

Radway Parish Council

Minutes of an Ordinary Meeting Of Radway Parish Council Held at Radway Village Hall, Radway, Warwickshire On Tuesday 16th July 2019 At 8.00pm

PRESENT: Parish Councillors: CLLR SMITH-VINCENT (Chair), CLLR RANKIN and CLLR STEPHENS.

IN ATTENDANCE: Two members of the public, CLLR J FEILDING (Stratford District Council) and MR I WILSON (Clerk).

1 Apologies

Apologies had been received from CLLR WILKINS and CLLR C WILLIAMS (Warwickshire County Council) and were accepted

2 Declarations of interests and consideration of dispensation requests

There were no declarations of interest or requests for dispensations.

3 Appointments

The Council agreed to appoint MR IAN WILSON as clerk and co-opt CLARE RANKIN and PENNY GARDNER to fill the two casual vacancies

4 Acceptance of Minutes from May OGM

The minutes of the May OGM (previously circulated) were agreed and accepted by the Council.

5 Public Participation

A member of the public asked about parking in Langdon Lane. It was noted that CLLR SMITH-VINCENT was working with County Highways to identify solutions throughout the village and update leases for current parking agreements with residents on the village green at West End.

6 Parish Council Reports

(a) Budget – CLLR SMITH-VINCENT circulated the latest capital budget report (attached). The meeting noted that the increase on 2018/19 was largely accounted for by grant and other funds received of around £11,000 to cover the recreation ground project. The unallocated reserves or general reserves had been reduced in line with national guidance and the majority of the balance allocated for parking and traffic calming projects. CLLR SMITH-VINCENT would be working with County Highways to agree these projects and would be able to provide more information on the parish contribution and County Council contributions at future meetings.

(b) Parish Plan – CLLR SMITH-VINCENT reported that the parish plan was due for review, a meeting had now been arranged with Stratford District Council (SDC) to agree how to take this forward and consider what to do with the previous Housing Needs Survey. The meeting had been arranged for 24th July and CLLR WILKINS and the Clerk would be attending with CLLR SMITH-VINCENT.

It was **agreed** that the Housing Needs Survey would not be adopted by the

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Parish Council and next steps would be considered following the meeting with SDC.

- (c) Car parking and traffic calming – It was noted that initial conversations had been held with WCC Highways, who were looking to assign engineers to examine possible solutions. No indication of cost had yet been provided
- (d) Car Park Leases – Legal advice was being sought for the two leases and the Parish Council would be considering whether to offer seven or twenty year leases depending on the best advice. The leases would be similar to existing leases, but updated to reflect any changes in legislation. It was proposed that a charge of £52 per annum would be included in each lease. It was **agreed** that CLLR SMITH-VINCENT and the Clerk would work to finalise and sign the leases before the next meeting
- (e) Website – CLLR STEPHENS had met with the web designers and site hosts, councillor emails would now be linked to the website to comply with GDPR and CLLR STEPHENS would work with the clerk to ensure that the website included all the necessary information. Information on future costs would be reported to a Parish Council meeting in due course
- (f) Playground – CLLR STEPHENS reported that the planning application had now been submitted to level the ground and a contractor had been engaged to carry out this work. Details of the project were included in CLLR STEPHENS report (attached) It was noted that the project cost was covered by grants and donations, with the grants from Groundwork and Tesco due in August. Further fundraising events were planned. It was **agreed** that the Parish Council would support the planning application and CLLR STEPHENS would draft a statement in support.
- (g) Trees and Hedges – The hedge adjacent to the hard standing on Langdon Lane had now been cut back. The parish council had contacted SDC to look at replacing this hedge and would also consult with residents.
- (h) Street furniture – the location of the replacement bench by the cricket field needs to be agreed and then Warwickshire County Council can be contacted to get permission for this to be sited.
- (i) Streetlighting – residents had reported streetlights that were not working properly. CLLR SMITH-VINCENT would contact Warwickshire County Council to determine what action if any could be taken.

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7 District Council Report

CLLR FEILDING reported that he would be running a rural crime forum on behalf of SDC on 4th September, with SDC Community Safety portfolio holder. Each parish council was invited to send two parish councillors and their clerk. Further details would be circulated ahead of the event.

CLLR FEILDING also reported that SDC would be consulting on a revised site allocations plan in August, though this would not affect Radway parish

8 County Council Report

CLLR WILLIAMS had sent apologies, although it was noted a grant for the village sound system from the County Council was currently being considered.

9 Grant Applications

The Parish Council considered a community application to fund a village sound system.

It was **agreed** that the Parish Council would purchase the sound system at full cost and then recharge the Village Hall and PCC for agreed contributions towards shared ownership

10 Financial Administration

The following accounts were **agreed** 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

11 Correspondence

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

12 Any Other Business

It was agreed to consider the agenda for a mid-year parish assembly in October

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2019 at the next meeting

MEETING CLOSED 21:35

Radway Parish Council

Proposed Capital Budget 2019-20

Capital budget / expenditure	Budget 2018/19	Budget 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
Total	31496	44267

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”**.

Department for Communities and Local Government 2017 “The Good Councillors Guide to Finance and Transparency”.

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Playground Summary Report 16th 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 11th 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. 3rd prize of £1,000, second prize of £2,000 or 1st 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.

Signed _____

Chair 11th September 2019

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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 13th 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.

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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

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 21st 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)

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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.