

RADWAY PARISH COUNCIL

Minutes of the **ANNUAL MEETING** of the Parish Council held on **Thursday, 17th May 2018**
in the Village Hall, Radway at **7.45pm**

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

In attendance: 6 members of the public, Clerk.

1. **Election of Chairman** – It was proposed and agreed that Cllr Johnson be re-elected as the Chairman. Cllr Johnson completed the declaration of acceptance of office.
2. **Apologies for absence** – None.
3. **Declarations of Interest** – None.
4. **Election of Vice-Chairman** – It was proposed and agreed to re-elect Cllr Feilding as the Vice-Chairman.
5. **Acceptance of the minutes of the previous meeting held on 1st March** – The minutes were proposed, agreed and duly signed.
6. **Questions from the public** – A parishioner requested the ongoing support of the Parish Council in opposing the planning application on the land off Langdon Lane as per previous applications. Two other parishioners also stated that they object to this application.
A parishioner asked if the sign at the end of the village that says Café could be removed as they don't believe there is a café there anymore and they feel it gives a negative impression of the village if visitors drive around looking for a café and can't find one. The council believe the sign belongs to Radway Riding School as they have a café inside. **Action: Clerk to write to Radway Riding School to ask if the café is open to the public and if it is not, is it possible for them to remove the sign.**
A parishioner would like to thank the parish council for their general support towards the cost of the repairs to the Village Hall. The Village Hall Committee are still looking for another trustee as, although their leaflet drop was successful in gaining two trustees, there is still one vacancy.
A parishioner advised the council that The Chapel has been sold and they believe the plan is for it to be an artist's studio. The parishioner believes that there has been no application for a change of use but recently the property has been changed into a woodworking workshop. This has been reported to planning enforcement.
A parishioner raised concerns about the state of the bus shelter and they say it hasn't been swept out since the end of February. **Action: Cllr Johnson to ask George if he can clean the bus shelter soon and if he cannot then this should go on the next agenda.**
A parishioner stated that WCC has a process for reporting potholes that works quite well and that they think it is wasting parish councillor's time raising these at parish council meetings when they could be reported directly to WCC and the parish councillors could be working on something else.

7. **Matters arising:**
- a. Costings for kerbing of parking area along Langdon lane – Two quotes have been received - £1640 and £1700. It was proposed and agreed to use the contractor from Tysoe as they are more local. **Action: Clerk to complete form and Cllr Feilding to complete location map to instruct this work.**
 - b. Pot hole on Farnborough Road and Gulley along Tysoe Road – These have both been reported. Cllr Williams advised that it would be helpful if parishioners could include photos of potholes when they report them as it speeds the process up. Cllr Williams will ask Patch Byrne for a progress update on gulley issue.
8. **GDPR Compliance**
- a. To adopt the following documents: Proposed and agreed.
 - Data Protection Policy
 - Subject Access Request Procedure
 - Records retention Policy
 - b. To resolve that the council registers with the ICO and pays the Data Protection Fee of £35 by Direct Debit to ensure continuous compliance with this requirement – Proposed and agreed. **Action: Clerk to organise payment.**
9. **Report from County Councillor** – Have been invited by OCC to form an Overview and Scrutiny committee with the 3 counties involved with the Horton Hospital in Banbury. Many parishes have a handyman and the problem now is that many of the road signs need washing after the winter we have had so it would be helpful if someone in the villages would be willing to do that. We have had a terrible winter with lots of snow and this has caused a considerable number of pot holes. Please help by sending in a photo via the online reporting system which will speed up the process of repairs. The area near the Knowle is in a terrible condition and is on the list for repair.
10. **Report from District Councillor** – The Overview and Scrutiny Committee met with a representative from Orbit. We are very concerned about Orbit's treatment of their tenants. We seem to spend a great deal of time trying to get to the bottom of who in the company will take responsibility to their Estates Depart in the outlying villages.
- The Committee has agreed that forthcoming business should include a briefing from Warwickshire Rural housing on putting an Affordable Scheme together. Broadband the Council has provided £50,000 for feasibility study. The Cabinet could put aside a sum of say up to £500,000 to help with implementing solution to improve high speed broadband. This is being wirelessly. I will if interest forward the details once published. The Council have been in talks with the organisation that have taken over from Sugarnet.
- The Cabinet considered a report which presented the work that had been commissioned from GVA to provide a detailed business plan as a first stage in the creation of a housing company owned by the Council to deliver Affordable housing in the District.
- Planning Housing Mix: 2 planning application have been rejected due to the mix of houses proposed by the developer. The Committees have taken the view that current development must comply the requirements of the Core Strategy as there are too many large houses coming forward for approval.
11. **Planning applications received**

18/00644/FUL – Land Off, Langdon Lane, Radway – The council has previously objected to a planning application on this site. It was felt that the overall plan is not very different from the previous application made. Concerns were raised that the plan doesn't seem to represent the correct scales/sizes and would like SDC to check this and a corrected plan be sent out if this is the case. **Action: Cllr Johnson to put together detailed response objecting to the application and e-mail to councillors for approval before submission.**

12. Planning decisions received

18/00131/FUL – Spring Cottage, Radway. **Withdrawn.**

18/00625/FUL and 18/00626/LBC – Stable Cottage, Radway. **Approved.**

18/00737/TREE – The Grange, Tysoe Road, Radway. **No objection.**

13. Financial

- a. To confirm bank balances of £18,056.08 and £20,046.35 as at 11th May 2018 – The balances were checked and confirmed.
- b. To receive the internal auditors report and agree any actions required – The internal auditors report was received and the main things noted were that sometimes the agenda and minutes didn't tie up. The council noted this error has occurred when cover has been required for the clerk and will ensure this does not happen in future.
- c. To appoint an internal auditor for the next financial year – It was proposed and agreed to appoint Adrian James as the internal auditor for the next financial year.
- d. To complete and approve the annual governance statement for the 17/18 audit – The statements were completed and signed.
- e. To approve the accounting statements for the 17/18 audit – The accounting statements were approved and duly signed.
- f. Annual check of asset register – It was proposed and agreed to remove 1 grit bin as of 31.03.18 at a value of £158.53 and add on 1 new grit bin at a value of £118.79 making the new asset register value £23,386.24.
- g. Proposal to transfer electricity supplier from Npower to E-on as soon as possible due to significant increase in price charged by Npower – Proposed and agreed.
- h. Consideration of the option to order alternative mugs (minute 10e 01.03.18) due to the higher costs involved than in previous years – The quotes received were significantly higher than those purchased previously for a much lower quality mug. It was agreed that as it is unlikely that these would become collectors item and the minimum spend would be in the region of £750 which seems like a lot for mugs, the funds could be better spent elsewhere. It was proposed and agreed not to go ahead with this purchase.
- i. Ticket numbers for over 75s tea – To date there have been 7 requests for tickets.
- j. To note and approve the following payments made since the last meeting: Proposed and agreed.

23.03.18	BACS	Round and About	February, March and April Newsletters	£45.00
23.03.18	BACS	Kirsty Buttle	Salary March	£140.00
23.03.18	BACS	HMRC	Tax March	£35.00
23.03.18	BACS	Peter Wilkins	Expenses - A Frame	£58.92

01.05.18	BACS	Kirsty Buttle	Salary April	£175.00
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k. To note receipts received since last meeting: Noted.

02.03.18	HSBC	Interest	£3.50
31.03.18	Canx cheque 682	Canx chq as not cashed and duplicate pymt	£165.33
19.04.18	Rose Cottage	Pymt for lease	£5.00
26.04.18	SDC	Precept	£5,627.00

l. To approve payment of the following invoices: Proposed and agreed.

Complete Weed Control	Spraying of kerbs and hard areas	£216.00
Kirsty Buttle expenses	Expenses	£9.59
WCC	Streetlighting maintenance	£93.42

m. Proposal to delegate authority to the clerk to make payments for electricity, the clerks salary and tax up to the total budget amount for the year without pre-approval from the council. The payments will be listed on the next agenda – Proposed and agreed.

Meeting closed @ 9:04pm.