

RADFORD SEMELE PARISH COUNCIL

APPROVED MINUTES

A meeting of the Parish Council was held on Monday 15th May 2023 at 7.30 pm in the Community Hall, Lewis Road, Radford Semele.

Participants: Cllr S Sabin (in the chair), Cllr D Carter, Cllr A J Dempsey, Cllr B Friar, Cllr Mrs J P Malin, Cllr R Munn and Cllr Josie Sanderson

In attendance: WCC Cllr Redford and WDC Cllr Becky Noonan (for part of the meeting)

1. Election of Chairman

The Clerk took the Chair and called for nominations for the election of Chairman of the Council; Cllr Sabin was elected, proposed by Cllr Friar and seconded by Cllr Mrs Malin.

2. Election of Vice Chairman

The Clerk called for nominations for Vice-Chairman of the Council; Cllr Friar was elected, proposed by Cllr Mrs Malin and seconded by Cllr Munn.

3. Chairman's welcome

Cllr Sabin welcomed all to this first meeting of the Parish Council for the current year; Mrs Josie Sanderson was invited to become a Councillor and was duly co-opted, proposed by Cllr Friar and seconded by Cllr Mrs Malin. All Cllrs present signed Declarations of Office witnessed by the Clerk. The Clerk reminded them that, where there had been a change of pecuniary interest, a fresh Declaration of Interest form should be filed with him for onward transmission to the Monitoring Officer. The Monitoring Officer had also wished to have written confirmation from each Cllr. If there was no change in their circumstances.

4. Apologies for Absence and Declarations of Interest

There were no apologies for absence and no declarations of interest.

5. Nomination of members of standing committees

A detailed discussion ensued as to the constitution of committees and the appointment of officer holders. The Clerk is to table a list in early course. Summarised - the Chairman of the Planning Committee will be Cllr Carter, the Chairman of the Playing Field Committee will be Cllr Dempsey, and the Chairman of the Finance Committee will be Cllr Friar.

6 & 7 Nomination of members of other committees and office holders

The Media Committee is to be disbanded; Cllr Mrs Malin is to be Policy and Procedures Officer, Representative of the Community Hall Committee and Representative of this Council on the Sports & Social Club Committee. Cllr Mrs Sanderson is to be School Liaison Officer. The Representatives on the Greswolde Williams Charity for the next four years will be Cllr Carter and Cllr Mrs Malin. The Press and Publicity representatives as before.

8. Approval of the Minutes of the Council meeting on 24th April 2023

The Minutes of the meeting on 24th April 2023 were approved, subject to two minor amendments, proposed by Cllr Mrs Malin and seconded by Cllr Friar.

9. Matters arising from the Minutes of the Council meeting on 24th April 2023

There were no matters arising from those Minutes.

10. Update on SpeedWatch

Cllr Munn spoke briefly to a report on SpeedWatch which he had previously circulated.

11. Update on traffic management issues

The outstanding development on traffic management issues is that the WCC Highways Dept representatives are attending a site meeting in the Village on 1st June 2023. This Council will be represented by the Clerk and Cllrs Dempsey and Munn.

12. Update on Section 106 and CIL issues

The Clerk outlined that he is still waiting for Helen Hancox, WDC Open Spaces Officer, to obtain legal advice on submissions made by himself and the Chairman on the draft Funding Letter relating to monies from The Cricketers development. He is mindful of pursuing the matter with her but will leave sufficient time for her to obtain the legal advice.

Warwickshire County Council – update report

Although not referred to on the Agenda, Cllr Redford spoke briefly by way of update on WCC. Following rearrangements at the County, he will cease to be a portfolio holder in the near future, he understood that his successor as portfolio holder for traffic management matters will be Cllr Jan Matecki. He said if information was required about the fund currently allocated to the installation of cycleways, the appropriate officer to contact is WCC Alison Kennedy in the WCC Traffic Dept.

13. Financial Matters

- a) The Clerk reported that the current balance on the operating account is approximately £2,600 and the balance on the investment account is approximately £100,000.
- b) A number of payments on the list circulated were approved, proposed by Cllr Friar and seconded by Cllr Mrs Malin. The 2022/2023 CIL statement was formally approved (there had been no movement on the account in the preceding year).
- c) Cllr Friar said he had put in motion arrangements for regularising online banking procedures. It was AGREED that all current Cllrs should be authorisers on the online banking account, the existing arrangement whereby only the Clerk had authority to place the payments online for transmission would remain. Cllr Friar and the Clerk had signed the necessary paperwork to remove former Cllrs from being authorisers.
- d) A report had been received from former Cllr Sudbury on the Internal Audit check; a number of relevant items in the sample check were reflected in the recent report from the Internal Auditor, Mrs Best. It was AGREED that these matters require review, but it was inappropriate for Cllr Friar and the Clerk to deal with the Audit, and it was AGREED that Cllr Sabin would take on that task.
- e) The Clerk read out a summary of the report issued by the Internal Auditor.
- f) The AGAR form had been signed off by the Internal Auditor; the Council reviewed the contents of the form, including the section on governance; the Chairman and the Clerk were authorised to sign off the form – proposed by Cllr Carter, seconded by Cllr Munn. The Clerk to submit the form and back-up papers to the External Auditors.

14. Current Planning Matters

- 1) W/23/0350 – 9 Chance Fields (granted 28.4.23)
- 2) W/23/0514 – 44 Offchurch Lane (ongoing)
- 3) South Warwickshire Plan

15. Footpath W123

Following the unsatisfactory responses (two) from WCC on this Council's request for information concerning Footpath W123, the Clerk had recently lodged with the Information Commissioners Office a complaint against WCC (i.e., an application that this Council's request for information had not been complied with). When completing the form online the submit button had failed so he had posted a copy of the entire form and the back-up papers to ICO. There was no apparent time limit for the ICO to respond but he will pursue the matter. **Action: Clerk**

16. Playing Field update

1. The Clerk outlined a quotation which former Cllr Follett had obtained now from Proludic. This is considerably cheaper than the Wicksteed quotation. Debate ensued as to whether the work of installing the gates is

necessary - the issue arose because of a previous safety inspection which flagged up the need for the self-closing gates. As Cllr Dempsey, the newly appointed Chairman of the Playing Field Committee, had not been involved earlier, and the Council no longer had the benefit of former Cllr Follett's expertise the Clerk suggested that a report from RoSPA be obtained to see what the outcome should be. The Internal Auditor had pointed out that there should be annual safety inspection. It was AGREED that the Clerk should instruct RoSPA to carry out an inspection. **Action: Clerk**

2. The Clerk had received an application via email for a football club/team to use the Playing Field pitch. He reminded Council that, in past years, the policy adopted was to give preference to a local football team and not have the Playing Field made available generally for hire by people outside the Parish. It was AGREED that the Clerk should decline the application. **Action: Clerk**

17. Report from the Community Hall

Cllr Mrs Malin said bookings had dropped off due to the series of bank holidays we have had recently. She is planning to have some kind of Christmas Fair and also to have an event in the better weather outside in the Playing Field for the benefit of children.

18. Report on Sports & Social Club

Cllr Mrs Malin said there was nothing to report from the Sports & Social Club; the next meeting is the following day, 16th May.

19. Subsidy to residents for cost of living

There was no update on cost-of-living subsidies for residents.

20. Any other business

1. In view of the through put of business this evening, there will be no meeting on 22nd May 2023.
2. There has been a poor response to the projected Annual Parish Assembly on 20th May, but it was AGREED to go ahead with this; Cllr Mrs Malin may be absent for part of the proceedings but expects to set up arrangements in advance.
3. WDC Cllr Ms Noonan said that she had been appointed to Planning Committee and Committee on Appointments for WDC
4. Some items of correspondence:
 1. The Clerk confirmed that, following the complaint about the use of a fire by the Sports & Social Club in the outside area, he had written to the Club with this Council's views on the incident. He had not had a reply.
 2. Following the letters written by the Clerk to householders concerning dilapidated fencing on the footpath at the rear of Chance Fields, the Clerk had received a response from one householder with a complaint. The householder stated that it was not his property that was at fault, and it was inappropriate for the Clerk to have written to him, the letter having been picked up by an elderly relative. It was AGREED that the Clerk should apologise to the householder. The Chairman to investigate the property responsible for the condition of the fencing. **Action: Chairman**
 3. The Clerk had received a written request from a resident in Hallfields volunteering to carry out a programme of refurbishment of the telephone box; the suggestion was to turn the box into a library facility. Cllr Mrs Sanderson said that FoRGE was still actively preparing a brief for the work that they proposed and will be submitting costings to the Clerk in due course. It was therefore AGREED that the Clerk should acknowledge the application and decline the offer. **Action: Clerk**
 4. The Chairman referred to a report furnished by FoRGE from the wildlife group, the Butterfly Trust; he hoped to hear more from FoRGE on that.

21. Date of next Council meeting

It was next meeting will be the date of 26th June 2023. This meeting closed at 9.35 pm.

Signed.....
Chairman of the Parish Council

Date June 2023

Counter signed.....

Date June 2023