

# **RADWAY PARISH COUNCIL**

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

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## **Minutes of Ordinary Meeting of Radway Parish Council, Radway Village Hall, Thursday 15th January 2026.**

The meeting commenced at 7.30pm

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### **1. Apologies :**

- a. To receive apologies for absence: Cllr. James Stevenson, Puffin Pocock, Cllr. Malcolm Littlewood.
- b. To consider acceptance of apologies. Apologies were accepted by the meeting:  
Proposed: Cllr. Simon Hooker, Seconded: Cllr. Penny Gardner.
- c. Present: Cllr. Simon Hooker (Chair), Cllr. Penny Gardner (Vice-Chair), Cllr. Colin Matthews, Clerk: Helen Hide-Wright. Cllr. Chris Mills, Cllr. Malcolm Littlewood (arrived at 8.25pm).

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

### **3. Acceptance of the minutes of the previous meeting:**

- a. Ordinary Meeting 20<sup>th</sup> November 2025. Proposed: Cllr. Simon Hooker, Seconded: Cllr. Penny Gardner.

### **4. Matters Arising from the minutes and previous meetings:**

- a) Mobile Phone coverage (Cllr. Simon Hooker investigating): Further information is being sought and will be reported through a PC meeting.
- b) Replacement swing seats: ACTION: Clerk to order 2 new flat seats.
- c) RPC Debit Card: An application form is about to be submitted to request a card.

### **5. Public participation: None.**

### **6. Councillor reports:**

#### **(i) Chair (Budget & Finance, Website/IT, Highways, Grounds Maintenance and Street Furniture).**

- Appointment of Internal Auditor: Trevor Gill. Proposed: Cllr. Simon Hooker, Seconded: Cllr. Colin Mathews.
- Approval of Internal Audit Fee (2026): £350 Proposed: Cllr. Simon Hooker, Seconded: Cllr. Colin Mathews.
- Receipt of Grant from SDC for maintenance of Graveyard £431.98.
- Budget 2026/27 & Precept £13,700: (Appendix A). The precept request has been submitted to SDC.
- Co-option: There is a vacancy for a Councillor on RPC.
- Replacement bench for cricket ground £500 (using CIL funds 20/02084/FUL): The bench will be purchased in the summer.
- Replacement defibrillator battery: The replacement battery has arrived and is being stored with Cllr. Simon Hooker.
- Npower Invoice dated 6<sup>th</sup> January 2026 for £120.05 with existing account credit of £138.03.

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

- Street Light at West End: The matter is being dealt with by a lighting technician.
- King John's Lane - Payment of remaining £300 from WCC has been received
- Query re adoption of section of road and footpath: A site meeting about Norton's Lane, the unadopted road and footpath is due to take place with the County Engineer on Tuesday 20<sup>th</sup> of January 2026.

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

- Adoption of amended RPC Financial Regulations re RPC Debit Card. The amended wording is on page 9, item 8:

**"Debit Card**

The Debit Card issued for use will be specifically restricted to the Clerk and will be subject to a single transaction limit value of £200 for online subscriptions only, unless authorised by the council or finance committee in writing before any order is placed. The card will be held with the Clerk and RFO."

Proposed: Cllr. Simon Hooker, Seconded: Cllr. Penny Gardner.

(iv) Cllr Stephens

- Review of findings of KOMPAN annual inspection. A review of the RoSPA inspection report will be undertaken by Cllr. Stephens and Cllr. Hooker.
- Repairs and actions from annual inspection report. As above.
- Replacement of flat swing seats and chains. See 4b.

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

7. Planning

- SDC Planning decisions since our last meeting: None.
- SDC Planning Applications: None.
- SDC Planning Decisions: 25/02783/LDP: Magnolia Cottage: Certificate of Lawful Proposed Use or Development.
- Planning Comments submitted by RPC since our last meeting: None.

8. Correspondence: First Aid training: A defibrillator supply company is offering defibrillator and first aid training. The opportunity will be advertised in the newsletter with a view to booking training.

9. Financial Administration a. See Attached: Appendices D & E.

Payments: Proposed: Cllr. Simon Hooker, Seconded: Cllr. Penny Gardner.

NALC has confirmed an increase in Section 137 expenditure from the current £11.10 to £11.60 per elector for the financial year 2026/27.

10. Other reports and items for future agendas: Cllr. Mathews gave apologies for the 16<sup>th</sup> July meeting.

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

2026: 19<sup>th</sup> March, 21<sup>st</sup> May, 16<sup>th</sup> July, 17<sup>th</sup> Sept, 19<sup>th</sup> November. **The meeting closed at 8.40pm.**

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## Appendix A. Adopted Budget 2026/27

### RADWAY PARISH COUNCIL

	<u>2025- 2026 Budget Figures</u>	<u>2025-26 Actual Spend to Nov</u>	<u>Budget Consumption Percentage</u>	<u>Proposed Budget 2026-27</u>
<b>Receipts</b>				
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
<b>TOTAL RECEIPTS</b>	<b>£14,231.00</b>	<b>£14,225.20</b>	<b>99.96%</b>	<b>£14,602.00</b>
<b>Administration</b>				
<b>Staff costs:</b>				
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
<b>Total Administration</b>	<b>£7,357.00</b>	<b>£5,088.09</b>	<b>69.16%</b>	<b>£7,725.00</b>
<b>Village Maintenance</b>				
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
<b>Total Village Maintenance</b>	<b>£3,425.00</b>	<b>£1,403.31</b>	<b>40.97%</b>	<b>£3,510.00</b>
<b>Hall Hire &amp; Playground</b>				
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
<b>Total Hall Hire &amp; Playground</b>	<b>£1,550.00</b>	<b>£44.00</b>	<b>2.84%</b>	<b>£1,590.00</b>
<b>Communications &amp; IT Expenditure</b>				
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
<b>Total Communications &amp; IT Expenditure</b>	<b>£870.00</b>	<b>£734.38</b>	<b>84.41%</b>	<b>£840.00</b>
<b>Miscellaneous</b>				
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
<b>Total Miscellaneous</b>	<b>£1,175.00</b>	<b>£980.00</b>	<b>83.40%</b>	<b>£1,400.00</b>
<b>TOTAL PAYMENTS</b>	<b>£14,377.00</b>	<b>£8,249.78</b>	<b>57.38%</b>	<b>£15,065.00</b>
	<b>-£146.00</b>	<b>£5,975.42</b>		<b>-£463.00</b>

**Appendix B: County Councillor Report, Radway Parish Council Meeting, 15th January 2026****Warwickshire Fire and Rescue Service commend public hero**

A quick-thinking member of the public has been formally recognised by Warwickshire Fire and Rescue Service for a selfless act of bravery in Warwickshire.

Alex Capewell, who intervened in a serious road traffic collision on the M40 motorway earlier this year, was honoured with a Chief's Commendation Award this week at Leamington Fire Station for his heroic actions.

The incident occurred when a vehicle struck a barrier and immediately caught fire. Without hesitation, Mr Capewell, who witnessed the crash, stopped and rushed to the aid of the driver, managing to pull them from the wreckage just moments before the car was completely engulfed in flames. Find out more: <https://www.warwickshire.gov.uk/news/article/7272/warwickshire-fire-and-rescue-service-commend-public-hero-for-act-of-bravery-on-m40>

**WCC'S final proposal for Local Government Reorganisation**

Warwickshire County Council has submitted its final proposal for Local Government Reorganisation. The proposal sets out that a single unitary council for Warwickshire is the best way forward.

The proposal demonstrates that a single unitary authority would deliver at least £18.7 million in annual net benefits - three times more than a two-unitary model and could unlock up to £119 million in long-term transformation savings. This means more funding for vital frontline services like social care, housing and children's services. A single unitary council for Warwickshire provides a single, consistent vision for the county, helping us to deliver stronger communities, better services and real value for money. Read more: <https://www.warwickshire.gov.uk/news/article/7226/warwickshire-county-council-s-final-proposal-for-local-government-reorganisation>

**5,500 miles of Warwickshire's roads gritted****Council's gritting teams covered distance equivalent to length of the Great Wall of China over the weekend**

As temperatures dropped and hazardous driving conditions set in over the weekend 3<sup>rd</sup> and 4<sup>th</sup> January, Warwickshire's gritting teams were hard at work to keep the county moving safely. More than 5,500 miles – equivalent to the length of the Great Wall of China - of roads were treated.

This mirrored the work done over the Christmas holiday period. Operating from five depots across Warwickshire, the teams headed out 14 times from 23 December, covering a total of 15,400 miles to combat icy conditions.

Around 46% of Warwickshire's highway network, approximately 1,100 miles is treated whenever forecasts predict icy conditions. While it's not possible to grit every road, the county follows clear criteria:

- all main traffic routes, A roads, most B roads and one or two other strategic routes
- in urban areas, the accesses to hospitals and main industrial estates
- a single route into all villages is maintained.

Heavy snowfall is slightly different. Here, the policy is as follows:

- the roads receiving gritting will be cleared as soon as possible, starting in areas of the heaviest snowfall.
- strategic link routes will be made accessible across the network first
- highly used footpaths and cycleways will also be cleared.

The County Council has started bulk fill of all its grit bins across the County as many have been used during the recent period.

**Safeguarding adults**

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Warwickshire County Council has launched its latest episode of the Let's Talk Warwickshire podcast, raising awareness of the different types of abuse and neglect that adults may experience and where to find help. Read more: <https://www.warwickshire.gov.uk/news/article/7220/new-let-s-talk-warwickshire-podcast-episode-explores-safeguarding-adults-from-abuse-and-neglect>

### **Children's Chickenpox vaccinations**

January 2026 sees the introduction of an update to the childhood immunisation schedule, the MMRV vaccine, which now includes protection against chickenpox as well as Measles, Mumps and Rubella. Find out more: <https://www.warwickshire.gov.uk/news/article/7347/chickenpox-vaccination-offered-to-children-across-warwickshire-from-january-2026>

### **Warwickshire County Council is looking for more people to join its Voice of Warwickshire residents' panel**

Warwickshire County Council is encouraging residents aged 18 and over to join its Voice of Warwickshire online panel.

The Voice of Warwickshire is a group of local people who play a vital role in helping the County Council understand the views, needs and priorities of those who live in Warwickshire.

Members of the panel are invited to take part in engagement activities on a wide range of topics – from libraries and greenspaces to Fire and Rescue and artificial intelligence. Feedback from the Voice of Warwickshire directly informs the council's planning, policies, and service delivery. Those interested can register at [www.warwickshire.gov.uk/vowrecruitment](http://www.warwickshire.gov.uk/vowrecruitment) or by calling 01926 410410.

### **Parking text scam**

Warwickshire County Council has warned residents that fake phishing scam SMS text messages are being sent to residents across the county, posing as Penalty Charge Notice payment requests. Read more:

<https://www.warwickshire.gov.uk/news/article/7289/warwickshire-residents-urged-to-be-cautious-of-parking-text-scam>

### **Avian influenza confirmed by Defra in Warwickshire**

The UKHSA is now urging people not to touch any sick or dead wild birds. Partners are working to manage the situation and protect public health and the risk to other birds. Read more:

<https://www.warwickshire.gov.uk/news/article/7245/public-urged-not-to-touch-sick-or-dead-birds-as-avian-influenza-confirmed-by-defra-in-north-warwickshire>

Appendix C: District Councillor Malcolm Littlewood.

## Ward member Report to Parish Councils in Tysoe Ward.

December 2025

***First, I wish everyone a Merry Christmas and Peaceful, Prosperous, and Happy New Year.***

This year has been one of working towards forthcoming change. Change to local government authority and responsibilities and change to the planning rules and vulnerability caused by SDC being currently unable to demonstrate a five-year housing land supply and change in the way local government is organised is scheduled for April 2028.

As a member of the opposition, we have been working to support the administration where we have agreed, proposed policies to encourage an increase in retail footfall, and have introduced budget proposals to increase the number of EV Charge points, install PV canopies in carparks, and reduce the cost of Green Bins and carparking costs for SDC Council Tax Payers.

I also introduced a motion supported by Cllr. Anne Parry to provide £250,000 in the budget for 2026/27 for Parish Councils to renew or establish a Neighbourhood Development Plan which received unanimous support at the Full Council Meeting on the 10<sup>th</sup> of December. NDP's have a lifetime and only have weight in determining planning Applications if they have been "made" five years or less prior to the date of the planning application. Many of the around 30 made NDP's in the District are older than that. This fund replaces the financial support that was cancelled this autumn by the current government at the same time as increasing the quota of housing to be carried by the District.

My goal, and that of my colleagues is to make a difference in our Wards for all residents and to act as advocates on their behalf. Change is coming in the form of Local Government reform that will in 2028 create a single tier of Local Government. This will consolidate all the responsibilities of Local Government into a single Authority and will mean that your local Councillors will be more able to influence the authority on your behalf whilst maintaining your access to your representatives.

Until a Five-Year Housing Land Supply (5YHLS) is re-established or the South Warwickshire Local Plan made, there are going to be difficult decisions to make in the coming year. Between the beginning of 2025 and the end of 2050, South Warwickshire is required by central government to build some 30,000 houses in the combined SDC & WDC geography. This will be a challenge because of economic factors, commercial imperatives, and constraints on suitable sites. Whilst the 5YHLS is not in place, the planning balance is tilted towards granting developments. This does not mean that Developers have carte blanche to do what they want. Protection is still there in the National Planning Policy Framework (NPPF), in up-to-date (less than five years old) local NDP's and less so in Parish Plans, and Local Housing Needs Surveys. I hope the NDP fund that I referred to above will assist with ensuring these plans are updated or established.

Consequently, there is much still to be done in the next remaining months to local elections in May 2027 when a 'shadow' Unitary Authority will be created that will take control when the UA is vested in April 2028.

Finally, I hope that everyone has a great holiday period with friends and family. I will be doing just that but of course remain available throughout as always.

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## Appendix D: Finance

### **Financial Administration**

Bank Balances at 31<sup>st</sup> Dec 2025

Deposit Account:	£ 22,849.33
Current Account:	£ 725.96
Total Balance:	£ 23,575.29

Payments made since the last meeting:	£ 1,725.35
Income received since the last meeting:	£ 755.63
Payments outstanding since last meeting:	£ 0.00

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

Accounting Data Services Ltd (Nov Newsletter)	£ 47.52
Kompan Annual Inspection (Inv 265498)	£ 214.28
Radway Village Hall (Hire 15 <sup>th</sup> January 2026)	£ 16.00
Accounting Data Services (Newsletter Dec & Jan 26)	£ 65.00
Clerk's Salary: Jan 2026	£ 377.44
Clerk's Salary: Feb 2026	£ 377.44
WCC Pension contribution Jan 2026	£ 89.00
WCC Pension contribution Feb 2026	£ 89.00
Working from Home Allowance Jan & Feb 2026	£ 52.00
Clerk's expenses –	£ 13.35

### **Invoices issued:**

**Excel Spreadsheet detailing income and expenditure to 31<sup>st</sup> December 2025**

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## Appendix E: Financial Report for Meeting 15th January 2026

### RADWAY PARISH COUNCIL 2024 - 2025 FINANCIAL YEAR 31 December 2025

<u>Receipts</u>	<u>Actual</u>	<u>Budget</u>
Precept	£13,304.00	£12,793.00
Bank Interest	£109.10	£300.00
SDC Council Tax Support Grant	£0.00	£0.00
Other Income	£0.00	£385.00
VAT Reimbursement	£835.75	£800.00
Community Grants	£3,831.98	£0.00
<b>TOTAL RECEIPTS</b>	<b>£18,080.83</b>	<b>£14,278.00</b>

#### **Administration**

##### **Staff costs:**

Staff Costs: Salary, NI, PAYE	(£2,788.71)	£3,800.00
Staff Pension: Employee & Employer Contributions	(£800.99)	£760.00
HMRC NDDS	£0.00	£200.00
Administration Expenses	(£648.57)	£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
<b>Total Administration</b>	<b>(£5,869.52)</b>	<b>£7,419.00</b>

#### **Village Maintenance**

WCC Street Light Maintenance	£0.00	£110.00
Maintenance Budget (Street Furniture)	£0.00	£200.00
Defibrillator	(£256.00)	£50.00
F N Pile Mower Service	(£269.58)	£500.00
Grass Cutting	(£1,263.73)	£1,400.00
NPower Electricity for Street Lights	£0.00	£1,200.00
<b>Total Village Maintenance</b>	<b>(£1,789.31)</b>	<b>£3,560.00</b>

#### **Hall Hire & Playground**

Hall Hire	(£60.00)	£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
<b>Total Hall Hire &amp; Playground</b>	<b>(£60.00)</b>	<b>£1,550.00</b>

#### **Communications & IT Expenditure**

Website	(£544.30)	£250.00
Newsletter / Information Sheet	(£269.28)	£320.00
<b>Total Communications &amp; IT Expenditure</b>	<b>(£813.58)</b>	<b>£570.00</b>

#### **Miscellaneous**

Grants	(£462.72)	£750.00
Community Projects	(£4,080.00)	£716.00
Christmas Trees	£0.00	£125.00
<b>Total Miscellaneous</b>	<b>(£4,542.72)</b>	<b>£1,591.00</b>

#### **TOTAL PAYMENTS**

<b>(£13,075.13)</b>	<b>£14,690.00</b>
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