

# RADWAY PARISH COUNCIL

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

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All attendees were requested to wear face masks and maintain social distancing to minimise the risks to everyone present.

## Minutes of Ordinary Meeting, 19<sup>th</sup> May 2022, Radway Village Hall

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The meeting commenced at 7.45pm

1. Apologies:

- a. To receive apologies for absence. Cllr. Wilkins.
- b. To consider acceptance of apologies. Apologies were accepted by the Council.

**Present:** Cllr. Tim Smith-Vincent, Cllr. Penny Gardner, Cllr. Claire Rankin, Cllr. Sophie Stephens, District Councillors: John Feilding, County Councillor: Chris Mills, Clerk: Helen Hide-Wright.

2. Declarations of interests and consideration of dispensation requests: Cllr. Gardner declared an interest in item 8a.

3. Acceptance of the minutes of the previous meeting: Parish Council OGM 17th March 2022 (see website and circulated separately). Addendum to the minutes: The County Councillors Grant was discussed at the meeting on the 17th March where it was agreed that the PC would submit an application.

Minutes: Proposed: Cllr. Stephens, Seconded: Cllr. Gardner. Unanimous.

4. Matters Arising from the minutes and previous meetings: None.

5. Public participation: None.

6. Councillor reports:

- (i) Chairman (Budget & Highways) Budget update, finances and payments. Proposed: Cllr. Smith-Vincent, seconded: Cllr. Rankin. Unanimous. **Appendix A: Finances.**

The Chair has arranged a meeting with the Localities Officer to discuss Highways matters: white lines and defects. Warwickshire County Council voted to support the 20s Plenty initiative in selective areas. County Councillor Mill outlined the cost of changing the road signs throughout the County.

- (ii) Cllr Stephens (Playground and Website): Thanks were extended to Cllr. Stephens, Rosie Bampton and the team of volunteers for their fundraising event which was held at The Grange. A huge amount of money was raised: £7,451. The Parish Council would like to thank everyone involved for all of their efforts and support.

The playground equipment has been checked and found to be in good order.

£10k from Lotteries Fund has already been received.

Pending Applications: WCC £3k for basketball net and installation. £11,500 to Prince's Trust the outcome of which will be known the week commencing 20<sup>th</sup> June.

Three quotes have been obtained for the surfacing works.

July agenda item: Surfacing works decision and payment amount.

See **Appendix B: Playground project,** for full details.

Website: Cllr. Stephens summarised the background to the website. The PC agreed to seek a volunteer with the right skills and time to manage and update the website.

(iii) Cllr Wilkins (Grounds Maintenance, Street Lighting and Street Furniture). A meeting has been requested with Eon to discuss upgrading the street lighting. A quote is awaited from The County Lighting Engineer, following the site meeting in January 2022.

(iv) Cllr Rankin (Footpaths, Rights of Way and Playground Inspections) & Crime Prevention Vegetation is growing alongside the footpaths and would benefit from pruning back.

The Police have invited local Councillors to an event to answer their questions and concerns. Cllr. Rankin has registered to receive information regarding local traffic issues, etc.

(v) Cllr Gardner (Parish Council Policies, GDPR and Green Issues): Policies are pending review by Clerk and Councillors.

The Green Group remains active and had a presence at the recent fundraising event.

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

Report from John Feilding: **Appendix C.** The Inspector for Rural Crime attended another local parish meeting, recently.

Report from County Councillor Chris Mills: **Appendix D.**

8. Planning Applications

(a) SDC Planning decisions: 22/00644/TPO: Castle Wood

Appeal Decision: APP/J3720/W/21/3275225: **Dismissed** & APP/J3720/W/21/3275228: **Dismissed & Listed building consent is refused** at The Grange Stables, Tysoe Road.

(b) SDC Planning applications: 22/01187/LBC & 22/01186/FUL. At: Chestnut Cottage, Tysoe Road. Proposed: Replacement second floor windows, sitting room French doors, boot room window. Installation of secondary glazing. Insertion of rooflight into utility room. Replacement of staircase from first to second floor. **RPC Comment: No objection.**

(c) Planning Appeals: comments submitted by RPC since last meeting. None.

(d) Planning comments submitted by RPC since our last meeting: None

9. 20s Plenty Initiative: See item 6i.

10. Old Graveyard – Cllr. Smith-Vincent will be providing a talk to a local historical society. The information board is about to be printed. The event in November 2022 is still on schedule.

11. Defibrillator – A training session was held recently with approximately 14 people in attendance. The Clerk has updated The Circuit with the current operating status. **ACTION: Cllr. Smith-Vincent will seek whether Westend would be within 500ms of the defibrillator**

12. Policies – Code of Conduct: All Councillors signed the revised Declaration of Interests forms within the AGM. The Clerk completed the form from Stratford District Council indicating which Code of Conduct RPC has adopted (its own internal Code).

13. Correspondence – Correspondence was circulated prior to the meeting.

14. Financial Administration

Internal and External Audits. The Internal Audit has concluded with no issues. The external audit with PKF Littlejohn will commence, shortly. The Notice of Electors Rights will be published next month.

Grant applications – WCC application for £3,000 was submitted and the outcome is awaited.

Direct Debit mandate – Npower Business Solutions. The PC discussed the setting up of a Direct Debit Mandate for Npower. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin. Unanimous.

Other reports and items for future agenda:

No reports.

Apology for meeting on 14<sup>th</sup> July 2022: Cllr. Gardner.

15. Dates of Next Meeting:

Annual Parish Meeting 1<sup>st</sup> June 2022 at 7.30pm

Parish OGM: 14th July 2022

Parish OGM: 15<sup>th</sup> September 2022

Parish OGM: 17<sup>th</sup> November 2022

**The meeting closed at 8.16pm**

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## Appendix A: Finance

### Bank balances at 30.4.2022

Deposit Account	£36,037.26
Current Account	£ 2,291.79
<b>Total</b>	<b>£38,329.05</b>

### Payments agreed since the last meeting:

HMRC PAYE £38.02, £44.40, £44.60, £30.82	£ 157.84
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### Income received since the last meeting

Deposit Account Interest (9.3.22)	£ 0.23
Deposit Account Interest (11.4.22)	£ 0.30
Current Account Precept (28.4.22)	£6,030.00

### Payments outstanding since last meeting

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

Radway Parish Council Financial Report: Ordinary Meeting date: 19th May 2022				
Date	Transaction	In	Out	Balance
<b>28.2.22</b>	<b>Opening Balance Current A/C</b>			<b>£444.42</b>
18.3.22	Main Grants (Lottery)	10,000		£10,444.42
18.3.22	Peter Wilkins (reimbursement)		51.41	£10,393.01
18.3.22	Radway Parish Council (Int Trans)	3,000.00		£13,393.01
21.3.22	Accounting Data Services		31.68	£13,361.33
21.3.22	KOMPAN Ltd		210.00	£13,151.33
21.3.22	H Hide-Wright (Salary)		228.24	£12,923.09
21.3.22	H Hide-Wright (Expenses)		25.80	£12,897.29
21.3.22	P Wilkins (PC Dell Laptop)		478.80	£12,418.49
21.3.22	WCC County Fund		100.70	£12,317.19
21.3.22	H Hide-Wright		228.24	£12,089.55
21.3.22	H Hide-Wright	228.24		£12,317.19
21.3.22	Radway Parish Council (Int Trans)		10,000.00	£2,317.19
25.3.22	H Hide-Wright		26.00	£2,291.79
6.4.22	WALC Subs		124.00	£2,167.79
7.4.22	Radway Village Hall – Hire		28.00	£2,139.79
13.4.22	HMRC NDDS PAYE		38.02	£2,101.77
13.4.22	HMRC NDDS PAYE		44.40	£2,057.37
13.4.22	HMRC NDDS PAYE		44.60	£2,012.77
19.4.22	WPF		72.97	£1,939.80
21.4.22	H Hide-Wright		271.91	£1,667.89
25.4.22	H Hide-Wright		26.00	£1,641.89
28.4.22	SDC Precept	6,030.00		£7,671.89
<b>30.4.22</b>	<b>Balance</b>			<b>£7,671.89</b>
Date	Transaction	In	Out	Balance
<b>28.2.22</b>	<b>Opening Balance: Deposit A/C</b>			<b>£29,037.35</b>
9.3.22	Bank Interest	£0.23		£29,037.48
18.3.22	Internal Transfer		£3,000.00	£26,037.48

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21.3.22	Internal Transfer	£10,000.00		£36,037.48
11.4.22	Bank Interest	£0.30		£36,037.78
30.4.22	Balance			£36,037.78
<b>30.4.22</b>	<b>TOTAL BALANCES</b>			<b>£43,709.67</b>
<b>PAYMENTS List 19<sup>th</sup> May 2022</b>				
				£
WALC Local Council Climate Change course			BACS	18.00
Accounting Data Services			BACS	31.68
Npower Business Solutions Inv 03167632			BACS	335.77
PAYE Authorisation 2022/23			BACS	540.00
R. Manwaring (Mowing)			BACS	750.00
Hide-Wright Expenses 15.3.22-15.5.22			BACS	23.90
Hide-Wright May Salary			BACS	279.14
Hide-Wright May Pension			BACS	58.90
Hide-Wright June Salary			BACS	279.14
Hide-Wright June Pension			BACS	58.90
H Hide-Wright WFHA May			BACS	26.00
H Hide-Wright WFHA June			BACS	26.00
<b>Total Payments</b>				<b>£2,427.43</b>
<b>Transfers from current to deposit a/c</b>				£0.00
<b>Total Payments and Transfers</b>				<b>£2,427.43</b>

## RADWAY PARISH COUNCIL 2022 - 2023 FINANCIAL YEAR

30 April 2022

	<u>Actual</u>	<u>Budget</u>
<b><u>Receipts</u></b>		
Precept	£6,030.00	£12,060.00
Bank Interest	£0.30	£3.00
Other Income	£0.00	£2,584.00
VAT Reimbursement	£0.00	£500.00
<b>TOTAL RECEIPTS</b>	<b>£6,030.30</b>	<b>£15,147.00</b>

### **Administration**

#### **Staff costs:**

Clerk's Pay	(£271.91)	£3,300.00
RPC Pension Contribution	(£72.97)	£700.00
Administration Expenses	(£153.02)	£400.00
Audit Fees	£0.00	£300.00
Information Commissioners Office Annual Renewal	£0.00	£35.00
Election Fees	£0.00	£0.00
Councillor Training	£0.00	£200.00
Subscriptions (WALC)	(£124.00)	£125.00
Insurance	£0.00	£470.00
<b>Total Administration</b>	<b>(£621.90)</b>	<b>£5,530.00</b>

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## Village Maintenance

WCC Street Light Maintenance	£0.00	£200.00
Tea, Chat & Play Support (Churchyard Maint.)		£350.00
Maintenance Budget		£2,437.00
Defibrillator		£50.00
King John's Lane		£500.00
Weed Control		£250.00
F N Pile mower service		£250.00
Grass Cutting (R W Manwaring)		£1,200.00
E-on Electricity for street lighting	£0.00	£1,000.00
<b>Total Village Maintenance</b>	<b>£0.00</b>	<b>£6,237.00</b>

## Hall Hire & Playground

Hall Hire	(£28.00)	£100.00
Play Area Annual Inspection		£220.00

Appendix B: Play area project report: Cllr. Stephens.

### Website

The Parish Council has been updating and maintaining its website. If there are residents with the skill set and time to undertake this role, on a voluntary basis, please can they get in touch with the Clerk or Councillors to discuss.

### Playground

No issues from weekly inspections to report. Cllr. Rankin to inspect the play area in May.

### Phase Two of Playground Project - Resurfacing Concrete Area, Basket Ball Hoop, and Gym Equipment

The total figure raised from The Grange Open Gardens weekend is £7,451. (in fundraising bank account, not RPC bank account)

£10,000 from The National Lottery Community Fund has already been received and is held in RPC's deposit account.

Total of £17,451 raised to date.

### **Expecting to hear back from the following grant applications / donations:**

1. Cllr. Rankin has mentioned a donation from The Chambers Trust - potentially £500. TBC
2. WCC - applied for £3,000 for a basket ball net and installation on 26th April. Applications close on 29th May.
3. Prince's Trust - Applied for £11,500 - outcome should be communicated by w/c of 20th June.

### **The aim:**

To resurface the concrete area.

The ideal colour of Grey and Green 50/50 Fleck Wetpour is quoted at £29,063.18 (plus VAT)

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Black Wetpour is cheaper, however aesthetically, I do not feel this would suit / fit our environment. (Black and green mix is quoted at £26,310.71 plus VAT. All Black is quoted at £24,420.93 plus VAT

These quotes are based on 35mm of wet pour sat on top of a 40mm Base Rubber.

I have spoken to Sovereign to discuss options and prices. The updated quotes are pending.

When RPC is able to place the order for the resurfacing it will need to treat the weeds twice over the period of one month before it is laid.

## **Nice to have:**

To install a basket ball hoop and possibly a piece of gym equipment if grant money is awarded.

## Appendix C: District Councillor John Feilding.

Updated Report 16 May 2022

The 2 most important issues that have been affecting the District are in my opinion The Merger and Household Waste. Merger

As a result of merger process, SDC has either actually or has estimated to have incurred identifiable one-off costs associated with this process to the end of April 2022 of £162,459. The largest single item of this expenditure (£45,949) was the salaries of those staff who were solely employed on the preparatory work in relation to the intended merger.

On the other hand, as a result of the merger process, SDC has entered into a joint contract with WDC for the future provision of the waste collection service. This was secured on a joint basis as a consequence of the merger discussion. The estimated savings over the terms of a SDC only waste service contract is 5% of the cost of the contract entered into jointly with WDC - i.e. a saving of £211,200 per annum. The creation of a single legal service within SDC to meet the continuing needs of both SDC and WDC is estimated to deliver a saving to SDC of £60,000 per annum. These continuing estimated annual savings (£271,200) will, over the five-year period of the Medium Term Financial Plan, reduce SDC's costs by £1,356,000 below what they might otherwise have been.

In other words, SDC's share of the direct costs of the merger process has been £162, 459 and at the same time, as a result of the merger process, cumulative annual savings over the next five years are estimated to be £1.356m. Or to put it another way, for each £1 spent on the merger process, savings of £8.35 are anticipated to be made over the next five years generated through the merger process.

In addition to this, there are further identifiable one-off savings that have been identified that will be generated as a result of continuing to work on specific activities with WDC. The most significant of these is the sharing of costs associated with the South Warwickshire Local Plan to replace SDC's current Core Strategy. This is estimated to save SDC £500,000.

## Garden Waste Update

We have sold over 39,000 permits (as at 13/04/2022) and are on target to reach last year's level of 49,000 permits sold which would raise around £2m and is used to subsidise and offset the increased waste collection costs that we are facing now and, in the future, plus improve existing waste services. From the 1<sup>st</sup> August food waste must not be put in the green bin, please use the food caddies. This will allow the garden waste to be treated at lower temperatures, saving energy.

## MRF (material Recycling Facility)

The new material recycling centre, currently under construction just outside Coventry City Centre) will be fully operational by October of next year, three months later than planned due to delays in supplies of cement and other materials. It will be the most advanced facility in Europe, if not the world, and is a joint venture between eight local authorities (the five Warwickshire district councils, Coventry, Solihull, and Walsall. It will be able to process, amongst other things, the plastic film that no one else can deal with plus all the usual waste you put in your blue bin such as card, paper, glass etc. We already have companies wanting to take the recycle when the facility opens as they recognise that the materials will be cleaner and can therefore be used without additional sorting and cleaning costs associated with other facilities. All "takers" of the recycle will be UK based companies. Finally, the roof of the MRF is covered in photo voltaic cells and will be able to put electricity back into the grid at times whilst all the forklifts and vehicles that run around the site will be electric.

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Waste Contract generally (the 123+ system)

The 123+ waste collection service is due to commence on 1 August 2022. You may wonder why we are changing the waste collection service and what 123+ stands for.

- 1 – Weekly collection of food waste
- 2 – Blue bin (recycled waste) every two weeks
- 3 – Grey Bin (residual waste) every three weeks
- + - A garden waste (green bin) subscription service

All green bin and food waste will be sent to a bio digester plant Northwick Power,

## Waste Collection

Northwick Power is an industrial processor of food waste located on the north of Gloucestershire close to Chipping Campden and the plant has been designed to handle a wide range of waste feedstocks. Through a process called Anaerobic Digestion it utilises the waste as a raw material to create methane, which in turn is used to generate electricity and gas both of which are exported to the national grids and are 100% renewable packaged or unpackaged. Out-of-date and damaged foods from retailers, supermarkets and factories or food waste from restaurants, pubs and hotels, offices, hospitals and schools. In addition, domestic kitchen food waste, waste from food processing factories, plus animal by-products (Category III) from the food industry, can all be processed by the plant.

## Secure Disposal

Northwick Power offer a fully traceable, safe and secure destruction process that will protect brand identity and black market re-sales. All organic waste is removed from its packaging by our depackaging machines and processed via anaerobic digestion. At both Codford and Northwick Power every part of the packaging is securely shredded, bulked and destroyed by incineration at an Energy from Waste facility with the benefits of generating energy from your waste packaging too. With this we can guarantee zero waste to landfill. All goods received are processed as soon as possible and monitored by CCTV, a Certificate of Destruction is issued for your audit trail and peace of mind.

So whatever the size of your business, we can help you improve your green credentials, and your bottom line, by treating your waste in the most environmentally sustainable method.

## Carbon Reduction

Waste recycling at the Northwick Power site assures significant carbon reduction benefits.

- By **processing a wide range of waste to produce electricity** and gas both of which are sold back to the grid,
- **capturing excess heat** generated by the plant to generate additional electricity.
- By processing a wide range of waste to produce gas, that is sold direct to grid. However, a further extremely positive benefit is,
- the use of **digestate bio-fertiliser**, which is rich in Nitrogen (N), Phosphate (P) and Potassium (K). The digestate is pumped straight from the plant onto growing crops on the surrounding farmland, via a network of lagoons and underground pipes, without having to go back into a vehicle. The use of carbon-intensive synthetic fertiliser is reduced by 70-80% through this process, which is an important factor in Corporate Social Responsibility (“CSR”) programmes and raising customer awareness.

The waste we use to produce the methane can be in solid, liquid or sludge form

## Appendix D: County Councillor Chris Mills.

**County Councillor report Radway Parish Council 19th May 2022**

**[Papyrus Prevention of Young Suicide in Warwickshire](#)**

[With funding awarded to Papyrus from Warwickshire Covid-19 Mental Wellbeing and Resilience Fund Papyrus is working County Wide across Warwickshire to create “suicide-safer” communities.](#)

[Aims: to understand the prevalence and impact of suicide](#)

[To explore the language, and challenges, when talking openly about suicide](#)

[To recognise the “signs” that may indicate someone is having second thoughts of suicide](#)

[To consider how we can all contribute to a suicide-safer community.](#)



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[Available dates to book your place:](#)

[7<sup>th</sup> June, 23<sup>rd</sup> June and 14<sup>th</sup> July.](#)

[For enquiries Contact: westmidlands@papyrus.org.uk](mailto:westmidlands@papyrus.org.uk) with subject heading [warwickshire22/SP-OT](#)

## **Fraudsters target pre-payment meter customers and other scam alerts**

### Fraudsters Target pre-payment Meter customers

In this time of increasing fuel prices, fraudsters are targeting people who use pre-payment meters. The fraudsters offer people a cut price deal on their doorstep.

Cold callers are offering Marriage allowance Tax Rebates, for a percentage of any money gained. The callers ask residents for their National Insurance number and ask them to sign agreements. Residents have reported that they are being chased for hundreds of pounds

For more information visit <https://www.which.co.uk/news/2022/04/fake-council-tax-energy-rebate-scam-targeting-households/>

### Energy rebate scheme

Warwickshire residents are warned to beware of scammers cold calling them and asking bank details to qualify for the Governments £150 energy rebate scheme.

### Fake Ukraine Fundraisers

Action Fraud has received 196 reports about FAKE e-mails purporting to raise money for those affected by the crisis in Ukraine.

For more information visit <https://www.gov.uk/government/news/regulators-urge-safe-giving-to-support-ukraine>

## **Welfare Scheme**

Sudden unexpected costs can create real challenges for people experiencing financial hardship. If this is you or anyone you know, help is available. [www.warwickshire.gov.uk/localwelfarescheme](http://www.warwickshire.gov.uk/localwelfarescheme)

If you are self-isolating or at higher risk to COVID-19, you can access help from the council and partners.

## **Wellbeing Support**

For practical and wellbeing support go call the hotline 0800 408 1447 or go

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

The Warwickshire Local Welfare Scheme supports the most vulnerable residents at times of unavoidable crisis when they have no other means of help. The scheme provides basic and essential help for food and energy in the form of emergency food parcels or credit for energy. Call 0800 408 1448.

If you're finding it hard to feed your family help and advice is online

at [www.warwickshire.gov.uk/foodsupport](http://www.warwickshire.gov.uk/foodsupport) and [www.warwickshire.gov.uk/foodbanks](http://www.warwickshire.gov.uk/foodbanks)

## **DON'T FORGET**

### **County Councillor Grants**

Additional funding of £2,000 was agreed for the County Councillor grants scheme to support the Council's Community Powered Warwickshire approach. Therefore, the Councillor's Grants Scheme will increase to £8,000 to help fund local worthwhile projects. The grants are now available.

To find out more please contact Michelle Gravatt at [michellegravatt@warwickshire.gov.uk](mailto:michellegravatt@warwickshire.gov.uk)

Chris Mills

County Councillor

Kineton and Red Horse