

RADFORD SEMELE PARISH COUNCIL

MINUTES

A meeting of the Parish Council was held on Monday 27th June 2022 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 Follett, Cllr A T Hitchcox, Cllr Mrs J P Malin, Cllr Musa and Cllr J Sudbury.

In attendance: Mrs Julia Cooley

1. Apologies for Absence and Declarations of Interest

Apologies for absence were received from Cllr B Friar (house), Cllr R Munn (Covid), WDC Cllr Mrs Leigh-Hunt (another meeting) and WCC Cllr Redford (holidays)

2. Approval of the Minutes of the Council meeting on 30th May 2022

The Minutes of the Council meeting on 30th May were approved subject to a small clerical alteration requested by Cllr Carter in para 16, proposed by Cllr Carter and seconded by Cllr Dempsey.

3. Matters arising from the Minutes of the Council meeting on 30th May 2022

- a. There had been no response yet from Highways Dept on review of the incline in Lewis Road/The Valley.
- b. Extensive grass cutting had now been undertaken around the Village including cutting round the large tree at the junction of St Nicholas Road and Lewis Road. The position is satisfactory.
- c. On the enquiry about a strip of land at The Cricketers (at the rear of Slade Meadow), the Clerk had received a prompt response from A C Lloyd; it appears that they have an agreement with WDC for the Authority to adopt the strip of land in the future but whilst the adoption process is underway, A C Lloyd have agreed to maintain the vegetation on the land. It is quite a wide strip of land and quite scruffy but when trees and flowers are planted out it will look like a small park.

4. Speedwatch update

Cllr Dempsey spoke to his two reports having been tabled – a general report on the operation of Speedwatch and a particular report on recent Speedwatch sessions. He said their favoured locations were two sites on Southam Road and two in Offchurch Lane and they varied them. Cllr Mrs Malin said the use of the tripod to support the laser was an excellent acquisition.

5. Traffic management issues

1. The Chairman sadly pointed out that no progress had been made on any of the issues raised in this Council's letter of May 2019, more recently, in his portfolio summary of the correspondence that had ensued since that date (the portfolio having been handed to the WCC representatives at the meeting on 21st January 2022. The Clerk had repeatedly asked for a response from them to the submissions made in the Tom Head report; it appears that as a result of correspondence from WCC Cllr Redford to Directorate [Mr Scott Tompkins], the Chairman and the Clerk had received recently an email from Shail Chohan [Operations Manager at Highways Dept] stating that his department was now studying Tom Head's report and he would respond shortly.
2. Cllr Carter pointed out that repeated requests for work to be carried out in School Lane had been made by as yet no date had been identified. The Clerk is to chase this up. **Action: Clerk**

3. On 12th October 2022 at 9am, there is a virtual meeting of the Warwickshire Town and Parish Councils and WCC Reference Group which the Chairman will attend. The subject matter of the session related to highways issues such as pot holes, road safety concerns, gritting routes and street lighting. As highways was high on this Council's agenda the Chairman asked if any other Cllrs would like to attend. Cllrs Musa, Dempsey, Sudbury and Hitchcox expressed their interest. The Chairman stated that he would arrange for them to receive an invitation. The Clerk tendered his apologies as he will be abroad on that date.
4. The Chairman explained that there was a proposal to close the main road in Ufton between 2nd and 8th July so that work on a pedestrian crossing could be carried out. It was unclear whether this is a temporary arrangement to accommodate HS2 contractors or whether it is a permanent feature. He made the point that if Highways Dept can see fit to install this pedestrian crossing in close vicinity to the junction and roundabout at Ufton then arguably there is no reason why a similar solution could not be installed on the A425 near the junction of Lewis Road.
5. The Clerk said WCC Cllr Redford had asked for a copy of the "portfolio" created by Cllr Sabin for the purposes of the meeting on 21st January, which had been referred to earlier. It was AGREED to supply Cllr Redford with a copy. **Action: Clerk**

6. Section 106 and CIL issues

1. The Chairman said that the bid supported by WCC Cllr Redford to the Dept of Environment had been approved in part only, but not the part applicable to the Village and construction of the pedestrian access onto the canal from the A425 road bridge. A note had been received today from Dave Steele of FoRGE confirming that they would draft an application for the Severn Trent Community Fund which is an alternative source of funds for the access. As the application has to be submitted by the Parish Council; it was AGREED that Cllr Hitchcox and the Clerk would liaise with Julia Cooley to prepare the draft application, Ms Cooley to initially collate the support documents in support initially.
2. The Chairman expressed the disquiet of the Council as a whole, that so little has been achieved; he said the complexities of the legislation were compounded by Highways Dept's approach. He said there are nine traffic manuals which are difficult for a lay person to interpret.
3. The Clerk is still waiting for a detailed response from Helen Hancox on the drafting of the Funding Letter in respect of Sec 106 monies from The Cricketers

7. Warwickshire County Council – update report

In the absence of WCC Cllr Redford, there was no report.

8. Warwick District Council – update report

In the absence of WDC Cllr Mrs Leigh-Hunt, the Clerk gave a verbal report based on her notes:

- a. The officers of WDC and SDC are continuing working on the new Local Plan – the projected completion date is around the end of the current calendar year.
- b. A quantity of information has been published concerning the new waste collection arrangement starting on 1st August; it is necessary for members of the public to make an application for the appropriate bins – this can be done online.
- c. WDC are refurbishing the children's play area in Victoria Park.
- d. It should be noted that Cllr Mrs Leigh-Hunt is no longer on the Planning Committee following a reshuffle of committee members by WDC; she will continue to look out for planning applications in respect of the Parish.
- e. The Clerk, in his capacity with Rotary, is due to entertain to lunch the Leader of WDC, Andrew Day, on 12th July and hopes to glean more information from him on what is going on.

- f. The Clerk and Mrs Leigh-Hunt had received an unscheduled visit from a resident, who had tripped over the paving slabs outside the Shop. The Clerk will submit to Highways Dept to get it repaired. She also raised the question of street lighting arrangements adjacent to the garages at Thornley Close; it appears that Cllr Follett examined the matter some years ago; he said the appropriate body was either WDC as lighting authority or Western Power and she should address her enquiries to them.

9. Telephone box

Cllr Musa regretted the delay in bringing this matter on but he had been engaged in looking at the logistics of digging the telephone box out of the street pavement bearing in mind the location of electric cables etc. Alongside this is the question of cost and he is continuing to look at this. He will report back.

10. Adoption of revised Standing Orders

The Clerk explained that he and Cllr Friar had spent a considerable amount of time on drafting a revision of the Standing Orders; the original version was prepared by the Clerk in 2017 based on material that he submitted for the CILCA exam at the time. Much of the content was standard form as it is derived from content of the Local Government Act 1972 and is also laid out in templates provided by NALC. The version that Cllr Friar and the Clerk reached had been circulated amongst Cllrs and the Clerk recommended that it be adopted; this was AGREED, proposed by Cllr Mrs Malin and seconded by Cllr Follett on the understanding (put forward by Cllr Carter) that clerical / typing errors would be corrected before it was consolidated and published.

Action: Clerk & Cllr Friar

11. Financial Matters

1. The Clerk had previously circulated a bank reconciliation statement giving balances; to be placed on file with the Minutes.
2. A number of payments were authorised as per the list circulated; the Clerk's current pay and back pay have been calculated by the payroll managers in conjunction with observations from Cllr Friar, the sum to be paid today being £2,443.91.
3. The Clerk confirmed that the AGAR papers for the External Auditor have been sent to the Auditor and an acknowledgement of receipt has been received. This is an electronic acknowledgement and he surmised that they would do no work on the papers until after the 1st July which is their declared deadline for submission of papers by parish councils in general.
4. Cllr Friar and the Clerk have spent a considerable amount of time on reviewing the Financial Regulations which had been adopted in about 2017. Note had been taken of current NALC template material and the final product was the draft document which had been circulated by Cllr Friar before this meeting. It was RESOLVED to adopt this revision of the Financial Regulations, proposed by Cllr Carter and seconded by Cllr Musa (on the basis proposed by Cllr Carter that clerical / typing errors in the document be corrected before it is published at large.

Action: Cllr Friar & Clerk

On a motion by Cllr Carter, the Financial Controls Summary prepared by Cllr Friar and on the website should also be approved by resolution along with the Financial Regulations; this was AGREED.

12. Correspondence

The Clerk summarised the material to hand:

- a. Confirmation had been received from Gallaghers that the public liability insurance had been renewed as of 1st June and all the appropriate papers had been supplied to the Clerk.
- b. Cllr Sudbury had had correspondence with the defibrillator suppliers; repairs to the unit at the Shop were underway.

- c. The Clerk had received a WDC press release referring to their proposals to launch a net zero carbon development plan. The consultation had recently been concluded so presumably the plan will be published in the foreseeable future.
- d. Ongoing correspondence had been received by the Clerk from the marketing manager of Sunbeams. She had previously asked for a donation from this Council for the event on 18th June but this Council put the matter off until today's meeting; subsequent to that she explained that the specific donation of £600 was requested as a contribution to an 'animal' event to take place on 18th June. It was noted that the event had come and gone so that raised the question of the appropriate nature of the donation. It was AGREED that further thought would be given to this by the Chairman and Cllr Sudbury.
 - e. A proposal by Mr Gavin Gill had been considered by the Council at their last meeting; this involved the creation of a picket fence adjacent to the rear of the Community Hall. The objective is to pen in small children during events at the Community Hall so they do not wander loose into the Playing Field. The idea is to open the doors in hot weather, but pen in the children. Cllr Follett gave his views on this from the point of view of managing the Playing Field and it was AGREED that he would look into this further and report back.

Action: Cllr Follett

13. Planning Matters

Cllr Carter reported that there were no current issues apart from those identified on the Agenda as being pending applications which had not yet been decided.

14. Website

In the absence of Cllr Friar, there was no update although the Clerk referred indirectly to a proposal for Parish Online to supply some support services which was being examined by Cllr Friar

15. Update on the Playing Field

1. In the light of Cllr Follett's report of 21st May which was before the Council at the last meeting, two issues were debated in detail. Concern was expressed that the shape of the tree outside the Shop following lopping procedures by AP Tree Services; Cllr Follett pointed out that they had done exactly what they were instructed to do and their invoice should be paid. If the tree had now grown out of hand then it was a matter for review. He anticipated that their charges for revisiting the tree would be approximately £350/£400. It was AGREED that this would be put on the Agenda for the next meeting as a formal resolution to spend the money is required.
2. As regards the approach from Warwickshire Wildlife Trust referred to in Cllr Follett's report, the Clerk had been in contact with Mike Bunney the former Chairman of the Wildlife Trust who is a colleague of the Clerk's in Rotary. The Council had wanted more information which was not available in the absence of Cllr Follett at the last meeting so the Clerk had undertook to speak to Mr Bunney.

He had confirmed that the scheme was potentially viable; the background is Heritage Lottery funding to which Severn Trent are contributing. The logistics are therefore to make an application by way of a bid to Severn Trent through their funding arm and the lady from Warwickshire Wildlife Trust who would visit the Playing Field to assess the landscape. It was explained that this is not a Wildlife Trust scheme to plant trees but a scheme to enhance small plants, flowers and bushes with an accent on encouraging wildlife; Cllr Follett explained that this would be around the periphery of the Playing Field – it was not proposed to install such items in the middle of the Playing Field. It was AGREED that he should proceed with discussions with Warwickshire Wildlife Trust and Severn Trent accordingly. They had sent a draft agreement for this Parish Council to sign; he said he had sent a copy to the Clerk but the latter had not received it. He will send another one for the Clerk to examine from a legal point of view. It was AGREED that FoRGE should have a copy (f.a.o Julia Cooley).

16. School Matters

The Chairman and the Clerk had observed correspondence from Cllr Jeff Morgan of Cabinet Member Children's Services at WCC. The indication in an email sent by him to the Chairman dated 6th June 2022

was that some funding was available to carry out improvements to the Sunbeams Pre-School building. The email had been prompted by a note from Cllr Sabin asking if the remainder of the Section 106 contribution of £12,256.98 (allocated to Sunbeams Pre-School projects) would be paid over and applied in order to refurbish the building. Cllr Sabin had not had a direct reply from Cllr Morgan who simply stated that he had passed it to his colleague, Cllr Kaur, who is now the portfolio holder for education. The Chairman expressed his continuing regret that these issues are passed from one desk to another at County Hall and onward progress does not seem to be achieved.

17. Report on the Community Hall

Cllr Mrs Malin reported that the Community Hall committee would meet the following day and, in broad terms, things were ticking over well. They had recently acquired 6 recruits for the Committee which was helpful by way of augmentation of the number of volunteers available.

18. Update on Sports & Social Club

Cllr Sabin reported that, following the AGM, the new Committee have met and the various roles allocated. The work to re-furbish the ladies toilets would commence in July.

19. Any other business

1. The Clerk reported that he had not yet had a response from Richard Barnard, Head of the Footpaths Dept at WCC on the detailed email that the Clerk had sent him a month ago. This raises issues of information being made available by WCC to this Council. The Chairman made the point that at the last meeting of this Council, WCC Cllr Redford had made a statement that the matter of footpath W123 was closed as Mr Barnard had decided he had reached a conclusion. The Clerk had instantly challenged that at the last meeting of this Council, referring to the email he had sent. The Clerk pointed out at this meeting that, until the issue of the correct title of the person using motor vehicles on the footpath was determined; there would be no peace for the locality. The Chairman said it had come to his notice that there had been an incident, to which the Police attended, between the person concerned and a resident of Thornley Close; this reflected the high level of feelings and tension amongst adjoining residents and them not seeing any resolution of the problem. The Clerk will chase up Mr Barnard and WCC Cllr Redford.
Action: Clerk

2. The Clerk had received no further approach or information about the 'It's a Knockout' event in September 2022.

20. Date of next Council meeting

The next meeting will be on 25th July 2022. This meeting closed at 9.29 pm

Signed.....
Chairman of the Parish Council

Date..... 2022

Counter signed.....
Clerk to the Parish Council

Date.....2022