

# RADWAY PARISH COUNCIL

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

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All attendees were requested to scan in using the QR code, wear face masks and maintain social distancing to minimise the risks to everyone present.

## Minutes of Ordinary Meeting dated 18<sup>th</sup> November 2021. The meeting was held at Radway Village Hall, Tysoe Road, Radway, Warwickshire CV35 0UE.

The meeting commenced at 8.00pm

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### 1. Apologies:

- a. To receive apologies for absence: Puffin Pocock.
- b. To consider acceptance of apologies. Apologies were accepted.
- c. Present: Cllr. Tim Smith-Vincent, Cllr. Peter Wilkins, Cllr. Penny Gardner, Cllr. Sophie Stephens, Cllr. Clare Rankin, District Cllr. John Feilding, County Cllr. Chris Mills, Clerk (Helen Hide-Wright). 1 member of the public.

### 2. Declarations of interests and consideration of dispensation requests: No declarations were made.

### 1. Acceptance of the minutes of the previous meeting: Parish Council Ordinary General Meeting 16<sup>th</sup> September 2021. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin, unanimous.

### 2. Matters Arising from the minutes and previous meetings:

- (i) Parish Plan – Cllr. Wilkins confirmed that a meeting had taken place with Sian Maher. An article had gone into the village magazine with one resident volunteering to help. A second article will be published to ascertain the level of public support for a Parish Plan. The cost of the project is circa £3,000 and the benefits of having a Parish Plan are being evaluated. County Cllr. Mills spoke about the relevance of Parish Plans where there is considerable planning development. Cllr. Feilding spoke about the possibility of social housing which would be covered by a Parish Plan. **ACTION: Advertise the Parish Plan in the village magazine to gauge support.**

### 3.

### 4. Public participation: A resident raised the issue of the poor condition of some of the pavements in the village. Poor lighting in some areas exacerbates the situation as well as overgrown hedges which encroach onto the pavements. **ACTION: Cllr. Rankin to approach landowner with request to cut back the hedge. ACTION: Parish Council to contact Patch Byrne regarding repairs to pavement.**

### 5. Councillor reports:

#### (i) Chairman (Budget & Highways) Budget update (Appendix A).

Highways issues. Highways Engineer Patch Byrne will reinstate the village "Slow" signs. The repeater signs have been attended to. **ACTION: Parish Council to report pothole to Highways.**

#### (ii) Cllr Stephens (Playground and Website)

- A new bench has been installed which was partly funded by a grant.

- Weekly inspections are clear of faults.
- Kompan safety inspection is due and a date is to be confirmed. Kompan offer a 5-year inspection service. Carry forward item to January 2022 meeting.
- The play surfacing company has confirmed that with age, the colour does leach from the material.
- Approx 50% of the village has responded to the survey to gauge support to alter the surface of the hard standing area. Grants will be reviewed for funding opportunities.
- Open Garden's event for 2022 is progressing.
- Website: The Clerk's details are going onto the website as the key contact for the PC.

(iii) Cllr Wilkins (Grounds Maintenance, Street Lighting and Street Furniture). The Parish Council will undertake an audit of village lighting to identify ownership and a review of the condition of posts and lamps. Confirmation will be sought from Western Power as to whether they will undertake the work previously discussed. **ACTION: Clerk to organise site visit with Lee Wragg, Lighting Engineer with Cllr. Wilkins, Cllr. Smith-Vincent and the Clerk.**

The light defect on Langdon Lane has been reported. A quotation has been requested from WCC for a replacement.

(iv) Cllr Rankin (Footpaths, Rights of Way and Playground Inspections)

- Weekly inspections of the play area have not identified any faults with the play equipment.
- The recent workshop was well attended.
- A resident has reported abandoned road works signage Langdon Road – asking for the signs to be removed. \* Reported to Fix My Street and Highways.
- A resident has requested action on the pavement where the grass ingress is reducing the width of the pavement. \* Reported to Fix My Street and Highways.
- Newsletter: Request for any residents undertaking tree works to provide bark/chippings for use in the village. Possibility of forming a working party.

(v) Cllr Gardner (Parish Council Policies, GDPR and Green Issues) Presented draft Code of Conduct and Equal Opportunities policies for discussion. **ACTION: Clerk to obtain WALC version of policies to Cllr. Gardner, for adoption in January. ACTION: Clerk to establish with ICO whether individual consents are required for resident to receive paper copies of the village newsletter.**

**ACTION: Investigate the requirement for an Information Audit with the ICO.**

6. Reports from Ward Representatives of Warwickshire County Council (WCC) and Stratford District Council (SDC) - Reports previously circulated for questions from the Council.

District Councillor John Feilding: Appendix B.

There is a new Head of Planning since the retirement of Robert Weeks. 13<sup>th</sup> December Council meeting to decide on whether to amalgamate with Warwick District Council.

The issue regarding the hedge owned by Orbit has been taken up by Cllr. Feilding who has asked them to cut it back. The condition of two thorn hedges have also been reported to Orbit.

County Councillor Chris Mills: Appendix C.

The County Council has several initiatives underway, many of which include financial support for residents. Please review the full report and links.

Overview and scrutiny for adult social care. People are being urged to continue to wear masks in

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indoor settings, wash hands, maintain social distancing.

## 7. Planning Applications

(a) The following decisions are to note since our last meeting:

<u>Reference</u>	<u>Date Valid</u>	<u>Consultation Expiry Date</u>	<u>Address</u>	<u>Proposal</u>
21/02571/LBC	26/08/2021	17/09/2021	Radway Village Hall, Tysoe Road, Radway, CV35 0UE	Installation of community defibrillator to side of porch. <b>Approved</b>
21/01879/FUL	3/09/2021	24/09/2021	Langland House, Farnborough Road, Radway CV35 0UN	Single storey extension to existing kitchen, new feature window to master bedroom, replacement windows and chimney repairs. <b>Withdrawn</b>
21/02124/LBC	3/09/2021	24/09/2021	Langland House, Farnborough Road, Radway CV35 0UN	Single storey extension to existing kitchen, new feature window to master bedroom, replacement windows and chimney repairs. <b>Withdrawn</b>

b) New planning applications since our last meeting:

<u>Reference</u>	<u>Date Valid</u>	<u>Consultation Expiry Date</u>	<u>Address</u>	<u>Proposal</u>
21/03448/TREE	3/11/2021	24/11/2021	2 Grand Cottages, Tysoe Road, Radway, CV35 0EU	T1 – Contorted Willow – Pollard to around 2m height

Radway PC Comment: No Objection. Proposed: Cllr. Rankin, Seconded: Cllr. Smith-Vincent, unanimous.

c) Planning comments submitted since our last meeting:

<u>Reference</u>	<u>Date Valid</u>	<u>Consultation Expiry Date</u>	<u>Address</u>	<u>Proposal</u>
21/03232/TREE	20/10/2021	11/11/2021	Townsend Paddocks, Swallow Barn, Farnborough Road, Radway, CV35 0UN	T1 – purple plum x 2 – Reduce height by 1.5metres and spread by approx 0.8metres to shape. – T2 laurel hedge/tree – reduce by 2 metres to the height of the wall. <b>Comment Submitted: No Objection</b>

1. Parish Clerk Appointment - To record the appointment and contractual arrangements of Helen Hide-Wright as Clerk and Responsible Financial Officer to the Council from 1.11.2021, including pension provision with Warwickshire Pension Fund. Three month probation period agreed. Positive references have been received. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin, Unanimous.
2. External Auditor Report 2020/21 To consider report and agree actions as necessary. The External Audit concluded with an Exemption Certificate as there was no Clerk to sign the audit documents. **ACTION: Asset register to go onto website.**  
John Feilding left the meeting at 8.49pm.

3. Precept 2022/23 and budgetary allocation 2022/23 To consider the Chairman's report. It was decided to increase the budget for 2022/23 by 2% to keep pace with increased costs. Proposed: Cllr Smith-Vincent, Seconded: Cllr. Wilkins. Precept for 2022/23 was agreed at £12,060, Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Wilkins.
4. Radway Village Hall - request for payment of annual insurance £430.94 and purchase of Fire Extinguisher £94.40. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Wilkins. Unanimous **ACTION: Clerk to look at VAT for Village Halls and Local Government organisations (NALC).**
5. Village Christmas trees £150.00. A large tree and a smaller one to be purchased from Hadsham Farm and a tree to be planted in the old graveyard. The village tree will be installed in the last weekend in November. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Wilkins. Unanimous.
6. Old Graveyard – Update: The information heritage board is being developed. Zanna McHale has agreed to do the design and has digitised sections. A copy will go into the church. It is likely to be 2022 before the project is completed.
7. Defibrillator – Update: Approval has come through for listed building consent for the defibrillator to be fitted to the side of the porch. The expenses of £1,450 for the unit and £100 for the electrical works were approved at a previous meeting. Volunteers can be trained to operate the unit. This will be advertised in the newsletter with training in Feb/March.
8. Correspondence - See Attached. Appendix D.
9. Financial Administration – Finances agreed: Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Wilkins. Unanimous.
10. Other reports and items for future agenda:

Tea, Chat and Play: The Church would like to know if the Parish Council would like to assist with the provision of the community sessions. **ACTION: Cllr. Rankin to advise of costings for consideration at January meeting.**
11. Dates of Next Meeting: Parish Council OGM 20<sup>th</sup> January 2022 at 8:00pm.

**The meeting closed at 9.07 pm.**

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Appendices to Agenda for Meeting 18<sup>th</sup> November 2021

## Appendix A Financial Administration

### **Bank balances at 31/10/2021**

Deposit Account	£32579.27
Current Account	£ 1806.67
<b>Total</b>	<b>£34385.94</b>

### **Payments agreed since the last meeting:**

Mark Tompkins - installation of bench in recreation ground	£ 450.00
Red Horse Vale Ltd - materials for installation of bench	£ 129.00

### **Income received since the last meeting**

Precept - SDC	£ 5912.00
King John's Lane - WCC contribution	£ 350.00
Deposit Account Interest	£ 0.27

### **Payments outstanding since last meeting**

Sheila Evans - tub management	£ 23.74
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### **Passing of accounts for payment at this meeting:**

External Auditor - PKF Littlejohn	£ 240.00
Accounting Data Services Ltd - Oct/Nov newsletters	£ 63.36
Tim Smith-Vincent - vibrating plate recreation ground	£ 34.56
R W Manwaring - mowing	£ 297.12

## Clerk's Salary & Expenses

Net Pay £259.24. RPC pension contribution £57.88. Expenses £17.90

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## **Appendix B: County Councillor report Radway Parish Council Meeting**

**18<sup>th</sup> November 2021**

### **Mental Health and Wellbeing Support**

WCC's COVID-19 Mental Wellbeing and Resilience Fund has awarded £750k to support local community groups and businesses to develop sustainable and innovative solutions to help improve the mental wellbeing and resilience of Warwickshire.

Find out more: <https://www.warwickshire.gov.uk/news/article/2464/warwickshire-county-council-is-investing-750k-on-local-initiatives-to-support-mental-health-and-wellbeing>

### **Project Warwickshire**

A £557,000 contract to help the county's small businesses in the hospitality, leisure and tourism sectors bounce back from the Covid pandemic has been awarded by Warwickshire County Council to Coventry and Warwickshire Chamber of Commerce.

Find out more: <https://www.warwickshire.gov.uk/news/article/2472/project-warwickshire-launches-to-help-tourism-leisure-and-hospitality-businesses>

### **Help for residents to meet household costs through the winter.**

Central Government recently announced that a new £500 million Household Support Fund grant will be made available to local authorities in England, as the country continues its recovery from the pandemic. The objective of the funding is to support those Warwickshire residents, who are struggling and need immediate financial support this winter with food, energy and water bills. At least 50% of the total funding is ring fenced to support families with children, with the remainder being made available to other households genuinely in need of support this winter.

**Warwickshire's allocation is £3.47million to cover the period 6 October 2021 to 31 March 2022.**

For information about wider support from the council and other services, go to:

[www.warwickshire.gov.uk/facinghardship](http://www.warwickshire.gov.uk/facinghardship)

People can also contact the Warwickshire Local Welfare Scheme team on 01926 359182 or 0800 408 1448 or visit [www.warwickshire.gov.uk/localwelfarescheme](http://www.warwickshire.gov.uk/localwelfarescheme)

### **Residents encouraged not to return to pre-pandemic behaviours**

With cases of Covid-19 remaining high across the county, the Director of Public Health for Warwickshire, Dr Shade Agboola is urging residents not to revert to pre-pandemic behaviour to stop cases increasing any further. For more information, advice, and support, visit: <https://www.warwickshire.gov.uk/information-coronavirus>

### **Green Shoots Community Climate Change Fund: Town and Parish Council Climate Emergency Action Planning Events**

Town and Parish Council's across Warwickshire will be supported to create their own climate emergency action plans thanks to the Warwickshire County Council Green Shoots Fund.

For further information about the Local Council Climate Action Day organised by WALC, visit:

<https://www.walc.org.uk/events-list/952-climate-action-day>

### **Warwickshire County Council Successful in bid for Government's Community Renewal Fund**

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Warwickshire County Council as the lead authority for Warwickshire, is to receive funding of over £2.7m from the Government's Community Renewal Fund to invest in skills and training, to boost business growth and to support people into employment.

### **New counselling project in Warwickshire to support children and parents**

A new project called Strengthened Families will support children and parents in Warwickshire with their wellbeing, including those with Special Educational Needs and Disability from 0-25 and their parents to help them with their mental health needs alongside their general health wellbeing.

For more information contact: [counselling@parentingproject.org.uk](mailto:counselling@parentingproject.org.uk).

### **Warwickshire County Council one step closer to providing Priority Worker Help to Buy funding**

Cabinet approved the plan to progress the development of the PWHTB scheme to facilitate home ownership for priority workers who may not otherwise be able to move onto or up the property ladder.

### **Have your say on how Covid-19 has impacted on you**

Many people have had a tough time during the last 18 months during the Covid crisis. Therefore, Warwickshire County Council is inviting people who live, work or study in Warwickshire to take part in survey to help understand the impact of the COVID-19 on our communities.

The survey should only take 15 minutes to complete and is available on-line at

<https://ask.warwickshire.gov.uk/insights-service/covid-recovery-survey-2021>



Appendix C: Cllr John Feilding Report 1st November 2021

Covid report

The last week has seen a reduction in cases across the district and the county. The current 7 day average per 100,000 (3 day lag) is now 519.6 for the district, compared with 571.7 at the same point last week. Across the county the comparable rate has reduced to 503.8 from 615.3.

The current rate in the over 60s remains relatively high at 240.1, however, it is pleasing to note that there has only been 3 cases in the over 80s over the last week.

Digital report

Before we can go too far, we need to ‘fix our plumbing’ to ensure we have the right systems in place. For example, we need safe and secure sharing of information. We need simple to use services that work first time, every time whichever way you access them. The digital tools should be simple to use, reliable and will work – from the point where a request is made to the time an outcome is delivered. We need to keep customers informed and ensure our services are designed to communicate with customers using clear, concise and appropriate methods, chosen by the customer. For that we need an excellent website with up to date accurate information.

To achieve this we need excellent broadband. The offering here is still poor with only 36% of properties having gigabit Broadband. This is something we are still working on.

As at 28 October, nearly 49,000 permits had been purchased and over 75% of dwellings with a garden have at least one permit. Amazingly, we are still selling permits at the rate of around 50 per week or £2,000.

- **Waste Contract**

The joint SDC /WDC contract was awarded to Biffa and will commence on the 1 August 2021 when we will also be bringing in a new waste collection system known as ‘1-2-3’. We will run an information night for councillors of both Councils so that you are aware of what this means and you can ask questions. More details will follow. After the New Year there will many messages going out on social media, the media, Parish Notice Boards, Council Tax booklet etc. to encourage residents to recycle more and put waste in the right bin. We will also be using bin hangers. These will be attached to each and every bin which will have further details of the ‘1-2-3’ system. There are other plans for those that use bags. This will ensure that every resident who uses bins or bags will be informed.

- **Fly Tipping**

Fly tipping is well below last year’s level but still has some way to go before we get to 2019 levels. Against other authorities, we appear to be faring better than they are.

- **Household Support Fund**

I would like to draw your attention to one of the Press Releases to which there is a link at the end of this issue. I refer to the £3.47m that has been made available by the Government to WCC. To quote the Press Release:



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The objective of the funding is to support those Warwickshire residents, who are struggling and need immediate financial support this winter with food, energy and water bills. At least 50% of the total funding is ring fenced to support families with children, with the remainder being made available to other households genuinely in need of support this winter

The Press Release includes relevant contact details so that you can action any **cases of which you become aware.**

I have raised the problems of Conservation and CO2. SDC what's to limit the amount of fossil fuel, but the use of air source pumps and double glassing is a problem for listed buildings. This matter will be raised at Cabinet.

The licensing panel we were surprise as to how much detail can be shown by the CCTV cameras in Stratford. They followed a vehicle all round town.

### Appendix D: Correspondence and Consultations:

PKF Littlejohn (External Auditor) - Completion certificate and invoice

Warwickshire County Council - notification on e -scooters

Warwickshire County Council - notification on road safety for mature drivers

Warwickshire County Council - notification on the creation of "Voice of Warwickshire"

Stratford District Council - notification on bird flu

Stratford District Council - notification about Social Impact Fund