

RADWAY PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Thursday 1st March 2018 in the Village Hall, Radway at 7.45pm

Present: Cllr Johnson, Cllr Wilkins, Cllr Feilding, Cllr Jackson, Cllr Stevens.

In attendance: 2 members of the public,

1. **Apologies for absence** – Kirsty Buttle (Clerk), County Cllr Williams.
2. **Declarations of Interest** – None.
3. **Acceptance of the minutes of the previous meeting held on 11th January** – The minutes were proposed, agreed and duly signed.
4. **Questions from the public** - PC agenda hasn't been posted on the noticeboard but are on the website in advance of the meeting. **Action – PW will be responsible going forward.** Accidents on Tysoe Road. **Action – Chair/clerk to send a letter to be sent Cllr Williams to raise the matter.** Table tennis club – **confirmation that money has been received.** Blocked drains – need reporting to County. **Action – Chairman to follow up.**
5. **Matters arising:**
 - a. Update on request for dropped kerbs in the village – dropped kerb by the Village Hall was rejected as it is too close to the junction.
 - b. Trees on the Green – update at the next meeting.
 - c. Costings for kerbing of parking area along Langdon lane – update at the next meeting.
 - d. Update on new website – All agreed that the new website is looking good and is very useful. **Action – Cllr Stephens to organise link with Facebook page.**
6. **Report from District Councillor** – The report can be found on the website.
7. **Report from County Councillor** – The report was read out and a copy can be found on the website.
8. **Planning applications received**

18/00131/FUL – Spring Cottage, Radway. **Action – Chairman/Clerk to respond with a letter of support for the proposal but with the recommendations included from the planners.**
9. **Planning decisions received**

17/02906/FUL – The Lodge, The Old Railway, Arlescote Road. **Approved.**
10. **Financial**
 - a. To confirm bank balances of £13,070.97 and £20,042.85 as at 23rd February 2018
 - b. Request from Village Hall for financial support from the Parish Council to help with the cost of repairing the stonework - Costs shared. Unanimous support for this request. It was agreed that the PC would be the contractor and

request a contribution from the village hall for the replacement of 4 mullions and 4 jambs. £1531.12. The council agree with Walton Stone being appointed. **Action – Clerk to send a letter to the village hall.**

- c. Request from REG Group for financial support from the Parish Council - Due to the type of group this is the council took advice on the legality of donations. It was concluded that no donations could be legally given, however, the policy of the council to encourage use of the village hall enables it to pay for the rental of the hall. It was unanimously agreed to pay the invoice directly for the hall hire of the next 6 meetings and review going forward. **Action – Clerk to write to the Village Hall to request that they invoice the PC directly.**
- d. Leases held with the Parish Council - These are due for renewal December 2018. Cllr Johnson explained which properties have these leases. Currently the cost is £5pa. It isn't clear how long the leases were for. It was agreed to increase the cost to £15 pa and to review in 5 years. **Action: Clerk to write to leaseholders to inform them of the increase and to request any outstanding payments for this year.**
- e. Proposal to purchase Royal Wedding Commemorative mugs for under 16's in the Parish – Proposed and agreed. It was also agreed that an afternoon tea event should take place and all residents over 75 will be subsidised by the PC. **Action: Chairman to investigate numbers for each group and order the relevant mugs.**
- f. To review the clerks hourly rate as per the clerks contract – It was proposed and agreed to increase the clerks pay to £12.50 per hour as of 1st March 2018.
- g. Annual check of asset register – **Action: Clerk to put on next agenda.**
- h. To approve the following payments to be made: Proposed and agreed.
Please note: Payment to Mr Briscoe-Johnson has already been made due to need to replace payments for old cheques asap

Mr G Briscoe-Johnson	Repymt of chqs 669 and 684 and Dec cleaning	£60.00
Canx cheques 669 and 684	Canx cheques 669 and 684	-£48.00
Round and About	February newsletter	£15.00
Radway Village Hall	Table tennis contribution	£14.50
Kirsty Buttle	February salary and expenses	£131.27
HMRC	February Tax	£32.20

- i. Proposal to delegate authority to the clerk to make payments for the following budget items up to the total annual budget without requesting pre approval from the council. All payments will be authorised by a councillor before going out and will be reported at subsequent meetings. – Rejected. It was decided that all payments will be approved by the council at meetings prior to them being paid.

Admin	1484.00
S137	1500.00
Mower Store/maintenance	472.00
Grass/verge	1200.00
Salary	2132.00
Lighting	1000.00
Churchyard maintenance	220.00

Training	200.00
Maintenance	1050.00
Data & Transparency	150.00

11. **To consider adopting the new SDC Code of Conduct and associated documents** – Proposed and agreed.
12. **Proposal to hold parish council meetings bi-monthly in future with the option to call extraordinary meetings if required** – Proposed and agreed.

Signed..... Date.....