

MINUTES OF THE MEETING OF SOUTHAM TOWN COUNCIL HELD AT THE GRANGE HALL, COVENTRY ROAD, SOUTHAM ON THURSDAY, 24TH SEPTEMBER 2015

Present: In the Chair, Mayor, Councillor J Ward,
Councillors T Bromwich, G Oubridge, S Exton, M Brooks, M Connors,
R Marlow, P Jenkins & K Geddes

Apologies: Cllr A Crump – Work Commitments
Cllr D Hunter - Personal

Absent no apologies given: Cllr M Cunningham
Cllr G Barratt

In Attendance: Mrs D Carro, Mrs D Sanders, Cllr J Appleton

53. DECLARATIONS OF INTEREST

Cllr Bromwich	Pecuniary Reason	Town Clerk Report Item 12 Watering Contract Southam in Bloom
	Non Pecuniary Reason	Town Clerk Confidential Report Item 3 Complainant is known to him
Cllr J Ward	Non Pecuniary Reason	Town Clerk Report Item 7 Home address Market Hill
	Non Pecuniary Reason	ENV Planning Application 15/02978/FUL Home address Market Hill
	Non Pecuniary Reason	ENV Planning Application 15/02956/FUL Friend of Applicant
	Non Pecuniary Reason	ENV Planning Application 15/03207/FUL Mother lives in Red Lion Close
Cllr G Oubridge	Non Pecuniary Reason	Planning Application in July minutes Home address Hillyard Road

54. REPRESENTATIONS FROM THE PUBLIC

54.1 Mr B Cadogan, Vicarage Lane, Harbury

Spoke regarding Southam Heritage Collection, stating that they need new members and would encourage councillors to tell people about the Heritage Collection

Mrs D Smith, 20 Springs Crescent, Southam

Spoke regarding Town Council representatives to outside bodies stating that days and times of meetings seem to be a problem for some Councillors and perhaps these details could be found out when Councillors are appointed.

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Mrs J Soni, 26 Springs Crescent, Southam

Spoke regarding the Orbit Development, asking when the library will be open, also spoke about HS2 Communities and Business grants asking if the Council were going to apply.

Mr L Gale, 64 Stowe Drive, Southam

Congratulated the Town Council on how good the Holy Well was looking and also on the on the Town Centre Refurbishment. Spoke about the SCIF grant for the Church Steps explaining that they didn't need the money now just a letter of commitment.

Mr B Bromwich, 8 Mill Crescent, Southam

Spoke about the Town Centre Refurbishment, accused either the Town Clerk or Town Mayor of lying regarding the Town Council's involvement in the project as he alleges the Town Clerk stated that the Town Council had no input in the project, while the Town Mayor stated that the Town Council attended various meetings. Stated that the July Town Council minutes were incorrect and could the Town Council ensure that the minutes were correct in future.

Mr B Thomas, St Mary's Close, Southam

Spoke about Core Strategy modifications and the Combined Authority Consultation

52. MINUTES OF THE PREVIOUS MEETING

RESOLVED:

- i) That the minutes of the meeting held on Thursday 23rd July 2015, having previously been circulated, be confirmed and signed by the Mayor.**
- ii) That the minutes of the Recess Meeting held on Monday 17th August 2015 be noted**

53. POLICE

Police were not in attendance

54. ACCOUNTS FOR PAYMENT

RESOLVED:

- i) That the payment of accounts dated August 2015 totalling £5728.41 be noted**
- ii) That the payment of accounts dated September 2015, totalling £11, 661.78 (details attached) be authorised.**

55. APPLICATIONS FOR PLANNING PERMISSION

i) Council considered the applications for planning permission detailed on the schedule dated September 2015 upon which the Town Council had been consulted by Stratford District Council.

ii) Planning Application decisions dated September 2015

Noted

iii) Planning Committee Meeting Dates

Noted

56. TOWN CLERK'S REPORT

56.1. PUBLIC REPRESENTATIONS

Mrs Smith was advised that the Council would try and compile a list of day and times for Outside Bodies meetings.

Mrs Soni was advised that the restaurant is due to open on Monday 28th September

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and although the library is fitted out the opening is delayed due to BT and as yet there is not an opening date.

Mr B Bromwich was advised that the Town Clerk does not recall stating the Town Council had no input in the Town Centre Refurbishment, Cllr Ward reiterated that the Council was a consultee. With regards to minutes the Town Clerk stated that it is her job to write the minutes and it is the Councillors job to confirm that they are an accurate record, if a Councillor is of the opinion that the minutes are incorrect it is their job to propose that the minutes are amended. The Council has just resolved to accept the minutes with no amendments and therefore the Council is of the opinion that the July minutes, as written by the Town Clerk, are an accurate record of the July meeting.

For information; it is stated in the June minutes that Mr Bromwich was advised that the Town Council was a consultee with regards to the Town Centre Refurbishment

56.2 SDC CORE STRATEGY PROPOSED MODIFICATIONS IN RESPONSE TO INSPECTOR'S INTERIM CONCLUSIONS

Members considered the above-mentioned consultation. The Core Strategy was examined on 30 September 2014 and as a result SDC are proposing a number of modifications. Specifically for Southam is proposal SOU.3 South of Daventry Road. The proposal is for approx. 500 dwellings, Primary School – land and/or financial contribution and General Store.

Members were informed that the Town Clerk met with the developer for this proposed site and they are holding a Public Consultation on Tuesday 29th September 2015, 3pm-7pm at the Grange Hall and that the developer was advised that the Town Council would be deciding at this meeting whether they consider development in this area appropriate and if it wished to support the Core Strategy Proposed Modifications for Southam.

RESOLVED:

To respond stating that the Town Council considered the consultation and resolved unanimously to object to the proposed modifications in relation to SOU.3 The Town Council does not accept that Southam should take an additional 500 houses, they are of the opinion that the site is too far away from the Town Centre and that there are other suitable Brownfield sites around the Stratford District that have not been taken into account. The Town Council is concerned about infrastructure, the lack of open spaces and that Southam is in danger of losing its identity.

56.3 TOWN COUNCIL VACANCY – MILL HILL WARD

Members had one application to consider

RESOLVED:

That Lee Ellard is co-opted to fill the remaining Councillor vacancy in the Mill Hill Ward.

56.4 TOWN COUNCILLOR EMAIL ADDRESSES

RESOLVED:

That owing to the cost of licences, Councillors will not have a Town Council email address and will continue to use personal email addresses for Council business.

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56.5 PROPOSED STREET NAMING AND NUMBERING – PROPOSED RESIDENTIAL DEVELOPMENT INSIGHT PARK

Members considered correspondence from SDC regarding two new street names for the Insight Park in accordance with the Town Council Street Naming Policy.

RESOLVED:

To advise SDC that the streets should be named as follows:

Nursery Close

Marston Crescent

56.6 SOUTHAM TOWN COUNCIL – EXTERNAL AUDITOR CERTIFICATE AND OPINION 2014/15

Members were informed that the Audit of the Council's Accounts for the above year was concluded on 5th August 2015 by Grant Thornton UK LLP with no matters arising.

Noted

56.7 TOWN CENTRE REFURBISHMENT

Members were advised that the Deputy Clerk and Cllr Hunter met with WCC to review the refurbishment work in the Town Centre and discuss future work., that WCC will send the Town Council a breakdown of the total cost and funds remaining in due course and that the following items were identified:

Market Hill

Steps – The wall has moved. WCC has organised for a structural engineer to inspect and advise what needs to be done and the cost

Lamp Post – To be painted black

Give way sign on Park Lane - To be painted black

New benches near steps – To be installed if funds allow

Reflective strips on bollards – To be redone

Car Park space signs – To be angled

Bus Stop - Bus Stop post to be re-sited on the pedestrian island

High Street

Finger Posts x 2 – Tops to be replaced

Railings – In the long term it is hoped they will be replaced - in the short term it is hoped they will be painted black

Wood Street

Railings – To be painted black

Pedestrian Area – To be tarmaced between the barriers, possible benches, planters and cycle rack

If any funds remain SDC will need to agree what work is to be done. Work to the Market Hill steps will have to be carried out regardless.

WCC will next meet with SDC and STC at the stakeholder meeting on 30th September 2015.

The Town Council noted the information but were of the opinion that repairs to the steps should not be funded via the S106 funds

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56.8 MAINTENANCE OF THE TESCO ROUNDABOUT

A discussion took place regarding the lack of maintenance of the Tesco Roundabout

RESOLVED:

That the Town Clerk meets with WCC on site to discuss the situation accompanied by Cllr Ward, Cllr Brooks and Cllr Bromwich if available

56.9 DOGS ON LEADS

Members considered correspondence for a resident complaining about out of control dogs that are off their leads.

RESOLVED:

To write to the resident advising that it is a Dog Warden issue and explaining how difficult it is to police this.

56.10 CCTV

Members considered the minutes of the last meeting and were advised that it is highly recommended to visit the CCTV Control Room, that a visit can be arranged if desired and that the Town Clerk will email Councillors according

56.11 BUDGET 2015/16 QUARTERLY REPORT AND BANK RECONCILIATION

Members considered the reports

Noted

56.12 S137 GRANT APPLICATIONS

Members considered the following S137 Grant Applications

Southam Civic Ideas Forum - £2000.00

John Turner Festival Committee - £275.00

Butterfly Conservation Warwickshire Branch - £1000.00

Southam Church & Community Project - £3000.00

The Grange Hall Management Committee - £400.00

Southam in Bloom - £705.00

Southam Christmas Lights Association - £2250.00

RESOLVED:

i)Southam Civic Ideas Forum (SCIF) - £2000.00

To grant £1000 from 2015/16 budget and to precept for the remaining £1000.00 in January 2016 and hold in reserve until the project is ready to proceed.

To send a letter to SCIF confirming this commitment

ii)John Turner Festival Committee - £275.00

iii)Butterfly Conservation Warwickshire Branch - £500.00

iv) Southam Church & Community Project - £3000.00

Of this £1605 .00 should come from the section 137 budget line and £1395.00 from the Ear Marked Reserve and be awarded under the Local Government Miscellaneous Provisions Act 1976. S.19

v)The Grange Hall Management Committee - £400.00

vi)Southam in Bloom - £705.00

To request that SIB actively seek alternative grant sources

vii)Southam Christmas Lights Association - £2130.00

56.13 COUNCIL MEETING DATES

Noted

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57. CORRESPONDENCE

57.1 OPEN GREEN SPACES – MRS KATHLEEN ISHAM

RESOLVED:

To write to Mrs Isham and advise that the Town Council will actively endeavour to protect the green spaces through the Neighbourhood Plan

57.2 GRANT FEEDBACK FORM – SCAN

Noted

57.3 TRAVEL GRANT THANK YOU – THE ROTARY CLUB OF SOUTHAM

Noted

57.4 TRAVEL GRANT THANK YOU – DARBY AND JOAN CLUB

Noted

58. REPORT ON A MEETING OF THE ENVIRONMENTAL WORKING PARTY ON 10th SEPTEMBER 015

58.1 ORBIT DEVELOPMENT 2ND PHASE

Orbit did not attend the meeting as the planners have yet to go back to them about their proposals. They will meet with the Council at a later date

58.2 NEIGHBOURHOOD PLAN BRIEFING

Matthew Neal of Stratford District Council gave the council members an overview of the Neighbourhood plan process, including estimated timescales of 2-3 years for completion with costs estimated to run in to the tens of thousands, however help and advice is available and grants are available for funding. It was requested that all communication with Matthew be done through either the Clerk or a Chair of the working party only. It was also suggested that Wellesbourne Parish Council may be able to offer assistance as they have gone a little further down the line with their plan.

58.3 LAND EAST OF BANBURY ROAD, SOUTHAM

A brief discussion with Greg Mitchell and Glen Langhman of Gallaghers Estates to inform the Town Council of land that they have an interest in which they propose to build up to 250 houses on It is very early stages and they were seeking guidance as to the feelings of the town council about the proposals. It was suggested that any proposal that included a burial ground for the town would be better received than any proposal without one.

RESOLVED:

That the Clerk informs the developers in more detail regarding the current burial land plight of Southam Town

58.4 REPRESENTATIVES TO OUTSIDE BODIES

Representatives to outside bodies were reviewed how to accomplish a specific process

RESOLVED:

The following changes are made:

Cllr Barratt added to CAB, Youth Club

Cllr Brooks added to Personnel Working Party, CHIEF, Finance Working Party, Tourism Working Group, Neighbourhood Plan Working party.

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Cllr Jenkins to be added to Burial Grounds, Southam Heritage Collection, Youth Club

Cllr Exton to be added to HS2, Resident Flood Action Group, Environment Catchment Plan, Neighbourhood Plan,

Cllr Geddes to be added to Southam First, Southam in Bloom, Grange Hall committee

Cllr Marlowe to be added to Christmas Lights, Environment Catchment Plan

Cllr Conners to be added to Finance Working Party, Tourism working party

Cllr Oubridge to be added to Southam Town centre Development, Cemex as deputy, Planning Committee as reserve, Neighbourhood Plan Working Party.

Cllr Crump to be added to Southam at Play

Cllr Ward to be added to WALC

Cllr Bromwich to be removed from Grange Hall Committee

58.5 LENGTHSMAN SCHEME

Members considered correspondence from WALC regarding the lengthsman scheme. Members were requested to decide if this is something that they want to get involved with, however, it would appear that no funding would be available and therefore this is something that would need to be budgeted for.

RESOLVED:

Councillors are in favour of involvement of the scheme, it was requested that the Clerk find out if the training is still free with WCC. Cllr Ward volunteered to attend a training course as he has relevant weed spraying certificates (PA1 & PA6). It was also requested that if a suitably qualified and trained volunteer was willing, would STC public liability insurance cover them for work, if not please could the clerk enquire about costs.

58.6 COMPLAINTS POLICY

At the July Town Council meeting Members resolved that they would review the Town Council Complaints Policy in light of the correspondence received by Mr B Bromwich. Enclosed for Members to consider is the correspondence from Mr Bromwich, a copy of the Town Council Policy and the NALC legal topic regarding 'Handling Complaints'

RECOMMENDED:

i) Complainants will be offered a face to face interview if required, but on the understanding that an audio recording will be made and that that recording will be used as evidence should the need arise, therefore relinquishing any data protection rights regarding recording of private conversations.

ii) A line needs to be added to say that there is no right to appeal.

iii) A line needs to be added that any complaints against staff members should be put in writing addressed to the Town Mayor and send to the Town Council Office.

iv) A line to be added to say that all complaints will aim to be concluded within 90 days.

v) It is requested that the Clerk, using the Policy on dealing with abusive, persistent or vexatious complaints and complainants" from London Borough of Hounslow as a guideline drafts a policy to help handle persistent complainants. The council will then consider this at a later date for inclusion once a draft is prepared.

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58.7 PLANNING

See attached

58.8 QUESTIONS FOR COUNTY AND DISTRICT COUNCILLORS

Questions for District Councillors:

Following the recent SDC meeting regarding joining the new West Midlands Authority, what concerns were raised by our Southam District Councillors and how did they vote on the matter?

59. INFORMATION FROM COUNTY AND DISTRICT COUNCILLORS

SDC

Cllr Bromwich advised that he was against the proposal to join the proposed combined authority as the information provided was insufficient to support it.

WCC

Cllr Appleton advised that:

- i) He supported Cllr Bromwich’s view on the invitation from the Black Country to join a combined authority and he too had voted against it.
- ii) Following the Rotherham Child Abuse scandal WCC was in the process of forming a Multi-Agency Safeguarding Hub (MASH)

60. 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

Councillor Bromwich left the meeting

61. STAFF SALARIES AND PAYMENT FOR SERVICES

RESOLVED:

To authorise payments of staff salaries dated September 2015

62. BURIAL GROUND

The Town Clerk updated Councillors on the position to date regard the provision of a burial ground a discussion took place and it was decided to proceed with the proposal on a stage by stage basis. See Appendix A

63. TOWN COUNCIL COMPLAINT

Councillor Ward updated Council on the situation regarding the complaint made against the Council. He also advised Council that as an employer it had a duty to protect its employees from harassment.

The meeting closed at 10.20 pm

SCHEDULE OF PLANNING APPLICATIONS					
SOUTHAM TOWN COUNCIL - SEPTEMBER 2015					
APPLICATION NO	APPLICANT NAME	SITE	PROPOSAL	CONSENT/ATION DATES	Additional Information
15/0280/15	Mr Steve Huxton	21 Abbey Lane, De Rose, Southam CV47 1NR	Town Clerk Review	01/09/2015 - 01/10/2015	For more information contact the Area Planning Officer

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Souham Town Council

SEPTEMBER 2016 CHEQUE PAYMENTS

Item No	Budget Line	Payee	Details	Net Amount	VAT (to be reclaimed)	Gross/Cheque Amount
1	2	Grant Thornton UK LLP	Audit Fee in respect of 2014/2015 Annual Return	920.00	120.00	2720.00
2	2	Yondra Almalta	Production fees 14/03/2015 to 13/02/2016	22.99	19.73	2100.30
3	40	CGO Contractors Ltd	Driveways Gravelting x4 9th July & 22nd July 2015 and 12th & 17th August	840.00	162.00	21,000.00
4	23	The Town Mayor Fund	Mayor's Advance for 162 merit	1125.00	0.00	21,195.00
5	21	Shankshale Training Partnership	160001 Training x4 0 + Outings, O + Jobs 15.0 + Careers, O + 20000	180.00	0.00	2100.00
6		Inside IT Solutions Ltd	Purchase of Spaces + Memory cards	32.50	7.32	200.00
7	30	Mr Jason Goods	Garage 2 x 5m x 2m x 2	45.00	0.00	200.00
8	40	Linsbridge Rural Services Ltd	Gravelting 5 & 10 of 18 cuts	1304.32	260.82	22,283.20
9	34	Stratford District Council	CCV contribution	2052.00	770.40	24,022.00
10	2	Mr John Gillham	Memory cards x2	12.50	0.00	212.50
11	33 1st 33 35	Mr Richard Crane	Seize-me invoice 6995.75 - by VLE 20th 625.00 - to go to remove clutter in S Park Lane remove wood on farm house ETC. Mayor's 21.57	722.95	0.00	2720.00
12		The Grange Hall	Office gas & electricity meter work & meter etc on 30th September	213.67	0.00	2213.67
13	47	VASA	Village hall services for 16th to 17th August 2014 19th August to 26th	982.69	0.00	2300.00
						211,001.70

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