

MINUTES OF THE MEETING OF SOUTHAM TOWN COUNCIL HELD AT THE GRANGE HALL, COVENTRY ROAD, SOUTHAM ON THURSDAY, 27th APRIL 2023.

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

Apologies:
Cllr M Connors - Personal
Cllr N Savage - Personal

Absent without Apologies:
Cllr T Bromwich

In Attendance: Mrs R. Barnett

152. APOLOGIES

RESOLVED:
i) Apologies accepted.

153. DECLARATIONS OF INTEREST
None

154. REPRESENTATIONS FROM THE PUBLIC
Cllr A Crump of Hurst Road Southam attended as a member of the public and asked if the Town Mayor will continue to work with both the District and County Cllrs to ensure that orbit and any third party provide best service for our residents. To which the Mayor reassured everyone that this support will continue into the next Mayoral year.

2 additional members of the public attended to observe the Council meeting.

155. MINUTES OF THE PREVIOUS MEETING
RESOLVED:
i) To ratify minutes of the meeting held on Thursday 23rd March 2023

156. ACCOUNTS FOR PAYMENT
Invoices were sent to members with their meeting papers.

RESOLVED:
i) That the payment of accounts dated April 2023, totaling £15,323.34 (details attached) be authorised. Cllr A John and Cllr M Ray to authorise payments.

157. APPLICATIONS FOR PLANNING PERMISSION
i) Council considered the applications for planning permission detailed on the schedule for April 2023 upon which the Town Council had been consulted by Stratford District Council.
ii) To note the Planning Applications Decisions Report

RESOLVED:

- i) **Application 22/03277/FUL - We are maintaining our 3 points of objection: Detrimental effect on conservation area, Lack of biodiversity within the outside space and over development of the site.'**
- ii) **Other Planning Applications submitted and considered as detailed in schedule for April 2023 later within the minutes.**
- iii) **Planning decisions summary - Noted.**

158 TOWN CLERK'S REPORT

158.1 PUBLIC REPRESENTATIONS

As previously detailed in item 154.

158.2 VARIATION AND REVOCATION OF STANDING ORDERS

It was proposed at the March Town Council meeting that at the April Meeting the Town Council would consider amending Standing Orders with regards to the agenda item order for Town Council meetings:

It is proposed to move the following agenda item to be considered after Planning Applications:

Information from County and District Councillors

RESOLVED:

- i) **To move the following agenda item to be considered after Planning Applications: Information from County and District Councillors.**

158.3 S137 GRANT APPLICATIONS

Members were requested to consider the following S137 Grant Application:

Southam in Bloom £3500 - To purchase plants for civic baskets and troughs in the town and to provide watering.

RESOLVED:

- i) **To approve the Southam In Bloom S137 Grant Application of £3,500 to purchase plants for civic baskets and troughs in the town and to provide watering.**

158.4 COUNCIL MEETING DATES

Noted

158.5 MAYORAL / TOWN COUNCIL EVENTS

Noted

159. CORRESPONDENCE

None to consider.

160. REPORTS FROM WORKING PARTIES

160.1 ENV – 13 APRIL MINUTES

Item 1 - Blef Funding & Infrastructure Projects

A representative from WCC attended the meeting and discussed how the current plans can utilise BLEF and other funds to support the towns across the band of HS2 County area. It was agreed that an action would be for colleagues within WCC to consider looking to support the Council in preparing a project plan for the works and infrastructure requirements in the short to Medium Term.

RESOLVED:

- i) **A Council working group needs to go through the list of works that need to be completed to confirm who owns the asset and then review available funds.**
- ii) **To set up a meeting between SDC,STC and WCC to open discussions on proposed works with a view to outlined a project pipeline.**

Item 2 - S106 – Update On Funds Available

The clerk gave an update on the S106 funds available to Southam Town Council following a meeting with Stratford District Council. The proposed new financial contribution agreement to enable funds to be transferred over to the Council was discussed and following advice from the solicitor this will be progressed with support from Councillors, the finance working party and Stratford District Council.

RESOLVED:

- i) **That the Clerk, Cllrs John, Walster, Foster and Collier will work together to resolve any queries, finalise the agreement and ensure this is fully implemented to enable funds to be transferred.**

Item 3 - Litter On The Bypass

The issue of increased litter and how this can be resolved was discussed by the group.

RESOLVED:

- i) **Stratford District Council is approached to determine the current regime for litter picking on the Southam bypass.**
- ii) **It was agreed that the litter issue is not down to there being no bins and therefore the council will not pay for bins to be installed.**

Item 4 - Holywell Path

The recent resident's complaint concerning the use of the path by a motorcyclist was discussed alongside the impact and options available to address this matter.

RESOLVED:

- i) **To inform the resident that whilst no action to replace the gate will be taken, at the moment, the Council will continue to monitor the situation.**

Item 5 - Deputy Mayor

The Mayor updated the group with the nomination received to date.

RESOLVED:

- i) **It was proposed that Lee Ellard will be nominated as the Deputy Mayor for 2023/24.**

Item 6 - Benches Outside Police Station

The group reviewed photos of the benches and agreed that one of the benches outside the Police Station is in disrepair and the other is also in a poor state.

RESOLVED:

- i) That both benches outside the Police Station are repaired.

Item 7 - Planning Applications

As referenced within item 157 of these minutes

160.2 BREAKTHROUGH COMMUNICATIONS

Members considered the feedback given within the briefing as requested in the February Council meeting regarding the appointment of breakthrough communications to assist in the development and implementation of a communications and engagement strategy.

RESOLVED:

- i) To appoint Breakthrough Communications to work with the Council in the development and implementation of a Communications Strategy following Mayor Making. This work will begin in September to enable any changes in Councillors to settle in.

160.3 YOUTH, PLAY AREAS, OPEN SPACES AND HERITAGE SITES

Item 1 - Update On Short Term Actions From Last Meeting

Action:	Progress
Scope and outline Youth Summit to agree priorities on youth matters including any options to reinstate a Youth Council or Forum	A suggested date of July 2023 if possible
The working group to visit each Play area, open space and heritage site and provide an initial briefing/evaluation to feed into a more medium-term action plan on maintenance, development and replacement and renewal programme	Completed – See separate item
Review the notes, budget and public feedback to enable this to be considered as part of the development of a medium term action plan	Completed

Item 2 - Report - Parks And Open Spaces – Replacement Programme

The Deputy Clerk provided a report outlining the outcome of the review of parks and the Annual Inspection.

RESOLVED:

- i) The Action Plan outlined within the Play Areas and Open Spaces report is approved and taken forward for quotes and surveys to be prepared.

Item 3 - Annual Inspection Reports – Play Areas – Repairs and Maintenance

The Annual inspections were provided giving a detailed risk assessment of the equipment. The outcome of this highlighted that there were no risks assessed as Red. However, some play areas were assessed as having a ‘moderate probability an incident is foreseeable’ and would need to be prioritised when developing a replacement and renewal programme.

Noted

Item 4 - Quarterly Inspections

The inspector previously used for the quarterly inspection has now retired. Options on how this might be covered were discussed.

RESOLVED:

- i) **To obtain quotes from Hags and Coventry City Council to put in place the Quarterly Inspections.**

Item 5 - Correspondence

- i) Muddy path – Park Lane. A resident has raised concerns over the pathway leading into the park from the churchyard gate. This is very slippery.
ii) Bench at Merestone Open Space – an update was given regarding this. Awaiting quotes to be given
iii) Quotes have been received regarding a new path at the bottom of Park Lane Park which will be sent round for consideration.

RESOLVED:

- ii) **Muddy path – Park Lane. Quotes will be obtained for consideration.**

Item 6 - Update From Historic England - Holywell

An update was provided on the current position and actions to be taken regarding the repairs required to the Holywell.

Noted

Item 7 - Update on Southam Stories

An update was provided by Cllr M Ray on the progress made concerning the Southam Stories installation following refurbishment.

Noted

160.4 CORONATION TEA

Cllr G Foster gave an update on the progress and invited all members to join the event on Sunday 7th May, 2023.

Noted

160.5 GRANGE HALL MANAGEMENT COMMITTEE (GHMC)

Members were updated on the minutes from the meeting of 20th March 2023.

Noted

160.6 FINANCE WORKING PARTY

Item 1 - DCK Update

The Finance Officer gave an update on the Rialtas software. DCK visited on Friday 17th March to give more training. The Finance Officer indicated that all of 2022- 23 receipts and payments are now input.

The Finance Officer mentioned that the VAT registration was still not completed this will continue to be chased.

The Finance Officer requested that DCK is appointed to complete the year end process at a cost of £460 which will be financed by savings made from not appointing the external accountant to prepare the final accounts for GHMC.

RESOLVED:

- i) **That DCK is appointed to support officers in the preparation of the year end accounts for 2022-23**

Item 2 - Budget Review

The Finance Officer went through the final Q4 cashbook, explaining that the final accounts will not be the totals on the cashbook due to prepayments and accruals. There was a discussion about underspend on some lines and explanation that they will need to be held as an Earmarked Reserve, for example Trees and Footpath lines. The impact of the final adjustments will result in an overall overspend and mitigated by movement in reserves from earmarked to the general fund reserve.

The general reserve was discussed, and the Finance Officer explained that the position currently reported is an estimate, not the final position, and the balance is likely to be greater than reported.

The Grange Hall final position was discussed and although their cashflow was currently showing c£1k underspend, the true position will be an estimated deficit of c£7k.

RESOLVED:

- i) **That any overrun on The Grange Hall accounts for 2022-23 should be taken out of The Grange Hall cash reserve held as a balance in the bank.**

The repairs required to The Grange Hall were discussed

Volunteer drivers' donations were discussed and it was suggested that they should offset the volunteer drivers scheme.

RESOLVED:

- ii) **That that going forward from FY 2023 – 24, donations given by clients to Volunteer Drivers are to be paid into the Council to offset the running of the transport scheme.**

161. INFORMATION FROM COUNTY AND DISTRICT COUNCILLORS

Nothing to consider

162. 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

163. STAFF SALARIES AND PAYMENT FOR SERVICES

RESOLVED:

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

The Meeting closed at 8.11 pm.

ACCOUNTS FOR PAYMENTS

Southam Town Council Financial Year 2023-2024						
Accounts Payable April 2023						
Voucher No	Budget Line	Nominal Ledger	Payee	Details	Bank	Gross Amount
1	47	4080	G White	Volunteer Driver Reimbursement	Unity	£132.90
2	47	4080	N Thomas	Volunteer Driver Reimbursement	Unity	£37.35
3	47	4080	Mike Houston	Volunteer Driver Reimbursement	Unity	£25.20
4	47	4080	C McCarthy	Volunteer Driver Reimbursement	Unity	£31.50
5	47	4080	T Lyson-Marshall	Volunteer Driver Reimbursement	Unity	£41.47
6	47	4080	A Harris	Volunteer Driver Reimbursement	Unity	£56.10
7	47	4080	L Commander	Volunteer Driver Reimbursement	Unity	£115.65
8	47	4080	M Gage-Smith	Volunteer Driver Reimbursement	Unity	£162.90
9	6	4021	British Telecommunications PLC	GP 0027 7011 Bundle Services 1/4/23 - 30/4/23	Unity	£118.94
10	37	4040	HAGS	Play Equipment Refurbish/Replace	Unity	£2,624.40
11	4, 32	4054	WCC	Legal Fees March	Unity	£391.60
12	12	4026	Inside IT	Remote support March 23; Licences for software 1/4/23 - 31/3/24	Unity	£665.04
13	9	4055	DCK Accounting Solutions	Works done 25/7/22 - 31/12/22; Visit 17/3/23	Unity	£1,595.82
14	11	4055	DCK Payroll Solutions	Year end processing	Unity	£133.80
15	31	4042	Stratford DC	Emptying dog and litter bins for 2023/24	Unity	£147.60
16	23	4004	Stratford Town Council	Stratford Mayor event	Unity	£40.00
17	48	4010	The Outdoor Education Company	Mini golf for Carnival	Unity	£1,668.00
18	46	4034	Limebridge Rural Services	Grasscutting contract 1/16	Unity	£1,123.03
19	ER	4082	Michael Ray	Sharpner and bench grinder for ROW	Unity	£297.03
20	53	4081	Rosalind Foley	Coronation tea supplies - grant funded	Unity	£866.13
21	53,23,17	4081, 4004, 4009	Ruth Barnett	Travel, Coronation tea supplies, Mayor jewellery bags and Civic Dinner supplies	Unity	£110.98
22	53,24	4081, 4004	D Carro	Expenses - coronation tea and bollywood	Unity	£338.20
23	20	4024	Walc	Subs for 2023-24	Unity	£306.00
24	ER	4063	Carrick Signs Limited	Sign with QR Code for Southam Stories	Unity	£49.20
25	ER	4063	Will Glanfield	Final Payment for Southam Stories 21/3/23	Unity	£1,100.00
26	ER	4063	TM & JM Grey	New concrete pads for Southam Stories	Unity	£1,920.00
27	39	4036	Richard Carro	Ground Maintenance contract April 23	Unity	£722.93

Total Payments **£14,821.77**

Voucher No	Budget Line	Nominal Ledger	Payee	Details	Bank	Gross Amount
DD1	44	4014	Npower	1/3/23 - 31/3/23	Unity	£222.84
DD2	32	4015	British Gas	19/2/23 - 18/3/23	Unity	£278.73
					Unity	

Total DD **£501.57**

Payments and DD's Total **£15,323.34**

PLANNING APPLICATIONS APRIL 2023

Planning Applications & Decisions - ENV Meeting 13th April 2023

ENV Planning Applications 13th April.

Application No.	Applicant Name	Site	Proposal	Previous Representations	Comments Due	Town Council Representation
23/00698/FUL	Mr Norman Thoday	3 Hartley Gardens, Southam, CV47 0HY	Single storey side extension	N/A	18/04/2023	No Representation

Planning Decisions 13th April.

Application No.	Applicant Name	Site	Proposal	Comments Due	Town Council Representation	Overall Decision SDC Planning Outcome	Decision Date
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	23/02/2023	Object with Comment	Permission w Conditions	31/03/2023
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	07/03/2023	No Representation	Permission w Conditions	24/03/2023
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	08/03/2023	No Representation	No Objection	24/03/2023
23/00488/FUL	Mrs Hanna Horsley	12 Firefly Road, Southam, Warwickshire, CV47 1AH	Retrospective planning permission for a wooden fixed gazebo to rear garden	21/03/2023	No Representation	Permission w Conditions	3/4/2023

Planning Applications Meeting 27th April 2023

Application No.	Applicant Name	Site	Proposal	Previous Representations	Comments Due	Council Comments
22/03277/FUL	C/O Agent Michael Gilbert (Stantec) HBV Group	Southam Police Station, High Street, Southam, Warwickshire CV47 0HB	Redevelopment of site including demolition of existing building to provide specialised supported living accommodation comprising 21 self-contained one-bedroom apartments (Use Class C3), together with associated parking, open space and landscaping.	Yes	By Email – written response by 28 th April 2023	Maintain our points of objection as previously submitted
23/00739/FUL	Mr Gary Neal	5 Hillyard Road, Southam, Warwickshire, CV47 0LA	Subdivision of existing residential plot and the creation of one additional three-bed detached dwelling with associated parking	N/A	12/05/2023	No representation
23/00593/FUL	Mr Dhaliwal	Welfare Centre , Craven Lane, Southam, Warwickshire CV47 1PG	Demolition of existing Billet Hut (Class D1) and the proposed erection of a detached dwelling (Class C3)	Yes in March 2023	For Information only	N/A

Planning Decisions Meeting 27th April 2023

Application No.	Applicant Name	Site	Proposal	Comments Due	Town Council Representation	Overall Decision SDC Planning Outcome	Decision Date
21/00070/FUL	Aldi Stores Limited	Bungalow Farm , Southam By Pass, Southam, CV47 1NR	Demolition of Existing Buildings and the erection of a Class E (Formerly Class A1) Food Retail Store, with associated highways access, car parking, servicing and landscaping	16/06/2021	No Representation	Permission with Conditions	11/4/2023
23/00605/LDP	Mr And Mrs A Lambe		CERTIFICATE OF LAWFUL PROPOSED USE OR DEVELOPMENT – See details in Folder	N/A	For Information Only		
23/00678/FUL	Mr Austen Winfield	5 Holywell Road, Southam, CV47 0LJ,	New kitchen extension	03/04/2023	No Representation	Permission with Conditions	18/4/2023
23/00606/FUL	Mr & Mrs Lambe	27 Millholme Close, Southam, Warwickshire, CV47 1FQ	Loft conversion with front elevation pitched roof dormer	28/03/2023	No Representation	Permission with Conditions	20/4/2023