

MINUTES OF THE MEETING OF SOUTHAM TOWN COUNCIL HELD AT THE GRANGE HALL, COVENTRY ROAD, SOUTHAM ON THURSDAY, 22ND FEBRUARY 2018

Present: In the Chair, Mayor, Councillor L Ellard,
Councillors G Barratt, M Gaffney, A Crump, Cllr Stone, Cllr Foster, Cllr Brooks, Cllr Toner & Cllr Jamieson

Apologies: Cllr M Connors – Holiday
Cllr A Walster – Holiday
Cllr G Oubridge – Work
Cllr P Jenkins – Work
Cllr K Mullen - Personal

Cllr T Bromwich

In Attendance: Mrs D Carro and Mrs D Sanders

138. APOLOGIES

RESOLVED:

That the apologies are accepted

139. DECLARATIONS OF INTEREST

Cllr A Crump	Non-Pecuniary Reason	All planning applications Will not take part in any discussion or resolution regarding any planning application in order that it doesn't compromise his position on the SDC Planning Committee
Cllr M Gaffney	Non-Pecuniary Reason	Town Clerk Report Item 4 Southam British Legion
Cllr M Brooks	Non-Pecuniary Reason	Town Clerk Report Item 4 The Grange Hall

140. REPRESENTATIONS FROM THE PUBLIC

Mr N Cronin, 3 Abbey Lane, Southam

Spoke in objection to planning application 17/03735/OUT 6 Warwick Road stating that the area in question is a Heritage Asset, lies in a Conservation Area which would be diminished, it's in the vicinity of 5 listed buildings, it's green open space that should not be built on and road access would be dangerous on a road that is already dangerous.

Mrs C Toms, 8 Warwick Road, Southam

Spoke in objection to planning application 17/03735/OUT 6 Warwick Road stating that it is unnecessary development in a Conservation Area and it is over development, there would be 7 properties via one access and this is only phase 1.

Mr D Thomas, 5 Abbey Lane, Southam

Spoke in objection to planning application 17/03735/OUT 6 Warwick Road stating that it goes against what is in the Core Strategy, the public have a right to historic views, safety of pedestrians, over bearing impact in a sensitive site.

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Ms A Martin, 8 Abbey Lane, Southam

Spoke regarding the number of houses being built in Southam that are not appropriate for first time buyers.

Mrs S Forgan, 1 Abbey Lane, Southam

Spoke in objection to planning application 17/03735/OUT 6 Warwick Road stating that a section of the wall is in the Area of Restraint, that it is over bearing development and that the ground floors will be looking into the 3rd Floor of neighbouring properties.

141. MINUTES OF THE PREVIOUS MEETING

RESOLVED:

That the minutes of the meeting held on Thursday 25th January 2018, having previously been circulated, be confirmed and signed by the Mayor.

142. POLICE

Not in attendance

143. ACCOUNTS FOR PAYMENT

i) Invoices were available at the meeting for inspection

RESOLVED:

That the payment of accounts dated February 2018, totalling £9,821.85 (details attached) be authorised

Cllr Crump left the meeting

144. APPLICATIONS FOR PLANNING PERMISSION

144.1 i) Council considered the applications for planning permission detailed on the schedule dated February 2018 upon which the Town Council had been consulted by Stratford District Council. (details attached)

144.2 ii) Planning Application decisions dated February 2018

Noted

144.3 iii) Planning Committee Meeting Dates

Noted

Cllr Crump returned to the meeting

145. TOWN CLERK'S REPORT

145.1 PUBLIC REPRESENTATIONS

i) Representations from Mr Cronin, Mrs Toms, Mr Thomas and Mrs Forgan were addressed under minute 144

ii) Ms A Martin

Was advised that 35% of all new housing developments are Affordable Housing

145.2 VARIATION TO STANDING ORDERS

RESOLVED:

That the following variation is made to Standing Orders:

Section 13 - VOTING

“In both England and Wales section 106 of the Local Government Finance Act 1992 prohibits a local councillor in council tax arrears for at least two months from voting on the setting of a precept or any recommendation, resolution or other decision which might affect

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the calculation of the precept. If a local councillor in such a position fails to notify the council of the fact or votes in a prohibited matter, then on prosecution and conviction they may be subject to a fine of up to £1000”

145.3 SITE ALLOCATIONS PLAN FOR STRATFORD ON AVON DISTRICT – INTENTION TO PREPARE A LOCAL PLAN

Cllr Foster updated the Council on the consultation event and will prepare a report for the next meeting

RESOLVED:

To formally respond to the consultation stating that Southam, as a MRC has already taken well above the 25% of housing for MRCs and this was acknowledged by the Planning Inspectorate at a recent Planning Appeal, therefore there should be no sites allocated for Southam

145.4 S137 GRANT APPLICATIONS

RESOLVED:

That the following S137 Grants are awarded:

Southam 2000 Rotary

Run for Rotary 10km Charity Run at Draycote Water

Applied for £750 – Awarded Nil

Due to the fact that the sporting activities are not based in Southam

Southam British Legion

100th Anniversary of the end of World War One

Applied for £650 awarded £650

Southam First

Southam Flower and Produce Show

Applied for £500 – Awarded £500

The Grange Hall Management Committee

Application withdrawn

Southam Carnival

To provide free activities

Applied for £1140 – Awarded £1140

Southam Christmas Lights

To purchase bulbs and motifs

Applied for £2220 – Awarded £2220

Southam Community Mini Bus

Contribution towards a new mini bus

Applied for £3000 – Awarded £3000

That the money will not be released until all the necessary funds are obtained

Southam in Bloom

To purchase plants and towards the cost of watering

Applied for £3000 – Awarded £3000

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**Southam Church and Community Project
Towards Youth Club running costs, Holiday Activities & Drop in Homework Club
Applied for £3980.80 – Awarded £3980.80**

**Southam First
Southam Retro Revival
Applied for £1471 – Awarded Nil
Application deferred to the March meeting due to insufficient information**

**Citizens Advice South Warwickshire
Outreach Adviser Salary (one day a week)
Applied for £4877.07 – Awarded Nil
That the Finance Working Party to meet with Citizens Advice South Warwickshire to discuss costs and put forward a proposal to Council at a future meeting**

145.5 COUNCIL MEETING DATES ENV DATES

Noted

146. CORRESPONDENCE

i)Southam Heritage Collection

RESOLVED:

To respond advising that the Town Council will consider a S137 Grant Application from the Southam Heritage Collection when they are in a position to apply.

147 REPORTS FROM WORKING PARTIES

147.1 ENV WORKING PARTY MINUTES 8TH FEBRUARY 2018

Item 1 – Coventry & Warwickshire Local Enterprise Partnership LEPS

Paula Deas – Operations Director – Local Enterprise Partnership, attended the meeting to discuss with members the Coventry & Warwickshire Local Enterprise Partnership and advised the following:

- That they cover the whole of Coventry and Warwickshire
- It is a Public and Private sector partnership
- There are 38 other partnerships
- Funding profiles lasts to the end of this Parliament
- 98% small to medium size enterprises
- LEPS bid for funding from government
- LEPS do the business case
- If LEPS weren't in place there wouldn't be a body to make the bid to government
- Coventry and Warwickshire LEP bid for funding and was successful for Venture House in Stratford on Avon and M40 J12

Item 2 – Greener Southam

Following Cllr Jenkins attendance at the Low Carbon Britain Conference it was agreed that it would be discussed at ENV to see how Southam could become greener.

RESOLVED:

i)The following items to be considered as part of the Neighbourhood Plan:

- **Create more Public Open Space and designate Stowe Valley as a protective space**
- **Install Electric Charging points**
- **Create Cycle Ways**
- **More Solar Panels**

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- ii) To write to Stagecoach to ascertain what plans they have to move away from diesel and become greener
- iii) To write to SDC to ask whether the New Homes Bonus could subsidise the cost of a second blue bin for those who want one
- iv) To put an article in the Newsletter regarding what can be recycled
- v) Investigate changing the Town Council electric supplier to a green supplier
- vi) Have a school competition for a Greener Southam Poster, Cllr Crump thought that he maybe able to fund a prize
- vii) To write to Shell Garage to see if they will be installing an Electric Charging Point in Southam

Item 3 – Anti-Social Behaviour (ASB)

Members considered the correspondence from the ASB Officer regarding the installation of a Mosquito Device at the underpass.

RESOLVED:

- i) To defer the installation of a Mosquito Device and discuss it again following the Multi Agency meeting
- ii) To speak to SDC to ascertain the costs relating to the CCTV installation at the underpass as part of the SOU3 development to establish whether this is something the Town Council could fund initially and be re-funded the cost when the developer has paid the S106 contribution

Item 4 – Planning Applications

See attached sheet

147.2 SOUTHAM TOWN COUNCIL - VOLUNTARY DRIVER SCHEME

Lead Councillor - Councillor Mike Gaffney
Councillor Mike Brooks

BACKGROUND

1. Following VASA decision to close the Southam office and remove the service back to S-on-Avon at the same time combining this service with VASA Warwick District it was resolved in April 2017 to continue a service to Southam residents based at the Grange Hall and supported by the Town Council.
2. The office commenced working in May 2017 in the Grange Hall staffed by the same volunteers and providing the same excellent service funded from the present budget to refund drivers mileage expenses but under the management of the Town Council.

PROGRESS TO DATE

3. Since the smooth changeover the service has grown.
 - a. We now have 14 drivers and recruiting continues.
 - b. The Town Clerk has encouraged other surrounding parish councils to join the scheme and currently four have joined us. Bishops Itchington, Harbury and Deppers Bridge, Napton, Priors Marston and Hardwicke. These parish councils contribute a sum of money to the running costs based on their populations. This income is currently £ 1441 per annum.

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- c. Since May 2017 we have carried out 575 journeys with a total mileage of 11615 and 2519 volunteer hours including the booking office.
- d. The service is well advertised in local media including Facebook and local websites and it is clear that this is working by the number of clients we have on a regular and repeat basis.

THE WAY FORWARD

- 4. Monitoring the operation has shown up one of two areas that require attention.
 - a. The staff on some occasions may be manning the office with one person and this raises the question of protection within Health and Safety regulations. A coded lock and spyhole is required in the office door.
 - b. As the volunteers give their time freely for two hours 5 days a week I consider we should at least provide free tea/coffee.

PROPOSAL

I propose the Town Council approves the expense on items 4a and 4b and we send a letter of thanks to the volunteer staff for their excellent service.

RESOLVED:

That the Town Council approves the expense on items 4a and 4b and we send a letter of thanks to the volunteer staff for their excellent service.

147.3 SOUTHAM PUBLIC RIGHTS OF WAY VOLUNTEER GROUP **Minutes of the meeting held 18th January 2018 The Grange Hall**

ADMINISTRATION

Mike welcomed and introduced Councillor Gerry Barratt, a new member to the team and provided a brief explanation of the volunteer groups function.

It was noted that Shona is unable to attend on Thursday's so future meetings will be scheduled avoiding this day subject to room availability.

The minutes of the meeting held on 30th October were agreed and signed off accordingly.

UPDATES ON ACTIONS FROM THE PREVIOUS MEETING

Working Practices – Risk Assessments. MB stated he had contacted Richard Barnard and can confirm the last version published on Feb 2006 setting out the types of equipment prohibited for use by volunteers, e.g. no solid metal or solid plastic strimmer blades and chainsaws remains unchanged. Under exceptional circumstances volunteers may be able to operate such equipment but only if a qualified member of the County PROW team supervises and subject to appropriate training being delivered.

Andy contacted MB advising he was progressing with PROW to obtain an up-to-definitive map, SP 46 SW, and hopes to obtain one soon. MB added he had found a map in another Council file that showed the town boundary and also showing some of the land owners, he will get photocopies for distribution at the next meeting.

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There is a list of landowners in the file that's not up to date.

ACTION – Mike B to see if the support group has a current list, otherwise it will necessitate Land Registry searches (possibly jointly with the Neighbourhood Planning Group who need to do the same). Gareth quoted the fee for Land Registry searches. OUTSTANDING

It was suggested a letter introducing ourselves to landowners would be advisable and a first step to building a working relationship.

ACTION – Mike B and Debbie to draft one. OUTSTANDING

Hi-vis jackets / Tabards or similar, suitably printed with the volunteer group name.

Debbie confirmed there are hi-vis tabards in the Council's emergency plan cabinet that the group can use when we are out working.

Gareth will now take on the responsibility to set up a closed Facebook Group, so members can keep in touch and share issues / photos.

DATABASE

MB stated he is keeping a paper file for all our documentation and we discussed having a database we could all access. I was agreed the safest way of doing this is to set up a shared Dropbox

ACTION – MB to set one up

CONDITION SURVEYS

Despite the rotten weather over the past couple of months considerable progress has been made and high-quality reports have been drafted.

The outstanding PROW routes were re-allocated. Members are free to assist on any as they see fit. MB set a deadline for all the surveys to be completed by, this being by the end of March 2018 so that we can move on to the next step. It's clear from the reports there is plenty of work to be undertaken.

Allocated to	PROW No.	Completed	Report Drafted
Andy Crump / Mike Brooks/ Gareth Oubridge / Gerry Barratt	SM 19, SM 19a, SM 21		
Mike Brooks	SM 180		
David Howell	SM 18, SM 22	YES	O/S
Mary Stott	SM 28, SM 30	YES	YES
Michael Ray	SM 52	YES	YES
Mike Jaye	SM 29, SM 31	YES	YES
Shona Hudson	SM 23, SM 32		
Zoe James	SM 33	YES	YES

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NEXT STEP

Once all the surveys have been completed all the data will need to be pulled together into a condition report that will be submitted to the County PROW team. We will need to review all the surveys and list them, prioritising routes that are in most need of urgent action. The completed report also serves the function of listing replacement components required such as way markers, posts, styles etc and assistance from County / landowners where applicable.

MB, Gareth and Michael Wray said they would collaborate to draft the report. MB also added that there is no need to wait for a response to the delivered report, we can start clearing routes now. It would make sense when we start working to tackle each route separately on a team effort basis

LADBOKE PARISH COUNCIL

Zoe has been talking with Richard Barnard and Ladbroke Parish Council who have taken inspiration from our lead and have set up their own volunteer group. It was suggested we could enter into a collaboration, sharing experiences and possibly resources. It was agreed this would be a good idea and could work to our mutual advantage; if successful we may also be able to get other neighbouring parishes interested in doing the same. MB extended an invitation to any of the Ladbroke group members to attend our next meeting if they wish.

NEXT MEETING – Tuesday 27th February 2018, bar room the Grange Hall

147.4 WCC FOCUS GROUP MEETING 5TH FEBRUARY 2018

A discussion took place updating Graham on the background and the following was decided:

Focus Group One

Integrated Secondary School/ Leisure Facilities
Education Sufficiency and Quality

Focus Group Two

Transport and Mobility (including impact of HS2)
Leisure and Wellbeing

ACTION:

- Graham will put together a list of who should be invited, these will include officers from both WCC and SDC and will arrange meeting dates for both focus groups, Debbie will assist where necessary
- A discussion took place regarding Travel Packs, Janet will investigate whether the money could be given to the Town Council to produce a welcome pack for new residents, that will include travel information but also other useful information
- Janet advised that Graham could assist with the Neighbourhood Plan, Mike welcomed the assistance and would invite him to the next meeting
- Janet will investigate why school buses are travelling along Daventry Street instead of using the bypass

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148. **QUESTIONS FOR COUNTY AND DISTRICT COUNCILLORS**

Cllr T Bromwich

The report was tabled and noted

Cllr A Crump

Advised the following:

- Warwick Rd planning application is likely to be dealt with under delegated powers
- Tony perks is addressing the dog fouling issues
- The Manders Croft planning application is likely to be deferred due to legal reasons
- Southam Heritage Collection – the lease is progressing
- Residents have been written to regarding the Ash Path and their responsibilities
- Various issues have been raised regarding Parking Enforcement
- Overgrown shrubs and pot holes are being progressed
- A lower speed limit is being considered for the Lower Shuckburgh Rd
- Gave details regarding Targeted Support for Younger People
- The Wood Street refurbishment is being progressed
- Members of the Council will be invited to a site meeting at SOU3

149. **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

150. **STAFF SALARIES AND PAYMENT FOR SERVICES**

RESOLVED:

To authorise the payment of staff salaries dated February 2018

Meeting closed at 8.50 pm

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PLANNING APPLICATIONS - SOUTHAM TOWN COUNCIL - FEBRUARY 2018					
APPLICATION NO.	APPLICANT NAME	SITE	PROPOSAL	OBSERVATION DATE/COMMENT	Comments
18/00455/TREE	Mr & Mrs Smith	4 Warwick Place, Southam CV47 0JL	T1 - Willow - Re pollard back to previous points T2 - bird cherry - Re pollard back to previous points	6th March 2018	Please refer this application to the Tree Officer
APP/J3720/W/17/3192542	Mrs Lorraine Riley	11 Roman Way, Southam CV47 1FN	Against refusal of retrospective application for the erection of a boundary fence and change of use of former landscape buffer to domestic garden.	15th March 2018	Appeal out of time
18/00043/LBC	Star Pubs & Bars	Bowling Green Inn, Coventry Street, Southam CV47 0EP	Erection of illuminated and non illuminated signs and painting of the exterior of the building	1st March 2018	Please refer this application to the Conservation Officer
17/03735/OUT	Mr Simon O'Brien O'Brien Developments Ltd	6 Warwick Road, Southam CV47 0HN	Outline application with some matters reserved for the demolition of dwelling and single storey roadside building and construction of 5 dwellings, new vehicular access and all necessary ancillary and enabling development.	1st March 2018	<p>The Town Council objects to this development for the following reasons.</p> <ol style="list-style-type: none"> 1. The site lies in the conservation area and suggests may be of high archaeological importance with mid 17th Century features and deposits which must be protected. Housing need for Southam will be met by other developments elsewhere in the Town therefore the public benefits of this scheme do not outweigh the harm or loss construction would have on the historic environment so is contrary to Core Strategy policy CS.8 paragraph a) points 1 and 2 and paragraph b). 2. The design does not reflect the historic setting where a number of listed buildings and monuments exist and is not sympathetic to the streetscene, therefore contrary to Core Strategy policy CS.9 paragraph b) point 2. 3. Two access points are planned to serve five dwellings which is an over-provision. The new proposed Northern access is sited directly on a bend apex and would prove hazardous to general traffic and particularly Mercedes waste collection vehicles. 4. Loss of green space when Southam already has a proven shortage. 5. It's on a sloping site and the large volume of trees planned for felling will present issues for surface water run-off and possibly impact on the flood plain itself.
18/00347/TEL28		Griffin Farm, Rugby Road, Southam, CV47 1BQ	Notice of intention to install electronic communication apparatus pursuant to the Town and Country Planning general permitted development order 2015 and the electronic communications code conditions and regulations 2003 as amended		THIS NOTIFICATION IS FOR INFORMATION ONLY
18/00294/FUL	Mrs Wincott	Brooklands Farm, Warwick Road, Southam CV47 0HW	Creation of a new access	7th March 2018	Southam Town Council objects to this application. Brooklands Farm is already served by a perfectly good access. The applicant has given no justification for the proposed new access and has not demonstrated a business need.

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Southam Town Council

FEBRUARY 2018 ISSUE 2

Item No	Budget Line	Payee	Details	Net Amount	VAT (to be reclaimed)	Gross/Cheque Amount
1	47	<u>British Telecommunications</u>	Telephone rental and calls volunteer drivers	38.50	7.70	£46.20
2	21	<u>SLCC</u>	Training Seminar Town Clerk	37.50	7.50	£45.00
3	47	<u>Denise Sanders</u>	DBS checks Volunteer Drivers refund of payment made with personal credit card	21.98	0.00	£21.98
4	8	<u>Debbie Carro</u>	Land Registry enquiry ref Merestone	6.00	0.00	£6.00
5	47	<u>The Grange Hall</u>	Funds received from Priors Marston Parish Council towards the cost of room rental for Volunteer Transport Service	134.00	0.00	£134.00
6	21	<u>WALC</u>	Training Seminar Cllr Mullen	30.00	0.00	£30.00
7	ER	<u>Road and Traffic Management</u>	Supply and apply white and yellow road marking thermoplastic Grange Hall car park	£1,514.70	£0.00	£1,514.70
8	3	<u>Zurich Municipal</u>	Southam Town Council annual insurance	£4,241.04	£0.00	£4,241.04
9	46	<u>Limebridge Rural Services</u>	Grasscutting visit 16/16	£892.50	£178.50	£1,071.00
10	18	<u>Express Press</u>	Printing & delivery of Precept Newsletter	£333.00	£43.40	£376.40
11	39	<u>Mr Jason Goode</u>	Cleaning of 4 bus shelters	£45.00	£0.00	£45.00
12	19	<u>Viking</u>	Stationery	£19.87	£3.97	£23.84
13	47	<u>J Soni</u>	January mileage Volunteer Driver	£29.02	£0.00	£29.02
14	47	<u>G Ferguson</u>	January mileage Volunteer Driver	£69.75	£0.00	£69.75
15	47	<u>D Woodcock</u>	January mileage Volunteer Driver	£240.95	£0.00	£240.95
16	47	<u>A Harris</u>	January mileage Volunteer Driver	£72.75	£0.00	£72.75
17	47	<u>B Meacham</u>	January mileage Volunteer Driver	£98.55	£0.00	£98.55
18	47	<u>L Walsh</u>	January mileage Volunteer Driver	£18.00	£0.00	£18.00
19	47	<u>M Houston</u>	January mileage Volunteer Driver	77.70	0.00	£77.70
20	47	<u>J Wood</u>	January mileage Volunteer Driver	90.60	0.00	£90.60
21	47	<u>M Newsham</u>	January mileage Volunteer Driver	15.00	0.00	£15.00
22	39, 37 ER	<u>R Carro</u>	Februray contract £688.46 Park Lane £10	698.46	0.00	£698.46
23	47	<u>J Branston</u>	January mileage Volunteer Driver	135.00	0.00	£135.00
24	47	<u>K Betteridge</u>	January mileage Volunteer Driver	33.75	0.00	£33.75
25	47	<u>WM Taylor</u>	January mileage Volunteer Driver	23.40	0.00	£23.40
26	8	<u>Inside IT Solutions Ltd</u>	Support	14.93	2.99	£17.92
27	47	<u>John Gwillam</u>	Supply & Fit number lock & viewer for office door	52.28	0.00	£52.28
28	45	<u>Warwickshire County Council</u>	Stowe Drive Lantern replacement	341.23	0.00	£341.23
29	6	<u>British Telecommunications</u>	Three numbers and featureline service	210.28	42.05	£252.33
			TOTAL	9535.74	286.11	£9,821.85
			Town Mayor Signature _____			