cllr Friar and seconded by Cllr Mrs Malin. The Minutes of the Council meeting on 4<sup>th</sup> May 2021 were approved, proposed by Cllr Carter and seconded by Cllr Sudbury. The Minutes of the Annual Parish Meeting on 26<sup>th</sup> April 2021 were likewise approved.

### 3. Matters arising from the Minutes of the Council meetings in April and May 2021

1. The Chairman suggested that the recent success of the football team should be mentioned on the website.  
**Action: Cllr Friar**
2. The Chairman reported on the 27<sup>th</sup> May 2021, the Vice Chairman, Chairman of Finance, himself and the Clerk met on Zoom to complete the consultation on logistics and benefits of virtual meetings issued through WALC.
3. The Chairman reported that 14<sup>th</sup> June and 18<sup>th</sup> June 2021 most members of Council had met to complete the extensive consultation paper (53 questions) issued in connection with the South Warwickshire Local Plan.
4. The Clerk confirmed that he had written to the householder in Hatherell Road who had requested access to the Playing Field but he had not had any response.
5. The contract mole-catchers had been asked by the Clerk to come on site and check for further infestation a few weeks ago but had reported that they had found nothing; Cllr Follett expressed the opinion that the ground disturbance might be the work of rabbits or other animals than moles.

### 4. Traffic management issues

1. The Clerk confirmed instructions had gone to the traffic expert, Tom Head, to prepare a full report for the purposes of the ongoing discussion with WCC over traffic management.
2. Cllr Munn referred to a report which he had tabled in connection with SpeedWatch for the purchase of a laser device for checking speed; the price quoted is £899 + VAT and he sought the Council's approval to purchase this item. As this was not an agenda item for the purposes of a financial resolution being made, on the Clerk's advice the proposal was put over to the next meeting of this Council in July.
3. The Chairman said that he and the Clerk still had in the forefront of mind liaising with the group known as Community Futures organised by the current leader of WCC, Cllr Izzy Seccombe; our Chairman was seeking regular communication with members of her working party with the objective of keeping in the

forefront of this named group the facilities in this Parish which could be funded by money available to WCC.

4. The Chairman reported on his recent correspondence regarding speed limitation signs on the A425 in the vicinity of Semele Park. He explained that he had corresponded with Ryan Machin of the Highways Dept who had referred him on to Graham Stanley; in turn, Mr Stanley had referred him to Karen Watkins. The Chairman outlined that with the latter two correspondents we had had numerous dealings with them over the last two years but no substantive progress. WCC Cllr Redford interposed to the point that Mr Stanley's function was to cost out budgets and not to implement action on the ground. He said he would take up the point of the 30 mph signage raised by the Chairman on numerous occasions without any progress and would convey this issue to the appropriate quarter in WCC.

#### **5. Section 106 and CIL payments**

1. The Clerk had received a reminder from WDC for this Council to file its appropriate CIL report relating to money received some months back of £2,100. The report relates to the last financial year so it is not out of time yet. Cllr Friar undertook to prepare the report, place it on the website and supply a copy to the Clerk for onward transmission to WDC.
2. The Chairman reported that in respect of the Section 106 funding he expected to be received in respect of The Cricketers development for spending on the Playing Field facilities, he and the Clerk were in the process of negotiating the terms of a Funding Letter issued by WDC to cover the payment. In the last week the Clerk had forwarded to WDC amendments to the Funding Letter by which we are seeking to facilitate this Council's future action in respect of the funds when received.

#### **6. Warwickshire County Council – update report**

1. WCC Cllr Redford said that the Covid19 infection rate is rising but not particularly seriously; it is particularly noticeable in the over 60s. However the infection rate in hospitals is reduced almost to negligible levels which is encouraging.
2. At the recent Local Authority elections the Conservative majority on WCC was increased.
3. He continues to consult and be consulted on the fallout from the works being carried out by the HS2 contractors. In particular the junction at Long Itchington Road and the Fosse Way is projected to be closed for 5 months (no start date as yet).
4. A discussion arose as to the action taken by Stratford District Council Planning Dept on modifications to the roundabout at the junction of the Fosse Way and the A425 without any consultation with WDC despite the overlap territory. The Chairman and Cllr Mrs Leigh-Hunt had sent separate pending enquires to those concerned but had not had a response. He will continue to pursue the matter. A query raised by the occupier of the Exhibition Centre adjoining the junction had been raised with Cllr Mrs Leigh-Hunt and passed to Cllr Redford; he has responded to the enquirer.

#### **7. Warwick District Council – update report**

WDC Cllr Mrs Leigh-Hunt gave a verbal report:

1. She had asked the Senior Planning Officer at WDC, Gary Fisher, to make enquiries into the disappointing situation concerning the Fosse Way junction mentioned; he has stated that he is looking into the matter.
2. WDC are now having face to face meetings at all levels including full Council meetings; masks are worn in and out of the meetings but not whilst seated and social distancing is applied.

Cllr Friar raised the serious issue as to the extent of collaboration/amalgamation of functions between Stratford DC and Warwick DC being carried out by officers without the public or councillors knowing about it; Cllr Mrs Leigh-Hunt said it was a matter of concern and she would take it back to the WDC Leader.

Cllr Hitchcox raised the question of dog bin clearance; he was aware of correspondence between the Clerk and the WDC contracts manager (Mrs Court). There was concern that there was an inadequate service of

clearing the dog bins in the vicinity of the Playing Field apart from the issue of the further dog bin in The Valley. The Clerk said he had made written submissions to Mrs Court initially and thereafter the Chief Executive of WDC personally; the latter had delegated the response down to Ms Lewis. The Clerk outlined the contents of her written response: WDC is anxious to keep costs down and cannot add the further dog bin to the existing clearance contract with outside contractors without incurring further charges from them; the terms of the contract are fixed with reference to the number of bins being emptied on a round. The Clerk had taken up with Cllr Mrs Leigh-Hunt's point that the turnaround of contractor's vehicles in The Valley coincided with the location of the further dog bin so in reality there was no extra work or time involved. Ms Lewis had not accepted that point because of her point on the contractors' terms. The Chairman and the Clerk had therefore concluded that they should run with her requirement that the bin be emptied by WDC for an annual charge of approximately £88 and it would be best to leave in abeyance the issue of the other dog bins. The Clerk will take this up in due course. The Council AGREED that the charge for the clearance of the further dog bin should be undertaken and paid in due course.

## 8. Financial Matters

1. The Clerk referred to the bank reconciliation statement already circulated; the balance on the operating account is approx. £14,994 and the balance on the investment account is approx. £89,300
2. A number of payments were authorised as per the list previously circulated; in particular a payment of £2,030.50 due to the Clerk in respect of the first quarter of the Clerk's pay and a payment to HMRC of £339.26 representing tax on that sum. Payments proposed by Cllr Sudbury and seconded by Cllr Carter.
3. Cllr Friar and the Clerk were seeking to open a separate bank account with NatWest; a manager from NatWest was seeking to have a telephone discussion with the Clerk but so far they had missed each other.  
**Action: Cllr Friar & Clerk**
4. The Clerk had received an email from the External Auditors stating that they had started work on auditing all parish councils audit papers throughout the country; they were dealing with them in the date order in which they had received the filing of the papers (no date for our case indicated).
5. The Chairman referred to the draft forms of authority which the Clerk had prepared in respect of Open Space money received by this Council in respect of the Leam View development and The Lodge development. The forms of authority had been circulated to all Cllrs. It was RESOLVED by the Council that the two forms of authority be adopted, proposed by Cllr Sudbury and seconded by Cllr Carter. Copies annexed to these Minutes.

## 9. Correspondence

1. There was discussion about appropriate fresh locations for the mobile library service following a circular they had sent to the Clerk. It was AGREED that the Clerk should invite them to have two extra stations in addition to the Community Hall, one at Kingshurst and the other at Semele Park adjacent to the Bovis sale office.  
**Action: Clerk**
2. The Chairman reported briefly on contact he had had with Alistair Clark at AC Lloyd; this followed on to them making some funds available towards the cost of new play equipment at the School following a recent article in The Courier had made reference to the builders benevolence.
3. Following the issue being raised by Cllr Hitchcox as to infiltration of the footpath alongside the School by a neighbouring resident seeking to construct a garage which involved cutting down trees located in the footpath, the Clerk had reported the matter to the Footpaths Dept of WCC; they had undertaken to look into the matter and examine the site but he had not had any further report back from them.
4. After some lapse of time, the Clerk had today received a written response from Mr Machin of the Highways Dept concerning clearance of the ditch in The Valley; it stated that a job order had been raised to check the gullies and outlets along Valley Road and The Valley. In addition, the teams will re-cut into the ditch and have the ditch cleared properly (as championed by Cllr Sudbury earlier).
5. The Clerk had written to Mrs Court, the Contracts Manager at WDC, pointing out that contractors had omitted to cut the very long grass around the oak tree at the junction of St Nicholas Road and Lewis Road. She had written back to apologise for the oversight and stated that she would be communicating the issue to the contractors; it was however noted that the contractors had been present in the Village

today but had again omitted to deal with the site in question. The Clerk is to chase up.

**Action: Clerk**

6. The Clerk reported that the Graham Fulford Charitable Trust had given him notice (because he is involved in voluntary work with them) that in July (all being well) they will resume face to face sessions for blood testing for prostate cancer. The enquiry was whether this Council would like to host another session for them in the Community Hall as arranged before. It was AGREED to support this venture – Cllr Hitchcox to liaise with Graham Fulford to organise a session at a suitable date.
7. The Chairman and the Clerk outlined that Dave Purdy, Secretary of the Sports & Social Club, had forwarded a request to the Council to permit a fundraising event to use the Playing Field on 4<sup>th</sup> September 2021; it appears from further enquiries carried out recently by the Clerk, the event is not to be hosted by the Club but Mr Purdy had been approached because NHS SWFT Charity is the Charity of choice of R S S & S C Football club. The host will be NHS SWFT Charity which is a fund raising charity for wards and departments at Warwick Hospital; they wish to put on a day of entertainment to be provided by an organisation called We're A Knockout Ltd. Following discussion a few weeks ago with the Chairman, the Clerk had requested from Mr Purdy a certificate of insurance for this company and a certificate of insurance for the Club to satisfy himself that both institutions had appropriate liability insurance. To date the Clerk had received some paperwork via Mr Purdy which emanated from the company; this comprises a satisfactory certificate of liability cover (maximum £10M) and it also volunteered large number of pages of a PAT testing report. The Clerk expressed his concern that this PAT testing report states that the testing engineer carried out examination of the company's premises in Humberside and does not identify individual units nor does the paperwork clarify what units will be brought on site to the Village for the event. The Clerk is concerned that this Council should be adequately protected in the event of any claim by someone getting injured at the event; this involves identifying who is hosting the event and who is organising the entertainment and being assured that they have appropriate public liability cover. He advised whatever the viability of an entertainment unit safety was down to proper management. Cllr Friar endorsed that viewpoint. After discussion, it was AGREED that the Clerk should obtain a contact point with SWFT so that adequate evidence of their insurance cover could be procured; failing such assurance, then this Council would be minded to decline the event planned. This was proposed by Cllr Sudbury and seconded by Cllr Carter. **Action: Clerk**
8. The Clerk had received a request to use the Playing Field for an event on a different date from the above matter; this was from a peri-natal mental health awareness group, the organisers of which had been referred to this Council by former councillor Naomi Northey. The units involved in the event were not similar to the entertainment mentioned in case above but will comprise stalls with leaflets, counselling sessions and talks, possible laptop consultations etc. It was AGREED that the Clerk is to pursue matters with them and arrange a suitable date, subject to appropriate insurance cover being evidenced. **Action: Clerk**
9. The Chairman reminded Cllrs that recently we had received a request from PC Ed King as to policing priorities for the next WRE Community Forum. An email from PC King had indicated that he had received a response from 3 parish councils in the area, including ours but this was news to the Chairman. It was AGREED that the Chairman would select a couple of items for policing priority with reference to Offchurch Lane and would write to PC King accordingly. **Action: Chairman**
10. The Chairman reported that a circular had been received to respond to a consultation on walking and cycling facilities in the neighbourhood. A response has to be filed by 9<sup>th</sup> July 2021. It was AGREED that particular emphasis be placed on the paucity of walking facilities in Offchurch Lane in direction of the canal and the Chairman will respond to the consultation accordingly. **Action: Chairman**
11. The Chairman reported that a recent Boundary Commission consultation paper raised no special issues for this Parish; he did not think it was necessary to respond to the consultation and it was AGREED that his filed response should state no comment to be made. **Action: Chairman**

## 10. Planning Matters

1. W/15/1635 - 56 Southam Road – court proceedings pending  
Cllr Mrs Leigh-Hunt confirmed that there is now a court date appointed in July 2021.
2. 9 Lythall Close (ongoing)  
The case concerning the land adjacent to 9 Lythall Close is now closed and item removed from the agenda.
3. W/20/2145 – 2 Hallfields

This application has now been granted.

4. **Canalside Development Plan Document Consultation (Ongoing)**

There is no news on the Canalside consultation; the Clerk confirmed that he had an acknowledgement of receipt of our submissions from the Planning Office some time back but he had not heard anything further.

5. **W/20/2152 – 2 Radford Hall**

The Planning Committee had not raised any objection to this application.

6. **W/21/0083 – 58 Bloxham Way**

This application has now been granted.

7. **W/21/0432 – 3 Hallfields**

Objection has been lodged from various quarters on this application – a decision on this is pending.

8. **With reference to the application for 5 houses adjacent to the Glebe House, Southam Road, Cllr**

Carter reported that there have been about 100 objections to the application. These include his own on behalf of our Planning Committee and a separate objection from WDC Cllr Mrs Leigh-Hunt. There is no date yet for the Planning Committee to consider the application.

9. **Cllr Sudbury said he had been asked by Rev Katherine Pickford to encourage support of this Council for the planning application she has pending for the hall next door to the Baptist Church. It was pointed out that the application went in some time ago and in fact this Council has formally supported the application.**

Cllr Mrs Malin suggested it would be helpful if notice of pending planning applications were put on our website; she observed that other parish councils follow this practice. She had looked at this because various people had raised with her the issue of not knowing that a planning application was being made in circumstances where they might have wanted to object to them.

## **11. Update on the Playing Field**

1. Cllr Follett outlined the position with regard to repair work to the skateboard park; the Council had previously approved his recommendation to accept a quotation from Allworks Construction Ltd but a few weeks ago the latter had withdrawn from the arrangement. He therefore had sought authority from the delegated officers (Chairman, Vice Chairman, Chairman of Finance & Clerk) to instruct the alternative contractors who had quoted, C J & N D Wright, to carry out the work instead. It was noted that these repairs are necessary under a ROSPA report and that C J & N D Wright had previously done satisfactory contracting work for this Council. It was therefore AGREED that they should be substituted as contractors; it was noted that their quotation stands at £10,375.
2. He said that, as indicated earlier, the preparatory earthworks for replacement of the cable way have been carried out by Mr Marriott and Wicksteed are primed to proceed. Some additional preparatory work is going to be necessary but the total cost will fall within the original budget he quoted to this Council's meeting on 26<sup>th</sup> April 2021.
3. He had tabled a report that Groundworks Ltd UK HS2 have agreed to fund a grant in the full sum of £30,000 that he had put in a bid for. The Clerk confirmed that he had been party to the paperwork involved; this comprised a 'back to back' agreement that on satisfactory completion of the works the grant will be paid for the benefit of Proludic, our nominated contractors who have been approved by Groundworks as part of the bidding process. The Council therefore AGREED and that Proludic be now authorised to undertake the work; no funding will be required from this Council for the outdoor gym project.
4. Cllr Follett referred in passing to work on the ditch adjacent to The Lodge as it was on the Agenda. He said the project had now been completed with hardcore, top soil and wild life areas installed. No cost had been incurred in this process.

## **12. Update on pathway to Radford Bottom Lock and The Greenway**

The Chairman said there was nothing to report.

## **13. School Matters**

Cllr Sudbury said he was it was ongoing for him to discuss with the new management of Sunbeams their current financial situation.

**Action: Cllr Sudbury**

**14. Sports & Social Club Matters**

Recently there had been the Club's AGM but there was nothing further to report.

**15. Community Hall Committee**

Cllr Mrs Malin said that the Community Hall Committee were hopeful of recruiting a booking clerk in the near future. Currently David Chater was undertaking the bookings personally. The Clerk said he had been asked by Mr Chater to confirm booking dates for this Council if it is now the intention to have face to face meetings (which this Council has agreed it should be). She will convey to Mr Chater all the dates from our standard calendar.

**Action: Cllr Mrs Malin**

**16. Website**

Cllr Friar said there was nothing to report.

**17. Social Media Policy**

Cllr Friar said that the draft social media policy lay between himself and the Clerk but he expected to present it to the Council for comment and approval at the next meeting in July. Cllr Munn raised a point he had raised before as to the incorporation with the website of personal email addresses; Cllr Friar said the cost of adapting the existing system would be about £500 and was probably not worth it. The current package caters for the established email addresses linked to the website.

**18. Covid-19 Support Group arrangements**

There was nothing to report

**19. Pond security**

Cllr Sudbury said action in respect of pond security is ongoing.

**20. Any other business**

All matters listed on the Agenda have been dealt with above. Cllr Friar said he expected at the next meeting in July to present the draft Risk Assessment Policy and draft Assets Valuation Policy if there was sufficient time on the Agenda.

**21. Date of next meeting**

It was AGREED that the next Council meeting will be a face to face one in the Community Hall on 26<sup>th</sup> July 2021. The meeting closed at 9.45 pm. Thanks were extended to Cllr Mrs Malin for making the arrangements for this meeting in light of Covid19 restrictions.

Signed.....

Date..... 2021

**Chairman of the Parish Council**

Counter signed.....

Date.....2021

**Clerk to the Parish Council**