

**MINUTES OF THE MEETING OF SOUTHAM TOWN COUNCIL HELD AT THE GRANGE HALL, COVENTRY ROAD, SOUTHAM ON THURSDAY, 27<sup>TH</sup> FEBRUARY 2020**

**Present:** The Mayor, Councillor M Brooks - In the Chair  
Councillors G Foster, A Jamieson, A John, A Walster,  
L Ellard, C Worsh, P Letford & K Toner

**Apologies:** Cllr M Connors – Holiday  
Cllr E Thornley - Work  
Cllr M Ray – Holiday  
Cllr H Wilson – Holiday  
Cllr A Crump - Personal  
Cllr T Bromwich - Personal

**Absent without Apologies:**  
None

**In Attendance:** Mrs D Carro and Miss L Hextall

**129. DECLARATIONS OF INTEREST**

Cllr G Foster	Non-Pecuniary Reason	Planning Application 20/00349/VARY Applicant known
	Non-Pecuniary Reason	Planning Application 19/02771/FUL Neighbour
	Non-Pecuniary Reason	Town Clerk report item 3 Resident known
	Non-Pecuniary Reason	Town Clerk report item 2 Chair of Southam First
Cllr L Ellard	Non-Pecuniary Reason	Town Clerk report item 3 Resident known
	Non-Pecuniary Reason	Town Clerk report item 2 Christmas Lights Committee Member
	Non-Pecuniary Reason	Correspondence item 2 Neighbour
Cllr A John	Non-Pecuniary Reason	Town Clerk report item 2 Carnival Committee Member
Cllr M Brooks	Non-Pecuniary Reason	Planning Application 20/00349/VARY Resident known
	Non-Pecuniary Reason	Town Clerk report item 2 Southam First Committee Member

Cllr A Jamieson	Non-Pecuniary Reason	Planning Application 19/02771/FUL Neighbour
Cllr A Walster	Non-Pecuniary Reason	Town Clerk report item 3 Neighbour
	Non-Pecuniary Reason	Town Clerk report item 2 Southam in Bloom Committee Member
	Non-Pecuniary Reason	Correspondence item 2 Neighbour
Cllr K Toner	Non-Pecuniary Reason	Planning Application 20/00377/FUL & 20/00378/LBC Applicant known

**130. APOLOGIES  
RESOLVED:**

**That the apologies are accepted**

**131. REPRESENTATIONS FROM THE PUBLIC  
No representations**

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

**i) That the Minutes of the meeting held on Thursday, 23<sup>rd</sup> January 2020, having previously been circulated, be confirmed and signed by the Town Mayor subject to the following amendment.**

**i) To note Cllr Bromwich apologies**

**ii) Minute 126 – To note Cllr Bromwich report**

**133. POLICE**

Police not in attendance

**134. ACCOUNTS FOR PAYMENT**

**i) Invoices were available at the meeting for inspection**

**RESOLVED:**

**That the payment of accounts dated February 2020, totalling £11,014.72 (details attached) be authorised.**

**135. APPLICATIONS FOR PLANNING PERMISSION**

**135.1 i) Council considered the applications for planning permission detailed on the schedule dated February 2020 upon which the Town Council had been consulted by Stratford District Council. (details attached)**

**135.2 ii) Planning Application decisions – none to consider**

**135.3 iii) Planning Committee Meeting Dates**

**136. TOWN CLERK'S REPORT**

**136.1 PUBLIC REPRESENTATIONS**

No representations

**136.2 S137 GRANT APPLICATIONS**

Members considered S137 Grant Applications

**RESOLVED:**

i)To award Southam Carnival £1308 to cover the cost of the Climbing wall, Laser Tag and Crazy Golf.

ii)To award Southam in Bloom (SIB) £3500 to purchase plants for civic baskets and troughs in the town as well as the watering, to be taken from the SIB budget line and the balance from the S137 Grant budget line. To advise SIB that the Town Council does expect that all planters that need replacing are replaced.

iii)To award Southam Christmas Lights Association £2422.20 to purchase bulbs and festoons

iv)To award Southam First £500 to assist with costs for the Produce Show

**136.3 WOOD STREET CAR PARK – PARKING FINE COMPLAINT**

Members considered correspondence from a resident complaining that some cars are receiving parking tickets for parking in the car park for longer than 24hrs. Stratford District Council (SDC) advised that they are currently reviewing the Off-Street Parking Places Orders (OSPPO), including maximum waiting periods at district council car parks. The revised OSPPO is due to go to The Cabinet on 9th March 2020 and will be subject to a 6-week public consultation thereafter.

**RESOLVED:**

To invite an SDC officer to come to the next ENV to discuss the issue

**136.4 CCTV PUBLIC CONSULTATION RESULTS**

Noted

**136.5 REGULATION 16 CONSULTATION: NAPTON-ON-THE-HILL NEIGHBOURHOOD PLAN**

**RESOLVED:**

No representations

**136.6 FLAGPOLE**

**RESOLVED:**

i)To purchase the flagpole (5m two-piece white aluminium standard flagpole with internal halyard system secure cleat, white dome top and ground socket) at a cost of £258.

ii)Monies to be taken from the Repairs , Inspections and Replacement Ear-marked reserve budget

**136.7 COUNCIL MEETING DATES    ENV DATES**

Noted

**137. CORRESPONDENCE**

i)Southam Carnival Committee

**RESOLVED:**

**As normal the Council will pay for the portable toilets**

ii)Possible traffic restrictions in Daventry Street

**RESOLVED:**

**To write to WCC, Stagecoach and Southam College to discuss the issues regarding Catterall's coaches using Daventry Street**

**138. REPORTS FROM WORKING PARTIES**

**138.1 MINUTES OF THE ENV WORKING PARTY MEETING ON 13<sup>TH</sup> FEBRUARY 2020**

**Item 1 – Southam Police Station**

Tim Willis – Lead Commissioner (Market Shape) People Strategy & Commissioning People Directorate is happy to come and meet with the council , along with the potential developer , to discuss a proposed development for the Police Station for a housing scheme of up to 20 units suitable for working age adults with disabilities. Tim has issued an “in principle” email of support for such a development and is happy to discuss this further with the Council and facilitate an introduction with the developer . Unfortunately, Tim has no evening availability until 23<sup>rd</sup> March , so a meeting would have to take place during the day

**RESOLVED:**

**To invite Tim Willis, the Developer , Cllr Bromwich and Cllr Crump to the April ENV (9<sup>th</sup> April 2020).**

**Item 2 – Town Defibrillators**

Members were requested to consider correspondence from Mike Gaffney regarding whether the council is happy to fund the batteries required for the defibrillators at a cost of £622 + VAT , if the council placed the order then the VAT can be claimed back . The Clerk also suggested that the council appoints a Councillor to be responsible for the Defibs along with Mike Gaffney

**RESOLVED:**

**That Cllr Brooks and the Town Clerk meet with Mike Gaffney to discuss and take forward.**

**Item 3 – Climate Change SPD Consultation**

SDC has prepared new planning guidance on ensuring that new developments adapt to and mitigate the effects of climate change, the draft guidance is set out in the Part V of the Development Requirements SPD. The SPD provides advice and guidance to applicants when submitting planning applications on the interpretation of a number of policies in the Council's Core Strategy. Parts A-U, which cover a range of topics, have already been adopted by the Council.

Whilst the SPD already incorporates some guidance in respect of climate change, this new Part V brings the advice and guidance together in one place, as well as providing new additional measures in respect of climate change adaption and mitigation.

Once finished (adopted), this new Part of the SPD will be used by the Council to help reach decisions on whether to approve or refuse planning applications.

Members were requested to view the consultation online in order for the council to respond to the consultation.

**RESOLVED:**

**Members were happy with the guidance and will not make any representation.**

**Item 4 – Stowe Valley Multi Academy Trust**

The Council was advised that the Stowe Valley Multi Academy Trust has a key objective which links to community engagement which is:

“The MAT creates a sustainable positive reputation in the wider community, and which enables future growth”

Mr Samra would like the thoughts of the Council as to how this could be measured.

**RESOLVED:**

**To respond to Mr Samra and advise that the Council have had some thoughts such as recording the number of ‘Community Events’ that the college have been involved with, but would like a meeting to discuss it further, Cllr Foster , Cllr Brooks and the Town Clerk would attend.**

**Item 5 – Roundabout Maintenance**

Members were aware of the on-going complaints received from residents regarding the lack of maintenance of the roundabouts in Southam . WCC carry out minimal maintenance and in order for the situation to improve the council would need to take the responsibility on. Unfortunately, WCC will not allow volunteers to work on the roundabouts and after a meeting and many emails WCC have just finally authorised for the Town Council Grass cutting Contractor to carry out work . I have therefore asked Limebridge Rural Services Ltd to provide a specification which will be put to council for the council to consider and then it can be discussed further . Members are requested to confirm if they are happy with this proposal.

**RESOLVED:**

**The Town Council support the proposals and await the specifications to consider further.**

**Item 6 – eCargo Bikes Grant Fund 2019/20**

**Members considered the correspondence from SDC in order to decide whether they should submit an ‘Expression of Interest’**

**RESOLVED:**

**The Town Council are not interested**

**Item 7 – Planning Applications**

**See attached**

**Item 8 – Noise Complaint Market**

Members considered the attached correspondence regarding a complaint made to Environmental Health regarding the noise the market makes when setting up

**RESOLVED:**

**To arrange a mediation meeting with the Council, Phil Rafferty (SDC) and CJ’s Events Warwickshire**

**Item 9 – New Community Hall**

Members of the council and the Town Clerk met with Taylor Wimpey to discuss the layout and specification , as such Taylor Wimpey has advised that Neil has

amended the specification with changes to the sections Lobby/Foyer, Kitchen and Community Space Special Notes. Rachel has instructed the project team to make the changes to the layout we discussed, and it is hoped that a revised drawing will be sent fairly quickly.

Members are now requested to consider the attached specification and approve it so that Taylor Wimpey can instruct the solicitors to incorporate it into the deed of variation.

One item discussed at the meeting was a 'Electronic Card System' The Town Clerk has sourced a rough quote (£7800), members are requested to decide if they are in agreement for such a system so that the matter can be progressed further (the company would like to meet and discuss it further either on 26<sup>th</sup> or 27<sup>th</sup> Feb (in the morning)

**RESOLVED:**

- i)The council does agree in principle to having an electronic card system and will meet with the company to take it further**
- ii)That Cllr Brooks, Cllr Foster and the Town Clerk will meet with the company**
- iii)To consider having an electronic card system at the Grange Hall**
- iv) That the Town Council approve the specification**

**Item 10 – Peter Healey at Greenleaf**

**RECOMMENDATION:**

**Should Peter Healey leave Southam as a result of HS2 , the council will send a letter of thanks**

**Item 11 – Doherty Family**

**RESOLVED**

- i)Following the recent press coverage the Council would like to meet with the family to discuss the situation. Cllr Connors, Cllr Ellard, Cllr Brooks and the Town Clerk to attend**

**138.2 SOUTHAM CIVIC IDEAS FORUM – MINUTES OCTOBER 2019**

**Noted**

**138.3 SOUTHAM FIRST COMMITTEE MEETING – NOVEMBER 2019**

**Noted**

**138.4 COVENTRY AND WARWICKSHIRE DEMENTIA ACTION ALLIANCE JANUARY 2020 MINUTES**

**Noted**

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

Cllr Crump report – Noted

Cllr Bromwich report

**RESOLVED:**

**Cllr Walster to draft a response and invite him to meet with Councillors**

**140. 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

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

**RESOLVED:**

To authorise the payment of staff salaries dated February 2020

**142. PERSONNEL WORKING PARTY**

**RESOLVED:**

i) That the council agree to the proposed salary proposals for implementation with effect from 1<sup>st</sup> April 2020, summarised as:

Town Clerk range LC2 SCP 29-32 starting point SCP 30

Financial Officer range LC2 SCP 18-23 starting point SCP 18

Deputy Clerk range LC1 SCP 13-17 starting point SCP 14

ii) That the Personnel working Party is authorised to take what action is required and that includes seeking professional advice in order to produce new contract, job descriptions and person specifications

iii) That the Personnel Working Party is authorised to make appointments for these revised positions

iv) That the Personnel Working Party should review the job descriptions and salary profiles on an annual basis and report back to Council

The Meeting closed at 9.15pm

**Southam Town Council Financial Year 2019-2020**

**Accounts Payable February 2020**

<b>Voucher No</b>	<b>Budget Line</b>	<b>Payee</b>	<b>Details</b>	<b>Bank</b>	<b>Chq No</b>	<b>Gross Amount</b>	<b>VAT (to be reclaimed)</b>	<b>Net Amount</b>
254	47	P Owen	Volunteer Driver Reimbursement	Unity		£77.40		£77.40
255	47	W M Taylor	Volunteer Driver Reimbursement	Unity		£12.15		£12.15
256	47	A Harris	Volunteer Driver Reimbursement	Unity		£98.25		£98.25
257	47	C McCarthy	Volunteer Driver Reimbursement	Unity		£60.75		£60.75
258	47	B Meacham	Volunteer Driver Reimbursement	Unity		£124.20		£124.20
259	47	L Commander	Volunteer Driver Reimbursement	Unity		£103.95		£103.95
260	47	N Thomas	Volunteer Driver Reimbursement	Unity		£13.95		£13.95
261	47	G White	Volunteer Driver Reimbursement	Unity		£142.95		£142.95
262	47	J Wood	Volunteer Driver Reimbursement	Unity		£34.43		£34.43
Julie has asked that these funds are to be paid to the Mayor's Charity Fund								
263	47	M Houston	Volunteer Driver Reimbursement	Unity		£101.55		£101.55
264	47	J Branston	Volunteer Driver Reimbursement	Unity		£87.60		£87.60
265	47	M Newsham	Volunteer Driver Reimbursement	HSBC	108918	£36.45		£36.45
266	47	British Telecommunications PLC	Volunteer Office Phone	Unity		£54.12	9.02	£45.10
267	8	Viking	Paper, Tissue, Envelopes	Unity		£98.72	16.45	£82.27
268	37	Goode Clean	Bus stop shelter cleaning	Unity		£45.00		£45.00
269	18	Express Press	February Newsletter	Unity		£399.60	66.60	£333.00
270	14	Tri - Recruitment Agency	Five invoices L.Hextall - part time finance. 13/01/20 - 14/02/20 - 5 weeks	Unity		£2,592.86	432.14	£2,160.72
271	6	British Telecommunications PLC	Line rental 1 Feb 2020 - 30 Apr 2020 Quaterly bill.	Unity		£279.33	46.55	£232.78
272	ER	The Play Inspection Company	Annual Inspections, 7 x Play Areas	Unity		£378.00	63.00	£315.00
273	39 & ER	Mr R Carro	Maintenance Contract	Unity		£688.46		£688.46
274	3	Zurich Municipal	Insurance - 28/02/20 - 27/02/21	Unity		£3,424.50		£3,424.50
275	ER	Blythe Liggins	Legal Fees - Employment Advice	Unity		£1,794.00	299.00	£1,495.00
276	ER	Jacqui Summerfield	Independent Occupational Therapist	Unity		£360.00		£360.00
277	8	Debbie Carro	Expenses - Land Ownership for Air Cadet Hut	Unity		£6.00		£6.00
			Total			£11,014.22	£932.76	£10,081.46

## **PLANNING APPLICATIONS**

### **ENV FEB**

20/00158/LBC Mr Michael Mitchell Beech-Hurst, 3 Warwick Road, Southam, CV47 0HN Internal alterations and repairs

#### **RESOLVED:**

No objection subject to Conservation Officer approval

20/00160/FUL Mr Shaun McCarthy 8 Marston Croft, Southam, CV47 1PX

Single storey rear extension and balcony

#### **RESOLVED:**

No representations

19/03191/FUL Sandeep Singh & Hayley Connolly 21 Welsh Road West, Southam, CV47 0JW 2 storey side extension, single storey rear extension, detached double garage and 2no new vehicle access crossings together with off street parking

#### **RESOLVED:**

**The Town Council maintain their objection, Cllr Walster to discuss with the Planning Officer**

19/03455/ELEC R.C Oughton and Son Ltd Electricity Sub-Station, Craven Lane Junction Of , Bull Street, Southam

The front wall is out of structural tolerance and considered to be dangerous. The proposal is to dismantle the outer brick walls completely and rebuild them using modern bricks matched to the nearest colour available. The windows will be removed and reused and the doors will be replaced on a like for like basis. There should be little change to the visual external appearance.

#### **RESOLVED:**

No objection subject to Conservation Officer approval

## **FEBRUARY TOWN COUNCIL MEETING**

19/03552/FUL Mr & Mrs Leathers The Gables, 58 Warwick Road, Southam, CV47 0HW

The council previously made no representation the application has since been amended: The length of the garage has been shortened and the height of the garage has been lowered to the original roof height. The roof lights and side window of this element has also been removed from the proposal. The height of the rear extension has been lowered. the width of the rear extension has similarly been reduced so it cannot be seen on the front elevation. At the ground level, the material has been amended to be brick to match the existing dwelling.

#### **RESOLVED:**

No representations

20/00349/VARY Mr Jonathan Swain 1 Browns Bridge Road, Southam, CV47 1PA Vary conditions of 2 and 4 of application 19/01252/FUL (date of decision 15/8/19)

Members previously made the following representation: No representations however the Town Council would like it noted that the concerns raised by the Environmental Agency should be dealt with under condition

#### **RESOLVED:**

**No representations as long as the arboriculturalist and the Environment Agency are happy with the changes to the variations**

20/00377/FUL Mr Michael Mitchell Beech-Hurst, 3 Warwick Road, Southam, CV47 0HN  
Removal and rebuild of existing west gable . Reconstruction of chimney. Alterations to fenestration and external door openings.

**RESOLVED:**

**No representations subject to approval from the Conservation Officer**

20/00378/LBC Mr Michael Mitchell Beech-Hurst, 3 Warwick Road, Southam, CV47 0HN  
Removal and rebuild of existing west gable . Reconstruct wall over garage. Reconstruction of chimney . Alterations to fenestration and door openings. Removal of staircase. New internal partitions to amend internal layout. New floor and wall lining to bathrooms.

**RESOLVED:**

**No representations subject to approval from the Conservation Officer**

19/02771/FUL Mr Samuel Archer Arkwright Ventures Ltd  
Adjacent to 31, Banbury Road, Southam An amendment / additional information has been received for the application should the council wish to make any further comments. In November 2019 members made the following representation: No objection subject to a Flood Risk Assessment and Construction Management Plan to consider the weak bridge (Browns Bridge)

**RESOLVED:**

**No representations subject to the authority being happy with the Flood Risk Assessment and Construction Management Plan to consider the weak bridge (Browns Bridge)**