

**MINUTES OF THE MEETING OF SOUTHAM TOWN COUNCIL, HELD AT THE GRANGE HALL, COVENTRY ROAD, SOUTHAM ON THURSDAY 24<sup>th</sup> MAY 2012**

**Present:** Councillors: M Gaffney (Chair), D Wise, J Ward, C Pratt, J Soni, L Smith, M Willoughby, R Barrington, J Smith & L Tasker

**In attendance:** Mrs D Carro, Mrs D Sanders, Cllr A Crump & Cllr J Appleton

**8. APOLOGIES FOR ABSENCE**

**Cllr A Forster – Holiday**

**Cllr C Worsh – Personal**

**Cllr L Hewer – Personal**

**Cllr J Ellard**

**9. DECLARATIONS OF INTEREST**

Cllr J Ward	Personal Interest	Members Item & Town Clerk Report Item 5
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Cllr C Pratt	Personal Interest	Planning Application 12/01101/FUL
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Cllr L Smith	Personal Interest	Town Clerk Report Item 5
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**10. REPRESENTATIONS FROM THE PUBLIC**

**Mrs D Smith, 20 Springs Crescent, Southam**

Spoke requesting that signage, warning drivers of a play area up ahead in the vicinity of the Park Lane Recreation Ground and the new Mayfield Road Play is installed

**11. MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:**

**That the Minutes of the Meeting held on Thursday 10<sup>th</sup> May 2012, having previously been circulated, be confirmed and signed by the Mayor**

**12. ACCOUNTS FOR PAYMENT**

**RESOLVED:**

**That payment of accounts dated May 2012, totalling £9559.48 be authorized.**

**13. APPLICATIONS FOR PLANNING PERMISSION**

i) Council considered the applications for planning permission detailed on the schedule dated May 2012 upon which the Town Council had been consulted by Stratford District Council. Cllr C Pratt left the room when Planning Application 12/01101/FUL was considered

ii) Planning Application decisions dated May 2012

**Noted**

iii) Planning Committee Meeting Dates

**Noted**

**14. TOWN CLERK'S REPORT**

**14.1 PUBLIC REPRESENTATIONS**

**Mrs D Smith**

Town Clerk advised that the cost of signage would be approximately £1000

**RESOLVED:**

**To discuss the matter at the next ENV regarding having signage installed at Mayfield Road and Park Lane Recreation Ground warning drivers of a Play Area**

**14.2 MERESTONE WARD VACANCY – CO-OPTION**

Members considered applications from Mr V Shepherd, Mr B Thomas and Mr E Thornley

**RESOLVED:**

**That Mr V Shepherd is co-opted to fill the Merestone Ward Vacancy**

**14.3 ACCOUNTS 2011/2012**

Members considered the Accounts 2011/2012 and congratulated the Town Clerk and Deputy Clerk in the production and presentation of the Account information.

**RESOLVED:**

**i)To approve the Accounts 2011/2012**

**ii)That The Statement of Accounts be signed by the Town Mayor and Town Clerk and submitted to the external auditor**

**iii)That the Town Council Annual Governance Statement is approved and signed by the Town Mayor and Town Clerk and submitted to the external auditor**

**iv)That the Financial and Non-Financial Risk Assessment is approved and signed by the Town Mayor and Town Clerk and submitted to the external auditor**

**v)That Section 2 Annual Governance Statement be signed by the Town Mayor and Town Clerk and submitted to the external auditor**

**vi)That the Town Council is satisfied with the internal audit process and its scope and effectiveness**

**14.4 GRANGE HALL FLOOR QUOTATIONS**

Members were advised that in January 2011 the Council were informed that the Grange Hall floor needed sanding back and old lacquer, dents and scratches removed to ensure the life of the floor; without carrying out this work the floor would eventually need replacing. The Grange Hall Management Committee maintains the floor on a daily basis which has ensured that the floor has lasted longer than normal. A floor of this type would normally last 3 -5 years before this work would need to be done, but the Grange Hall floor has lasted 9 years and that is purely down to how it is looked after. At the time, although the Stewards were happy for the work to go ahead the Town Council did not want the work carried out at that time and wanted the floor to be monitored over the next 12 months. The matter was discussed at the last Grange Hall Stewards meeting and the Stewards requested a minimum of two up-to-date quotes. Since the Stewards meeting a small gap as appeared in the floor which is a hazard and now the Town Clerk is of the opinion that the required works for the hall floor need to be carried out as soon as possible. Members are therefore requested to consider the quotations and authorise the work to proceed, permission from SDC would then be sought, as this will be a capital cost and SDC will pay 50%.

**RESOLVED:**

**i)To accept the quotation from RM Floorsanding & Restoration at a cost of £2640.00**

**ii)To seek authorisation from SDC due to their 50% Grange Hall Capital Works contribution**

iii)It would be funded from the Grange Hall Capital Works budget line under Local Government Act 1972 s111

#### **14.5 SOUTHAM IN BLOOM – PROPOSED PLANTERS**

Members considered a report from Southam in Bloom in response to the following resolution:

***RESOLVED:** to defer this item to allow Southam in Bloom time to reconsider their position and come back to the Council with their proposals including their willingness to pay all the legal costs involved in obtaining the authority from WCC for permanent planters and to somehow indemnify the Town Council from future liabilities and produce a master plan.*

Due to the implications of the licence that the Town Council would need to enter into, in order for permanent brick built planters to be installed, the Town Clerk advised members that in her opinion it was not in the best interests of the Council to proceed

**RESOLVED:**

**i)In order for Southam in Bloom to install brick built planters the Town Council will enter into a licence with WCC so that WCC can impose conditions (including the ones stated below) on the placing, maintaining and removal of objects/structures:**

- **The Town Council would be responsible for applying for planning permission if it is required**
- **Consultation with those who will be materially affected is required (Section 115G) – this will include those who look out onto the structures**
- **The licence will need to include a requirement for the Town Council to be responsible for any costs incurred relating to utility equipment**
- **The Town Council will need to enter into a licence with WCC. Under the terms of the licence the Town Council would be responsible for WCC’s legal costs relating both to compliance with Part VIIA and producing the licence. WCC has advised that a general estimate and on the basis that everything goes smoothly i.e. no representations, no disagreement on the terms of the licence with the Town Council, cost would approximately be £500.00**

**ii)That Southam in Bloom pay for all costs associated with this project**

#### **14.6 SOUTHAM YOUTH CLUB – SUMMER BUZZ 2012**

Members considered correspondence from the Volunteer coordinator/Summer Project Manager at The Graham Adams Centre who run Southam Youth Club. They are seeking financial support in the delivery of their summer activities project ‘Summer Buzz 2012’. The total cost of their project is £3933.50. Over the past two years the Town Council has been working with various agencies in the initiation of youth activities, in order for the over ten’s to have something to do in the school holidays, as such the Council have set aside £1000.00 for ‘Youth Initiatives’ in the budget . Please be advised that other youth initiatives are being progressed at the moment which is an Olympic Youth Day to be held on 14<sup>th</sup> July 2012 and bringing the mobile Skate Park to Southam on a more regularly basis. The Town Council has the power under LGA (Misc Prov) Act 1976 Section 19 to financial support these initiatives should they wish to

**RESOLVED:**

**That under the LGA (Misc Prov) Act 1976 s19 the Town Council will contribute £2500**

**14.7 MEETINGS/TRAINING/EVENTS**

Saturday 23<sup>rd</sup> June 2012 – Being a Good Councillor Induction Day, 10am – 4pm at Ettington cost £50.00 pp

**Noted**

**14.8 COUNCIL MEETING DATES**

**ENV MEETING DATES**

Thursday 28<sup>th</sup> June 2012

Thursday 14<sup>th</sup> June 2012

Thursday 26<sup>th</sup> July 2012

Thursday 12<sup>th</sup> July 2012

August Recess

Thursday 27<sup>th</sup> September 2012

Thursday 13<sup>th</sup> September 2012

Thursday 25<sup>th</sup> October 2012

Thursday 11<sup>th</sup> October 2012

Thursday 22<sup>nd</sup> November 2012

Thursday 8<sup>th</sup> November 2012

December Recess

Thursday 10<sup>th</sup> January 2013 (Precept)

Thursday 24<sup>th</sup> January 2013

Thursday 28<sup>th</sup> February 2013

Thursday 14<sup>th</sup> February 2013

Thursday 28<sup>th</sup> March 2013

Thursday 14<sup>th</sup> March 2013

Thursday 25<sup>th</sup> April 2013

Thursday 11<sup>th</sup> April 2013

Thursday 9<sup>th</sup> May 2013 (Annual Town Meeting & Mayormaking)

Thursday 23<sup>rd</sup> May 2013

Thursday 27<sup>th</sup> June 2013

Thursday 13<sup>th</sup> June 2013

Thursday 25<sup>th</sup> July 2013

Thursday 11<sup>th</sup> July 2013

August Recess

Thursday 26<sup>th</sup> September 2013

Thursday 12<sup>th</sup> September 2013

Thursday 24<sup>th</sup> October 2013

Thursday 10<sup>th</sup> October 2013

Thursday 28<sup>th</sup> November 2013

Thursday 14<sup>th</sup> November 2013

December Recess

**Noted**

**15. CORRESPONDENCE**

**15.1 CONTRIBUTION TO THE OPERATIONAL COSTS OF COMMUNITY LINKS - SDC**

**Noted**

**15.2 GRANT FUNDING FOR CAB OUTREACH AT SOUTHAM - CAB**

**Noted**

**15.3 CARERS SUPPORT SERVICE – GRANT THANK YOU**

**Noted**

**15.4 SOUTHAM/FELDON COMMUNITY FORUM – MINUTES 21<sup>ST</sup> MARCH 2012**

**Noted**

**15.5 SOUTHAM CIVIC IDEAS FORUM MINUTES – 11<sup>TH</sup> MAY 2012**

**Noted**

16. **DRAFT REPORT ON A MEETING OF THE GRANGE HALL STEWARDS ON 25<sup>TH</sup> APRIL 2012**

1)**APOLOGIES FOR ABSENCE**

None

2)**CHAIRMAN**

**RESOLVED:**

That Cllr M Gaffney is duly elected as Chairman

3)**MINUTES OF PREVIOUS MEETING**

**RESOLVED:**that the minutes of the meeting held on 26<sup>th</sup> January 2011, having been previously circulated, be confirmed as a true record of proceedings

4)**THE GRANGE HALL DRAFT BUSINESS PLAN**

**RESOLVED:**

i)That the Grange Hall Stewards adopt the Business Plan

ii)That The Grange Hall Management Committee adopts the Business Plan

iii)That the Grange Hall Management Committee network with other Community Halls

iv)That The Grange Hall Management Committee consider hosting Wedding Fair as an opportunity to promote weddings at the hall

5)**BREAKDOWN OF RATES**

**RESOLVED:**

That the hire rates effective from 1<sup>st</sup> January 2012 are accepted

6)**CASH FLOW**

**RESOLVED:**

i)That the Grange Hall Management Committee provides the Stewards with a Cash Flow report on a quarterly basis

ii) That the report shows forecast and actual figures for it each month giving reasons where there is big difference

7)**THE GRANGE HALL VOLUNTEERS**

**RESOLVED:**

i) that the Management Committee is advised that the VASA form for the volunteering database must be completed before the next stewards meeting

ii) That the Grange Hall Management Committee contact Mike King (the consultant assisting Southam First) to ascertain if he has any ideas regarding marketing and making the hall more profitable

8)**THE GRANGE HALL MANAGEMENT COMMITTEE – CHARITY STATUS**

**RESOLVED:**

That Dave Buckland discusses the situation with the SDC Solicitor

9)**THE GRANGE HALL FLOOR**

**RESOLVED:**

That the Grange Hall Management Committee provides the Stewards with the following:

- Status Report of the hall floor
- Two up to date quotations to re-lacquer the floor

**10)GRANGE HALL MAINTENANCE SURVEY**

**RESOLVED:**

**That Dave Buckland investigates what service SDC can provide in order for the Stewards to receive a report that states the future capital works that are required**

**11)GRANGE HALL CEILING FANS**

The Town Clerk advised that the fans are very dirty and balloon string is wrapped around them, so they need to be cleaned and maintained, but they are very high up and scaffolding would be required. The Grange Hall Management Committee considered it to be a capital works as it is part of the heating system. Dave Buckland advised that he was of the opinion that it was not a capital cost and that this would need to be discussed further once it is known what is required

**RESOLVED**

**i)That the Grange Hall Heating Contractors provides a report of what needs to be done and a quotation**

**12)SDC REPRESENTATIVE ON THE GRANGE HALL MANAGEMENT COMMITTEE**

**RESOLVED:**

**The SDC representative will be who is elected at the May Elections**

**13)THE GRANGE PRE-SCHOOL PROPOSED PLANS FOR REAR ROOM**

Stewards consider the plans

**RESOLVED:**

**i)The Stewards have no objections to the proposals subject to the following conditions:**

- **That the proposals meet current planning and building regulations**
- **That The Grange Pre School pay the legal costs of a licence to be drawn up which states that the Grange Pre-School are liable for future maintenance and liability of the alterations/additions and that they have no ownership rights**
- **That prior to any works starting The Grange Pre School hold a contingency fund to pay for any unforeseen costs**
- **That the builder is approved by SDC and Southam Town Council**
- **To ensure that the 'lean to/canopy' does not affect the guttering and its future maintenance**
- **That the plans are amended to show the toilet door being in the right place**

**ii)That the Grange Hall Management Committee write to The Grange Pre-School advising that the Grange Hall Stewards require the room to be tidied away every night and that if they want the room to be left set up then a charge will apply. To also advise that the Stewards will not allow any more storage cupboards to be put upon the walls**

**14) DATE OF NEXT MEETING**

**Wednesday 11<sup>th</sup> July 2012 at 6pm**

**Meeting Closed 7.40pm**

Noted

**17. MEMBERS ITEM – CLLR J WARD**

I would like to bring to the attention of the Town Council, the poor state of repair of the steps and walling on Market Hill. Being at the heart of the town, this is also within the conservation area and the “shop window “ of Southam. The steps shown in the “photo 1” have not been in use now for over 5 years (since a barrier blocking their access was installed). I would like to suggest having them removed. Any previous attempts to repair the walling and steps have been done in a substandard manner and have made the area look like an eyesore.

As part of my recommendation I would like to request that Southam Town Council make contact with Warwickshire Council, together with the Conservation officer at Stratford District Council and Southam First to discuss bringing the area up to a standard that is fitting for a historical market town and conservation area. I believe there is the potential to request funds from Southam First to help re-develop the area, and also replace the mismatching railings that appear there with something more fitting to the surroundings.

Having had a meeting with Patch Byrne of County Highways recently, he refers to the disused steps as “something he has been needing to do for sometime”.

I believe that unless we push the various Councils to pursue the disrepair, Southam will continue to be last in line for much needed investment. Warwick, Leamington & Stratford seem to be under constant regeneration.

**RESOLVED:**

**That the Town Clerk contacts WCC and SDC (the Conservation Officer) to request a site meeting to discuss the items that Cllr Ward has raised**

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

Cllr J Appleton advised the following:

- That HS2 Ltd is proving to be fully prepared , Community Forums successful and safeguarding consultation impact on landscape
- Annual Children Services Ofsted Assessment is proved to be performing well
- The Kineton Road Roundabout will be sprayed with weed killer
- Southam in Bloom will need to seek agreement from WCC to plant poppies on the bypass

Cllr A Crump advised the following:

- The grass cutting will be done next week
- The Town Centre Development Plans are progressing
- Southam First – more grant money has been awarded
- Mayfield Road Play Area – Southam @ Play may be able to financial support signage
- Southam in Bloom Planters – Agreed that brick built planters are a good idea
- Impressed with how the new Town Council deal with planning applications now

**19. BUSINESS WHICH IN THE OPINION OF THE MAYOR SHOULD BE CONSIDERED AS A MATTER OF URGENCY**

None

**20. 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

Cllr M Gaffney reminded members of rules regarding confidential matters in accordance with Standing Orders and declaration of Office

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

**RESOLVED:**

To authorise payments of staff salaries dated May 2012

22. **TOLLGATE ROAD PLAYING AREA**

**RESOLVED:**

To negotiate a lease for Plan A

Meeting closed 9.35pm



SCHEDULE OF PLANNING APPLICATIONS B					
SOUTHAM TOWN COUNCIL MAY 2012 Issue 3					
APPLICATION NO.	APPLICANT NAME	SITE	PROPOSAL	OBSERVATION DATE/COMMENT	Additional Information
12/00931/FUL	Morrels Farming Ltd	Ladbroke Hill Farm, Windmill Lane, Ladbroke Southam CV47 2BW	Erection of one Gais 133-11 Wind Turbine (18.3m to hub and 25.8m to blade tp)	No Representations	
12/00745/FUL	Mr & Mrs G Thorpe	Veterinary Surgery, 88 Coventry Street, Southam CV47 0EA	Change of use of part of veterinary surgery to flat	No Representations	
12/01057/TREE	Mrs Belinder Hewer	6 Warwick Road, Southam CV47 0HN	T1 : Sycamore - Crown lift to approximately 7 Metres T2 , T3, T4 :Sycamores - Fell T5: Laurel - Fell	Southam Town Council would like the felling of T2, T3, and T4, referred to the AO as it can see no valid reason for them to be felled.	
12/00904/FUL	Mr Keith Jenkins	2 Market Hill, Southam CV47 0HE	Replacement window on Bull Street Side of shop	No Representations	
12/00905/LBC	Mr Keith Jenkins	2 Market Hill, Southam CV47 0HE	Replacement window on Bull Street Side of shop	No Representations	
12/00866/FUL	Mrs Sandra Goncalves	24 Priors Meadow, Southam CV47 1GE	Change of use of common land to side of property to residential garden	Southam Town Council objects to this application on the grounds that it would be detrimental to the character of the area and to the rural landscape. The small patches of open green space on an estate are what makes it a pleasant area to live. To allow this to be enclosed would set an undesirable precedent that would change the nature of the area.	
12/01101/FUL	Southam Dairies Ltd	Napton Road Farm Deventry Road, Southam CV47 1NN	Change use of agricultural building to light industry (B1) to include the exterior of the building to be clad in box profile sheeting and an extended concrete apron	No Representations	
12/01173/ADV	Wandfluh Ltd	Wandfluh Uk Ltd, Northfield Road, Kington Road Industrial Estate, Southam CV47 0FG	Proposed installation of an illuminated box sign on side of building	Southam Town Council objects to the size and the illumination of the proposed sign. It considers the existing signage is sufficient to advertise the nature of the business and that illumination is an unnecessary use of energy.	
12/01135/FUL	Mr K Johnson	21 Windmill Way, Southam, CV47 0LF	Proposed construction of a new pitched roof above an existing flat dormer to front elevation	No Representations	
12/01081/FUL	Dudley Taylor Pharmacies Ltd	St Wulfstan Surgery, Northfield Road, Kington Road Industrial Estate, Southam CV47 0FG	Single Storey side extension to form dispensary	Southam Town Council objects to this proposal. It would add a retail outlet to an out of town location and would be detrimental to efforts to increase footfall in and improve Southam Town Centre.	