

MINUTES OF THE MEETING OF SOUTHAM TOWN COUNCIL HELD AT THE GRANGE HALL, COVENTRY ROAD, SOUTHAM ON THURSDAY, 27th MAY 2021.

Present: The Mayor, Councillor G Foster - In the Chair
Councillors A John, A Jamieson, M Connors, A Walster, L Ellard, M Ray,
K Medgett, J Carson, K Toner and N Savage

Apologies: Cllr K Mullen – Personal
Cllr C Worsh - Work

Absent without Apologies:
Cllr T Bromwich and Cllr A Crump

In Attendance: Mrs D Carro and Miss L Hextall

10. DECLARATIONS OF INTEREST

Cllr A John	Non-Pecuniary Reason	Southam Carnival Letter Committee Member
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11. APOLOGIES

RESOLVED:

Apologies accepted.

12. REPRESENTATIONS FROM THE PUBLIC

None

13. MINUTES OF THE PREVIOUS MEETING

RESOLVED:

That the Minutes of the meeting held on Tuesday, 4th May 2021, having previously been circulated, be confirmed, and signed by the Town Mayor.

14. ACCOUNTS FOR PAYMENT

i) Invoices were available at the meeting for inspection.

RESOLVED:

That the payment of accounts dated May 2021, totalling £15,442.18 (details attached) be authorised.

Cllr L Ellard and Cllr A John to authorise payments.

15. APPLICATIONS FOR PLANNING PERMISSION

15.1 i) Council considered the applications for planning permission detailed on the schedule dated May 2021 upon which the Town Council had been consulted by Stratford District Council. (details attached)

15.2 ii) Planning Application decisions dated May 2021.

Noted

16. TOWN CLERK'S REPORT

16.1 PUBLIC REPRESENTATIONS

None

16.2 ANNUAL ACCOUNTS 2020-2021

RESOLVED:

1. That the Town Council has reviewed and is satisfied with the Internal Audit process and its scope and effectiveness
2. That the Town Council has considered and accepts the Internal Audit Report for the financial year 2020/2021
3. That the Financial and Non-Financial Risk Assessment has been reviewed by the Town Council and should be signed by the Town Mayor and Town Clerk and submitted to the External Auditor. Members note that the document is currently being reviewed by the Council's Legal Advisers
4. That the Town Council has reviewed and accepted the Town Council Financial Regulations.
5. That the Southam Town Council Annual Governance Statement is reviewed and signed by the Town Mayor and Town Clerk and submitted to the External Auditor
6. That Section 1 Annual Governance Statement be signed by the Town Mayor and Town Clerk and submitted to the External Auditor.
7. That the Town Council has approved the accounts for 2020/2021
8. That the Statement of Accounts be signed by the Town Mayor and Town Clerk and submitted to the External Auditor

16.3 COMPLAINTS REGARDING NEWSLETTER ARTICLE

Members considered complaints regarding the article that was placed in the last edition of the newsletter, concerning keeping 'Dogs on Leads'.

RESOLVED:

- i) That the 'Dogs on Leads' signage is retained.
- ii) To put a suitable worded article in the Newsletter.

16.4 SOUTHAM IN BLOOM (SIB) – HS2 GRANT

Members consider correspondence from Southam in Bloom regarding their HS2 Grant Award.

RESOLVED:

- i) That a meeting is arranged with the Town Council tree surgeon to review the areas of Town Council land where trees could be planted. Cllr Walster, Cllr Medgett, Cllr Ray, and a member of SIB to be involved.
- ii) That SIB inform the council where they propose to install planters, to advise SIB that the planter proposed by SCIF on the Leamington Road, adjacent to Tesco, the council would like a planter in this location.
- iii) That the council is happy to accept liability for any planters installed.
- iv) The council is happy for SIB to planter bulbs wherever they feel is appropriate.

16.5 NABMA MEMBERSHIP (MARKET SUPPORT ORGANISATION)

Members were advised that the council must give a full 12 months' notice to cease membership, therefore the council will need to renew membership for both 21/22 and 22/23.

Noted

16.6 CIRCUS GINNETT

Members were advised that Circus Ginnett are officially supporting the NHS Charities together and all profits from their opening night on each venue throughout the season will be donated to them. Many councils and ground owners are supporting them on this by allowing the first day to be free of charge. A letter from the NHS Charities has been received that confirms this support. Members were asked if they would like to support this and allow one day hire free of charge (£90)?

RESOLVED:

That the council is happy to donate one day free hire

16.7 STRETCHER RACE 2021

Members were informed that a discussion has taken place with Mr Doherty and it has been agreed that unfortunately, due to COVID-19 the Red Devil Display will not take place this year in the Park Lane Recreation Ground, however it is envisaged that the Stretcher Race will still take place on Saturday 10th July 2021.

RESOLVED:

That the council writes to Mr Doherty confirming the situation.

16.8 PARENTING PROJECT – FAMILY WELLBEING PATHWAY PROPOSAL

Members were requested to consider correspondence regarding the Family Wellbeing Programme aims to address the unmet support and wellbeing needs of 225 families living in Southam, the proposal is for a 3-year programme at a cost of approximately £31k per year.

RESOLVED:

i) That the council is very interested in the project.

ii) To invite the Parenting Project to a ENV meeting (in person) to discuss the project further.

16.9 NEW TOWN COUNCIL WEBSITE

Members were informed that the new Town Council website was now live.
Noted

16.10 SOUTH WARWICKSHIRE LOCAL PLAN – SCOPING AND CALL FOR SITES CONSULTATION

Members considered the consultation.

RESOLVED:

That Cllr Walster writes a response on behalf of the council.

SOUTHAM FLYING FIELDS COMMUNITY HALL

16.11 RESOLVED:

i) That the Town Council has a Southam Flying Fields Community Hall Committee, that is run in accordance with Standing Orders, in order to manage this Town Council asset on behalf of the council.

ii) That Cllr A John, Cllr M Connors, Cllr K Medgett and Cllr M Ray are the committee members.

iii) That the £15k in the Flying Fields Community Hall budget is transferred to the Southam Flying Fields bank accounts.

iv) That the Town Council accepts that further funding maybe required from the council in order to set up and run this facility on behalf of the council initially.

16.12 COUNCIL MEETING DATES ENV DATES

Noted

17. CORRESPONDENCE

17.1 Southam Leisure Centre Closure

RESOLVED:

i)To respond advised that Everyone Active had to tender for the contract to run the facility , that tender was awarded to Everyone Active in June 2021 and part of the tender award was that the facility had to be refurbished, so unfortunately it could not be done any earlier.

ii)To write to SDC and Everyone Active advising that this situation has been poorly communicated.

17.2 Roundabout Feedback - Moira Keddie

RESOLVED:

i)To write and thank for the feedback and advise that the council will take their feedback on board.

17.3 Roundabout Feedback – Mr Keddie

RESOLVED:

i)To write and thank for the feedback and advise that the council will take their feedback on board.

17.4 Roundabout Feedback – Mr Dobbie

RESOLVED:

i)To write and thank for the feedback and advise that the council will take their feedback on board.

17.5 Resident Correspondence – Allotments

Noted

17.6 Southam Produce Association

Noted

17.7 Request for Streetlight to be turned off.

RESOLVED:

To write and advise that the council has a Streetlighting Adoption Programme and streetlights are slowly being adopted by WCC , when they are lights will be turned off from midnight.

18. REPORTS FROM WORKING PARTIES

18.1 BLEF HS2 Grant Update

Noted

18.2 CCTV Minutes

Noted

18.3 Southam Carnival

RESOLVED:

i) That the council authorise that the grant that was awarded to the Southam Carnival can be transferred to the proposed 'Family Fun Day' on the 31st July 2021.

ii) That the Town Council will place the order for the activities and donate them to the event.

18.4 Southam Christmas Lights Committee

Members were advised that the event will be going ahead on Saturday 27th November 2021 and that Free Radio are donating the staging and PA and CJ's will be managing the road closure.

18.5 Southam Produce Show

Members were advised that Southam Lions do not have the resources to take on this event, it is hoped that the event will be able to take place next year instead.

18.6 Southam Youth Council

Members were advised that there are 9 Southam College students, 1 past Student who want to join the Youth Council, there is also 1 student from another school who wants to join. Welcome letters will be sent out shortly.

19. MEMBERS ITEM – CLLR A JOHN

PLASTIC FREE COMMUNITY

RESOLVED:

That the Town Council are happy to endorse the Plastic free Community Group and that Cllr N Savage will be the Town Council representative.

20. INFORMATION FROM COUNTY AND DISTRICT COUNCILLORS

Cllr Crump was not in attendance.

21. 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

22. STAFF SALARIES AND PAYMENT FOR SERVICES

RESOLVED:

To authorise the payment of staff salaries dated May 2021.

23. STRATFORD DISTRICT COUNCIL – COUNTER PROPOSAL

RESOLVED:

That the response proposed by Cllr Walster is submitted to Stratford District Council.

24. RECRUITMENT UPDATE

Members were advised that we had a very successful recruitment campaign, and that we look forward to Miss Kayleigh Williams starting on the 8th June 2021.

The Meeting closed at 9.00pm

Planning Applications

21/00753/FUL	Mrs Alison Mills	2 Merestone Close, Southam, CV47 1GU	Erection of a side extension above the existing garage	No representatives
21/00743/FUL	Ms S Heelam	97 Stowe Drive,	Extension to front porch	No representatives

Southam Town Council Financial Year 2021-2022

Accounts Payable May 2021

Voucher	Budget Line	Payee	Details	Bank	Gross Amount	VAT (to be reclaimed)	Net Amount
12	47	P Owen	Volunteer Driver Reimbursement	Unity	£53.10	0.00	£53.10
13	47	G White	Volunteer Driver Reimbursement	Unity	£128.55	0.00	£128.55
14	44	E.ON	Electricity for street lights 01/04/21-31/04/21	Unity	£677.03	112.84	£564.19
15	6	British Telecommunications PLC	GP 00277011 Bundle services - 01-05-21 - 30-05-21	Unity	£165.54	27.59	£137.95
16	21	Walc	Understanding Council Governance - Lauren Hextall Understanding Council Meetings - Nadia Savage	Unity	£60.00	10.00	£50.00
17	12	Inside IT	Trend Micro 5 users, Monthly Support ticket, Office Wi-fi down.	Unity	£264.79	44.13	£220.66
18	46	Limebridge Rural Services Ltd	Grasscutting 2 and 3 of 16 cuts	Unity	£2,246.06	374.34	£1,871.72
19	8	Konica Minolta	Copy and printing 04.02.2021 - 03.05.2021 and Flat rate hire charge 04.05.2021 - 03.08.2021	Unity	£141.51	23.58	£117.93
20	ER	Stratford-on-Avon District Council	Emptying of Dog and/or litter bin. 30/04/21 - 29/04/22 - Location Shell Garage	Unity	£136.25	22.71	£113.54
21	45	Warwickshire County Council	Street lighting private works - Stowe Drive - Col No. 16	Unity	£1,404.10	234.02	£1,170.08
22	20	Nabma	British Markets - subscription 2021/22	Unity	£369.00	0.00	£369.00
23	37	PIRMS (Richard Kibilski)	Quarterly inspections April 2021 (7 sites)	Unity	£260.00	0.00	£260.00
24	10	Clear Sound Security	Emergency call-out 09/03/21, replace faulty detector damaged by electrician work	Unity	£289.20	48.20	£241.00
25	2	Paul Jones	Internal Audit Fee	Unity	£500.00	0.00	£500.00
26	39, ER	Mr R Carro	Maintenance Contract May	Unity	£688.46	0.00	£688.46
27	ER	District Advertisers	Southam Neighbourhood plan	Unity	£155.04	0.00	£155.04
28	6	Lauren Hextall	Expenses - Phone call to Inside IT on personal phone, Wi-fi was down at the office which meant the phone were also down.	Unity	£5.75	0.00	£5.75
29	37	ESPO	Bin bags	Unity	£42.84	7.14	£35.70
30	37	HAGS	Various repairs and replacements in play areas. Park Lane, Shepherds Hill, The Furrows and Priors Meadow. More details shown on the invoices.	Unity	£4,318.96	719.82	£3,599.14
31	20	The Countryside Charity	CPRE Membership	Unity	£36.00	0.00	£36.00
32	52	Southam in Bloom	Section 137 grant money	Unity	£3,500.00	0.00	£3,500.00

Total £15,442.18 £1,624.37 £13,817.81

Town Clerk

Councillors