

MINUTES OF THE MEETING OF ANNUAL MEETING (MAYORMAKING) VIA MICROSOFT TEAMS DUE TO COVID-19 ON THURSDAY 23RD JULY 2020

Present: The Mayor, Councillor M Brooks/Cllr G Foster - In the Chair
Councillors G Foster, L Ellard, A John, M Connors, A Jamieson, H Wilson,
M Ray, C Worsh, A Walster

In Attendance: Mrs D Carro, Miss L Hextall and Cllr A Crump

74. SUSPEND STANDING ORDERS

RESOLVED:

To suspend standing orders to allow the election of Town Mayor and Deputy Mayor

75. ELECTION OF TOWN MAYOR

It was moved by Cllr L Ellard and seconded by Cllr A Walster and unanimously

RESOLVED:

That Cllr G Foster be elected Town Mayor of Southam for the year 2020/2021

76. TOWN MAYOR'S ACCEPTANCE OF OFFICE

The Town Mayor made the Statutory Declaration of Acceptance of Office and took the Chair. He was invested with the Chain of Office by the former Mayor, he thanked his fellow councillors.

The past Mayor, Cllr Mike Brooks thanked his Consort, Fellow Councillors, Town Clerk, Deputy Clerk and Finance Officer for all their hard work during his mayoral year, Cllr Brooks announced that funds raised during his year would be given to the Air Ambulance and the Alzheimer's Society, both organisations received £1960 each

77. APPOINTMENT OF DEPUTY TOWN MAYOR

Cllr M Ray proposed Cllr A John, seconded by Cllr H Wilson and approved unanimously.

RESOLVED:

That Cllr A John be appointed Deputy Town Mayor of Southam for the year 2020/2021

The Mayor invested the new Deputy Mayor with the Jewel of Office. The new Deputy Mayor expressed her thanks.

78. APOLOGIES FOR ABSENCE

Cllr K Toner – Personal

Cllr T Bromwich – Absent without apologies

RESOLVED:

That the apologies are accepted

79. DECLARATIONS OF INTEREST

No declarations were declared

80. REPRESENTATIONS FROM THE PUBLIC

None

81. MINUTES OF THE PREVIOUS MEETING

RESOLVED:

i) That the Minutes of the meeting held on the 25th June 2020, having previously been circulated, be confirmed and signed by the Town Mayor:

82. ACCOUNTS FOR PAYMENT

i) Invoices were available at the meeting for inspection

RESOLVED:

That the payment of accounts dated July 2020, totalling £19,010.89 (details attached) be authorised.

83. APPLICATIONS FOR PLANNING PERMISSION

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

84. TOWN CLERK'S REPORT

84.1 REPRESENTATIONS FROM THE PUBLIC

None

84.2 NEW COMMUNITY HALL

Members were requested to agree a name for the new Community Hall , Members were also advised that Taylor Wimpey have agreed that the hall will be fully Air Conditioned and were asked to confirm that they were happy and had no other issues.

RESOLVED:

i) That the new hall is called Southam Flying Fields Community Hall

ii) That the Town Council is happy that Taylor Wimpey have agreed that the new hall will be fully Air Conditioned and that they have no further issues.

84.3 TOWN COUNCIL POLICIES

RESOLVED:

That the proposed Policy Booklet is adopted

84.4 TOWN COUNCIL FINANCIAL REGULATIONS

RESOLVED:

That the proposed Town Council Financial Regulations are adopted

84.4 TOWN COUNCIL STANDING ORDERS

In accordance with Standing Orders, the proposed new Standing Orders were tabled without discussion and will be considered at the September meeting

A vote of thanks was given to Cllr John for all the work she done on the Town Council Policies, Financial Regulations and Standing Orders

84.5 TOWN COUNCIL QUARTERLY BUDGET REVIEW AND BANK RECONCILIATION

Members considered the quarterly budget and bank reconciliation

RESOLVED:

To investigate why budget line 8 is already over a quarter spent

84.6 PLAY AREAS

The Town Clerk gave an update on the current situation regarding the play areas

RESOLVED:

That following professional disinfection cleaning and adequate signage, the Priors Meadow and Mayfield Road Play Areas will re-open , Ascote Way, The Furrows and Shepherds Hill will remain closed

84.7 REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED:

That the appointments will be reviewed at the September ENV

84.8 ASH PATH

Members were informed that WCC had finally advised the cost and proposal for the Ash Path, that the total approximate figure is £30,867.71 and photos were provided showing the basis of the proposal.

In accordance with the S106 agreement, WCC should be holding £20,210.64, based on all this information, the Clerk has approached Cllr Crump to ascertain whether he would be willing to fund the balance. Cllr Crump has very kindly confirmed that he will fund the balance of £10,657.07 from his delegated budget.

Member were requested to consider the proposal and confirm they are happy for this project to go ahead.

RESOLVED:

To write to WCC confirming that the Town Council is happy with the proposal and to go ahead

84.9 WARWICK ROAD - LITTER BIN

Members were advised that Stratford District Council has approved the request, and the Clerk has placed an order for a new bin at a cost of £375 (new bin and installation) and annual emptying charge of £111.86. The new bin should be installed in August.

RESOLVED:

To write to Tesco's and request that they also install a bin along the walkway to their store

84.10 COUNCIL MEETING DATES

That all Council meetings will take place virtually until Government Guidelines advise otherwise

85. WORKING PARTY REPORTS
(including representative reports from Outside Bodies)

85.1 ENV MEETING MINUTES – 9TH JULY 2020

Item 1 – Re-opening of Play Areas

Members considered the current situation regarding the opening-up of Play Areas, taking into account the COVID-19 Government Guidelines. It was established that, like many councils, the council cannot comply with the current government guidelines and so, if the council did open them up, it would be at users Own Risk. It is recognised that outdoor play is important, however the council's main concern is the safety of their residents

RESOLVED:

i) That the Park Lane Recreation Ground and Tollgate Road Play Area is reopened once a formal inspection has taken place, that the play equipment has been professionally disinfected and permanent signage has been displayed, informing users of their responsibilities, as users will be using the facilities at their own risk.

ii) That the remaining five parks are to remain closed

iii) To accept the quote from Zenith Contractors for the initial disinfection cleaning of the equipment in the Park Lane Rec and Tollgate Road Play Area

iii) To contact Jason Goode to see if he is interested in cleaning the equipment on a regular basis

iii) That the situation is constantly monitored

Item 2 – The Market

Following the announcement that CJ's are withdrawing from the market, Members were requested to discuss what the council is going to do. The Clerk informed Members that contrary to what CJ's stated 6 stalls do want to return to the market.

RESOLVED:

To write to Shane (Fruit & Veg Stall) to ask that he submits a proposal on behalf of the stall holders about what they want to do to get the market back and what support they need from the council.

Item 3 – Planning Applications

RESOLVED:

See attached

Item 4 – Clare Everest Bootcamp

RESOLVED:

That permission is given to Clare Everest to run bootcamps in the Park Lane Recreation Ground or Merestone Park , subject to the sessions being run in accordance with COVID-19 Government Guidelines and that a copy of Public Liability Ins , COVID-19 Risk Assessment and signed Lettings Form is provided

Item 5 – Holy Walk - Additional Bin

Members considered a request from a resident for an additional litter bin to be installed somewhere along the Holywell Walk due to the about of rubbish.

RESOLVED:

That the Council Maintenance Contractor is requested to carryout weekly litter picking on a temporary basis to establish if there is a permanent need

Item 6 – Warwick Road, Litter Complaint

Members considered the complaint from a couple of residents who have complained about the amount of increased litter at the bottom of Warwick Road, mainly the part from the bus stop to the junction on the left-hand side. They asked about having a bin at the bus stop or thereabouts. If council were minded to have a bin installed SDC would have to agree , as they would install the bin and empty it , new bin and installation is approx. £400 emptying annual charge is normally around £140 but I would have to get this confirmed by SDC

RECOMMENDATION:

That Cllr John will meet with Cllr Crump to agree the location of a new bin in order to put forward a request to SDC

85.2 REMEMBRANCE PARADE

Members were advised that as it stands at the moment a full Remembrance Service will not be able to take place due to COVID-19, however , the council would like to have something to recognise the day.

RESOLVED:

That the Town Clerk discuss road closures with CJ's Events Warwickshire Ltd for the Remembrance Parade and the MOP and to apply if possible, even thought the events may not take place.

85.3 VOLUNTEER PROW GROUP

Members were advised that the group has started up again under COVID-19 guidelines

85.4 SOUTHAM FIRST

It was advised that Southam First are still hoping to hold the French Market in November

85.5 DEMENTIA FRIENDLY SOUTHAM

Members were advised that due to COVID-19 nothing has happened, and the Dementia Week was cancelled

85.6 WARWICKSHIRE TOWNS NETWORK

Members were updated about the Buy & Eat Local Campaign

85.7 NEIGHBOURHOOD PLAN

Members were updated about the current situation with the plan, that the inclusion of a new school site for Southam College was not allowed to be included but is still stated as an aspiration , that it has been said that Southam College will be expanded to possibly an additional tutor group for each year and because of this the moratorium on housing in Southam has been lifted.

86. INFORMATION FROM COUNTY & DISTRICT COUNCILLORS

Cllr Crump advised the following:

- Confirmed the situation regarding the funding for the Ash Path
- Confirmed the litter bin for Warwick Road
- Speeding assessments has been put back, although the survey for Warwick Road will be carried out
- Dealing with S278 for Southam College
- Issues with blocked drains
- Patch Byrne hopefully back in August
- Special order for pruning adjacent to the path by Laser Tools
- Dealing with River Stowe blockages
- Trimmed the hedge back by the bus stop along Warwick Road
- Southam Community Spirit 2020 winding down
- Complaints about someone parking their car on the pavement by the cashpoint at the co-op , the situation is not what people think
- Adult Social Care – has helped some vulnerable people who have slipped through the net
- Reserved Sites – Has made it clear that Southam does not need any more housing
- WCC Cabinet meeting
- Trading Standards have been in touch with approx. 300 community groups
- That the Stockton tip will remain closed due to COVID-19 safety issues, he is aware of the petition for it to be opened , the situation is under constant review
- Household waste – side waste next to bins will now be taken

RESOLVED:

To invite the Director of Education (WCC) Cllr Crump and John Careford (SDC) to an ENV meeting to discuss the situation with Southam College

87. 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

88. STAFF SALARIES AND PAYMENT FOR SERVICES

RESOLVED:

To authorise the payment of staff salaries dated July 2020

89. PERSONNEL WORKING PARTY

Cllr John updated members on all the work she has been doing regarding contracts.

Southam Town Council Financial Year 2020-2021

Accounts Payable July 2020								
Voucher No	Budget Line	Payee	Details	Bank	Chq No	Gross Amount	VAT (to be reclaimed)	Net Amount
48	47	British Telecommunications PLC	Volunteer Office Phone	Unity		£56.52	£9.42	£47.10
49	7	Lauren Hextall Expenses	Post Office - Audit papers to PKF recorded and signed for.	Unity		£7.50		£7.50
50	1, 8	The Grange Hall	Quarterly Utilities April - June , Covid-19 Purchases, Screen, Personal Safety packs, Thermometer	Unity		£516.68		£516.68
51	8	Inside IT	Monthly Support with queries, setting up printer on Finance laptop, restart issues with Windows 10. Office 365 , Cllr emails, Trend Micro, Offsite Back Up , Monthly Support.	Unity		£663.62	£110.60	£553.02
52	4	WCC	Legal advice - May (all employment contracts, standing order process, furlough advice)	Unity		£906.04	£151.01	£755.03
53	45	WCC	Street lighting - Column Replacements - Hurst Road, Lime Road, Springs Crescent, Abbev Lane.	Unity		£5,976.64	£996.11	£4,980.53
54	11	Arrowscape	Website hosting, any updates on request. Instant messaging facility on the website. Invoice Period 10/05/2020 to 09/05/2021 (12 months)	Unity		£652.00		£652.00
55	46	Limebridge Rural Services Ltd	Grasscutting 4 and 5 of 16 cuts	Unity		£2,246.06	£374.34	£1,871.72
56	48	Mrs D Carro	Request from Jackie Grey - supplies of custard, dairy milk and paper bags.	Unity		£133.37	£12.48	£120.89
57	34	Stratford-on-Avon District Council	Annual contribution towards CCTV monitoring - 4 year agreement 1st July 2019 to 30th June 2023 (1st July 2020 - 30th June 2021)	Unity		£3,969.64		£3,969.64
58	44	E-on	Electricity - 1/04/20 - 30/06/20	Unity		£2,262.76	£369.51	£1,893.25
59	37	Zenith Contractors Limited	Disinfection of Tollgate Road Play Area and Park Lane Recreation Ground	Unity		£921.60	£153.60	£768.00
60	39, ER	Mr R Carro	Maintenance Contract July - additional litterpicking as per Council's request	Unity		£698.46		£698.46
			Total			£19,010.89	£2,177.07	£16,833.82
		Town Clerk						
							Councillors	

PLANNING APPLICATIONS

20/01496/LDE	BL And JE Moore	The Stone House, Banbury Road, Southam, CV47 2BL	<p>Use as a single unrestricted dwellinghouse (occupation in breach of agricultural/forestry occupancy condition 2 of planning permission S84/1230)Please note that this is an application for a certificate of lawful development and not a formal planning application.</p> <p>Please only comment if you have evidence in respect of the following:</p> <p>That the use described in the application has or has not occurred</p> <ul style="list-style-type: none"> - for a continuous period of 4 years (if change of use to a dwelling) - for a continuous period of 10 years (for all other changes of use) <p>That the operational development described in the application was not substantially completed more than 4 years ago</p> <p>That the condition referred to in the description has or has not been complied with for a continuous period of 10 years</p> <p>Comments will be taken into account but will not trigger the referral to Committee</p>
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RESOLVED:
No representations

20/00413/LDE	Paul Bennett	J M S Specialist Joinery Ltd, Unit B, Bourne End, Kineton Road Industrial Estate Southam	<p>Replacement of a Talbott T5/A automated biomass boiler, associated flue, equipment and boiler housing with a Talbott MWE199, 199kW biomass boiler and associated flue/equipment. Please note that this is an application for a certificate of lawful development and not a formal planning application.</p> <p>Please only comment if you have evidence in respect of the following:</p> <p>That the use described in the application has or has not occurred</p> <ul style="list-style-type: none"> - for a continuous period of 4 years (if change of use to a dwelling) - for a continuous period of 10 years (for all other changes of use) <p>That the operational development described in the application was not substantially completed more than 4 years ago</p> <p>That the condition referred to in the description has or has not been complied with for a continuous period of 10 years</p> <p>Comments will be taken into account but will not trigger the referral to Committee</p>
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RESOLVED:
No representations

20/01360/LDE	Mr J Petyt	The Cobalt Centre, Unit 4A, Kineton Road, Southam, CV47 0FD	<p>Use of Unit for Class B1 (c) Light Industrial purposes. Please note that this is an application for a certificate of lawful development and not a formal planning application.</p> <p>Please only comment if you have evidence in respect of the following:</p> <p>That the use described in the application has or has not occurred</p> <ul style="list-style-type: none"> - for a continuous period of 4 years (if change of use to a dwelling) - for a continuous period of 10 years (for all other changes of use) <p>That the operational development described in the application was not substantially completed more than 4 years ago</p> <p>That the condition referred to in the description has or has not been complied with for a continuous period of 10 years</p> <p>Comments will be taken into account but will not trigger the referral to Committee</p>
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RESOLVED:

No representations

ENV MEETING -9TH JULY 2020

PLANNING APPLICATIONS

20/01290/FUL Mr Beckett 25 The Furrows, Southam, CV47 1TA
 Single storey rear extension and garage conversion

RESOLVED:

No Representations