

RADWAY PARISH COUNCIL

www.radwayparishcouncil.org.uk

12, Meadow Way, Fenny Compton, Southam, Warwickshire, CV47 2WD
37007713 892835 clerk@radwayparishcouncil.org.uk

9th November 2023

Dear Councillor

You are hereby summoned to attend an **Ordinary Meeting** of the Parish Council at **Radway Village Hall**, Tysoe Road, Radway, Warwickshire CV35 0UE commencing at **7.30pm** on Thursday 16th November 2023. Please contact the Clerk for further details.

Helen Hide-Wright

Helen Hide-Wright
Clerk & RFO to Radway Parish Council

AGENDA

1. Apologies :
 - a. To receive apologies for absence:
 - b. To consider acceptance of apologies.
2. Declarations of interests and consideration of dispensation requests: Councillors must declare their interest in items to be discussed. Any requests for dispensations must be applied for in advance of the meeting.
3. Acceptance of the minutes of the previous meeting:
 - Ordinary Meeting 21st September 2023
4. Matters Arising from the minutes and previous meetings: Matters arising from the minutes, including those which have been carried over from past meetings.
5. Public participation: The public are invited to address the Council on any relevant matter for a maximum of 3 minutes each. Issues raised by the public may be added to the agenda of the next meeting.
6. Councillor reports: To receive reports for information from Councillors on their agreed portfolio and any other significant matters raised between meetings:
 - (i) Chair (Budget & Highways).
 - (ii) Cllr Hooker (Website/IT, Grounds Maintenance and Street Furniture)
 - (iii) Cllr Mathews (Footpaths, Rights of Way and Street Lighting) Rights of Way responsibilities
 - (iv) Cllr Rankin (Playground Inspections & Crime Prevention)
 - (v) Cllr Gardner (Parish Council Policies, GDPR and Green Issues)
 - a. Reports from Ward Representatives of Warwickshire County Council (WCC): Chris Mills and Stratford District Council (SDC): Malcolm Littlewood - Reports previously circulated for questions from the Council.
7. Planning Applications
 - (a) SDC Planning decisions since our last meeting: 23/02356/FUL The Glebe Field, King John's Lane/Tysoe Road, Radway. Proposed change of use of stable to a holiday let. RPC Comment: Object.
 - (b) SDC Planning applications: 22/202935/FUL Construction of Anaerobic Digestion Facility at Land Adjacent to Hardwick Gorse, Tysoe Road, Kineton.

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

(d) Planning Notices: 23/02598/DDT 17 The Green

(e) Planning Decisions: 23/01737/FUL Westcote Stud: **Permission with Conditions**
23/02356/FUL The Glebe Field, King Lane, Radway. **Refusal.**

9. Replacement street lighting

10. Anaerobic Digester – revised planning application

11. Community Marquee – Choice of marquee with funding as follows:

WCC £370 grant. PCC up to £150 grant, REG up to £150 grant, Chambers Trust up to £150 grant, Village Hall Trustees up to £50 grant.

To agree RPC funding for up to £250.

12. Parish Council Website and host - £700

13. Correspondence –

- Statutory 5 Year Polling Place & Polling District Review (2-30 Oct), Macer Nash, SDC.
- Operation Close Pass – Police initiative regarding drivers passing horses safely
- SDC Service Fair 16th Oct
- New Road Safety Officer Appointed
- Home Upgrade Grant Scheme (HUG2)
- WRCC Warm Hubs - Grants
- Stratford-upon-Avon Gateway Masterplan Framework Supplementary Planning Document (SPD) Public Consultation – Thursday 19 October to 5.00 pm Friday 1 December 2023
- County Councillors Grant Funds 2023
- Litter picking equipment
- Coventry, Solihull & Warwickshire Procurement Service
- New Road Safety Officer appointed due to growth of Community Speed Watch in Warwickshire

14. Financial Administration a. See Attached

b. Budget 2024/25

- £250 RCP expenditure for marquee
- Radway Village Hall grant application £385.40 for annual insurance
- Pay agreement 2023 agreed. Calculation of back pay required.
- Precept £12,793 for financial year 2024/25

Other reports and items for future agenda:

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. *Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.*

14. Dates of Future Meeting:

18th January 2024 :21st March 2024: 16th May 2024: 18th July 2024: 19th Sept 2024
21st November 2024

MEETING CLOSES

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Appendix to Agenda for Meeting 16th November 2023

Correspondence and Consultations:

**Councillors are respectfully requested to forward any relevant correspondence to the clerk for inclusion on the agenda, prior to the next meeting.*

Financial Administration

Bank Balances at 31st October 2023

Deposit Account:	£ 35,078.65
Current Account:	£ 378.26
Total Balance:	£ 35,456.91

Payments made since the last meeting:	£ 2,729.72
Income received since the last meeting:	£ 6,585.50
Payments outstanding since last meeting:	£ 0.00

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

Radway Village Hall Inv dated 6 Oct 2023 for 21 st Sept 2023	£ 14.00
Accounting Data Services Ltd Inv 9274 dated 2 Oct 23 for September	£ 31.68
T. Smith-Vincent (Hostpapa website reimbursement)	£ 14.39
NPower Inv INO8558205 4 th Oct 2023	£ 289.02
Grant to Radway Village Hall	£ 385.40
Accounting Data Services Inv 104891	£ 31.68
Clerk's Salary: Dec 2023	£ 313.73
Clerk's Salary: Jan 2024	£ 313.73
WCC Pension contribution Dec 2023, Jan & Feb 2024	£ 197.64
Working from Home Allowance Dec 2023, Jan & Feb 2024	£ 78.00
Clerk's expenses –	£ 25.65
R. Manwaring – Grounds Maintenance (Mowing)	£ 408.44

Excel Spreadsheet detailing income and expenditure to 31st October 2023

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Revenue Income and Expenditure 2022/23

	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Total	2023/24	2022/23
Income															
Opening balance	£2,643.71					£6,150.50							£2,643.71	£24,602.00	£2,291.79
Precept	£6,150.50												£12,301.00	£52.00	£12,060.00
Rose Cottage car parking						£370.00							£370.00	£370.00	£0.00
WCC grant for community marque						£4.90							£4.90	£370.00	£891.90
Stratford DC Community Infrastructure Levy (CIL)													£0.00	£0.00	£0.00
Clerk's refund for overpayment of salary													£0.00	£370.00	£356.53
SDC old graveyard grass cutting contract	£27,922.29												£27,922.29	£800.00	£26,037.48
Reserves													£0.00	£230.00	£4,835.72
VAT reclaim	£17.67	£15.88	£18.73	£21.05	£22.93	£28.98	£31.12						£156.36		£49.09
Bank interest															
Total	£36,734.17	£15.88	£18.73	£21.05	£22.93	£6,554.38	£31.12	£0.00	£0.00	£0.00	£0.00	£0.00	£43,398.26	£26,424.00	£48,076.69
Expenditure															
Administration															
Clerk's pay	£267.10	133.55	267.10	267.10	267.10	267.10	241.30						£1,710.35	£3,205.20	£2,464.12
RPC Pension contribution	£86.81	81.06	81.06	44.04	44.04		62.24						£399.25	£972.72	£840.77
HMRC NDDS							43.20						£43.20	£200.00	£188.64
WFHA	£26.00	26.00	26.00	26.00	26.00	26.00	26.00						£182.00	£312.00	£260.00
Clerk's expenses						25.65							£25.65	£100.00	£60.70
Audit Fees				370.00		252.00							£622.00	£600.00	£580.00
Information Commissioners Office annual fee				35.00									£35.00	£35.00	£35.00
Election fees						72.00							£0.00	£0.00	£0.00
Councillor training				60.00									£132.00	£200.00	£18.00
Subscriptions (WALC)		136.00											£136.00	£140.00	£124.00
Zurich Parish Insurance		679.02											£679.02	£700.00	£482.53
Village Maintenance															
WCC street lighting maintenance													£0.00	£110.00	£102.67
Maintenance (Including street furniture)	£209.76			96.43									£306.19	£300.00	£0.00
Defibrillator													£0.00	£50.00	
F N Pile						874.00	246.53						£1,120.53	£500.00	£499.77
Grass cutting (R W Manwaring)		471.03		277.40									£748.43	£1,200.00	£805.04
Npower electricity for street lighting	£211.19			251.21			289.02						£751.42	£1,100.00	£1,061.87
Hall Hire and Playground															
Hall Hire	£14.00			49.00		14.00							£77.00	£100.00	£70.00
Play ground annual inspection													£0.00	£190.00	£188.56
Chamber's Trust recreation ground	£250.00												£250.00	£250.00	
Recreation ground, maintenance of equipment & ground works		11.00				259.00							£270.00	£1,000.00	£1,801.59
Communications and IT Expenditure															
Website/ Computer support	£25.00	31.68		6.84									£68.40	£250.00	£253.99
Newsletter / Information				63.36									£151.72	£320.00	£300.96
Miscellaneous															
Grants														£900.00	
Other - Section 137													£0.00	£900.00	£0.00
King Charles III Coronation	£135.00	32.25		127.50									£294.75		£448.21
Christmas trees													£0.00	£125.00	£95.00
Total	£1,224.86	£1,601.59	£374.16	£1,673.88	£337.14	£1,821.43	£908.29	£0.00	£0.00	£0.00	£0.00	£0.00	£7,941.35	£13,759.92	£36,853.14
Balance	£35,509.31	-£1,585.71	-£355.43	-£1,652.83	-£314.21	£4,732.95	-£877.17	£0.00	£0.00	£0.00	£0.00	£0.00	£35,456.91	£12,664.08	£11,223.55

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	<u>2023 -2024 Budget</u> <u>Figures</u>	<u>2024- 2025 DRAFT</u> <u>Budget Figures</u>
<u>Receipts</u>		
Precept	£12,301.00	£12,793.00
Bank Interest	£230.00	£300.00
SDC Council Tax Support Grant	£0.00	£0.00
Other Income	£792.00	£385.00
VAT Reimbursement	£800.00	£800.00
TOTAL RECEIPTS	£14,123.00	£14,278.00
<u>Administration</u>		
Staff costs:		
Clerk's Pay	£3,205.20	£3,800.00
RPC Pension Contribution	£972.72	£760.00
HMRC NDDS	£200.00	£200.00
Administration Expenses	£412.00	£412.00
Audit Fees	£600.00	£650.00
Data Protection	£35.00	£35.00
Election Fees	£0.00	£0.00
Councillor Training	£200.00	£250.00
Subscriptions (WALC)	£140.00	£150.00
Insurance	£700.00	£750.00
Total Administration	£6,464.92	£7,007.00
<u>Village Maintenance</u>		
WCC Street Light Maintenance	£110.00	£110.00
Street Furniture Maintenance	£300.00	£300.00
Defibrillator	£50.00	£50.00
F N Pile Mower Service	£500.00	£500.00
Grounds Maintenance	£1,200.00	£1,400.00
NPower Electricity for Street Lights	£1,100.00	£1,200.00
Total Village Maintenance	£3,260.00	£3,560.00
<u>Hall Hire & Playground</u>		
Hall Hire	£100.00	£110.00
Play Area Annual Inspection	£190.00	£190.00
Chambers Trust - Recreation Ground - Rental	£250.00	£250.00
Recreation Area Maintenance: Equipment & Grounds Maintenance	£1,000.00	£1,000.00
Total Hall Hire & Playground	£1,540.00	£1,550.00
<u>Communications & IT Expenditure</u>		
Website	£250.00	£250.00
Newsletter / Information Sheet	£320.00	£320.00
Total Communications & IT Expenditure	£570.00	£570.00
<u>Miscellaneous</u>		
Grants	£900.00	£750.00
Community Projects	£900.00	£716.00
Christmas Trees	£125.00	£125.00
Total Miscellaneous	£1,925.00	£1,591.00
TOTAL PAYMENTS	£13,759.92	£14,278.00