

# RADWAY PARISH COUNCIL

[www.radwayparishcouncil.org.uk](http://www.radwayparishcouncil.org.uk)

**Clerk to Radway Parish Council: Mr Ian Wilson**  
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9 July 2019

Dear Councillor

You are hereby summoned to attend an **Ordinary Meeting** of the Parish Council at the **Village Hall, Radway on Tuesday 16th July 2019** commencing at **8pm**.

*Ian M Wilson*

Mr Ian Wilson  
Clerk to Radway Parish Council

## **AGENDA**

1. Apologies:
  - a. To receive apologies for absence.
  - b. To consider acceptance of apologies.
2. Declarations of interests and consideration of dispensation requests: Councillors must declare their interest in items to be discussed. Any requests for dispensations must be applied for in advance of the meeting.
3. Acceptance of the minutes of the previous meetings: Parish Council OGM May 2019 (see website and circulated separately).
4. Matters Arising from the minutes and previous meetings: Matters arising from the minutes, including those which have been carried over from past meetings.
5. Appointments Co-opt Councillors to fill two casual vacancies and confirm Clerk/relevant financial officer.
6. Public participation: The public are invited to address the Council on any relevant matter for a maximum of 3 minutes each. Issues raised by the public may be added to the agenda of the next meeting.
7. Councillor and Clerk reports: To receive reports for information from councillors on their agreed portfolio and any other significant matters raised between meetings:
  - Chairman (Budget, Parish Plan, Traffic and Parking)
  - Cllr Stephens – (Playground and Website)
  - Cllr Wilkins – (Trees, Street Lighting and Street Furniture)
  - Clerk – (Standing Orders, Financial Regulations and Training)
  - Others – (Agree responsibilities for new parish councillors)
8. Reports from Ward Representatives of Warwickshire County Council (WCC) and Stratford District Council (SDC) - For information, restricted to a maximum of 10 minutes each.
9. Planning Applications Since the last meeting no applications have been received and the campsite application has been withdrawn.
10. Grant Applications – Request to cover annual village hall insurance (already circulated)
11. Correspondence – See attached.

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12. Financial Administration – See attached.

13. Other reports and items for future agenda:

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. *Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.*

14. Date of Next Meeting: To agree the date of the next meeting

**MEETING CLOSES**

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## Appendix To Agenda for Meeting 16<sup>th</sup> July 2019

### Correspondence and Consultations:

The following are highlighted as having been received since the last meeting:

WALC – July Newsletter  
WALC – Summer Holiday Activity Programme  
WALC – Parish Council Insurance Guidance  
WALC – Rural Community Emergency Fund  
WCC – Career Strategy Consultation

*Councillors are respectfully requested to forward any relevant correspondence to the clerk for inclusion on the agenda, prior to the next meeting.*

### Financial Administration

a. Radway cash book balances at 8 <sup>th</sup> July 2019	
Current Account (see attached bank reconciliation)	£15311.39
Reserves (see attached bank reconciliation)	£34103.24
<b>Total</b>	<b>£ 49414.63</b>
b. Passing of accounts for payment:	
Clerk I Wilson Salary and Expenses (May - June 2019)	£ 323.00
Internal audit 17/18 &18/19	£ 300.00
ICO – Data Protection	£ 40.00
Grass Cutting	£ 330.38
Playground works survey	£ 400.00
Chambers Trust Annual Rent	£ 250.00
Village Hall Hire (April & May)	£ 33.00
WALC (Training)	£ 46.00
<b>Total</b>	<b>(£1722.38)</b>
 <b>Total PC Balance to be c/fd 17th July 2019</b>	 <b>£47692.25</b>

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## Clerk's Salary & Expenses

May – June 28hrs @ £11.00= £308.00

### Expenses:

Travel = £ 5.00  
Office = £10.00

**Total = £323.00**

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## Bank Reconciliations at 7/2019

Community A/C Bank Statement at 6/2019 (available at the meeting) £15311.39

Less:

Cheques issued to be presented:

Add:

**Cash book – Current Account** £15311.39

Business A/C Bank Statement at 7/2019 (available at the meeting) £34103.24

Less:

Nil

Add:

Nil

**Cash book - Business Money Manager Account (Reserves)** £34103.24

## Radway Parish Council

### Proposed Capital Budget 2019-20

<b>Capital budget / expenditure</b>	Budget	Budget
	2018/19	2019/20
Recreation Ground Project	7000	18182
Replacement Mower	3032	2500
Capital Projects	4777	5000
Election	1000	1000
Flood Prevention	2518	2500
Parking	4450	9085
General Reserve	8719	6000
<b>Total</b>	<b>31496</b>	<b>44267</b>

### Reasons for significant variations

Recreation Ground Project: - Receipt of grants of £10,182 specifically earmarked for this project. Parish Council contribution increased by £1,000

Replacement Mower: - Due for replacement in 2020/21. Revised budget based on current prices with trade-in of existing mower.

Parking: - Increased budget to enable improvements to car parking.

General Reserve: - Decreased budget in line with National Guidance which states

**“A council should typically hold between 3 and 12 months expenditure as a general reserve”.**

Communities and Local Government 2017 to Finance and Transparency”.

Department for  
“The Good Councillors Guide

## **Playground Summary Report – 16<sup>th</sup> July 2019 – Sophie Stephens**

### **Planning Application**

- The Level Survey of the Recreation Field was carried out by Warwickshire Services Ltd in May 2019. This cost £450 and the results of this have contributed to the planning application.
- The Toddler Area phase 1 planning application has been submitted by JNS Architectural Ltd (James Stephens) on 11<sup>th</sup> July 2019. It takes a minimum of 8 weeks for a decision. This application cost £254.

Total spent out of fundraising so far: £704

### **Fundraising**

**Total fundraising to date (Including WALC £6,000 and £8,000 from the Parish Council) is £28,575**

- £100 donation received from Mr Donald Grey.
- Tesco's Bags of Help Voting now closed. We will find out how much we won by the end

of July. 3<sup>rd</sup> prize of £1,000, second prize of £2,000 or 1<sup>st</sup> Prize of £3,300.

- WALC £6,000 grant -

Currently I am formulating a response to their requests to secure this grant. Many things have been asked of us to evidence. They have mostly asked about the consideration of accessibility issues (getting wheelchair users to the play area) and consideration of a piece of equipment that can be used by children with disabilities. If we address these points, they have said this might then open up additional grant opportunities.

A suggestion is that we should purchase only one springer as observations from elsewhere indicate that these are not well used.

We are considering addressing all of the above points by taking the 'Ladybird Springer' out and replacing it with another piece of equipment. A new 'accessible' roundabout is a consideration which would tick all boxes of WALCs requirements. This would then mean having a roundabout within the toddler area that is an age appropriate piece of equipment (the current roundabout is not suitable for under 5's) and it would be accessible to people with disabilities. The roundabout needs a large safety surface area around it, therefore the cost of the piece of equipment, the cost of the surfacing needed around it, and the restriction this may put on having other pieces of equipment in the area all needs to be considered. This will be considered further at the right time to weigh up the benefits and costs associated. This does not need to be decided until the planning has been approved and we know the exact total of money we have to spend.

They have specified the use of mulch is the right way to go rather than grass mats.

They would like to see an action plan for the Council indicating a schedule for the maintenance and monitoring of the playgrounds. This is to include budget allocations for future precepts to cover grounds maintenance ROSPA inspection periodically to comply with legal requirements. Training of Councillors to carry out visual inspections and build-up of ear marked reserves to

allow for future repair / replacement of equipment to prevent a major project being required in future.

The project is to be completed within 18 months of the funds being released.

• Next fundraising event planned is:

Open Gardens Event at The Grange on Saturday 13<sup>th</sup> June – Main raffle or auction prizes: A Helicopter ride and

A Tour of Pro Drive.

### **Inspections and Training**

- Kompan (new playground company) have provided a lot of helpful information around inspections / training and maintenance. They can provide free on-site advice/training at the handover meeting that will include visual checks e.g. simple common-sense practical info on things that typically occur. More formal training for either visual routine and operational inspections is available through RPII members at cost.
- The last annual inspection was carried out by Wicksteed in October 2018. They carried out the following:

Unaccompanied Inspection - £45 and Detailed Analysis of Risk - £15 (Total - £60) This reports only Low and Medium Risk Rating outcomes.

**Action: These are being looked into to be addressed in the longer term.**

All their Inspectors are RPII Registered Register Play Inspectors International.

They have sent us a helpful Guide to Inspections & Request Form with costs of Inspections.

They class a play area up to 9 items of play equipment.

Lead time with them from receipt of order is approx. 8-10 weeks.

**Action: The next annual inspection is therefore to be booked at the beginning of August 2019 to be carried out in October 2019.**

Wicksteed advise the following with regards to the type of inspections that should be carried out and the occurrence:

**1. VISUAL PLAYGROUND SAFETY INSPECTION** - Designed to identify hazards such as broken parts, excessive or dangerous debris, vandalism, etc.

It should be carried out as often as possible by the playground operator, i.e. at daily to weekly intervals

**2. OPERATIONAL PLAYGROUND SAFETY INSPECTION** - Designed to assess the stability and effectiveness of all playground equipment, with special attention given to the sealed for life parts.

It should be carried out at frequencies of 1 - 3 months or under guidance by the individual manufacturer and be conducted by a competent person in strict accordance with the manufacturer's instructions. The level of competence will vary with the task



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3. **ANNUAL MAIN PLAYGROUND SAFETY INSPECTION** - Designed to assess the overall level of safety of the equipment, foundations, surfacing and surroundings (i.e. environmental factors).

It should be carried out at intervals not exceeding 12 months by a competent person (i.e. someone with sufficient skill, through experience, knowledge and training). During this inspection use should be made of the current head, neck, torso, finger and toggle probe tests.

**Action: Volunteer required to assist Sophie Stephens with Inspections 1 and 2 mentioned above.**

## Maintenance

### • For current equipment

The existing playground and surfacing require some TLC. **We are holding a maintenance session on Saturday 21<sup>st</sup> July at 10am and have invited members of the Parish to help.** We will firstly address this following point stated in the annual inspection report from Wicksteed in October 2018:

*Medium Risk - There is evidence of Debris/Algae growth on surface area, this should be removed to help prevent slip/trip/fall hazards it can be removed with the use of a Pressure Washer however a constant water supply is required, a mild detergent solution in warm water may be used.*

We are intending on washing the equipment, jet wash (and possibly re-lay) the matting, as well as the general area etc needs a cut back / edging the grass up to the surfacing, removing the build-up of dead grass etc.

Bernadette is happy for us to use her water supply.

Looking at the existing equipment we think we may be able to restore the paint colour of the equipment with polishing compounds instead of getting them repainted. This will be a separate exercise at a later date.

Other maintenance sessions will be planned as and when required.

### • For future equipment installed:

We have been advised by Kompan to allocate a % in value of up to 5% of asset value per annum, e.g. 40k of play equipment would require contingency of £2k per annum rolling. (Rolling to allow the underspend to contribute to asset replacement over the longer term). The figure that is therefore proposed for the next three years is £1500 per year (based on current phase 1 project total cost of approx. £31,000)

## Insurance

- We are currently insured for £14,321 of play equipment.
- Action - We will speak to our account manager and look at the effect on the annual

premium for when as we will be increasing this value by approximately £30k.