

**MINUTES OF THE MEETING OF SOUTHAM TOWN COUNCIL HELD AT THE GRANGE HALL, COVENTRY ROAD, SOUTHAM ON THURSDAY, 27<sup>th</sup> JULY 2023.**

**Present:** The Mayor, Councillor A John - In the Chair  
Councillors, G Foster, A Jamieson, N Savage, C Lambert, M Connors, Cllr L Ellard, A Walster, Cllr K Collier & J Harrison,

**Apologies:**  
Cllr M Ray – Personal

**Absent without Apologies:** None

**In Attendance:** Mrs D. Carro, Mrs R Barnett, Cllr L Adam, Cllr G Padgham, Cllr T Bromwich and Cllr A Crump

**30. APOLOGIES  
RESOLVED:  
Apologies accepted.**

**31. DECLARATIONS OF INTEREST**

Cllr G Foster	Pecuniary	Planning Application 23/01887/FUL
		Personal interest - Neighbour

**32. REPRESENTATIONS FROM THE PUBLIC  
None**

**33. MINUTES OF THE PREVIOUS MEETING  
RESOLVED:  
To ratify minutes of the meeting held on Thursday 22<sup>nd</sup> June 2023**

**34. ACCOUNTS FOR PAYMENT  
Invoices were sent to members with their meeting papers.  
RESOLVED:  
i) That the payment of accounts dated July 2023, totaling £23,247.28 (details attached) be authorised. Cllr A John and Cllr M Connors to authorise payments.**

**35. APPLICATIONS FOR PLANNING PERMISSION  
i) Council considered the applications for planning permission detailed on the schedule for July 2023 upon which the Town Council had been consulted by Stratford District Council.  
  
RESOLVED:  
i) To respond to planning applications as stated on the attached schedule dated July 2023**

**36. INFORMATION FROM COUNTY AND DISTRICT COUNCILLORS  
Cllr L Adam**

- Solar Farm – coming to committee next week. They have come back with a revised scheme following consultation.
- Three planning applications for Dallas Burston. All different in scope and some are retrospective.

- PCSO attended Long Itchington Parish. The Anti-Social Behaviour reported by residents was reported to Environmental Health and Community Safety. Highlighted the importance of concerns and incidents being reported to the police via 101 and SNT.
- Reported concerns around the footpath between the School (Ash Path ) and Lilley Meadow. This is being followed up with the management company and Taylor Wimpey
- The main footpath and walkways linking Long Itchington to Southam needs to be improved. This is being followed up to understand what can be done and how this can be financed as the wider connection and sustainable transport.

#### Cllr G Padgham

- Investigating the proposal to restore the District Council link in the Southam customer library.
- The district council are investigating the option for subsidised pensioner parking passes – The new proposed scheme is designed to be cost neutral.
- Warwick DC have been approached about a similar parking scheme in Leamington but they were not interested
- Lighthorne Heath Health facilities update –The NHS and SDC will work with the provider to develop the new primary care facility with a view to it opening in 2027.
- Spoke about the Keep Britain Tidy – Love Parks Week

#### Cllr A Crump

- There is a new proposal for a link and cycle path from Ladbroke to Long Itchington to happen in 2025
- Local Transport Plan is now refreshed following consultation and available on the WCC website.
- Open Day 5<sup>th</sup> August – Southam Fire and Rescue
- A new disabled companion pass brought in by WCC
- The repairs to the path by Tithe place is to be paid for out of the delegated budget and expected to be done during 3<sup>rd</sup> quarter this year.
- Registered Social landlords – Task force group has been set up to look into how they deal with complaints
- Consultation is now in place for a 20 miles per hour scheme for the Town.
- Trading Standards are looking at the issue on the industrial estate regarding parking. Residents should report issues through the CAB advice line who will automatically inform Trading Standards, they should dispute fines and not appeal them, the new signage meets the required standard
- Safety in the Parks, Safer streets money has been received by WCC.
- The main footway from Long Itchington to Southam – have asked for an Emergency Permit to get the hedges cut back and the footway will be reinstated

#### Cllr T Bromwich

- Congratulated Cllr Foster on the Southam Neighbourhood Plan
- Has requested more information regarding the pensioner passes proposal.
- There has been continuous contact with Orbit regarding issues in the housing.
- Concerns and reports regarding Parking around the Schools and is working with the Police and Parking Enforcement to address some of the issues.

- Reported that there have been ASB issues around the Alleyway in Mill Crescent at the entrance to the garages. A request has been sent to WCC for this entrance to be closed.
- Regarding the South Warwickshire Local Plan call on Land. It was noted that a number of developers promoting land in Southam. There needs to be meeting in September with all Cllrs to discuss this further.

**37. TOWN CLERK'S REPORT**

None to be consider

**37.1 PUBLIC REPRESENTATIONS**

**37.2 TOWN MAYORS CUP**

Cllr A John updated Members following the meeting with Southam College where it was positively supported. The aim is to introduce this competition during 2024. Updates will be provided as the organisation of the event progresses.

**Noted**

**37.3 COUNCIL MEETING DATES**

**Noted**

**38. CORRESPONDENCE**

i) Members were updated with the concerns raised by a resident concerning Parking Fines for parking on the Holywell Business Park, alongside the advice on the procedure to be taken regarding any future queries from the public.

**Noted**

ii) Members considered correspondence received regarding the Neighbourhood Plan and the Burial Ground/Memorial Ground

**RESOLVED:**

i) **To respond to the resident that we note the ideas raised.**

**39. REPORTS FROM WORKING PARTIES**

**39.1 MINUTES OF THE ENV WORKING PARTY HELD ON 13<sup>TH</sup> JULY 2023**

**Item 1 TOWN COUNCIL POLICIES**

Members discussed and reviewed the new policies as follows;

- CCTV
- Safeguarding

**RESOLVED:**

i) **Both policies are adopted and published accordingly**

### **Item 2 3RD SOUTHAM BROWNIES**

The correspondence was discussed on how the Town Council can support the group with trailer storage.

#### **RESOLVED:**

- i) **The Council are unable to directly assist with this but a response be prepared to suggest some options of who may be able to help with this matter.**

### **Item 3 SOUTHAM PRODUCE ASSOCIATION**

Members considered the request put forward to financially support the Association in the replacement of the gates for security. The cost of 2 Palisade Gates, supply and fit is £2068.42 which would be financed from S106 monies for Allotments.

#### **RESOLVED:**

- i) **This request is supported and financed from S106 funds available.**

### **Item 4 GRASS CUTTING CONTRACT**

Members discussed a question raised regarding the existing mowing regime and options available to consider leaving any areas un cut.

#### **RESOLVED:**

- i) **Investigate the pros and cons of leaving areas uncut when considering renewing the contract and provide a further update to Council when complete.**

### **Item 5 PLANNING APPLICATIONS**

Applications and decisions were discussed as detailed within planning tables later in the minutes.

#### **RESOLVED:**

- i) **As listed within the table later in the minutes**

### **Item 6 DIRECTION OF THE TOWN COUNCIL**

- i) Staffing current and future  
Cllr John gave an update from the Personnel working party which set the scene of the current and future demands on the office staff. Members discussed the option to increase the vacant admin assistant from a contracted 15 to 25hrs to mitigate the pressures moving forward.

#### **RESOLVED:**

- i) **To agree the vacant Admin Assistant to be increased to from 15 to 25hrs.**
- ii) **The personnel working party to investigate and evaluate any flexible working options for staff to provide a presence on Council office sites.**
- ii) Priorities in terms of projects  
Members discussed the projects and priorities put forward which included the following:
  - Preserving Community Groups - Promote community life of Southam.
  - Regeneration of Southam Town Council
  - The Holywell

- Develop a relationship with the Youth to encourage greater involvement/participation.
- Environmental projects
- Increase Communication through various media.
- Increase Cllr presence within Southam.
- Maintaining and improving Assets - Grange Hall/ Remove Street lights.
- Represent a challenge for the other Tiers to get the best for Southam.
- Commit to providing face to face contact.
- Improvement and development of Play Areas and Open spaces

**RESOLVED:**

- i) **To evaluate the projects in more detail and propose priority projects to be considered.**

iii) Role of the Councillor

Members discussed the 'role of the Councillor' and collected views on what the expectations were of Councillors from fellow colleagues, residents of Southam and new Councillor appointments.

**RESOLVED:**

- i) **The communications working party to look at the Councillor webpage and advertising with an aim to attract more Councillors.**
- ii) **To investigate training, development, mentoring and induction programme for new Councillors**

iv) Communications plan

Members recognised that one of the main priorities for Councillors is to increase presence through various media to promote the Town Council and respond to queries where necessary.

**RESOLVED:**

- i) **To increase Councillor presence for Southam residents through videos, media and surgeries.**
- ii) **The communication working party to prepare guidance for Councillor communication through social media.**

**39.2 FINANCE WORKING PARTY 12<sup>TH</sup> JULY 2023**

**Item 1 MAYFIELD ROAD RECREATION GROUND**

Discussion on asking the Town Council if the FO can do a monthly transfer from the Mayfield Road ER to the Ground Maintenance budget, as the budget line for Ground Maintenance was reduced to take this into account.

**RESOLVED:**

- i) **Mayfield ER to be reduced each month by £21.67 to offset the Mayfield Recreation ground portion of the Ground Maintenance Monthly invoice.**

### **Item 2 NATIONWIDE ACCOUNT**

The Nationwide Maturity Reserve account is coming to Maturity. Discussion as to where we should put the money in future.

#### **RESOLVED:**

- i) **The Balance within the account should be moved to the Business 95 day Saver Account, 95 consecutive days not working days, as this gives a good return and the notice period is manageable for any projects contracted going forward.**

### **Item 3 CIL PAYMENTS AND EXPENDITURE**

It was felt that this was out of the scope of the FWP and should be discussed at the main Council meeting.

#### **RESOLVED:**

- i) **CIL payment payments and expenditure to be taken to the Southam Town Council meeting as it was not in the FWP remit.**

### **Item 4 THE GRANGE HALL GOING FORWARD**

The discussions about this were covered in the earlier discussion on VAT

#### **RESOLVED:**

- i) **All invoicing for The Grange Hall should be made out to Southam Town Council, referencing The Grange Hall**

## **39.3 FINANCE WORKING PARTY 14TH JUNE 2023**

### **Item 1 FINANCE OFFICERS REPORT**

The FWP discussed the options available to finance Breakthrough Communication to support the Council in the development and implementation of the Communications Strategy.

#### **RESOLVED:**

- i) **Breakthrough Communications should be funded utilizing monies taken from an existing ER (RM, Inspections, General) making a specific ER for Breakthrough Communications of £2,495**

## **39.4 YOUTH, PLAY AREAS, OPEN SPACES AND HERITAGE 17TH MAY 2023**

### **Item 1 QUARTERLY INSPECTIONS**

Hags have provided a quote of £65 per play area which totals £455 per quarter. Whilst we are waiting for Coventry City Council to respond it is proposed to appoint Hags on a temporary basis.

#### **RESOLVED:**

- i) **Appoint Hags to carry out the quarterly inspections at a cost of £455 per quarter on a temporary basis.**

## **39.5 YOUTH SUMMIT**

Cllr A John and Cllr N Savage gave an update on the outcome of the Summit held at the Grange Hall on 12<sup>th</sup> July 2023

**Noted**

**39.5 TITHE LODGE**

Cllr A John gave and update on the Café at Tithe Lodge  
**Noted**

**40 MEMBERS ITEM**

**40.1 CLLR COLLIER - PARK LANE**

Cllr K Collier updated members on risks presented to both the public and vehicles in Park Lane when vehicles need to pass each other and then have to drive on to the pavement. It was acknowledged that there is no easy solution and would need some expert advice on how this can be resolved.

**RESOLVED:**

- i) To write to the Director of Highways at Warwickshire County Council requesting that WCC carry out a feasibility study paid for by the Highways authority to look at the whole Town Centre and associated road networks to resolve some of the infrastructure issues in Southam.

**40.2 CLLR FOSTER – DISTRICT CLLR ATTENDANCE AT SOUTHAM INDOOR MARKET**

Members considered a request for District Councillors to have presence at the Indoor Market.

**RESOLVED:**

- i) Approved the District Councillor presence at the indoor market and await a co-ordinated approach to be communicated.

**41. 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.

**42 STAFF SALARIES AND PAYMENT FOR SERVICES**

**RESOLVED:**

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

**43 ALDI STORES LTD - PROPOSED STORE AT SOUTHAM BYPASS - DRAINAGE ARRANGEMENTS**

**RESOLVED:**

- i) To follow through the legal arrangements with Aldi.

**44 INTER-AUTHORITY LOAN – STREETLIGHTING**

Cllr A Walster updated members on progress.

The Meeting closed at 9.00 pm.

## ACCOUNTS FOR PAYMENTS

Southam Town Council Financial Year 2023-2024								
Accounts Payable July 2023								
Voucher No	Budget Line	Cost Centre	Nominal Ledger	Tax Point	Payee	Details	Bank	Gross Amount
	47	102	4080	N/A	G White	Volunteer Driver Reimbursement	BACS	£163.66
	47	102	4080	N/A	M Gage-Smith	Volunteer Driver Reimbursement	BACS	£49.50
	47	102	4080	N/A	Mike Houston	Volunteer Driver Reimbursement	BACS	£77.40
	47	102	4080	N/A	C McCarthy	Volunteer Driver Reimbursement	BACS	£65.85
	47	102	4080	N/A	T Lyson-Marshall	Volunteer Driver Reimbursement	BACS	£34.51
	47	102	4080	N/A	A Harris	Volunteer Driver Reimbursement	BACS	£39.00
	47	102	4080	N/A	L Commander	Volunteer Driver Reimbursement	BACS	£137.25
	47	102	4080	N/A	Pam Owen	Volunteer Driver Reimbursement	BACS	£52.65
	9	102	4055	13/07/2023	DCK Payroll Solutions	July Payroll Preparation	BACS	£130.62
	46	201	4034	30/06/2023	Limebridge Rural Services	Contracted visits 6/16	BACS	£1,348.74
	39	201	4036	13/07/2023	Richard Carro	Ground Maintenance contract July 23	BACS	£722.93
	37	201	4040	09/09/2023	James Carro	Work at Tolgate Park on rocking horse	BACS	£90.00
	12	102	4026	30/06/2023	Inside IT	Remote support	BACS	£515.00
	8	102	4023	22/06/2023	ESPO	Office stationery and Black Poly bags for m	BACS	£54.00
	23	501	4004	07/07/2023	RBL	Mayor charity donation	BACS	£2,751.78
	53b	106	4028	12/06/2023	Plates with Diane	Think Active Plates Cassettes	BACS	£200.00
	4 and 45	102 and 202	4054 and 4045	22/6/23; 27/6/23	WCC	Legal fees £549.07; Street Light replacement Mill Cres LCS £1,429.30; Street Light maintenance Beech Close LC1.6431.37	BACS	£2,591.68
	18	102	4033	23/06/2023	District Advertiser	Delivery of STC Newsletter	BACS	£101.00
	18	102	4033	23/06/2023	P Crosby	Newsletter and express delivery	BACS	£534.38
	12	102	4026	18/01/2023	Rialtas	Cloud from 12/1/23 - 31/3/23 - returned payment from June incorrect bank account	BACS	£1,623.68
	34	201	4018	01/07/2023	SDC	Annual contribution to CCTV monitoring	BACS	£7,258.00
	S106 Monies	107	750		Southam Produce Association	Car Park - paid in advance	BACS	£300.00
	1	102	4013	18/07/2023	The Grange Hall	Utilities for Q1 2023-24	BACS	£206.30
	21	102	4008	28/06/2023	R Foley	Safeguarding training and DBS	BACS	£30.00
	17	102	4009	14/07/2023	D Carro	Travel to SDC Leader of Council Meeting	BACS	£17.10
	21	102	4008	13/07/2023	SLOC	Themed Summit Finance	BACS	£72.00

Total Payments £20,298.44

Voucher No	Budget Line	Cost Centre	Nominal Ledger	Tax Point	Payee	Details	Bank	Gross Amount
	44	202	4014	09/07/2023	Npower		DD	£1,845.37
	FF	301	4014	09/07/2023	EON	1/6/23 - 30/6/23	DD	£284.91
	FF	301	4015	22/06/2023	British Gas	19/5/23 - 16/6/23	DD	£218.55

Total DD £2,348.84

Payments and DD's Total £22,647.28



**Southam Town Council Financial Year 2023-2024**

[illegible]

Budget Line	Cost Centre	Nominal Ledger	Tax Point	Payee	Details	Bank	Gross Amount	VAT (to be reclaimed)	Net Amount
48	107	4082		Neil Bartlett Haulage Ltd	20 Tonnes of MOT type 1 for Southam Produce Association	BACS	£672.00	72.00	£600.00

Total Payments

£672.00

**£72.00**

£600.00

### **PLANNING APPLICATIONS 27<sup>th</sup> JULY 2023**

Application No.	Applicant Name	Site	Proposal	Previous Representations	Comments Due	Council Comments
23/01774/FUL	Mr Dennis Chiles	16 Daventry Road, Southam, Warwickshire, CV47 1PW	Proposed two bedroom bungalow	N/A	04/08/2023	<b>Object with comment</b> <b>No vehicle access and contrary to the planning parking policy</b>
23/01887/FUL	Mr Williams	2 Springs Crescent, Southam, Warwickshire, CV47 0JU	Erection of a garden building	N/A	11/08/2023	<b>No representation</b>
23/01890/FUL	Mr Wainwright	7 St Marys Close, Southam, Warwickshire, CV47 1EW	Single storey side / rear extension and alterations to existing front porch enclosure	N/A	11/08/2023	<b>No Representation</b>

### **PLANNING DECISIONS 27<sup>th</sup> JULY 2023**

Application No.	Applicant Name	Site	Proposal	Comments Due	Town Council Representation	Overall Decision SDC Planning Outcome	Decision Date
23/01542/TREE	Mr Les Baldwin	9 The Mart Rear Of , Market Hill, Southam, Warwickshire CV47 0HE	T1 - sycamore - Remove	29/06/2023	<b>Support w Comment</b>	<b>NO OBJECTION</b>	12/7/2023

### **ENV PLANNING APPLICATIONS 13<sup>th</sup> JULY.**

Application No.	Applicant Name	Site	Proposal	Previous Representations	Comments Due	Town Council Representation
23/01575/VARY	ALDI Stores Ltd	Bungalow Farm , Southam By Pass, Southam, Warwickshire CV47	Variation to amend the wording of Conditions 22 and 23 of planning permission 21/00070/FUL (date of decision 11/04/2023), in relation to operational and delivery hours.	Yes	19/7/2023	<b>Object with Comment</b>

23/01597/ADV	Robert Andrews Warwickshire Property Development Ltd	Warwickshire Fire & Rescue Training Facility, Northfield Road, Kineton Road Industrial Estate, Southam CV47 0FG	Commercial business park of 9no. units with two signs; one fence mounted to welcome visitors and one totem to identify the businesses currently operating and the estate management details.	N/A	19/7/2023	<b>No Representation</b>
23/01266/VARY	Mr Dhaliwal	Welfare Centre , Craven Lane, Southam, Warwickshire CV47 1PG	Variation of condition 2 of planning permission 23/00593/FUL dated 26 April 2023 to raise the eaves height. Original description of development: Demolition of existing Billet Hut (Class D1) and the proposed erection of a detached dwelling (Class C3)	N/A	19/07/2023	<b>No Representation</b>
23/01695/TREE	Mr Mark Richardson Orbit Housing	Tithe Place, Southam Library , Little Park, Southam, Warwickshire	T1 - holly - Fell. T2 - sycamore - Remove major deadwood. T3 - yew - Prune crown to clear 'give way' sign. G1 - elms - Fell.	N/A	20/07/2023	<b>No Representation Refer to Tree Arboriculturist</b>
23/00250/FUL	Mr Andy Hughes The Tool Connection Limited	Unit 1 , Kineton Road, Southam, Warwickshire CV47 0DR	Demolition of existing units and erection of warehouse 5 extension with canteen and gym, two storey internal showroom to existing warehouse 4, garage along with associated works including alterations to the external service yard and car parking.	N/A	21/7/2023	<b>Object with Comment</b>
23/01521/TEL28		MMO2 Site 3934, Bourne End, Kineton Road Industrial Estate, Southam	The removal & replacement of the existing 6No. with new 6No. antenna on the existing crows nest headframe on 15m high Swann sectored monopole. The existing outer antenna poles to be replaced with the new longer poles via the offset brackets. The installation of 9No. RRU's on the headframe, 2No. 0.3m dish & 1No. 0.6m dish installed below. A GPS module to be located on the gantry pole and internal refresh of cabin.		3/7/2023	For Information Only
23/01526/FUL	Mr And Mrs Bull	Beechloft, 5 Warwick Road, Southam, CV47 0HN	Single Storey Side extension replacing existing extension and conservatory	N/A	26/07/2023	<b>No Representation</b>
23/01787/TREE	Mr Michael Mitchell	Beech-Hurst , 3 Warwick Road, Southam, Warwickshire CV47 0HN	"T1 - lawson's cypress – Removal, T2 - red norway maple – Removal,T3 - red norway maple - Removal	N/A	28/07/2023	<b>No Representation Refer to Tree Arboriculturist</b>
23/01796/TREE	Forestry	The Grange, The Grange Hall , Coventry Road, Southam, Warwickshire CV47 1QA	T2 - horse chestnut - Crown lift to 4m over neighbouring property at 12 Spring Crescent	N/A	28/07/2023	<b>No Representation</b>

						<b>Refer to Tree Arboriculturist</b>
23/01755/FUL	Mr Benjamin Giles	34 The Furrows, Southam, Warwickshire, CV47 1TA	Retrospective Garden Wall	N/A	31/07/2023	<b>No Representation</b>
23/01748/TREE	Forestry	The Grange, The Grange Hall , Coventry Road, Southam, Warwickshire CV47 1QA	T1 - beech - Fell	N/A	31/07/2023	<b>No Representation Refer to Tree Arboriculturist</b>

### **ENV PLANNING DECISIONS 13<sup>TH</sup> JULY.**

<b>Application No.</b>	<b>Applicant Name</b>	<b>Site</b>	<b>Proposal</b>	<b>Comments Due</b>	<b>Town Council Representation</b>	<b>Overall Decision SDC Planning Outcome</b>	<b>Decision Date</b>
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	10/03/2023	<b>No Representation</b>	<b>Consent w Conditions</b>	04/07/2023
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	10/03/2023	<b>No Representation</b>	<b>Consent w Conditions</b>	04/07/2023

