

# RADWAY PARISH COUNCIL

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

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Minutes of **Ordinary Meeting** of Radway Parish Council at **Radway Village Hall**, 20th July 2023.

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*The meeting commenced at 7.30pm*

1. Apologies:

- a. To receive apologies for absence from - Clerk, Helen Hide-Wright due to Illness.  
Apologies Accepted.

Present: Cllr. Tim Smith-Vincent, Cllr. Penny Gardner, Cllr. Colin Mathews, Cllr Clare Rankin, Cllr Simon Hooker, 1 member of the public, County Councillor Chris Mills and District Councillor Malcolm Littlewood

2. Declarations of interests and consideration of dispensation requests:

- a. Cllr. Smith-Vincent non-pecuniary interest in item15.d on the agenda

3. Acceptance of the minutes of the previous meeting:

- a. Parish Council OGM 18th May 2023. Proposed: Cllr. Rankin, Seconded: Cllr. Hooker  
b. Annual Parish Assembly 21st June 2023. Proposed: Cllr. Rankin, Seconded: Cllr. Hooker

4. Matters Arising from the minutes and previous meetings:

None

5. Public participation:

1 member of the public present. No comments.

Raised on behalf of a member of public - would it be appropriate for the Parish Council to have a procedure in place for a communicating a missing person in the village. It was agreed that such responsibility firmly rests with the Police and the family involved. The Village WhatsApp isn't managed by the Parish Council.

6. Councillor reports:

(i) Chair (Budget & Highways):

a. Budget circulated:

- i) Income £13,700 pa excluding grants, expenditure £11,500 surplus of £2,200pa.

- b. Grant to Radway Village Hall: Essential maintenance of the Village Hall is needed equating to a cost of £3,600. In the past orders have been placed by the Parish Council on behalf of the Village Hall to enable VAT to be reclaimed. The Clerk has gained confirmation from WALC that this can still be done.

c. Highways

- i) Stones have been moved from the land outside Shakesfield.

(ii) Cllr. Hooker (Website/IT, Grounds Maintenance and Street Furniture)

- a. See below.

(iii) Cllr. Mathews (Footpaths, rights of Way and Street Lighting):

- a. Rights of Way / Footpaths - As a point of interest there are 4 miles of footpaths within the parish Radway. Handrail is outstanding for Jacob's Ladder. Cllr. Mathews asked whether there has been a previous problem with cows in the fields? None known.

- (iv) Cllr. Rankin (Playground Inspections & Crime Prevention)
  - a. Playground - inspections continue.
  - b. Crime prevention: police issued a leaflet which Clare will post on notice board.

(v) Cllr. Gardner (Parish Council Policies, and Green Issues, Planning):

- a. Policies - All policies are on the Website
- b. Green Issues - Table Top Sale Saturday 22nd July has been postponed due to weather. SDC have employed a Climate Change Project Manager, Eleanor Warren who Cllr. Gardner will meet with in due course.

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

- Cllr. Mills report circulated and is on Website.
- Cllr. Littlewood report circulated and is on Website. AD planning application decision expected end of July.
- South Warwickshire local plan on SDC website Cllr. Littlewood strongly advises that we take a look at this. This takes precedent over local area plans.

8. Planning Applications

(a) SDC Planning decisions since our last meeting:

23/01001/VARY Grange Cottage: Permission

(b) SDC Planning applications:

23/01538/LBC Castle Inn - no representation

23/01552/FUL Castle Inn - no representation

23/01801/TREE Langland House, Farnborough Road, Radway - no representation

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

23/01538/LBC Castle Inn – no representation

23/01552/FUL Castle Inn – no representation

9. Replacement Street Lighting

- a. Radway have 9 lights in total
- b. E-on - Cllr. Smith-Vincent gave a brief history - Warwick County Council have stated that we can use a third party. If lanterns break there are no replacements available, however bulbs can be replaced. Cllr. Mathews to conduct an assessment - what is the rationale of replacement? In addition, investigate whether EV chargers should be included on the street lights?

10. Rights of Way responsibilities:

- a. Report produced and circulated to Parish Council. The path past the old graveyard used to illustrate the issues. The County Council is formally responsible for maintaining the path surface, Richard Barnyard is the person responsible within WCC but realistically this will not be undertaken. The path was fenced by land owners and it is the responsibility of the land owner to keep the path clear including hedging overhanging the path. Tim & Colin to meet with the landowner.

b.

11. Website and host

- a. Zanna has looked into website hosting companies on our behalf and has recommended that a contract with the current company is negotiated. Recommended £4.95 per month for initial term of 36 months for hosting the website, this would give multiply websites. Zanna is willing to work with Cllr. Hooker to do some website development work. A budget of £1000 was agreed for website design. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Clare Rankin.

12. Internal and External Audit

- a. Internal: Report circulated - only recommendation were 2 further policies. Clerk to look into these.
- b. External: Notices have been posted on notice board and website with the amended tables. Final report is due back soon.

13. Recreation Ground

- a. A request was received at the Parish Assembly to replace the standard picnic benches. Proposal for 2 new benches similar to what was purchased recently. Agreed to change 1 this year take away 3 old ones and replace another 1 next year. A budget of £400 in the current financial year was agreed. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin.

14. Training Budget 2023/24

- a. An annual budget for training needs to be agreed? An annual budget of £250 was agreed. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin.  
Cllr. Gardner to circulate upcoming training to everyone.

15. Correspondence -

- a. Campaign to Protect Rural England Membership £100 - Agreed not to join this year.
- b. Westcote Ley Livery - Applying for planning permission for a secure dog walking area.
- c. Upper Lighthorne and Surrounding Parishes Primary Care Objectives. Radway Parish Council support has been given to this.
- d. Recreation ground – request received for permission to use the recreation ground for mobile bar / food vans on 16<sup>th</sup> September 2023. Agreed. Proposed: Cllr. Gardner, Seconded: Cllr. Rankin.

16. Financial Administration -

- a. List of payments to be authorised, see attached - Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Hooker.
- b. Invoice received 17<sup>th</sup> July 2023 for grass cutting at £277.40 authorised under Chairman's delegated powers. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Hooker.

17. Other Report and items for future agenda -

- a. Speed of agricultural traffic - Cllr. Smith-Vincent to write to Julian Douthwaite in the first instance.
- b. Weight Limit of road is believed to be advisory only and not enforceable Cllr. Smith-Vincent to clarify this with Jeff Hobday (WCC Highways).
- c. CNL grants are available the deadline is 29th Sept, suggestion was to use this to purchase a new strimmer. Cllr Mathews to progress.

18. Date of Future Meeting:

Parish OGM:

21<sup>st</sup> September 2023 7.30pm

16th November 2023 7.30pm

Meeting closed 9.10pm

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## Financial Administration

Bank Balances at 30<sup>th</sup> June 2023

Deposit Account:	£30,974.57
Current Account:	£ 2,593.60
Total Balance:	£33,568.17

Payments made since the last meeting:	£ 1,975.75
Income received since the last meeting:	£ 52.28
Payments outstanding since last meeting:	£ 0.00

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

Accounting Data Services, May Newsletter Inv 9086	£ 31.68
Accounting Data Services, June Newsletter Inv 9131	£ 31.68
Clerk's Salary: June 2023	£ 267.10
Clerk's Salary: July 2023	£ 267.10
Clerk's Salary: Aug 2023	£ 267.10
WCC Pension contribution June, July, Aug 2023	£ 169.08
Working from Home Allowance June, July, Aug 2023	£ 78.00
Clerk's expenses – stationery	£
Hire of village hall (Big Help £21.00 Out & 18 <sup>th</sup> May 2023 Mtg £14.00)	£ 35.00
Hire of Village Hall for Parish Assembly Inv dated 3.7.23	£ 14.00
T. Gill – Internal Audit. Inv 26 <sup>th</sup> May 2023	£ 370.00
Information Commissioners Office: Annual Renewal 24.7.23	£ 40.00
WALC (Training) Inv 429	£ 60.00
Grant to Radway Village Hall (Stonework repairs)	£ 3,600.00
NPower Inv 07623343	£ 272.45
Re-stocking of two village tubs (Sheila Evans)	£ 96.43
75 years and over tickets (REG)	£ 127.50
Mr R Manwaring (grass cutting)	£ 277.40
Hostpapa Web Hosting 19 <sup>th</sup> May 2023 (TRSV)	£ 6.84

## **Excel Spreadsheet detailing income and expenditure to 30<sup>th</sup> June 2023**