

RADWAY PARISH COUNCIL

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

Minutes of Ordinary Meeting of Radway Parish Council Thursday 16th November 2023

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The meeting commenced at 7.30pm

1. Present : Cllr. Tim Smith-Vincent, Cllr. Simon Hooker, Cllr. Colin Mathews, Cllr. Clare Rankin, Clerk (Helen Hide-Wright).

Apologies :

- a. To receive apologies for absence: Cllr. Penny Gardner, Cllr. Chris Mills, Cllr. Malcolm Littlewood.
 - b. To consider acceptance of apologies. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Hooker.
2. Declarations of interests and consideration of dispensation requests: None.
 3. Acceptance of the minutes of the previous meeting:
 - Ordinary Meeting 21st September 2023. Proposed: Cllr. Rankin, Seconded: Cllr. Mathews. Signed and dated by Cllr. Smith-Vincent.

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

5. Public participation: None.

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). Cllr. Smith-Vincent has reported the blocked drain on Tysoe Road to Highways. Spoken to Highways about 20 mph signage. Only introduced where traffic incidents have taken place and an audit costing £5,000 has been completed. Not to be progressed.

- (ii) Cllr Hooker (Website/IT, Grounds Maintenance and Street Furniture). Grounds Maintenance: The two /three old picnic tables will be disposed of.

- (iii) Cllr Mathews (Footpaths, Rights of Way and Street Lighting) Rights of Way responsibilities: Jacobs Ladder a meeting has taken place with WCC and Chris Mills confirmed a figure of £10,500.

- (iv) Cllr Rankin (Playground Inspections & Crime Prevention) Playground inspections have been undertaken.

The weeds in the play area have been treated.

Crime prevention: Cllr. Rankin will attend the webinar with the Crime Commissioner.

- (v) Cllr Gardner (Parish Council Policies, GDPR and Green Issues). Due to meet with Eleanor Warren at SDC regarding climate matters.

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

Cllr. Smith-Vincent has sent details of the commonwealth grant fund to the Cricket Club.

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: 22/02935/FUL Construction of Anaerobic Digestion Facility at Land Adjacent to Hardwick Gorse, Tysoe Road, Kineton. Comment: Object.

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

(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 Cllr. Colin Mathews. Quote from Eon for all of the lights - £12,500. Replacements over 12-24 months is preferred. Warm white light is preferred. ACTION: Ask Eon to identify a village which has the same lighting installed and arrange visit.

(a) Anaerobic Digester – revised planning application. Cllr Gardner to draft RPC Comment: Object.

10. Community Marquee – Funding is confirmed 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.

Cllr. Smith-Vincent: 5m x 10m marquee will be purchased with storage bags

To agree RPC funding for up to £250. Proposed: Cllr. Rankin, Seconded: Cllr. Hooker.

11. Parish Council Website and host - Cllr. Simon Mathews: The new email hosting has been set up and is operating. Thanks to Zanna McKail for her work on this project.

£700 expenditure. Proposed: Cllr. Rankin, Seconded: Cllr. Smith-Vincent.

Invoice from Zanna Consultancy & Design for web hosting has arrived at £149.05, to be paid using delegated powers. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Mathews.

12. 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

13. Financial Administration a. See Attached

b. Budget 2024/25. Draft Budget figures for 2024/25 were circulated prior to the meeting with an increase of 4% to account for inflation (Appendix A). Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin. Budget update for 2023/24 circulated (Appendix B).

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- £250 RCP expenditure for marquee. See point 10.
- Radway Village Hall grant application £385.40 for annual insurance Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin.
- National 2023 Pay Agreement 2023 settled. Calculation of back pay required.
- Precept £12,793 for financial year 2024/25. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin.
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Other reports and items for future agenda:

The Clerk confirmed that the report of subsidence from Cllr. Rankin have been investigated by the Localities Engineer and will remain under review.

Dates of Future Meeting:

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

Apologies from Clare for the January and March 2024 meetings.

The meeting closed at 8.30pm

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Appendices

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
R. Manwaring – Grounds Maintenance (Mowing)	£ 408.44

Excel Spreadsheet detailing income and expenditure to 31st October 2023

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RADWAY PARISH COUNCIL		
	2023 -2024 Budget Figures	2024- 2025 DRAFT Budget Figures
Receipts		
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
Administration		
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
Village Maintenance		
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
Hall Hire & Playground		
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
Communications & IT Expenditure		
Website	£250.00	£250.00
Newsletter / Information Sheet	£320.00	£320.00
Total Communications & IT Expenditure	£570.00	£570.00
Miscellaneous		
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
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TOTAL PAYMENTS	£13,759.92	£14,278.00

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RPC Accounts Summary

RADWAY PARISH COUNCIL 2024 - 2025 FINANCIAL YEAR

26 October 2023

<u>Receipts</u>	<u>Actual</u>	<u>Budget</u>
Precept	£12,301.00	£12,301.00
Bank Interest	£156.36	£230.00
SDC Council Tax Support Grant	£0.00	£0.00
Other Income	£370.00	£792.00
VAT Reimbursement	£0.00	£800.00
TOTAL RECEIPTS	£12,827.36	£14,123.00
Administration		
Staff costs:		
Clerk's Pay	(£1,705.45)	£3,205.20
RPC Pension Contribution	(£399.25)	£972.72
HMRC NDDS	(£43.20)	£200.00
Administration Expenses	(£207.65)	£412.00
Audit Fees	(£622.00)	£600.00
Data Protection	(£35.00)	£35.00
Election Fees	£0.00	£0.00
Councillor Training	(£132.00)	£200.00
Subscriptions (WALC)	(£136.00)	£140.00
Insurance	(£679.02)	£700.00
Total Administration	(£3,959.57)	£6,464.92
Village Maintenance		
WCC Street Light Maintenance	£0.00	£110.00
Maintenance Budget (Street Furniture)	(£479.76)	£300.00
Defibrillator	£0.00	£50.00
F N Pile Mower Service	(£1,120.53)	£500.00
Grass Cutting (R W Manwaring)	(£748.43)	£1,200.00
NPower Electricity for Street Lights	(£751.42)	£1,100.00
Total Village Maintenance	(£3,100.14)	£3,260.00
Hall Hire & Playground		
Hall Hire	(£77.00)	£100.00
Play Area Annual Inspection	£0.00	£190.00
Chambers Trust - Recreation Ground - Rental	(£250.00)	£250.00
Recreation Area Maintenance: Equipment & Grounds Maintenance	(£96.43)	£1,000.00
Total Hall Hire & Playground	(£423.43)	£1,540.00
Communications & IT Expenditure		
Website	(£6.84)	£250.00
Newsletter / Information Sheet	(£151.72)	£320.00
Total Communications & IT Expenditure	(£158.56)	£570.00
Miscellaneous		
Grants	£0.00	£900.00
Community Projects	(£294.75)	£900.00
Christmas Trees	£0.00	£125.00
Total Miscellaneous	(£294.75)	£1,925.00
TOTAL PAYMENTS	(£7,936.45)	£13,759.92

Update all items in Red: for 2022/23

Closing Period Bank Balances As At:

26 October 2023

Current Account	£378.26
Deposit Account	£35,078.65
Total Bank Balances	£35,456.91

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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													£1,643.71	£24,602.00	£2,391.79
Precept	£2,643.71					£6,150.50							£12,061.00	£52.00	£52.00
Rose Cottage car parking						£370.00							£370.00	£370.00	£0.00
WCC grant for community marquee						£4.90							£4.90	£801.90	£801.90
Stratford DC Community Infrastructure Levy (CIL)													£0.00	£356.53	£356.53
Clerk's refund for overpayment of salary													£27,922.29	£26,037.48	£26,037.48
SDC old graveyard grass cutting contract													£0.00	£4,835.72	£4,835.72
Reserves													£17.67	£800.00	£800.00
VAT credit		£15.88	£18.73	£21.05	£22.93	£28.98	£31.12						£156.36	£30.00	£48.09
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 INDS							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				96.43									£0.00	£110.00	£102.67
Maintenance (including street furniture)	£209.76												£306.19	£300.00	£0.00
Defibrillator													£0.00	£50.00	£0.00
F N Pile				277.40		874.00	246.53						£1,120.53	£500.00	£495.77
Grass cutting (R W Manwaring)		471.03		251.21									£748.43	£1,200.00	£805.04
Npower electricity for street lighting							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					299.00							£250.00	£250.00	£250.00
Recreation ground, maintenance of equipment & ground works		11.00											£270.00	£1,000.00	£1,801.59
Communications and IT Expenditure															
Website/ Computer support	£25.00			6.84		31.68							£66.84	£250.00	£253.99
Newsletter / Information				63.36									£151.72	£320.00	£300.96
Miscellaneous															
Grants													£0.00	£900.00	£0.00
Other - section 137				117.50									£294.75	£448.21	£448.21
King Charles III Coronation	£135.00	32.25											£0.00	£125.00	£95.00
Christmas trees															
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	£35,956.91	£12,664.08	£11,223.55

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