

MINUTES OF THE MEETING OF SOUTHAM TOWN COUNCIL HELD AT THE GRANGE HALL, COVENTRY ROAD, SOUTHAM ON THURSDAY, 28th July 2022.

Present: The Mayor, Councillor A John - In the Chair
Councillors G Foster, A Walster, A Jamieson, M Ray, A Crump, K Mullen, K Toner

Apologies: Cllr M Connors - Work
Cllr L. Ellard - Holiday
Cllr C. Lambert - Personal
Cllr K. Medgett - Work
Cllr N Savage – Personal

Absent without Apologies:

Cllr T Bromwich

In Attendance: Mrs D Carro, Mrs R Barnett

35. DECLARATIONS OF INTEREST

Cllr G Foster	Non-Pecuniary Reason	Town Clerk Report item 7 Member of Grange Hall Management Committee
Cllr A. Walster	Non-Pecuniary Reason	ENV Minutes Item 1 Applicant is family member

Cllr Foster is on the Committee Grange Hall item Section 137 Grant

37. APOLOGIES

RESOLVED:

Apologies accepted

38. REPRESENTATIONS FROM THE PUBLIC

None

39. MINUTES OF THE PREVIOUS MEETING

RESOLVED:

That the Minutes of the Meeting held on Thursday 23rd June 2022, having previously been circulated, be confirmed, and signed by the Town Mayor

40. ACCOUNTS FOR PAYMENT

Invoices were sent to members with their meeting papers.

RESOLVED:

That the payment of accounts dated July 2022, totalling £21,732.53 (details attached) be authorised. Cllr A John and Cllr G Foster to authorise payments.

41. APPLICATIONS FOR PLANNING PERMISSION AND DECISIONS

i) Council considered the applications for planning permission detailed on the schedule dated July 2022 upon which the Town Council had been consulted by Stratford District

Council.

ii) To consider the Planning Applications Decisions Report

Noted

iii) Planning Inspectorate APP/J3720/W/22/3292107: Welfare Centre, Southam, CV471PG - 21/01274/FUL

Noted

41.1

ii) Council noted the decisions summary.

42. TOWN CLERK'S REPORT

42.1 PUBLIC REPRESENTATIONS

No public representations

42.2 MEMBER OF THE PUBLIC COMPLAINT

Members considered correspondence concerning 'Dogs on Leads signage within the Park Lane Recreation Ground

RESOLVED

The complainant is advised that the Council has made its position clear and see no reason to take any further action on the matter. To advise that if the complainant is not happy with the response, this will need to be taken to the Local Government Ombudsman

Cllr A. Crump joined the meeting

42.3 SDC CIL FUNDING RESPONSE

Noted

42.4 FINANCE WP REPORT

ITEM 1 - DCK Report with software update/quote

Members considered the meeting minutes, and the resolutions are as follows.

RESOLVED

i) To install Rialtas as the Town Council's accounting software and accept the quotation at approx. £4000.

ii) As per the quotation £1972, to be taken from the Capital Expenditure ER, the balance to be taken out of IT line (12).

iii) To recommend we accept DCK Accounting Solutions as our VAT Agent.

ITEM 2 - Town Council Budget review Q1

RESOLVED

- i) Mrs Carro and Cllr Walster to have a meeting with Mike. Cunningham WCC regarding the Streetlight Adoption Programme.
- ii) To split the Community Facilities Earmarked Reserve into Capital Expenditure £95,472 and Community Facilities £25,637

ITEM 3 - The Community Halls and Grange Hall Q1 budget review

RESOLVED

- i) The Grange Hall Management Committee provide an annual business plan to FWP for Q2 Finance Working Party meeting.
- ii) Southam Flying Fields Community Hall Committee provide an annual business plan to FWP for Q2 Finance Working Party meeting.
- iii) That The Grange Hall Management Committee adopt the Flying Fields Terms of Reference as a temporary measure until the constitution has been updated.
- iv) A temporary measure that the reports issued to the GHMC is kept to the essential reports.
- v) The office team investigate RBS Rialtas reports to provide the committee with the same information regarding income and expenditure.

42.5 SOUTHAM NEIGHBOURHOOD PLAN

Members were updated with the material changes as a result of the consultation. This now reflects the final version for submission.

RESOLVED

That the changes are approved

That the plan should be submitted to Stratford District Council once the ancillary documents are fully complete.

42.6 HOLYWELL POSTS

Members considered the report and Cllr M. Ray summarised the position, requirements and possible options to address the issues regarding the rotten posts. Need to consider the heritage of this and recognise that this is visitor attraction.
Listed building Consent will be required.

RESOLVED:

- i) That the report is shared with Stratford District Planning Department for Pre-Application advice from a conservation officer to enable an application for listed building consent to be submitted with a guide on requirements and cost.

42.7 S137 GRANT APPLICATION GRANGE HALL MANAGEMENT COMMITTEE **This is deferred until a future meeting.**

42.8 SM52 FOOTPATH – Right of Way

Members considered Cllr M. Ray report highlighting the problem that the SM52 footpath has been compromised as a result of the Taylor Wimpey Development.

RESOLVED:

To write to the Stratford District Planning Enforcement department to request that this is investigated

42.9 SPARK MUSIC UK

Members were updated with feedback from the concert and outcome of the Council's commitment to this project. This project has provided evidence for SPARK Music UK to apply for a grant from Severn Trent so that the project can be extended s.

RESOLVED:

i) To support future programmes subject to available funding.

42.10 VISITOR WEBSITE

Members were updated on the progress of the website and concluded that this is now available to the public.

RESOLVED:

Approve a hybrid approach with Southam Town Council to host, provide funding with volunteers to maintain this with editorial comment from Town Council.

42.11 WARWICKSHIRE FIRE & RESCUE

The consultation is open on the Prevention, Protection and Response Strategy 2022-2027, which is a component part of the Community Risk Management Planning process (CRMP)

RESOLVED:

Members agreed to respond to the consultation as individuals and advertise the consultation on social media and the website.

42.12 COUNCIL MEETING DATES

Noted

43. CORRESPONDENCE

43.1 HIGHWAY VERGE MANAGEMENT

Noted

43.2 HYBRID MEETINGS

Noted

43.3 VEHICLE ACTIVATED SIGNS

Noted

44. REPORTS FROM WORKING PARTIES

44.1 ENV WORKING PARTY REPORT – 14 JULY 2022

ITEM 1 – S137 Grant Application

Details of the grant application were presented to the Council by Jimmy Walster requesting a sum up to £29 to provide additional litter pickers, for pupil use, at St Mary's Catholic Primary School Southam

RESOLVED:

i) To purchase the litter pickers and donate them to St Mary's Catholic Primary School.

ITEM 2 - Mayor's Award of Merit

Members were asked to consider a Mayor's award of Merit for recognition of contribution and outstanding achievement to the Community of Southam. Members will

have the opportunity to submit nominations, either individuals or groups, during the year with awards to be presented at Mayor Making Council meeting.

RESOLVED:

That the following was agreed:

- i) Glass award would be given with the Council Crest engraved.**
- ii) The Cllr nominations will be submitted to the Mayor towards the end of Mayoral year giving details of who and why.**
- iii) The Mayor decides on the successful award winners.**
- iv) A maximum of 2 awards would be given**

ITEM 3 - On Call Key Holders

The Mayor raised the concern that there was no policy in place surrounding the on call requirements of staff with particular reference to safety of staff and financial recompense for the unsocial hours and the inconvenience caused. The Personnel Working Party reviewed this in detail and put forward a proposal to be considered by members. The clerk gave examples of previous incidents and detailed that Office staff plus the Grange Hall Caretaker has keys to the building

RESOLVED:

- i) A policy would be put in place giving full details of requirements, for those staff identified as keyholders.**
- ii) The call out rate would be a minimum of one hour at time and a half and only payable to Southam Town Council Keyholders.**
- iii) That staff should not attend alone. If a family member is not available, the member of staff called out needs to contact another member of staff on the Rota to accompany them. In the latter case both members of staff would be paid as in “i” above.**
- iv) An addendum to staff contracts would be put in place for all staff concerned.**

ITEM 4 - Past Mayors Badges

Following the resolution to approve the past Mayor’s badge there needed to be some further clarity surrounding the administration.

RESOLVED:

Previous Mayors from 1974, that are currently on the electoral roll, will be contacted and invited to receive the award at the Volunteers Tea Party.

ITEM 5 - Revised Preferred Options SAP

Cllr Walster highlighted that does not currently impact Southam. This option looks to release additional land sites within the Stratford District 5 year plan.

Noted

44.2 SCIF Minutes 10/5/22

Noted

44.3 SOUTHAM FLYING FIELDS COMMUNITY HALL

Members considered the minutes 13/7/22 and were updated on the position concerning progress of the transfer with further conversations taking place surrounding the commuted sum value.

Noted

44.4 CCTV

Members considered the minutes 26/6/22 and were informed that the CCTV is still not operational at the Park Lane Rec as SDC are waiting for WCC to carry out the connection, they were also informed that the CCTV Manager has left, and they are struggling to recruit.

Noted

44.5 SOUTHAM FIRST

Cllr G Foster gave a verbal update on the AGM. There are fewer volunteers and participation level is low which can result in less events and reduced fundraising. Possible idea to minimize the impact is to pool resources for everyone through a community group summit to encourage more volunteers to come forward. Cllr G Foster is willing to co-ordinate this.

In addition, it was noted that C. Walberg – keen on resurrecting a forum and business network for local Southam Businesses.

RESOLVED:

Town Council to sponsor the initiative to gather information on how we reach our residents and encourage more volunteers for Community life.

45. INFORMATION FROM COUNTY AND DISTRICT COUNCILLORS

Cllr A Crump advised the following:

- Fire station burgled and cutting equipment taken
- Open Day 6th August Fire station – All welcome
- Fire Service extremely busy in recent days and weeks mainly due the heatwave.
- Trying to discourage BBQ's and swimming in rivers and lakes
- Concerns over ensuring that roads have access for emergency vehicles
- Social Media attention re Ufton Road crossing – it has been highlighted that this was financed by HS2 to address Road Safety requirements
- Second Round of Councillor Grants coming out later in the year
- Application was submitted for noise cameras for Southam. Unfortunately, this was unsuccessful.
- Gypsy and traveller sites - new powers for the police
- Antisocial behaviour on The Grange estate Banbury Road.
- WCC underspent 2021/22 year by £10m. However, there has been inflation on capital projects
- Reserve sites for Stratford District Council is for consultation 30th July 2022. There are two sites for Southam. Highlighted the concerns over the infrastructure and ability for local services to support further increases in residents.
- Introduction of the 123 waste changes in August.
- South Warwickshire Local Plan being developed and highlighted that this could have a potential impact on neighbourhood plans.
- A426 resurfacing will take place 10th August to 30th August. Details will follow on traffic light controls.

46. RESOLVED:

THAT THE TOWN CLERK BE AUTHORISED IN CONSULTATION WITH THE TOWN MAYOR, DEPUTY MAYOR AND PAST MAYOR TO DEAL WITH BUSINESS ARISING WHICH IS DEEMED URGENT DURING THE

**PERIOD OF THE AUGUST AND DECEMBER RECESSES INCLUDING
AUTHORISATION OF PAYMENTS**

47. EXCLUSION OF THE PUBLIC FROM THE MEETING

It was moved and
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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

48. STAFF SALARIES AND PAYMENT FOR SERVICES

RESOLVED:

i)To authorise the payment of staff salaries dated July 2022.

The Meeting closed at 21:25 hrs

ACCOUNTS FOR PAYMENTS

Southam Town Council Financial Year 2022-2023

Accounts Payable July 2022

Voucher No	Budget Line	Payee	Details	Bank	Gross Amount	VAT (to be reclaimed)	Net Amount
72	47	G White	Volunteer Driver Reimbursement	Unity	£134.25	0.00	£134.25
73	47	T Lyson - Marshall	Volunteer Driver Reimbursement	Unity	£21.95	0.00	£21.95
74	47	P Owen	Volunteer Driver Reimbursement	Unity	£37.35	0.00	£37.35
75	47	N Thomas	Volunteer Driver Reimbursement	Unity	£75.58	0.00	£75.58
76	47	L Commander	Volunteer Driver Reimbursement	Unity	£115.10	0.00	£115.10
77	47	M Houston	Volunteer Driver Reimbursement	Unity	£15.30	0.00	£15.30
78	5, 47	British Telecommunications PLC	GP 00277011 Bundle services - 01-07-22 - 31-07-22	Unity	£174.95	29.16	£145.79
79	44	Npower	Electricity for street lights June 2022	Unity	£553.43	92.24	£461.19
80	12	Inside IT	Office 365 , Cllr emails, Trend Micro, Offsite Back Up , Monthly Support tickets. Additional screen for Deputy.	Unity	£753.27	127.21	£626.06
81	39, ER, ER	Mr R Carr	Maintenance Contract June, additional Holy Well Strimming	Unity	£728.46	0.00	£728.46
82	45	Limebridge Rural Services Ltd	Grass cutting 7 and 8 of 16 cuts	Unity	£2,245.06	374.34	£1,870.72
83	12	Spa Web Design	Editing website June - 3 hours of labour	Unity	£152.00	27.00	£125.00
84	21	WALC	Cllr A John - Understanding: Employment Responsibilities	Unity	£35.00	5.00	£30.00
85	4, 32	Warwickshire County Council	Legal Services May- Costs relate to Southam Flying Fields Community Hall and Misc Employment Rights, Project Lily (Personnel Working Party)	Unity	£1,191.28	197.55	£993.73
86	34, ER	Stratford-on-Avon District Council	Annual contribution towards CCTV monitoring - 4 year agreement 1st July 2019 - 30th June 2023	Unity	£3,959.64	0.00	£3,959.64
87	45	Warwickshire County Council	Private Works - Street lighting, Ploughmans Holt LC4 - remove concrete column and sox lantern. Install new steel column and LED lantern (£1,458.36), Stowe Drive Col No.004 - remove concrete column and sox lantern. Install new steel column and LED lantern (£1,209.35), Mill Crescent - LC3 remove faulty lantern, LC4 remove concrete column and sox lantern. Install new steel column and LED lantern (£1,515.82), Springfield Grove - LC5 remove concrete column and sox lantern. Install new steel column and LED lantern (£1,587.73), Stowe Drive - LC6 remove existing lantern and install LED lantern (£418.07)	Unity	£7,547.19	1257.86	£6,289.33
88	24	Phil Taylor	Sign Writer - updated Mayoral board for 2020 - 2023	Unity	£425.00	0.00	£425.00
89	ER	Unmuted Limited (Fresh Live)	Fresh Radio - stage - all-in-one - Southam Jubilee	Unity	£500.00	83.33	£416.67
90	ER, 45	Jays Security and Events	Southam Jubilee, most of this cost will be applied to Jubilee Grant. Overspend on event of £543.43 will be taken from Section 137 Grants (48).	Unity	£1,247.40	207.90	£1,039.50
91	ER, 6	Miss L Hextall	Travelling to Bank, postage for Audit Papers	Unity	£15.69	0.00	£15.69
92	29	Arbyscape Tree Surgeon	11 Herdwicke Close, to remove trees T4, T5, T7, T8, T9, T10 as detailed within our 'Tree Report Re: Subsidence Damage Investigation' of 30th April 2022.	Unity	£1,560.00	260.00	£1,300.00
93	6	Viking (Office Depot International)	Water and milk for office	Unity	£81.00	6.62	£74.38

Total Payments £21,804.00 £2,671.41 £18,932.59

Voucher No	Budget Line	Payee	Details	Bank	Gross Amount	VAT (to be reclaimed)	Net Amount
DD6	32	British Gas	05/07/2022 Southam Flying Fields Community Hall	Unity	£98.55	£0.00	£98.55
DD7	32	E.on	07/07/2022 Southam Flying Fields Community Hall	Unity	£29.98	£0.00	£29.98

Total DD £128.53 £0.00 £128.53

Payments and DD's Total £21,732.53 £2,671.41 £18,981.12

PLANNING APPLICATIONS

ENV – July 2022

Application No.	Applicant Name	Site	Proposal	Previous Representations	Council Representation	Council Comments
22/01747/FUL	Mr D Woo	3 Kirkwall, Southam, CV47 0HQ	Replacement Porch	N/A	No Representation	No representation
22/01512/FUL	Mr Ben Buchanan	11 Grange Close, Southam, CV47 0JR,	First floor side extension	N/A	No Representation	No representation but the preference is to have a HIP roof structure rather than Gable end which is in keeping with other properties in the street.

TOWN COUNCIL MEETING

Application No.	Applicant Name	Site	Proposal	Council Representation	Council Comments
22/01926/FUL	Mr Daniel Higgins	22 Hurst Road, Southam, CV47 1HY,	Erection of a single storey rear extension and alterations to rear facing windows	No Representation	N/A
22/01928/FUL	Mr Williams	72 Mill Crescent, Southam, CV47 0LP	Two storey rear extension	No Representation	N/A
22/01883/OUT	AC Lloyd	Land West of Holywell Business Park, Leamington Road, Southam	Outline application for an employment park incorporating uses within Classes B2, B8 and Class E (restricted to subclasses (e medical services) and (g (iii) industrial processes) including ancillary offices together with associated access and highway infrastructure, parking, landscaping and habitat creation, ground engineering works and drainage	Object w Comment	The Council broadly supports the idea of industrial development in Southam. However, in this particular case the application is too premature given the status of the existing district planning documentation and objects on these grounds.

22/02104/TREE	John McGowan Village Green Tree Surgeons	12 Banbury Road, Southam, Warwickshire, CV47 1HL	T1 - Beech - Reduce height by approx. 4metres and the spread by approx. 6metres to retain a balanced canopy.	No Representation	Refer to Arboriculturist
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 Auto Transformer Station (ATS), portal building site, balancing pond, noise barrier and other associated works to the west of Southam. HS2 Consents ID SAC.PS.10006	No Representation	We have no representation if you can confirm that Schedule 17 Plans and written statement for info. reference P3.4.4 is incorrect and has already taken place - please revisit this as does not reflect the current situation.