

Radway Parish Council

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clerk@radwayparishcouncil.org.uk

Minutes of an Ordinary Meeting 27th July 2022, Radway Village Hall

The meeting commenced at 7.30pm

1. Apologies

To receive apologies for absence:

Helen Hide-Wright (Clerk)

CLLR C Mills (Warwickshire County Council (WCC)).

PRESENT: Cllr Smith-Vincent (Chair), Cllr. Gardner, Cllr Rankin, Cllr Stephens, Cllr Wilkins.

Cllr Feilding (Stratford District Council (SDC))

2. Declarations of interests and consideration of dispensation requests

None.

3. Acceptance of Minutes

- Parish Council OGM & AGM 19th May 2022
 - Proposer Cllr Rankin, Seconder Cllr Wilkins
- Annual Parish Assembly 1st June 2022
 - Proposer Cllr Smith-Vincent, Seconder Cllr Wilkins
- Extraordinary Meeting 16th of June 2021 (see website and circulated separately).
 - Proposer Cllr Smith-Vincent, Seconder Cllr Wilkins

4. Matters Arising from the minutes and previous meetings

None

5. Public Participation

None

6. Parish Council Reports

(i) Chairman

- a. Budget update, finances and payments. Proposed Cllr. Smith-Vincent, seconded Cllr Rankin. Unanimous **Appendix A: Finances**
- b. There was a query raised about the white lines recently re painted on Langdon Road. Highways deemed the road too narrow for white lines hence why they were not painted further down.

(ii) Cllr Stephens – (Playground and Website) (report previously circulated)

a. Playground:

- Playground has been inspected and found to be in good order
- Phase 2 - Concrete Area: Acknowledgment and thanks were given to Cllr Stephens for the amazing achievement on fund raising and hard work for the phase 2 playground project.
- Overall Funds Raised £19,932.40. Fundraising money is currently held in a

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separate account which incur banking costs - Cllr Stephens to close this account and transfer funds into PC account.

- Project Costs £20,030.60 consisting of Surfacing £17,306, Basket Ball Hoop & Installation £2,724.60
- Shortfall - £107.20
- Proposing RTC Safety Surfacing as the supplier for the wet pour surface. Proposing a green & black colour mixture. £17,306 plus VAT. Proposed Cllr Smith-Vincent, Seconded Cllr Wilkins Unanimous.
- Proposing Kompan for the Basket Ball hoop and installation at £2724.60 plus VAT. Proposed Cllr Rankin, Seconded Cllr Smith-Vincent Unanimous.
- The shortfall of £107.27 to be met by Radway Parish Council out of the budget of £21,215.00. Proposed Cllr Smith-Vincent, Seconded Cllr Wilkins Unanimous.

b. Benches - New Picnic benches have been requested which can provide easy access for less able residents. An assessment has been carried out on the current 5 picnic tables and 2 are beyond repair. Proposed that the we purchase 1 King Solid Wood circular Picnic Bench Table 8 seater £325.50 plus VAT and Wooden Wheelchair Accessible Picnic Table £320 incl VAT and dellivery. This will be met out of the Playground Budget of £21,215.00. Proposed Cllr Smith-Vincent, Seconded Cllr Rankin.

c. Website - Cllr Stephens has met with Zanna and handed over all current Web hosting & Domain contracts and log in details. Zanna to take over the management and redesign of the website. Budget of £500 was proposed for the redevelopment of the Website. Proposed Cllr Smith-Vincent, Seconded Cllr Stephens. Zanna has produced a site map which was handed out at the meeting. All to consider and pass any comments to Cllr Stephens. Cllr Smith-Vincent suggested that the digital image of the 1756 map of the village should go on the website at a cost of £20.00.

(iii) Cllr Wilkins – (Grounds Maintenance, Street Lighting and Street Furniture)

A meeting with Eon was held. Quotes are waiting from Eon and The County Lighting Engineer

(iv) Cllr Rankin (Footpaths, Rights of Way, Playground Inspections & Crime Prevention).

- a. Cllr Rankin reported that there is a fallen tree on top of the hill - This has been reported to the land owner who is dealing with it.
- b. Crime prevention there is a meeting in September which Cllr Rankin intends to attend.

(v) Cllr Gardner (Parish Council Policies and Green Issues)

a. Green Group:

- i. Another successful Beeswax Wrap workshop was run, which included residents from Kineton.
- ii. Future initiatives are Table Top Sale and Wild Flower border

7. Reports from Ward Representatives of Warwickshire County Council (WCC) and Stratford District Council (SDC)

Report from Cllr. Mills - **Appendix B**

Report from Cllr. Feilding - **Appendix C**

Cllr Feilding has asked Orbit to trim bushes back around the lamppost on Langdon Lane. Orbit has mowed a fortnight ago but didn't clear the grass.

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Reported that Chris Kettle has advised that HS2 PR have funds available. Cllr Feilding to contact Mike Trotman to be informed to ascertain whether any grants can be obtained for the village hall.

A member of Tysoe Village raised an issue around playground facilities for disabled children.

Cllr Feilding will be standing down in May 2023 as District Councillor. Thanks, were extended to Cllr Feilding for his years of service.

8. Planning Applications

(i) SDC Planning decisions.

- 22/01187/LBC: Chestnut Cottage, Tysoe Road: Consent with conditions
- 22/01186/FUL: Chestnut Cottage, Tysoe Road: Permission with conditions
- 22/01816/TREE: The Grange: Permission with conditions
- 22/01514/FUL: Hemp Cottage, Langdon Lane: Permission with conditions
- 22/01514/LBC: Hemp Cottage, Langdon Lane: Consent with conditions

(ii) SDC Planning applications.

- None

(iii) Planning comments submitted by RPC since our last meeting:

- 22/01816/TREE: The Grange: RPC Comment: No representation.
- 22/01712/TEL28: No comment submitted.
- 22/01828/FUL & 22/01829/LBC Chestnut Cottage, Tysoe Road, CV35 0UE: Timber Garden Room to replace the existing conservatory: RPC Comment: Support
- 22/01662/FUL The Glebe Field, King Johns Lane: Proposed change of use of stable to a holiday let: RPC Comment: Objection

9. Old Graveyard

Report circulated **Appendix D**

Budget of £2000 Proposed Cllr Rankin Seconded Cllr Stephens. Grants of £1384 have been confirmed from Caring for the Cotswold. Royal Artillery Regiment may contribute.

Proposed Shelley Signs to supply the panel and lectern at a cost of £1040 and use a local contractor for the installation cost tbc approximately £250.00. Proposed Cllr Rankin seconded Cllr Wilkins.

Formal consent has been received from SDC.

10. Policies

Proposed Policies were previously circulated for adoption:

- (i) Complaints Policy
- (ii) GDP Privacy Notice
- (iii) Gifts & Hospitality Policy
- (iv) Grant Awarding Policy
- (v) Publication Scheme
- (vi) Risk Assessment

Unanimous agreement - Proposed Cllr Rankin Seconded Cllr Smith-Vincent.

Cllr Gardner to send all policies to Cllr Stephens for inclusion on Website.

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11. Correspondence

Noted

12. Financial Administration

All payments listed passed for payment.

Check Helen's contract re sick pay - Cllr Smith-Vincent & Cllr Wilkins.

13. Other Reports and items for future agenda:

None

14. Next Meeting

Parish OGM: 22nd September 2022 7.30pm

Parish OGM: 17th November 2022 7.30pm

MEETING CLOSED 20:30pm

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Appendix A: Financial

Financial Administration

Bank Balances at 30.6.2022

Deposit Account:	£ 5,310.54
Current Account:	£ 36,038.37
Total Balance:	£ 41,348.91

Payments agreed since the last meeting:

- Zurich Insurance Annual Renewal £ 482.53

Income received since the last meeting: £ 26.59

Payments outstanding since last meeting: £ 0.00

Finance Report and passing of accounts for payment at this meeting:

Accounting Data Services 29 June 2022	£ 31.68
Accounting Data Services 1 June 2022	£ 31.68
Accounting Data Services 3 May 2022	£ 31.68
T. Gill Internal Audit	£ 340.00
Mrs S. Evans Village Tubs	£ 78.20
T. Smith-Vincent (paper copy of interpretation panel graveyard)	£ 54.00
Interpretation board for graveyard (Shelley's Signs £955.00, Notice Board Company £1,385.00, Sign Way £1,948.85)	£ 2,000.00
Phase 2 playground project upgrade (£19,923 from fundraising)	£ 21,215.00
F. N Pile (Mower service)	£ 345.42
F. N. Pile (Mower service)	£ 47.00
Radway Village Hall (Hire 14 June 2022)	£ 14.00
H. Hide-Wright Expenses	£ 29.30
H. Hide-Wright July Salary	£ 279.14
H. Hide-Wright August Salary	£ 279.14
H. Hide-Wright July Pension	£ 58.90
H. Hide-Wright August Pension	£ 58.90
WFHA July	£ 26.00
WHFA Aug	£ 26.00

Finance Report:

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RADWAY PARISH COUNCIL 2022 - 2023 FINANCIAL YEAR

30 June 2022

	<u>Actual</u>	<u>Budget</u>
<u>Receipts</u>		
Precept	£6,030.00	£12,060.00
Bank Interest	£0.89	£3.00
Other Income	£0.00	£2,584.00
VAT Reimbursement	£0.00	£500.00
TOTAL RECEIPTS	£6,030.89	£15,147.00
Administration		
Staff costs:		
Clerk's Pay	(£781.05)	£3,300.00
RPC Pension Contribution	(£221.47)	£700.00
Administration Expenses	(£334.54)	£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	(£482.53)	£470.00
Total Administration	(£1,943.59)	£5,530.00
Village Maintenance		
WCC Street Light Maintenance	(£335.77)	£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

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F N Pile mower service		£250.00
Grass Cutting (R W Manwaring)		£1,200.00
E-on Electricity for street lighting	(£250.00)	£1,000.00
Total Village Maintenance	(£585.77)	£6,237.00

Hall Hire & Playground

Hall Hire	(£137.00)	£100.00
Play Area Annual Inspection		£220.00
Chambers Trust - Recreation Ground		£250.00
Recreation Area Maintenance: Equipment & Ground Works		£1,000.00
Total Hall Hire & Playground	(£137.00)	£1,570.00

Communications & IT Expenditure

Website	£0.00	£150.00
Newsletter / Information Sheet	(£31.68)	£320.00
Total Communications & IT Expenditure	(£31.68)	£470.00

Miscellaneous

Grants	£0.00	£250.00
Other - Section 137	(£339.21)	£500.00
Village Hall Insurance	£0.00	£430.00
Christmas Trees	£0.00	£160.00
Total Miscellaneous	(£339.21)	£1,340.00

<u>TOTAL PAYMENTS</u>	(£3,037.25)	£15,147.00
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<u>Closing Period Bank Balances</u>	<u>30 June</u>
<u>As At:</u>	<u>2022</u>

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30.4.22	Opening Balance: Deposit A/C			£36,037.78
9.5.22	Bank Interest	0.28		£36,038.06
9.6.22	Bank Interest	0.31		£36,038.37
30.6.22	Balance			£36,038.37
30.6.22	TOTAL BALANCES			£41,348.91
PAYMENTS List 27th July 2022				£
Accounting Data Services (29.6.22)			BACS	31.68
Accounting Data Services (1.6.22)			BACS	31.68
Accounting Data Services (3.5.22)			BACS	31.68
T. Gill Inv			BACS	340.00
Mrs S Evans			BACS	78.20
T. Smith-Vincent			BACS	54.00
Interpretation Board			BACS	2,000.00
Phase 2 playground project upgrade			BACS	17,306.00
RTC resurfacing			BACS	2724.60
Kompan basketball hoop				
F. N. Pile			BACS	345.42
F. N. Pile			BACS	47.00
Radway Village Hall			BACS	14.00
Hide-Wright Expenses 15.5.22-15.7.22			BACS	29.30
Hide-Wright July Salary			BACS	279.14
Hide-Wright July Pension			BACS	58.90
Hide-Wright Aug Salary			BACS	279.14
Hide-Wright Aug Pension			BACS	58.90
H Hide-Wright WFHA July			BACS	26.00
H Hide-Wright WFHA Aug			BACS	26.00
Total Payments				<u>£24,731.04</u>
Transfers from deposit to current a/c				£20,000.00
Total Payments and Transfers				£44,731.04

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Appendix B: County Councillor Chris Mills

County Councillor report Radway Parish Council Meeting 27th July 2022

Early Years Education Funding

Parents of young children across the county are being encouraged to contact their local early years provider and find out how they can access their child's Early Education Funding.

Find out more: <https://www.warwickshire.gov.uk/news/article/3029/are-you-accessing-your-child-s-early-years-education-funding->

Tackling loneliness funding

58 groups and individuals have received a total of £47,000 in grant funding, as part of a project which aims to reduce loneliness and social isolation throughout the county.

Read more: <https://www.warwickshire.gov.uk/news/article/3035/funding-awarded-to-community-groups-tackling-loneliness>

All Age Carer Wellbeing and Support Service

Following a rigorous tender process, Warwickshire County Council is pleased to announce Carers Trust, Heart of England, will continue as a provider for car-ers support. Read more; <https://www.warwickshire.gov.uk/news/article/3038/new-all-age-carer-wellbeing-and-support-service-for-warwickshire-carers>

Prime Foundation welcomes applications for £10k grant to fund community projects in Warwickshire

Organisations and community groups in Warwickshire are being encouraged to apply for a grant of up to £10,000 from the Prime Foundation to help towards local projects or initiatives.

The Foundation invests in communities where Prime has built new facilities by utilising a proportion of profit generated, ensuring that money is invested locally for good causes with each new build.

Prime has developed the 1,600-space surface level car park at University Hospital, Coventry and is now accepting applications from all Warwickshire postcodes. Warwickshire-based projects matching one or more of the foundation's aims – advancing education outside the classroom, promoting good physical and mental health and/or furthering the enhancement of social wellbeing through recreation – will be considered for full or part funding.

Applications for funding are open from now until the 1st of September 2022. For more information visit www.primeplc.com/foundation/apply.

Green Shoots Fund open to applications

Community and voluntary groups. Get your applications in now for the second round of funding for Warwickshire County Council Green Shoots Community Climate Change Fund.

Read more: : <https://www.warwickshire.gov.uk/news/article/3008/the-green-shoots-community-fund-is-open-for-applications-from-climate-positive-projects>

Extra support for secondary school applications

Parents and carers of children who will be starting Year 6 in September are being given extra support to prepare for their child's application to secondary school in the autumn.

Read more: <https://www.warwickshire.gov.uk/news/article/3099/warwickshire-parents-and-carers-given-extra-support-to-get-ready-for-secondary-school-applications>

Hope – Young adult mental health journeys

A new animation from Warwickshire County Council shares genuine mental health journeys from young people in the county.

The young adults within the video, who are anonymised to protect their identities, share details of the challenges they have faced, such as self-harm and contemplating suicide. But they also talk about how they started to feel better – small acts such as going for a walk or eating well, as well as finding support on the internet or from mental health professionals. They talk about how their lives have improved since, with one saying, "I'm the happiest I've ever felt". You can watch the animation on the [Warwickshire County Council YouTube page](#).

The council is sharing these stories to help people feel that there is hope, no matter how dark things may seem for them, and to encourage them to reach out for support when they need it.

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By sharing these stories, Warwickshire County Council hope that people who are struggling with their mental health will find it easier to start talking to some-one. Your mental health and wellbeing are important. If you are struggling to cope, don't wait for things to overwhelm you – instead, start seeking support now.”

There is a range of **mental health support and services** available across Warwickshire, to help people improve wellbeing and provide help during difficult times.

Anyone struggling to cope right now who needs to talk to someone can access free support 24/7.

• Confidential emotional support for residents across Coventry and Warwickshire: call 0800 616171

For further information and advice go to Warwickshire's mental health and sui-cide prevention resource, **Dear Life**.

Information about staying well physically as well as mentally is also available on

Read more: <https://www.warwickshire.gov.uk/news/article/3094/-hope-animation-shares-young-adult-mental-health-journeys>

The message is, don't suffer in silence!!

Pensioners struggling with household costs

Older people in receipt of Pension Credit will receive a contribution toward food and fuel this summer from Warwickshire County Council.

Find out more: <https://www.warwickshire.gov.uk/news/article/3066/help-for-warwickshire-pensioners-struggling-with-household-costs>

We know that sudden unexpected costs can create real challenges for people experiencing financial hardship. If this, is you or anyone you know, help is available?

Four of Warwickshire's Country Parks in the running to scoop UK's Fa-vourite Park title

Four of Warwickshire's Country Parks have been nominated for the award – Kingsbury Water Park, Ryton Pools, Burton Dassett Hills and Hartshill Hayes. Voting started on Thursday 7 July and there are just six weeks for you to help these parks scoop this prestigious accolade.

Find out how you can vote for your local Warwickshire country park: [https://](https://www.warwickshire.gov.uk/news/article/3074/four-of-warwickshire-s-country-parks-in-the-running-to-scoop-uk-s-favourite-park-title)

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Updated COVID-19 guidance

The UKHSA has issued an update to confirm that in recent weeks the West Midlands has seen an increase in the number of COVID-19 cases. The recent press release contains the latest information and data.

To continue to support our residents to reduce their risk of catching and spreading COVID-19 we ask you to share messages encouraging people to:

- *Get vaccinated*
- *Wear a face covering in indoor public places*
- *If you feel unwell, stay at home and avoid contact with others*
- *Let fresh air in if you are meeting indoors* For further information, visit www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19 For a list of all bookable and walk-in vaccination clinics, please visit www.happyhealthylives.uk/coronavirus/covid-19-vaccination or www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/find-a-walk-in-coronavirus-covid-19-vaccination-site/

Warwickshire County Council outlines support and services available from Shire Hall

Shire Hall Meet and Greet can offer support with:

- WCC Library services: Including printing & photocopying, accessing computers, and providing general local information.
- Taking post for Warwickshire County Council departments: For example, Blue Badge and concessionary travel applications.
- Signposting to online information and contact numbers: For WCC and Warwick District Council services and other local services.
- Assisting with Concessionary Travel Applications: Appointments must be pre-arranged.
- Greeting people for their registrar appointment.
- Providing WCC-issued documents for public collection.
- In addition, Warwick Library and Warwick Post Office are also based on the ground floor of Shire Hall.

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A full list of services is provided here: <https://bit.ly/shire-hall-services>

Shire Hall Meet and Greet is open Monday to Thursday: 8:00am to 5:30pm and Friday: 8:00am to 5:00pm.

Chris Mills.

Kineton and Red horse

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Appendix C: District Councillor John Feilding 4th July 2022

The Leader comments on the LGA conference:

Most people appear unwilling to accept that the Government cannot protect everyone from the cost of living crisis.

I developed a very real sense that few people are facing up to the nature of the changed world. There are expectations being raised that simply cannot be met. This is dangerous.

Climate change has slipped down the agenda - still important but not as dominant.

I picked up through a casual conversation that there is a concern that many Local Authorities have over borrowed - shades of WDC.

If I had to summarise the picture coming across it would be that we live in a very fast changing world where a week is a long time and not just in politics

Against this rather challenging backcloth, we do have some advantages:

We are far from complacent

We have relatively robust finances and are not over borrowed

We have a strong Cabinet and Officer team

We have a strong local economy and a growing District.

The following comments are from various portfolio holders

Garden Waste subscription

SDC has sold 45,757 permits and raised £1.92m as of Monday 27 June. The numbers sold are slightly down on the same point last year (400 permits down). This could be that residents are getting better at composting, utilising one bin instead of two green bins, the current financial climate etc. Overall, we are around £219k ahead of the revenue raised at the same point last year and have (probably) the most successful local authority green waste scheme in England.

Finance

Overall SDC's financial position remains sound. We will be able to show both a strengthening of our General Reserve Fund in 2021/22 and an increase in Earmarked Reserves.

Homechoice

The list is being made simpler. Applicants will no longer have to supply the reams of detail asked for in the past to go on the Homechoice plus list. Only once they near the top will this be required. This should speed up what has been a ludicrous process! Progress is being made with the rest of the list too.

Customer Services

Brilliant team – most of them in the building at EH providing phone or personal support, particularly to the vulnerable. I am pushing for more duty officers from other teams to be in so that queries are answered quicker. We expect an increase in August when the 321 system comes in.

Legal Services

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The very significant expansion of legal services following the taking on of part of the WCC legal team, as part the merger negotiations with WDC. This has given SDC a very significant boost in the range of legal services supplied in-house. Further it is saving money by avoiding having to buying in those services from the private or public sector. By providing those services to WDC, we are able to recover a significant proportion of costs.

Enforcement

The Enforcement Team continues to be extremely busy, and hopes to be back to full strength next week following staff on an extended paternity leave and another on compassionate leave; plus of course it is the holiday season coming up.

A planning breach in itself is NOT illegal and, like all councils, SDC will usually request a retrospective application where planning permission has not been sought.

If, however, the breach involves a previously rejected development (or the retrospective application fails), SDC can issue an enforcement notice requiring the applicant to put things back as they were. SDC can serve an enforcement notice when it considers planning control rules have been broken. Normally this will occur when it is considered what has or is being done, is harmful to the neighbourhood. The decisive issue should be whether the breach would unacceptably affect public amenity or the existing use of land and buildings merit protection in the public interest.

For information, the Enforcement Team at SDC has issued:
four Breach of Condition Notices and two Enforcement Notices between January and March 2022
five Breach of Condition Notices and two Temporary Stop Notices between April and June 2022.

There is currently one enforcement appeal in progress. The above activity highlights that the Enforcement Team takes the appropriate action as and when required.

Land Charges

The Land Charges Team is currently achieving a turnaround time of 10 – 11 days against a target of 15 days.

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Appendix D: Old Graveyard

Interpretation Panel - Old Graveyard, Radway Radway Parish Council 14th July 2022

Design

The design and art work for the panel has been prepared by Zanna Mckail. A full colour paper copy has been printed on which comments are currently being sought. Although there are minor amendments to be made the panel has been extremely well received. Any amendments to the design and content will not affect the production of the panel.

Quotations

Quotations have been sought from five companies. Two suggested by Stratford District Council and three specialists in the production of interpretation panels. The specification for the interpretation panel is as follows:

Size - A0

Panel - Encapsulated Glass Reinforced Plastic (GRP) in full colour print

Powder coated aluminium lectern frame - colour to be agreed

Installation on site - precise location to be agreed

The quotations received are as follows:

Nuneaton Signs	Panel and lectern	£1893.23
	Installation	£395.00
Shelley Signs	Panel and lectern	£955.00
	Installation	£650.00
	Delivery and packaging if not installing	£85.00
Signway Supplies	Panel and lectern	£1109.97
	Installation	£838.88
Noticeboard Company	Panel and lectern	£1385.00
	Installation	Not given

All the above prices are exclusive of VAT.

Shelley Signs has provided the cheapest quote for the panel and lectern and exactly meets the specification for the production of the panel whereas some of the other providers could not. Given the cost of installation I would suggest we consider installing the lectern using a local fitter which is likely to be a cost of approximately £250.00.

Stratford District Council

I have been in contact with Angela Lloyd, Streetscene Lead Contracts Officer and Helen Smith, Estates Surveyor who has commented "All I'd suggest is that the signage position allows access for mowing equipment and that the parish council will maintain the sign". She also points out that as the land is owned by the PCC their consent is necessary. This has been sought and given.

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Funding

Caring for the Cotswold has confirmed that a grant of up to £1384.00 towards the total cost of restoration of the old graveyard which represented 40% of the anticipated cost when the grant application was submitted. In addition, I have been assured that a contribution towards the cost of the interpretation panel will also be made by the Royal Artillery Regiment. Although I anticipate the majority of the cost will be met from these two sources any shortfall will be picked up by the Parish Council.

Recommendation

I would propose that the Parish Council accepts the quotation from Shelley Signs for the interpretation panel and lectern at a cost of £1040.00 and we seek a local installer.