# MINUTES OF THE MEETING OF SOUTHAM TOWN COUNCIL EMAIL RECESS MEETING DUE TO COVID-19 ON MONDAY 30<sup>TH</sup> MARCH 2020

**Present:** The Mayor, Councillor M Brooks - In the Chair

Councillors G Foster and Cllr L Ellard

**Apologies:** None

**Absent without Apologies:** 

None

In Attendance: Mrs D Carro

## 143. <u>DECLARATIONS OF INTEREST</u>

None

## 144. APOLOGIES

## **RESOLVED:**

None

# 145. <u>REPRESENTATIONS FROM THE PUBLIC</u>

None in attendance due to it being an email meeting

# 146. MINUTES OF THE PREVIOUS MEETING

### **RESOLVED:**

i)That the Minutes of the meeting held on Thursday,  $27^{th}$  February 2020, having previously been circulated, be confirmed and signed by the Town Mayor.

# 147. ACCOUNTS FOR PAYMENT

i)Invoices were available at the meeting for inspection

### **RESOLVED:**

That the payment of accounts dated March 2020, totalling £10,081.35 (details attached) be authorised.

## 148. <u>APPLICATIONS FOR PLANNING PERMISSION</u>

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

## 149. TOWN CLERK'S REPORT

# 149.1 COUNCIL PROCEDURES IN LIGHT OF COVID-19

### **RESOLVED:**

i)That the Town Clerk be authorised in consultation with the Town Mayor, Deputy Mayor and Past Mayor to deal with business arising which is deemed urgent, including authorisation of payment, in the event of an emergency resulting in the council not being able to meet, as well as the Summer and Christmas recesses

- ii)That where necessary the Town Mayor, Deputy Mayor and Past Mayor are authorised to instruct the Town Clerk to call a Video Conferencing meeting in order to resolve council matters
- iii)That if a council meeting must take place, the attendance should be at quorate level i.e.5 councillors (including either the Clerk/Deputy or Finance Officer) and that Standing Order 1.8 applies
- iv) That the Council office should be closed to the public and that should the public need to contact the council this would be via telephone or email, that only one member of staff is in the office at any one time
- v)That the Volunteer Transport Scheme is suspended until further notice vi)That the CAB drop-in is closed until further notice
- vii)That the Personnel Working Party keep in regular contact with the office staff and are authorised to make decisions, such as, staff working from home or the office closing should the need arise

# 150. <u>STAFF SALARIES AND PAYMENT FOR SERVICES</u> RESOLVED:

To authorise the payment of staff salaries dated March 2020

Southam Town Council Financial Year 2019-2020  Accounts Payable March 2020											
Vouche r No	Budget Line	Payee	Details	Bank	Chq No		Mileage	No. of single journeys	Gross Amount	VAT (to be reclaime d)	Net Amount
278	47	P Owen	Volunteer Driver Reimbursement	Unity					£39.90		£39.90
279	47	W M Tayl	Volunteer Driver Reimbursement	Unity					£46.80		£46.80
280	47	A Harris	Volunteer Driver Reimbursement	Unity					£54.45		£54.45
281	47	C McCart	Volunteer Driver Reimbursement	Unity					£64.80		£64.80
282	47	B Meacha	Volunteer Driver Reimbursement	Unity					£149.70		£149.70
283	47	L Comma	Volunteer Driver Reimbursement	Unity					£88.65		£88.65
284	47	N Thomas	Volunteer Driver Reimbursement	Unity					£14.85		£14.85
285	47	G White	Volunteer Driver Reimbursement	Unity					£163.35		£163.35
286	47	M Housto	Volunteer Driver Reimbursement	Unity					£132.45		£132.45
287	47	J Bransto	Volunteer Driver Reimbursement	Unity					£67.80		£67.80
288	47		Volunteer Office Phone	Unity					£53.88	8.98	£44.90
289	8	Konica Minolta	Copy and Print 14.11.19 - 07.02.19	Unity					£199.80	33.30	
290	ER	Central S	Churchyard Skip empty	Unity					£240.00	40.00	£200.00
291	14	Tri - Recr	L.Hextall - part time finance 25hrs	Unity					£2,622.31	437.05	£2,185.26
292	8	Inside IT	Office 365 , Cllr emails, Trend Micro, Offsite Back Up , Monthly Support	Unity					£17.23	2.87	£14.36
293	24		Expenses - Aluminium Standard Flagpole. Mileage Claim - SLCC mtg, Leader of the Council mtg, County Line mtg.	Unity					£373.83	74.12	£299.71
294	39, ER	Mr R Carı	Maintenance Contract	Unity					£688.46		£688.46
295	20	SLCC for	Full Membership - D.Carro	Unity					£40.00		£40.00
296	ER	Stratford District Council	Dog & Litter Bins	Unity					£134.23	22.37	£111.86
Invoice for	SDC relate		ayment. Which was presented to counc	cil back in Ju	ne, a cheque	was raised l	out not sent a	s a query wi	th invoice arose. This	s query has r	now been
297	ER	Blythe Lig	Legal Fees - Employment Advice	Unity					£414.00	69.00	£345.00
298	ER	ESPO	Bin bags	Unity					£25.56	4.26	£21.30
299	1	Grange Hall	Quaterly Utilites Oct - Dec, Jan - March	Unity					£695.09		£695.09
300	43, 45	Council	Street lighting private works. 127 x Non LED lights @ 9.88, 59 x LED lights @ 1.93	Unity					£3,718.21	619.70	£3,098.51
301	20	The Countrys ide Charity	CPRE Membership	Unity					£36.00		£36.00
			Total			0		0		£1,311.65	£8 760 70
			r ordi						210,001.33	21,011.00	20,103.10
		Town									
		Clerk								Councillor	
										s	

# PLANNING APPLICATIONS

# 30<sup>TH</sup> MARCH 2020

20/00429/FULMr Edward Gardner 53 Barkus Close, Southam, CV47 1GB Construction of a side extension and change of use of the amenity land to garden land in order to facilitate the extension footprint

# **RESOLVED:**

# No Representation

19/03442/FUL Dhaliwal Welfare Hut , Craven Lane, Southam, CV47 1PG Demolition of exisitng Billet Hut (Class D1) and the proposed erection of 2No. Semi-detached dwellings (Class C3)

# **RESOLVED:**

Southam Town Council reiterates their objection as it does not meet either Stratford District Council's SPD or the Town Council's emerging Neighbourhood Plan relating to car park spaces. It should also be referred to the Conservation Officer.

 $20/00666/FUL \qquad Mr\ N\ Funnell\ Claydon\ Horse\ Exercisers \qquad Office\ Building\ ,\ Green\ Acres,\ Coventry\ Road,\ Southam\ ,\ CV47\ 1BG$ 

Erection of office and storage building and change of use of land from agriculture to storage and distribution

## **RESOLVED:**

# No representation

20/00603/FUL Mrs Jo McCarthy 8 Marston Croft, Southam, CV47 1PXSingle storey rear extension

### **RESOLVED:**

# No representation

20/00817/TREE Mr Tim Batchelor Tree Safe (Warwickshire Ltd) 17 Oxford Street, Southam, CV47 1NS

T1 - yew- Remove

# **RESOLVED:**

Subject to arboriculturist approval