

RADWAY PARISH COUNCIL

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12, Meadow Way, Fenny Compton, Southam, Warwickshire, CV47 2WD
07713 892835 clerk@radwayparishcouncil.org.uk

Minutes of Ordinary Meeting of Radway Parish Council, Radway Village Hall, Thursday 20th November 2025.

The meeting commenced at 7.30pm

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1. Apologies :

- a. To receive apologies for absence: None.
- b. Present: Cllr. Simon Hooker (Chair), Cllr. Penny Gardner (Vice-Chair), Cllr. Colin Matthews, Cllr. James Stephens, Cllr. Chris Mills (arrived 7.58pm), Cllr. Malcolm Littlewood (arrived 7.40pm), Clerk (Helen Hide-Wright), 2 members of the public.

2. Declarations of interests and consideration of dispensation requests: None.

3. Acceptance of the minutes of the previous meeting:

- Ordinary Meeting 18th September 2025. Proposed: Cllr. Simon Hooker, Seconded: Cllr. Colin Mathews. Signed and dated by Cllr. Simon Hooker.

4. Matters Arising from the minutes and previous meetings:

- a) Mobile Phone coverage (Cllr. Simon Hooker investigating). No further update.
- b) Streetlighting at West End: Cllr. Colin Mathews is progressing this matter. Funding remains in the original budget to cover these costs.
- c) Replacement swing seats. Cllr. James Stephens confirmed that the two flat swing seats would benefit from replacement. It was agreed to replace the seats, after the annual inspection. Proposed: Cllr. James Stephens, Seconded: Cllr. Simon Hooker.
- d) RPC Debit Card. It was agreed to obtain a debit card for Radway Parish Council. Proposed: Cllr. Penny Gardner, Seconded: Cllr. Simon Hooker.

5. Public participation:

- A resident addressed the meeting about the Radway Cricket Club. There will be a meeting to discuss the upkeep of the cricket ground by volunteers from the village.
- A resident commented on the high speed of traffic coming through the village. Cllr. Hooker confirmed that the PC has raised this topic with the relevant agencies.

6. Councillor reports: Chair (Budget & Finance, Website/IT, Highways, Grounds Maintenance and Street Furniture).

- Budget 2026/27: Proposed: Cllr. Simon Hooker, Seconded: Cllr. Penny Gardner. Appendix A. It was noted that the electricity account is in credit with the supplier. Costs for 2027/28 will therefore appear higher, once the credit has been used.
- Precept 2026/27: £13,700. Proposed: Cllr. Simon Hooker, Seconded: Cllr. Colin Mathews.
- RPC Debit Card: See point 4c. Proposed: Cllr. Penny Gardner, Seconded: Cllr. Simon Hooker.
- Co-option: Update: A resident has expressed an interest in joining RPC. **ACTION: Details to resident.**
- RPC Annual Playground inspections The annual inspection is due to take place shortly.
- Replacement bench for cricket ground £500 (using CIL funds 20/02084/FUL) Proposed: Cllr. Penny Gardner, Seconded: Cllr. Colin Mathews.

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- Npower invoice £75.67 for the period 1 Jul – 30 Sept 2025 (Paid by Direct Debit)

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- Christmas tree for the Church £50, Christmas Tree/s for village £150. Proposed: Cllr. Simon Hooker, Seconded: Cllr. James Stephens.
- Flowers for village tubs £58. This was paid prior to the meeting in order to reimburse the resident who kindly helps with the tubs.
- Replacement defibrillator battery - £256 + VAT. Proposed: Cllr. Simon Hooker, Seconded: Cllr. Penny Gardner. **ACTION: Order Defibrillator battery.**

(i) Cllr Mathews (Footpaths, Rights of Way and Street Lighting)

- Street Light at West End: Reinstate or removal/obsolescence
- King John's Lane: **ACTION: A review of grant funds from WCC will be undertaken.**
- Query re adoption of section of road and footpath. **ACTION: Site visit to be organised with RPC, Highways and the resident who raised the matter.**

(ii) Cllr Gardner (Parish Council Policies, GDPR and Green Issues).

- Adoption of amended RPC Financial Regulations re RPC Debit Card. **ACTION: Amendment of Financial Regulations to cover the RPC debit card will be circulated ready for adoption.**

(iii) Cllr Stephens

- Replacement flat seats for swings: HAGS £179.22. Proposed: Cllr. James Stephens, Seconded: Cllr. Simon Hooker.
- Replacement of chains for swings: HAGS £180.00. Proposed: Cllr. James Stephens, Seconded: Cllr. Simon Hooker. The chains will be purchased if the annual inspection confirms that they need to be replaced.

a. Reports from Ward Representatives of Warwickshire County Council (WCC): Chris Mills (Appendix C) and Stratford District Council (SDC): Malcolm Littlewood (Appendix D).

7. Planning

(a) SDC Planning decisions since our last meeting:

25/01875/FUL: Shakesfield: Permission with Conditions.

25/01913/LDE: Magnolia Cottage: Certificate of Lawful Existing Use or Development

25/02551/TREE: 1 Grange Cottages: Permission with Conditions.

(b) SDC Planning applications: None

(c) Planning Comments submitted by RPC since our last meeting: 25/02551/TREE: 1 Grange Cottages: No Representation.

8. Correspondence Consultation: WCC Home to School Transport Policy

9. Financial Administration a. See Attached. Payments Proposed: Cllr. Hooker, Seconded: Cllr. Gardner.

(a) Budget 2026/27 see point 6.

(b) Precept 2026/27: £13,700 see point 6.

(c) To consider grant application: Radway Village Hall : Insurance Premium of £462.72. Proposed: Cllr. Simon Hooker, Seconded: Cllr. Colin Mathews.

10. Other reports and items for future agendas:

11. Dates of Future Meeting, commencing at 7.30pm:

2026: 15th January, 19th March, 21st May, 16th July, 17th Sept, 19th November.

The meeting closed at 8.45pm.

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Appendix to Agenda for Meeting 20th November 2025

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 2025

Deposit Account:	£ 24,075.68
Current Account:	£ 469.33
Total Balance:	£ 24,545.01

Payments made since the last meeting:	£ 1,559.48
Income received since the last meeting:	£ 6,673.59
Payments outstanding since last meeting:	£ 0.00

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

Accounting Data Services Ltd (Sept Newsletter)	£ 47.52
Accounting Data Services Ltd (Oct Newsletter)	£ 31.68
HAGS (Replacement flat swing seats x 2)	£ 179.22
HAGS (2 sets replacement swing chains)	£ 180.00
Radway Village Hall (Annual Insurance)	£ 462.72
Radway Village Hall (Hire 20 th November 2025)	£ 16.00
UK Pad Sites (Replacement Defibrillator Battery)	£ 256.00
Mr Manwaring (Mowing) Invoice dated 11.11.2025	£ 130.00
Christmas Trees (Church £50 & Village £150)	£ 200.00
Clerk's Salary: Nov 2025	£ 377.44
Clerk's Salary: Dec 2025	£ 377.44
WCC Pension contribution Nov 2025	£ 89.00
WCC Pension contribution Dec 2025	£ 89.00
Working from Home Allowance Nov & Dec 2025	£ 52.00
Clerk's expenses –	£ 13.35

Invoices issued:

Excel Spreadsheet detailing income and expenditure to 31th October 2025

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Appendix (A) to Agenda for Meeting 20th November 2025

RADWAY PARISH COUNCIL 2024 - 2025 FINANCIAL YEAR

28 August 2025

<u>Receipts</u>	<u>Actual</u>	<u>Budget</u>
Precept	£6,652.00	£12,793.00
Bank Interest	£63.86	£300.00
SDC Council Tax Support Grant	£0.00	£0.00
Other Income	£0.00	£385.00
VAT Reimbursement	£0.00	£800.00
Community Grants	£0.00	£0.00
TOTAL RECEIPTS	£6,715.86	£14,278.00

Administration

Staff costs:

Staff Costs: Salary, NI, PAYE	(£1,565.95)	£3,800.00
Staff Pension: Employee & Employer Contributions	(£444.99)	£760.00
HMRC NDDS	£0.00	£200.00
Administration Expenses	(£415.88)	£412.00
Bank Charges	£0.00	£412.00
Audit Fees	(£702.00)	£650.00
Data Protection	£0.00	£35.00
Election Fees	£0.00	£0.00
Councillor Training	£0.00	£250.00
Subscriptions (WALC)	(£197.60)	£150.00
Insurance	(£731.65)	£750.00
Total Administration	(£4,058.07)	£7,419.00

Village Maintenance

WCC Street Light Maintenance	£0.00	£110.00
Maintenance Budget (Street Furniture)	£0.00	£200.00
Defibrillator	£0.00	£50.00
F N Pile Mower Service	(£269.58)	£500.00
Grass Cutting	(£883.75)	£1,400.00
NPower Electricity for Street Lights	£0.00	£1,200.00
Total Village Maintenance	(£1,153.33)	£3,560.00

Hall Hire & Playground

Hall Hire	(£28.00)	£110.00
Play Area Annual Inspection	£0.00	£190.00
Chambers Trust - Recreation Ground - Rental	£0.00	£250.00
Recreation Area Maintenance: Equipment & Grounds Maintenance	£0.00	£1,000.00
Total Hall Hire & Playground	(£28.00)	£1,550.00

Communications & IT Expenditure

Website	(£312.50)	£250.00
Newsletter / Information Sheet	(£158.40)	£320.00
Total Communications & IT Expenditure	(£470.90)	£570.00

Miscellaneous

Grants	£0.00	£750.00
Community Projects	(£4,080.00)	£716.00
Christmas Trees	£0.00	£125.00
Total Miscellaneous	(£4,080.00)	£1,591.00

TOTAL PAYMENTS

(£9,790.30)	£14,690.00
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Closing Period Bank Balances As At:

28 August 2025

Current Account	£876.81
Deposit Account	£18,554.09
Total Bank Balances	£19,430.90

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Appendix B: Budget 2026/27

RADWAY PARISH COUNCIL				
	2025- 2026 Budget Figures	2025-26 Actual Spend to Nov	Budget Consumption Percentage	Proposed Budget 2026-27
Receipts				
Precept	£13,304.00	£13,304.00	100.00%	£13,700.00
Bank Interest	£175.00	£85.45	48.83%	£150.00
SDC Council Tax Support Grant	£0.00	£0.00	0.00%	£0.00
Other Income	£452.00		0.00%	£452.00
VAT Reimbursement	£300.00	£835.75	278.58%	£300.00
TOTAL RECEIPTS	£14,231.00	£14,225.20	99.96%	£14,602.00
Administration				
Staff costs:				
Clerk's Pay, NI & PAYE	£4,250.00	£2,259.13	53.16%	£4,400.00
RPC Pension Contribution	£850.00	£622.99	73.29%	£900.00
Administration Expenses	£412.00	£574.72	139.50%	£450.00
Audit Fees	£650.00	£702.00	108.00%	£750.00
Data Protection - ICO	£35.00	£47.00	134.29%	£50.00
Election Fees	£0.00		0.00%	£0.00
Councillor Training	£250.00		0.00%	£250.00
Subscriptions (WALC)	£160.00	£150.60	94.13%	£150.00
Insurance	£750.00	£731.65	97.55%	£775.00
Total Administration	£7,357.00	£5,088.09	69.16%	£7,725.00
Village Maintenance				
WCC Street Light Maintenance	£100.00		0.00%	£100.00
Street Furniture Maintenance	£625.00		0.00%	£500.00
Defibrillator	£50.00		0.00%	£50.00
F N Pile Mower Service	£500.00	£269.58	53.92%	£500.00
Grounds Maintenance (Inc Flower Tubs)	£1,750.00	£1,133.73	64.78%	£2,000.00
NPower Electricity for Street Lights	£400.00		0.00%	£360.00
Total Village Maintenance	£3,425.00	£1,403.31	40.97%	£3,510.00
Hall Hire & Playground				
Hall Hire	£110.00	£44.00	40.00%	£130.00
Play Area Annual Inspection	£190.00		0.00%	£210.00
Chambers Trust - Recreation Ground - Rental	£250.00		0.00%	£250.00
Recreation Area Maintenance: Equipment & Gr	£1,000.00		0.00%	£1,000.00
Total Hall Hire & Playground	£1,550.00	£44.00	2.84%	£1,590.00
Communications & IT Expenditure				
Website	£500.00	£544.30	108.86%	£400.00
Newsletter / Information Sheet	£320.00	£190.08	59.40%	£350.00
PC Laptop Microsoft Office subscription	£50.00		0.00%	£90.00
Total Communications & IT Expenditure	£870.00	£734.38	84.41%	£840.00
Miscellaneous				
Grants	£800.00		0.00%	£1,000.00
Community Projects	£250.00	£980.00	392.00%	£250.00
Christmas Trees	£125.00		0.00%	£150.00
Total Miscellaneous	£1,175.00	£980.00	83.40%	£1,400.00
TOTAL PAYMENTS	£14,377.00	£8,249.78	57.38%	£15,065.00
	-£146.00	£5,975.42		-£463.00

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Appendix C: Cllr. Chris Mills. County Councillor Report

Radway Parish Council Meeting

20th November 2025

Childhood vaccinations

Following an outbreak of measles and whooping cough across the country, parents and carers are being reminded by Warwickshire County Council to check their children are up to date with immunisations. Find out more: <https://www.warwickshire.gov.uk/news/article/7095/catching-up-on-childhood-vaccinations-is-as-easy-as-abc-this-winter>

Choosing the right NHS service this winter

In preparation for winter 2025, Warwickshire County Council and health partners are working with hospitals and essential services to reemphasise the need to avoid A&E, unless absolutely necessary. Read more: www.warwickshire.gov.uk/news/article/7144/check-the-right-nhs-service-you-need-before-you-check-in-with-a-e-this-winter

Loneliness and isolation

Loneliness and social isolation affect many people and is a factor in physical and mental health conditions.

If you are struggling remember there is support available to you right here in Warwickshire. Visit <http://warwickshire.gov.uk/loneliness> to find out more.

Council highlights support for Safeguarding Adults Week

Safeguarding Adults Week takes place nationally from Monday 17 – Friday 21 November, and Warwickshire County Council (WCC) is highlighting how to spot the signs of abuse or neglect to help protect vulnerable adults across the county.

If an individual is worried about themselves, a friend, a family member, or someone they work with to provide care and support, help and advice are available. For more information or to report a concern, visit www.safeguardingwarwickshire.co.uk

Local Government Reorganisation in Warwickshire

Warwickshire County Council has expressed its preference on the future form of local government for Warwickshire to be a single unitary council. The Council also recognised the importance of town and parish councils in preserving local identity and supported the establishment of such councils where they do not currently exist. The Council also accepted that full constituent membership of the West Midlands Combined Authority would be the best arrangement for any new unitary authority in Warwickshire. Combined Authorities exist to grow economies in their regions. They invest in projects across areas such as transport, skills and wellbeing. West Midlands Combined Authority was created to deliver an ambitious plan to drive inclusive economic growth - in the West Midlands.

A final proposal was considered for approval by Cabinet on 6 November, prior to submission to the Government by 28 November. It is expected that at least four of the five district and borough councils will submit a separate proposal for two unitaries in line with earlier decisions by their Councils. The Government will then decide which model of unitary local government will apply to Warwickshire, with a decision expected by Summer 2026. The Government has said it will carry out a public consultation on its preferred option, which is expected to take place in early 2026. Find out more: <https://www.warwickshire.gov.uk/news/article/7094/county-council-shows-support-for-future-single-unitary-council>

Home to School Transport Consultation

Warwickshire County Council has launched a seven-week public consultation on proposed changes to its Home to School Transport Policy.

Find out more and have your say: <https://www.warwickshire.gov.uk/news/article/7156/have-your-say-warwickshire-county-council-launches-consultation-on-home-to-school-transport-policy-changes>

Community Risk Register

Familiarise yourself with the Community Risk Register for Warwickshire and the **Top risks to our county**

Learn the most significant risks that could occur in Warwickshire. The information sets out what Warwickshire responders and other partners are doing about the risks. It also outlines the likely consequences of these risks along with advice on what the public can do to prepare for and respond to these risks.

The following are the key risks that have the potential to cause a significant disruption to Warwickshire.

Industrial Accidents and Major Fires, Cyber Attacks, Emerging Infectious Diseases, Extreme Cold Weather, Heatwave and Drought, Loss of Gas or Electricity, Malicious Attacks, Pandemics, Flooding, Animal Disease.

To learn how to be Better Prepared for the key risks near you, visit <https://www.warwickshireresilienceforum.org/risks/>.

Flood warnings

A great way to be Better Prepared for flooding is by making a Personal Flood Plan. Find this and more tips to prepare for flooding at: <https://www.warwickshireresilienceforum.org/risks/flooding/>

Child Friendly Warwickshire's Christmas gift appeal

Warwickshire residents and businesses who want to help children and young people have a happy Christmas are invited to donate presents via a countywide gift appeal. Find out more: <https://www.warwickshire.gov.uk/news/article/7174/child-friendly-warwickshire-s-christmas-gift-appeal-is-open>

Kind Communities Food Strategy

A grant fund is now available under Warwickshire County Council's Food Strategy- Kind Communities-Kind Food-enabling community organisations to bid for funding for local projects that focus on improving the local availability of affordable healthy food, healthy food education and reducing food waste. Organisations can apply for up to £1,000 for their project and the fund has £22,500 available. The application process is being managed by Warwickshire CAVA - please see the link to their website and the grant will also go live on Warwickshire County Council's webpages. <https://www.wcava.org.uk/programmes/warwickshire-kind-communities-kind-food-grant-fund-2025/>

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Appendix D: Cllr. Littlewood.

Ward member Report to Parish Councils in Tysoe Ward.

October 2025

1. Planning

1.1 "Have your say in the future of our councils" – Consultation update

Have your say in the future of our councils! Local government reorganisation was conducted as I reported in my August supplementary report. The consensus across all of Warwickshire from those individuals and organisations that completed the questionnaire was for a two Unitary Authorities (UA), North Warwickshire and South Warwickshire, with South Warwickshire consisting of Stratford on Avon District and Warwick District Council geographies. If agreed by Central Government, this would mean the abolition of the five District and Borough Councils as well as the Warwickshire County Council. Final submissions from Councils must be submitted by the 28th of November by which time all six council entities must provide an unanimously agreed plan.

1.2 Welfare and Support

In Warwickshire Child and Adult Social Care and SEND account for a major part of annual budget. These services, along with other statutory services will be provided by either a Single UA or the Two UAs. Reports indicate that because the needs of the populations in North and South Warwickshire are significantly different in terms of demand and need, significant savings can be made.

2. SDC Finances & Resources

2.1 At the end of August budgets for project spend in the coming 2026/27 will start to be developed. This will take time for both Officers and members in the coming months. As an opposition we will be offering proposals that will seek to improve life and increase opportunities for residents in the District, both in the rural Centres and the wider communities. I would be very happy to receive any suggestions for projects from PCs in my Ward that will enhance and protect local communities.

2.2 A Community Grant Fund was put into the budget for 2025/26 but has only just been released and criteria for granting published. In the name of remembrance of VE & VJ days, the fund is available for bids for local assets and spaces. Please see the link below.

[Community Grant Scheme 2025 | Stratford-on-Avon District Council.](#)

3. Five Year Housing Land supply and what it means to planning

The current situation is that the District Council now has a 2.74 Year Housing Land Supply. The implication of this is that housing applications will be more likely to be granted planning permission unless there are significant and demonstrable factors that outweigh the benefits of the development and until the 5 Year Land Supply is re-established. The 'bar' however has been raised and reason to refuse permission must be able to show "Substantial Harm" including in Greenbelt. The definition of Greybelt has been introduced because of this change.

The standing of current Neighbourhood Plans remains if they are no older than five years. I introduced a motion at the last Full Council meeting on the 13th of October to fund NDP update and renewal. NDP's need to reflect the National Planning Policy Framework 2025, [National Planning Policy Framework - GOV.UK](#). The emerging South Warwickshire Local Plan (SWLP) objectives reflect the current NPPF also. Alongside the SWLP is the South Warwickshire Economic Growth Plan.

Inappropriate planning applications that would not meet the:

- Economic Objectives,
- Social Objectives,
- Environmental Objectives,

will be resisted.