

MINUTES OF THE MEETING OF SOUTHAM TOWN COUNCIL HELD AT THE GRANGE HALL, COVENTRY ROAD, SOUTHAM ON THURSDAY, 23rd FEBRUARY 2023.

Present: The Mayor, Councillor A John - In the Chair
Councillors, G Foster, K Collier Cllr A Jamieson & L Ellard

Apologies: Cllr M Ray – Holiday
Cllr A Walster – Holiday
Cllr N Savage – Personal

Absent without Apologies:
Cllr C Lambert
Cllr K Toner
Cllr T Bromwich

In Attendance: Mrs R. Barnett and Cllr A Crump

125. DECLARATIONS OF INTEREST

Cllr A John	Non-Pecuniary	Southam Carnival S137 Grant
	Reason	Member of Committee

126 APOLOGIES/ABSENT WITHOUT APOLOGIES

Members were advised that Cllr K Toner has not been to a meeting since July 2022 and has exceeded the allowable limit as stated within section 85 of the local government act 1972 which rules that a member of a local authority loses office if they do not attend at least one meeting in any six month period.

RESOLVED:

- i) Apologies accepted
- ii) To notify K. Toner of the situation and loss of office as a councillor for Southam Town Council.

127. REPRESENTATIONS FROM THE PUBLIC

None present.

128. MINUTES OF THE PREVIOUS MEETING

RESOLVED:

- iii) To ratify minutes of the meeting held on Thursday 26th January 2023

129. ACCOUNTS FOR PAYMENT

Invoices were sent to members with their meeting papers.

RESOLVED:

- i) That the payment of accounts dated February 2023, totaling £9,903.66 (details attached) be authorised. Cllr A John and Cllr L Ellard to authorise payments.

130. APPLICATIONS FOR PLANNING PERMISSION

- i) Council considered the applications for planning permission detailed on the schedule for February 2023 upon which the Town Council had been consulted by Stratford District Council.

ii) To note the Planning Applications Decisions Report

RESOLVED:

- i) **Planning Applications submitted as detailed in schedule for February 2023 later within the minutes.**
- ii) **Planning decisions summary - Noted.**

131 TOWN CLERK'S REPORT

131.1 PUBLIC REPRESENTATIONS

None present.

131.2 S137 GRANT APPLICATION/ S106 MONIES

Members considered a S137 Grant Application as follows:

Southam Carnival – Carnival Family Fun Day

Grant requested £1,968

To cover the cost of Climbing Wall, Laser Tag & Crazy Golf (£1390 +VAT=£1668).

Pony Rides (£300, not VAT registered).

RESOLVED:

- i) **To approve the Southam Carnival S137 Grant Application of £1,968.00**
- ii) **To order the Climbing Wall, Laser Tag & Crazy Golf at a cost of £1668, to claim back VAT and donate the activities**
- iii) **To award a S137 Grant of £300 for the Pony Rides**

131.3 THE FORMER POLICE STATION, SOUTHAM 22/03277/FUL

Members discussed the correspondence received from the applicant for the planning application 22/03277/FUL.

RESOLVED:

- i) **HBV group would be invited to a future ENV working group meeting to discuss the application in more detail with Councillors.**

131.4 SOUTHAM TOWN COUNCIL POLICIES

Following the full review of council policies members discussed the following council policies to be put in place with immediate effect.

COVID-19

Pensions discretions

Compassionate Leave

Emergency Leave

Flexible Retirement

Lone working

Maternity Leave and Pay Policy

Parental Leave

Personal Leave

RESOLVED:

- i) **To approve and adopt all of the policies listed and update the policy booklet**
- ii) **To publish on the Website.**

131.5 TOWN MAYOR PROTOCOL

Members considered the final version of the Town Mayor Protocol.

RESOLVED:

- i) That the Town Mayor Protocol is adopted.**

131.6 TITHE LODGE

Members were updated on the situation regarding Tithe Lodge.

Noted

131.7 COUNCIL MEETING DATES

Noted

131.8 TOWN MAYOR EVENTS

Noted

132 CORRESPONDENCE

132.1 RESIDENT – MEMORIAL BENCH/PLAQUE

The correspondence received from a resident regarding the request to place a memorial bench or plaque was considered.

RESOLVED:

- i) To develop a memorial policy and bring this back to Council for approval.**
- ii) A response to the resident would be prepared to indicate that a policy is currently being developed and once completed and approved this request can be considered.**

132.2 RESIDENT – MEMORIAL TREE/GRAVE CREMATION

The correspondence received from a resident regarding the request to consider a memorial tree or space was discussed.

RESOLVED:

- i) A response to the resident will be prepared noting the comments raised.**

133. REPORTS FROM WORKING PARTIES

133.1 ENV - 9 FEBRUARY MINUTES

Item 1 - Communications strategy for Southam Town Council

Breakthrough Communications provided an on-line presentation, regarding a proposal to support Southam Town Council with communications and development of a Communications and Engagement Strategy.

RESOLVED:

- i) The Council is updated with feedback following liaison with other councils regarding the appointment of breakthrough communications to assist in the development and implementation of a communications and engagement strategy.**

Item 2 - Town Mayor and Deputy Mayor May 2023

Members discussed up and coming election of the Mayor and Deputy Mayor. Cllr M Ray as Deputy Mayor will not be taking on the position of Mayor in May 2023.

RESOLVED:

- i) That Cllr A John is supported by members to continue as Mayor for next Mayoral Year.
- ii) Existing Members who will be standing for re-election to consider standing for Deputy Mayor

Item 3 - Outside Bodies/Working Parties

Members reviewed the list of Outside Bodies/ Working Parties to agree those to continue and membership moving forward.

RESOLVED:

- i) The main changes include:
 - a. The BMX Pump Track and Holywell working parties are combined with the working group 'Youth Matters, Play areas, Open spaces, and Heritage sites'.
 - b. The Busy-ness working party is dissolved as no longer required.
 - c. The HS2 & section 17 working party will only focus on HS2 Liaison with the section 17 element now removed.
- ii) The revised list of outside bodies and members as detailed in the appointments of representatives table later in the minutes are approved.

Item 4 - Mayoral Award Of Merit

Noted

Item 5 - Southam United FC and Tithe Lodge Update

Cllr A John provided a verbal update and raised concern following feedback from the residents of Tithe Lodge

RESOLVED:

- i) Cllr John will write to Kate Hunt to express disappointment.

Item 6 - Southam Stories

Noted

Item 7 - Coronation Events

Cllr Foster gave an update regarding the proposed Coronation Dementia Afternoon Tea, taking place over the coronation weekend.

RESOLVED:

- i) The Council would initially investigate financing this event through grant funding wherever possible.

Item 8 - Planning Applications

As referenced within section 130 of these minutes

Item 9 - AOB

Noted

133.2 SOUTHAM NEIGHBOURHOOD DEVELOPMENT PLAN UPDATE

Cllr G Foster gave an update on the progress of the NDP. There are some changes put forward by Stratford District council that need to be considered.

RESOLVED:

- i) **Accept the proposals to make the necessary changes to the Neighbourhood Plan.**

133.3 COMMUNITY GROUP ALLIANCE

Noted

133.4 FINANCE WORKING PARTY- 8 FEBRUARY MINUTES

Minutes from the last meeting

Minutes from 7th December 2022 – Approved

DCK Update

The Finance Officer gave an update on the Rialtas software

The Finance Officer suggested that she would speak to DCK, when The Grange Hall is ready for entering into the system and suggest that she uploads the data for The Grange Hall.

The Finance Officer will also arrange a visit to Alcester Town Council to see how they use Rialtas.

Budget Review Q3

The Chair went through each section

Bank reconciliations – no comments

Budget

General – no comments

Salaries – Members were informed about the overrun for salaries.

Information – no comments

Mayoral – The Chair asked for clarification of the big items out of the Mayoral account which the Finance Officer gave. The Finance Officer will send the Mayor a full update on her account

Miscellaneous – no comments

Recreation and Amenities – Flying Fields utilities are recharged but members were informed that there may be an overrun in legal costs associated with the handover by year end.

Maintenance and Repairs – no comments

The Grange Hall Capital – no comments

Streetlighting – Members were informed that expenditure now coming out of reserves as cost of electricity had gone up sending us over budget.

Grass cutting - no comments.

Community Grants – No Comments

Earmarked Reserves

The Finance Officer went through including Agenda item 5 – Earmark Reserves Review.

RESOLVED:

That the following Earmark Reserves should be moved to General Reserves

Street Light Maintenance

Rights of Way

Salt, Litter & Dog Bins
Grounds Maintenance
Community Facilities
Travelling Expenses
Postage

The Finance Officer is to check if the Rights of Way Earmarked Reserve is needed for a project.

General Reserves – no comments

Committed expenditure.

Members were informed on the latest position on the committed expenditure – no comments.

Forecast Salaries

The overrun was discussed and where we were going to fund it from. Reminder that at year end it was budgeted to use some money out of the earmarked reserve lines to cover this and the streetlight electricity and these items have not been moved to General Reserves because of this.

Grange Hall Q3 Review and Forecast

Members were informed that although the Q3 review shows a profit, there is a risk of overrun in the last 3 months as no bars for Jan and Feb and bookings have been down. Although this isn't a problem this year as the Grange Hall has a healthy bank balance it could be a problem in a couple of years if this trend were to continue.

Members were informed that that the GHMC have agreed to do some advertising, The Finance Working Party feel social media advertising will be far better than spending money on the District Advertiser.

AOB

Members were advised that the Accounts Ending March 2022 have yet to be signed off, that there are other councils in the same position, and that there seems to be a problem with PKF Little John, who will not be the External Auditor for this year's accounts.

133.5 GHMC 23 JANUARY MINUTES

Noted

133.5 FLYING FIELDS PROGRESS UPDATE

Cllr A John gave a verbal update following the handover meeting with Taylor Wimpey. There continue to be issues to be resolved before transfer can take place.

RESOLVED:

- i) **To prepare some publicity to provide an update to the residents of Southam which will initially be published on local Facebook and Council website pages.**

134. INFORMATION FROM COUNTY AND DISTRICT COUNCILLORS

Cllr A Crump advised the following:

SDC

- There have been prosecutions made against unlicensed puppy breeders.

- Local Plan is still out for consultation.
- 123 Bin collection is working well and there is now action taken to promote the App.
- There is a £5 Council Tax increase put forward for approval.
- Continued Taylor Wimpey issues regarding boundaries re Mill/ Shepherds hill which includes an issue over the bins and location.
- Continue to work through issues with the management company of Southam Grounds estate.
- Photo id is required for the elections this year therefore looking to encourage resident to apply for postal voting where possible.

WCC

- Police – reporting a focus on mobile phone usage whilst driving.
- Cllr Crump is working to try and get more speeding signage down Banbury Road.
- The dropped kerb has been completed in Warwick Road.
- Broadband – lots of concerns and issues and the County Council will be looking to appoint a new network officer to provide increased focus on this.
- There is a focus by the police to support victims of domestic abuse to have confidence to come forward and make the necessary reports.
- Fire coverage is increasing which is great news.
- S106 agreement is still being worked through concerning the Aldi development.
- £2 single fare - extended until June 2023
- There is a 3.94% Council Tax increase put forward for approval for Warwickshire County Council.

135. EXCLUSION OF THE PUBLIC FROM THE MEETING

It was moved and

RESOLVED:

that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public be excluded from the meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

136. STAFF SALARIES AND PAYMENT FOR SERVICES

RESOLVED:

i)To authorise the payment of staff salaries dated February 2023.

137. CODE OF CONDUCT COMPLAINT

Members were updated on matters considered to be confidential.

The Meeting closed at 9.11 pm.

ACCOUNTS FOR PAYMENTS

Southam Town Council Financial Year 2022-2023							
Accounts Payable February 2023							
Voucher No	Budget Line	Payee	Details	Bank	Gross Amount	VAT (to be reclaimed)	Net Amount
245	47	G White	Volunteer Driver Reimbursement	Unity	£248.25		£248.25
246	47	M Houston	Volunteer Driver Reimbursement	Unity	£31.95		£31.95
247	47	T Lyson - Marshall	Volunteer Driver Reimbursement	Unity	£98.75		£98.75
248	47	N Thomas	Volunteer Driver Reimbursement	Unity	£37.80		£37.80
249	47	L Commander	Volunteer Driver Reimbursement	Unity	£87.30		£87.30
250	47	M Gage-Smith	Volunteer Driver Reimbursement	Unity	£71.55		£71.55
251	47	C McCarthy	Volunteer Driver Reimbursement	Unity	£47.25		£47.25
252	47	Pam Owen	Volunteer Driver Reimbursement	Unity	£48.60		£48.60
253	6, 47	British Telecommunications PLC	GP 00277011 Bundle services - 01-02-23 - 28-02-23. Invoice and Credit note	Unity	£315.74	52.62	£263.12
254	44	Npower	Electricity for street lights January 2023	Unity	£2,694.67	449.11	£2,245.56
255	12	Inside IT	Monthly Support tickets.	Unity	£54.60	9.10	£45.50
256	39, ER	Mr R Carro	Maintenance Contract February	Unity	£688.48		£688.48
257	ER	DCK Payroll Solutions	January and February Payroll	Unity	£201.24	33.54	£167.70
258	ER, 32	Warwickshire County Council	Legal Billing December 2022 £1584.79	Unity	£1,584.79	264.13	£1,320.66
259	ER	Citizen's Advice Bureau	Outreach at the Grange Southam 13/1/23 - 12/1/24	Unity	£1,500.00		£1,500.00
260	42	James Carro	Water Leak through Ceiling - repair 50% charged to SDC	Unity	£60.00		£60.00
261	18	P Crosby	District Advertiser printing flyers	Unity	£242.42		£242.42
262	18	District Advertisers	Precept newsletter production and delivery	Unity	£101.00		£101.00
263	23	A John	Business Networking Breakfast	Unity	£15.92	2.65	£13.27
264	39, ER	D Carro	SDC Bulky waste £42; Mileage to Conference £19.80	Unity	£61.80		£61.80
265	53	R Foley	Squash for Warm Hub	Unity	£3.58	0.59	£2.97
266	37	PI - Play Inspection Company	Outdoor annual inspection of play equipment	Unity	£449.40	74.90	£374.50
267	8	Konica	Copy and printing 04.11.2022 - 03.02.2023 and Flat Rate Rental 4.02.23 - 03.05.23	Unity	£151.03	25.17	£125.86
268	21	SLCC	Themed Summit May 2023	Unity	£72.00	12.00	£60.00
269	3	Zurich	Insurance 28/2/23 - 27/2/24 - Underpayment from Jan 23	Unity	£90.00		£90.00
270	8	Viking	Stationery supplies	Unity	£91.21	15.20	£76.01
271	42	AC Roofing	Repair to leaking roof - 50% to be charged to SDC	Unity	£480.00		£480.00
Total Payments					£9,529.29	£939.01	£8,590.28
Voucher No	Budget Line	Payee	Details	Bank	Gross Amount	VAT (to be reclaimed)	Net Amount
No Payment	32	British Gas	Southam Flying Fields Community Hall Account in Credit	Unity			£0.00
DD21	32	E.on	1/1/23 - 31/1/23 Southam Flying Fields Community Hall	Unity	£374.37		£374.37
Total DD					£374.37	£0.00	£374.37
Payments and DD's Total					£9,903.66	£939.01	£8,964.65
Town Clerk				Councillors			

PLANNING APPLICATIONS FEBRUARY 2023

Planning Applications ENV Meeting 9th February 2023

Application No.	Applicant Name	Site	Proposal	Previous Representations	Comments Due	Town Council Representation
23/00173/TEL28		NOTIFICATION UNDER GENERAL PERMITTED DEVELOPMENT ORDER STREET RECORD, Footpath From St James Road To Parkfields, Southam,	Proposed installation of No.1 (7.3m x 0.2m) Wooden Telegraph Poles supporting Fibre Cable network at the appended location. BAN A9 - B	N/A	Information Only	N/A
23/00218/FUL	Beverley Cardell	67 Banbury Road, Southam, Warwickshire, CV47 1HJ	Construction of a new dwelling on land adjacent to 67 Banbury Rd, amend the existing access to serve both dwellings	N/A	23/02/2023	Object w Comment
23/00283/TEL28	Notification of Permitted Development Order	Bourne End, Kineton Road Industrial Estate, Southam	Remove and replacement of the existing 6 antenna with 3 new antenna on a new longer support pole on the existing headframe	N/A	Information Only	N/A

Planning Decisions ENV Meeting 9th February 2023

Application No.	Applicant Name	Site	Proposal	Comments Due	Town Council Representation	Overall Decision SDC Planning Outcome	Decision Date
22/03632/TREE	Rebecca Harriden	St James Church , Park Lane, Southam, Warwickshire CV47 0JA	Proposed works are as per St James Quinquennial Tree Report 2020	10/01/2023	No Representation	No Objection	23/1/2023

Planning Applications Meeting 23rd February 2023

Application No.	Applicant Name	Site	Proposal	Previous Representations	Comments Due	Council Comments
23/00371/FUL	Paul Harrison	4 Welsh Road West, Southam, Warwickshire, CV47 0JN	Extension of existing drop kerbs to run the full width of driveway	N/A	07/03/2023	No representation
23/00429/TREE	Mr P Molloy	74 Coventry Street, Southam, Warwickshire, CV47 0EA	T1, T2, T3, T4 & T5 - sycamore - Remove to ground level and treat stumps	N/A	08/03/2023	No Representation Refer to Arboriculturist
23/00270/FUL	Dr William Wiggins	37 Coventry Street, Southam, CV47 0EP	Replace existing ground floor windows and front door on the west elevation with double glazed grey uPVC units	N/A	10/03/2023	No Representation
23/00438/FUL	Mr Luke	24 Oxford Street, Southam, Warwickshire, CV47 1NS	Conversion of existing outbuilding into an annex including a small extension and new external steps / ramp access to the rear of the main dwelling	N/A	10/03/2023	No representation
23/00439/LBC	Mr Luke	24 Oxford Street, Southam, Warwickshire, CV47 1NS	Conversion of existing outbuilding into an annex including a small extension and new external steps / ramp access to the rear of the main dwelling	N/A	10/03/2023	No Representation
HS2BW/00032/22	Erika Johnson Balfour Beatty Vinci Joint Venture	Long Itchington Wood Tunnel, Leamington Road, Southam,	See document within the folder	Yes – This is an amendment	N/A	For information only

Planning Decisions Meeting 23rd February 2023

Application No.	Applicant Name	Site	Proposal	Comments Due	Town Council Representation	Overall Decision SDC Planning Outcome	Decision Date
22/03184/FUL	O'Brien Developments	17 Oxford Street Southam Warwickshire	Clad the flank and rear walls with Insulated cladding with render finish. Re render front wall.	14/12/2022	No Representation	Granted with Conditions	30/01/2023

22/03348/FUL	Mr Sean Duffy	48 Banbury Road, Southam, CV47 1HJ	Proposed garage to the front of the property	12/12/2022	No Representation	Withdrawn	31/01/2023
HS2BW/00032/22	Erika Johnson Balfour Beatty Vinci Joint Venture	Long Itchington Wood Tunnel, Leamington Road, Southam,	"Construction of a tunnel portal at the southern end of the Long Itchington Wood Tunnel, a railway cutting, and	15/08/2022	No Representation	Approved	20/02/2023

APPOINTMENTS OF REPRESENTATIVES TO SOUTHAM TOWN COUNCIL WORKING PARTIES AND OUTSIDE BODIES @

		A Walster	K Collier	G Foster	L Ellard	N Savage	G Lambert	Vacant	A John	Vacant	A Jamieson	Vacant	K Toner	M Connors	M Ray
Emergency Planning Committee (3) and Flood Risk Management – Multi Agency Group (3)	<u>Mayor</u> , Deputy & Cllr Jamieson								#		#				#
Grange Hall Stewards (2)	Cllr Walster, Cllr Connors & Town Clerk	#												#	
Appeals Committee	To be appointed if the need arises														
Personnel Working Party (4)	Chair – Cllr John, Cllr Connors, Cllr Ellard & Cllr Ray				#				#					#	#
Southam United Charities (3)	Cllr Foster, Cllr John & Cllr Ellard			#	#				#						
Southam First (1)	Cllr Foster			#											
Southam Liaison Group - CEMEX (1)	Cllr Jamieson										#				
Grange Hall Management Committee (5)	Cllr Ellard, Cllr Connors, Cllr John, Cllr Ray & Cllr Collier		#		#				#					#	#
Southam Flying Fields Community Hall Committee (5)	Cllr Connors, Cllr Ray, Cllr Ellard, Cllr John & Cllr Collier		#		#				#					#	#
WALC Parish Liaison Committee for Stratford on Avon District (1)	Cllr Walster	#													
Southam in Bloom (2)	Cllr Walster & Cllr John	#							#						
Editor of Newsletter (1)	Cllr Ellard				#										
Christmas Lights (1)	Cllr Ellard				#										
Civic Ideas Forum (1)	Cllr Ray														#
Finance Working Party (6)	Cllr Foster, Cllr Connors, Cllr Jamieson, Cllr Walster, Cllr John & Cllr Collier	#	#	#					#		#			#	

9th February 2023

		A Waleter	K Collier	G Foster	L Ellard	N Savage	C Lambert	Vacant	A John	Vacant	A Jamieson	Vacant	K Toner	M Connors	M Ray
Planning Committee (2)	Cllr Walster	#							#						
	Reserve Member														
	Cllr John														
Neighbourhood Plan Working Party (3)	Cllr Foster, Cllr Lambert & Cllr Ellard			#	#		#								
HS2 Liaison Group (3)	Cllr Foster, Cllr Ray & Cllr Jamieson			#							#				#
Southam Heritage Collection (1)	Cllr Ellard				#										
Southam Twinning Association (1)	Cllr Ray														#
Southam Flower & Produce Show (2)	Cllr Foster & Cllr Lambert			#			#								
Rights of Way Volunteer Group (2)	Chair - Cllr Ray,	#													#
	Cllr Walster														
WCC Task and Finish Group Infrastructure & Education (4)	Cllr Foster, Cllr <u>Walster</u> , Cllr John & Cllr Ellard	#		#	#				#						
Southam Town Council Volunteer Transport Scheme (1)	Cllr Ellard				#										
Dementia Friendly (4)	Chair - Cllr Foster, Cllr John, Cllr <u>Ellard</u> , Cllr Savage & Cllr Toner			#	#	#			#				#		
Carnival Committee (1)	Cllr John								#						
Youth Matters, Play areas, Open spaces and Heritage sites (5)	Cllr John, Cllr <u>Savage</u> , Cllr Connors, Cllr Ray, Cllr Collier		#			#			#					#	#
Health and <u>Well</u> being	Cllr Ellard, Cllr Ray, Cllr Savage & Cllr John				#	#			#						#
Plastic Free Southam (New)	Membership TBC														
Coronation Event	Cllr Foster, Cllr Ellard & Cllr John			#	#				#						
TOTAL		7	4	9	13	3	2	0	14	0	4	0	1	6	10