

**MINUTES OF THE MEETING OF SOUTHAM TOWN COUNCIL HELD AT THE GRANGE HALL, COVENTRY ROAD, SOUTHAM ON THURSDAY, 25<sup>th</sup> JULY 2019**

**Present:** The Mayor, Councillor M Brooks - In the Chair  
Councillors G Foster, A Jamieson, A John, M Connors, A Walster, L Ellard,  
H Wilson & E Thornley

**Apologies:** Cllr M Ray – Holiday  
Cllr K Toner - Personal

**Absent without Apologies:**  
Cllr T Bromwich

**In Attendance:** Mrs D Carro, Mrs L Newland & Cllr A Crump

**35. DECLARATIONS OF INTEREST**

Cllr G Foster	Non-Pecuniary Reason	Planning Application 19/000435/FUL Neighbouring property
	Non-Pecuniary Reason	Correspondence – re: Oxford Street Knows neighbour
	Non-Pecuniary Reason	Town Clerk Report Item 2 Member of the Neighbourhood Plan Working Party
Cllr L Ellard	Non-Pecuniary Reason	Town Clerk Report Item 2 Member of the Neighbourhood Plan Working Party

**36. APOLOGIES**  
Noted

**36. REPRESENTATIONS FROM THE PUBLIC**  
None

**37. MINUTES OF THE PREVIOUS MEETING**  
**RESOLVED:**

**That the Minutes of the meeting held on Thursday, 27<sup>th</sup> June 2019, having previously been circulated, be confirmed and signed by the Town Mayor.**

**38. POLICE**  
No report

**39. ACCOUNTS FOR PAYMENT**

i) Invoices were available at the meeting for inspection

**RESOLVED:**

**That the payment of accounts dated July 2019, totalling £59,208.24 (details attached) be authorised.**

**40. APPLICATIONS FOR PLANNING PERMISSION**

**40.1** i) Council considered the applications for planning permission detailed on the schedule dated July 2019 upon which the Town Council had been consulted by Stratford District Council. (details attached)

**40.2** ii) Planning Application decisions dated July 2019

**Noted**

**40.3** iii) Planning Committee Meeting Dates

**41. TOWN CLERK'S REPORT**

**41.1 PUBLIC REPRESENTATIONS**

**None**

**41.2 SOUTHAM NEIGHBOURHOOD PLAN**

Members considered the first draft of the Neighbourhood Plan

**RESOLVED:**

**i)The Town Council have considered the plan and authorise that it is formally submitted to Stratford on Avon District Council.**

**ii)The Council gave a formal vote of thanks to the Neighbourhood Plan Working Party for all their hard work in getting the plan to this stage.**

**41.3 TAYLOR WIMPEY – LILLEY MEADOW ESTATE**

Members were advised that Taylor Wimpey will be installing a footpath that will have access onto the Ash Path, it will be timber edged with a Hoggin finish sufficient for pedestrians, cyclists and pushchairs, work is due to start w/c 22<sup>nd</sup> July 2019. That they will also be installing 3 litter bins (that the Town Council will empty however, the Town Clerk has asked for confirmation on the type of bin they will be installing and stated that the bins must have lids and not the type of bin that is currently installed in the play area, which effectively is a waste paper type bin.

**Noted**

**41.4 FIELDS FARM SOLAR**

Members were reminded that the Town Council receives a Community Contribution of £5k every year for 10 years (4 payments have been received so far) as a result of the Fields Farm Solar and were asked if they would members like to receive another presentation regarding the Fields Farm Solar or a site visit?

**RESOLVED:**

**That the Town Council would like an informative site visit**

**41.5 FINANCIAL REGULATIONS – JULY 2019**

**RESOLVED:**

**That the Town Council approve the changes to the proposed regulations in light of the fact that the Town Council is in the process of changing to internet banking**

**41.6 COUNCIL MEETING DATES    ENV DATES**

**Noted**

42. **CORRESPONDENCE**

42.1 **Warwickshire Young Carers**

**Noted**

Resident Complaint-Parking on Oxford Street opposite The Factory Shop

**RESOLVED:**

**To respond to the resident advising that County Councillor Andy Crump has spoken to the Road Safety Team at WCC regarding the complaint and they have advised that they do not think it is necessary to extend the double yellow lines. There is only a small area where residents can park and that does act as natural traffic calming and if there were double yellow lines residents would not be able to park outside their own house.**

Dudley Taylor Pharmacies Ltd – Southam Pharmacy

**Noted**

43. **REPORTS FROM WORKING PARTIES**

**ENV WORKING PARTY MINUTES – 13<sup>TH</sup> JUNE 2019**

43.1 **Site meeting Warwick Road – Riverside Proposals**

All councillors were in attendance for the site meeting at 6.30 pm and met with Steve Bromley and Simon O'Brien for an extensive walk around the site boundary. Members were able to ask questions and make suggestions regarding the proposals which were noted as only preliminary thoughts at this stage.

**RESOLVED:**

**That the Town Clerk writes to Messrs Bromley and O'Brien thanking them for their interaction with the Council and affording members the opportunity to visit the site and discuss the proposals. The Council would like to see how this proposal, with more detail as a result of comments made, fits with plans for the rest of the overall site which we understand have not yet been considered. We feel this will give us a greater and more comprehensive understanding of how the whole development is intended to work.**

43.2 **Item 2 – HAGS- Play Equipment company that refurbished the Park Lane Recreational Ground**

Members discussed the response from HAGS that stated their Senior management are not willing to increase their offer of £3k credit to the £5k requested by the Council.

**RESOLVED:**

**That the Council responds accepting an offer of £3k in cash, not credit provided all the snagging issues are dealt with and damaged parts replaced by the end of July and that this be subject to a satisfactory independent inspection.**

43.3 **Item 3- Gravestone Damage complaint**

Councillors reviewed all the correspondence pertaining to this complaint and the comment made by the Town Clerk.

**RESOLVED:**

**That the Town Clerk responds to the complainant stating that we have reviewed all the correspondence including the report from our contractors and his response and can find no hard evidence that damaged was caused as a direct result of negligence, consequently we now consider this complaint closed.**

**We advise the complainant that they do of course have the right to pursue this issue with the Ombudsman if he so wishes.**

**43.4 Council email addresses**

Members reviewed the costs involved in switching to office 365 exchange to provide standard @southamcouncil-warks.gov.uk email addresses and concluded that setting this up would give a greater degree of security and would be an acceptable annual expenditure from a resident taxpayer perspective. The costs most likely to be drawn from reserves. It was stated there should be a procedure in place to remove an account and the history should a councillor resign.

**RESOLVED:**

**That the council proceeds with setting this up and the related costs are taken from the Computer Replacement Earmarked Reserve**

**43.5 Item 5– Calling Cards**

Councillor Thornley had looked at the costs of calling cards but could not find a cheaper quote, only one that delivered greater quantity. All members said they would use the cards.

**RESOLVED:**

**That a stock of 100 personalised cards be obtained for each councillor.**

**43.6 Planning Applications**

19/01780/TREE – Beech Hurst 3 Warwick Road. T3 Horse Chestnut Crown reduction by 3-4 metres all round

**RESOLVED:**

**Refer to the Tree specialist.**

19/01680/COUPA – Green Acres Coventry Road. Prior approval for the notification of the proposed change of use of a building from light industrial workshop to 2 dwelling houses.

**RESOLVED:**

**It was noted this a notification only to determine if prior approval is required under class PA of the Town & Country planning Act and whether the proposal qualifies for permitted development if change of use is granted. However, councillors agreed the information provided is too sketchy to form an opinion. Questions were raised as to what the dwellings were intended for, staff to inhabit or for release to market? Additionally, no planned pedestrian and vehicle access was shown.**

**43.7 Item 7- Change to Internet Banking**

Councillor Brooks provided an overview of the recent problems encountered with HSBC and the advantages to be gained by switching our account to Unity Trust Bank enabling the full range of Internet banking products they provide, noting that we would still be able to raise cheques for example, Section 137 grant payments should we wish to make presentations. All payments would be made electronically on a monthly basis after review and resolution of the payment schedule and after the council meeting is closed. Authorisation would be online by the Deputy Clerk and two authorised councillors using pre-arranged logon ID`s and PIN numbers which could be done either in the office or via members own devices. It was noted several parishes in the vicinity already use this system to manage their accounting practices. Councillor Foster commented that whilst deposits are protected by the Financial Services Compensation Scheme (FSCS) guarantee this currently stands at £85k and wondered what the mean average council balance is. This might need checking. It was agreed unanimously that Internet banking is the right way to go, bringing the councils accounting practices and procedures into the 21<sup>st</sup> Century and that

switching to Unity Trust Bank would accomplish this. Members present completed the initial personal detail forms.

**RECOMMENDATION**

**That the Deputy Clerk is authorised to –**

**i) Proceed with the process of setting up an account with the Unity Trust Bank, switching from HSBC.**

**ii) Advise all our creditors we will in future be settling accounts by electronic BACS payment.**

**iii) Raise a cheque for £30k for the next council meeting to enable the account to be opened and manage the first few months payments.**

**iv) Undertake any other procedures and requirements necessary to transit to the new method.**

**44. BUSY-NESS WORKING PARTY - 18<sup>TH</sup> JULY 2019 – CLLR FOSTER REPORT**

Members considered the report

**RESOLVED:**

**That Cllr Foster contacts Lady Sarah Bassett of “Save our High Streets” and arrange a meeting**

**45. MEETING OF WARWICKSHIRE TOWNS NETWORK – 17<sup>TH</sup> JULY 2019  
Noted**

**46. INFORMATION FROM COUNTY AND DISTRICT COUNCILLORS**

Cllr Crump advised the following:

- **Oxford Street Complaint – Investigated with WCC**
- **Working with the WCC Road Safety team to improve the issue of dangerous parking opposite Southam College**
- **Attended the 3-Tier Rural transport Event**
- **The work on the zebra crossing on Welsh Road West is nearly complete**
- **Talked about ‘The Adventures of Warwickshire Bear’ which is about delivering simple road safety messages to under 5’s and their parents**
- **Talked about the Warwickshire Road Safety Club, 80 schools have signed up to it**
- **Driving Ambitions will be delivered to secondary schools**
- **150 schools have been helped by the Safer Routes to Schools team**
- **Both WCC and SDC have declared a climate emergency**
- **Talked about the ‘Ask Sarah’ initiative that will be on the WCC website to help people with disabilities**
- **Will be working with the Community Payback Team**
- **Councillor Grants – Has 50% of his grant still remaining and the 2<sup>nd</sup> round of applications has just started**

**47. 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**

48. **STAFF SALARIES AND PAYMENT FOR SERVICES**  
**RESOLVED:**  
**To authorise the payment of staff salaries dated July 2019**

**The Meeting closed at 8.30pm**



Mr Frazer Reid Cyberweld	Lion Road, Welsh Road East, Southam, CV47 1NE	Construction of Workshop	03- Jul- 19	No representations	
Mrs Wincott	Brooklands Farm, Warwick Road, Southam CV470HW	Creation of two new (residential) barns & conversion of an existing barn (to a dwelling house)	04- Jul- 19	Objection: 1. This development encroaches further into Stowe Valley than neighbouring properties 2. Overbearing effect on neighbouring properties 3. Concern over access onto highway	
Sue Miller	Southam College Welsh Road West Southam CV47 0JW	Amendment to original plan:revised site location plan; S_Preliminary Ecological Appraisal V3; revised drainage strategy; addendum to the Design and Access statement; revised proposals.	10- Jul- 19	Original grounds for Objection: Disabled parking spaces could be blocked by coaches or busses. Main car park is not adjacent to the facility. Insufficient tree covering to shield the new building. Does not meet the requirements of the SPD Supplementary Planning Guide. No information as to the orientation or the positioning of the photovoltaic panels on the roof. Due to the length and turning circle of the coaches, there is not enough distance between coashes exiting and nearby roundabout; coaches will impinge into	At the Council meeting on 27th June following receipt of an Amended Planning Notification dated 19th June, it was decided that the Council would support the application, subject to the following considerations: 1. Restrictions on building works to be limited to between the hours of 8am and 6pm. 2. The gates to the Sports Hall car park to be closed to the public during normal school hours, only opening afterwards until the hall closes at the end of the day. 3. Consideration be given to the proposal for the short pathway leading onto Welsh Road West, which the Council believes to be unnecessary. 4. The works delivery phases to be defined in