

MINUTES OF THE MEETING OF SOUTHAM TOWN COUNCIL, HELD AT THE GRANGE HALL, COVENTRY ROAD, SOUTHAM ON THURSDAY 27th SEPTEMBER 2012

Present: Councillors: M Gaffney (Chair), C Pratt, J Soni, L Smith, M Willoughby, J Smith, A Forster, J Ward, L Tasker, V Shepherd & R Barrington

In attendance: Mrs D Carro, Mrs D Sanders, Cllr J Ellard & Cllr J Appleton

56. APOLOGIES FOR ABSENCE

Cllr C Worsh – Work Commitments

Cllr A Crump - SDC

Nancy Singleton – SDC

No apologies were received from Cllr L Hewer

57. DECLARATIONS OF INTEREST

Cllr M Gaffney	Personal Interest Reason	Town Clerk's Report – Item 12 Member of the Cardall Collection
Cllr C Pratt	Personal Interest Reason	Town Clerk's Report – Item 12 Prospective Director & Volunteer Southam Church and Community Project
Cllr J Ward	Personal Interest Reason	Town Clerk's Report – Item 12 Town Council Representative - Southam Christmas Lights Association
Cllr L Tasker	Personal Interest Reason	Town Clerk's Report – Item 2 Board Member & Town Council Representative - VASA
Cllr R Barrington	Personal Interest Reason	Correspondence – Item 5 Town Council Representative – The Grange Hall Management Committee
Cllr J Soni	Personal Interest Reason	Town Clerk's Report – Item 12 Director & Town Council Representative – Southam Church & Community Project Town Council Representative – Southam Christmas Lights Association
Cllr L Smith	Personal Interest Reason	Town Clerk's Report Items 3 & 12 Member Southam in Bloom & SAAG
Cllr A Forster	Personal Interest Reason	Town Clerk's Report Items 3 & 12 Member Southam in Bloom & SAAG
Cllr J Ellard	Personal Interest	Trustee – Rural Community Council

58. REPRESENTATIONS FROM THE PUBLIC

Ms M Keane – 22a Oxford Street, Southam

Spoke seeking the Council's support in applying for change of use to the old Television shop back to residential.

Mrs S Healy – Banbury Road, Southam

Spoke in support of Ms Keane's proposal

Mr B Thomas – 9 St Mary's Close, Southam

Spoke stating that he was delighted to see the Town Council's recommendation for Item 7 ENV and wanted to know about any proposed development of The Grange and Peace Garden

Mrs D Smith – 20 Springs Crescent, Southam

Spoke regarding speeding cars in the vicinity of the Park Lane Recreation Ground and Mayfield Road Play Area and wanted to know what was happening about signage. Also commented on the Police stating that they need to engage with youths more.

59. MINUTES OF THE PREVIOUS MEETING

RESOLVED:

That the Minutes of the Meeting held on Thursday 26th July 2012, having previously been circulated, be confirmed and signed by the Mayor, subject to the following amendments:

Minute 46 should read 7 MEPs

60. ACCOUNTS FOR PAYMENT

RESOLVED:

That payment of accounts dated August 2012, totalling £11,065.83 be noted. That payment of accounts dated September 2012, totalling £4477.15 be authorised.

61. APPLICATIONS FOR PLANNING PERMISSION

i) Council considered the applications for planning permission detailed on the schedule dated September 2012 upon which the Town Council had been consulted by Stratford District Council.

ii) Planning Application decisions dated September 2012

Noted

iii) Planning Committee Meeting Dates

Noted

62. TOWN CLERK'S REPORT

62.1 PUBLIC REPRESENTATIONS

Ms Keane & Mrs Healey

Were advised that the Town Council will make comments when a planning application has been received

Mr B Thomas

Was advised that a letter regarding the Peace Garden will be considered under Urgent Business

Mrs D Smith

Was advised that play area signage had been discussed by members at the September ENV and that it would be a WCC decision, as to whether signage is needed and that the Police would be informed about engaging with youths more.

62.2 SUBSIDISED TRAVEL – VOLUNTEER DRIVERS SCHEME

Members considered Cllr L Tasker’s proposal as stated below:

That Southam Town Council re-allocate “Travel Token” funding to either partially subsidise or wholly cover the costs of health related travel to residents within the Southam town boundary who are not in receipt of benefit and who use the VASA Volunteer driver scheme.

That Southam Town Council pays VASA a small monthly fee to assist with administration costs related to this (mainly processing claim forms and arranging cheque or BACS payments)

This proposal recommends excluding the following aspects:

- Car parking charges
- Journeys for private health treatment
- Journeys for those on benefit

Estimates

For journeys over 6 miles:

Approximate annual mileage for clients not in receipt of benefits	= 6,866.66
miles	
Annual cost to clients not in receipt of benefit (@45p/mile)	= £3,090

For journeys less than 6 miles:

Approximate annual mileage for clients not in receipt of benefits	= 720 miles
Approximate number of journeys	= 120
Annual cost to clients not in receipt of benefit (@ £3.00/journey)	= £360

Administration:

Annual fee to VASA	= £240
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Approximate Annual Total	= £3,690
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Currently available in STC budget	= £9,207
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Considerations

VASA need to ensure that their volunteer drivers are on board with any new way of operating. For this reason they have surveyed their 17 regular volunteer drivers. Of the 13 responses – all “affirmative”. However, there are some questions that still need to be addressed if this scheme were to go ahead. So issues for Town Council to consider include:

- Would residents abuse the scheme and use free transport even though they have a car?
- Would we cover excess mileage for residents on benefit (ie. journeys between driver’s and client’s homes)

- Would we set an age limit?
- Would we pay VASA upfront or in arrears?

RESOLVED:

- i) Cllr Tasker was thanked for putting forward the proposal**
- ii) That Cllr Tasker takes forward the proposal with assistance from the Town Clerk**
- iii) That the scheme should be for the disabled and residents of Southam aged 65 years and over who are in need.**
- iv) That VASA should be paid monthly in arrears**

62.3 WCC LICENCE & QUOTATION – PERMANENT PLANTERS

Members considered the WCC Licence which has been reviewed by the Town Council Solicitor. Members were requested to confirm that they are happy with the terms of the Licence and authorise the Town Clerk to finalise the Licence with WCC with the assistance of the Town Council Solicitor.

Members also considered a quotation from an ‘Accredited Street Works’ Contractor, Members were advised that based on this quotation and the monies already paid with regards to the stone trough, Southam in Bloom would need to reimburse the Town Council the following (as the costs will exceed the £3000 that Southam in Bloom were originally awarded):

- £730 + VAT - Contractor costs for the planters
- £500 + VAT - Approximate costs for WCC licence
- TBA – Town Council Legal Costs
- TBA – Costs of materials if they exceed that £500 being funded by TBS

In light of the recommendation in Item 1 of the ENV Minutes, the Town Council may wish to consider not proceeding with the permanent planter on Market Hill at this time and include something of this nature within the Town Centre and Refurbishment project.

RESOLVED:

That the Town Clerk ascertains whether the WCC Licence can be generic

62.4 ANNUAL RETURN 2011/2012

Noted

62.5 LOCALISATION SUPPORT FOR COUNCIL TAX - CONSULTATION

Members considered correspondence from SDC informing the Council that due to the current national Council Tax Benefit Scheme being abolished from 31 March 2013 every billing authority will need to implement a replacement scheme which will be called “Localisation Support for Council Tax”. The funding available for the replacement scheme is being reduced by £10% and a new scheme would need to recover this reduction in funding. The proposal that SDC Cabinet has approved is to adopt a local scheme, the same as the current Council Tax Benefit Scheme for 2013/14 and to take more time to design a long term replacement scheme for 2014/15. Members noted that it is intended that there will be **NO** financial impact as a result of this decision on Town and Parish Councils in 2013/14 which is a change from the Governments previous position on this matter.

RESOLVED: Cllr Ellard was requested to find out how people will be consulted and it was also pointed out that Members thought the questionnaire was very poorly written.

62.6 NEW CODE OF CONDUCT AS REQUIRED BY THE LOCALISM ACT 2011

Members considered correspondence from SDC confirming that they have now adopted the form of code as recommended by the Department of Communities and Local Government and therefore in the interests of having a consistent code SDC are requesting that Southam Town Council adopt the same version of the code.

- Members' of Southam Town Council are therefore requested to adopt the Code of Members' Conduct (Appendix A)
- Each Member is requested to read 'Disclosable Pecuniary Interests' (Appendix B)
- Each Member is requested to read Appendix C regarding granting dispensation to a member or co-opted member to allow him/her to participate in a discussion or vote on a matter in which he/she has a disclosable pecuniary interest
- Each Member is expected to complete the enclosed 'Register of Members' Interest' form and return their completed form to the Town Clerk no later than Monday 15th October 2012

RESOLVED:

i) That the SDC Code of Conduct as required by the Localism Act 2011 be adopted

ii) That each Member will return their completed 'Register of Members Interest' form to the Town Clerk by the 15th October 2012

62.7 COUNCILLOR CO-OPTION – MERESTONE WARD

Members considered applications from Mr B Thomas and Mr E Thornley.

RESOLVED:

That Mr E Thornley be co-opted onto the Council

62.8 PROVISION OF FUTURE BURIAL GROUND – SOUTHAM PARISH

Members considered correspondence from St James Parish Church, Southam and associated information, informing the Council that burial space will run out next year at the present rate of burials. Members were informed that Southam Town Council is not a burial authority and wrote to Stratford District Council (SDC) in April 2011 requesting that SDC provide a municipal cemetery for Southam and its surrounding area. The matter was discussed by Cabinet in May 2011 and it was resolved that a report be presented to a future meeting of the Cabinet on the financial and resource implications of SDC agreeing to Southam Town Council's request. To date no report has been presented to SDC's Cabinet even though the Town Council has chased Paul Lankester on a number of occasions regarding the situation.

RESOLVED:

That Cllr J Ellard, Mr Paul Lankester, Mr Tony Perks and Mr John Tressider are invited to attend the ENV Meeting on 11th October 2012 to discuss the matter.

62.9 SOUTHAM TOWN COUNCIL – APPOINTMENT OF EXTERNAL AUDITOR 2012/13

Members considered correspondence from the Audit Commission, informing the Council that Grant Thornton UK LLP has been appointed as the external auditor to audit the annual return of Southam Town Council for five years from 2012/13.

Noted

62.10 ROUNABOUT SPONSORSHIP – SOUTHAM CIVIC IDEAS FORUM (SCIF)

Members considered correspondence from SCIF requesting that the Town Council consider the possibility of sponsorship being sought for roundabouts in Southam

RESOLVED:

That the Town Council supports SCIF's proposal and would request that SCIF attract the sponsors and deal with this matter in conjunction with WCC.

62.11 TOWN COUNCIL BUDGET 2012/13 – 6 MONTH BUDGET REVIEW

Noted

62.12 S137 GRANT APPLICATIONS

Members considered S137 Grant Applications from the following organisations:

Southam Church & Community Project

SAAG HS2

Friends of the Cardall Collection

Southam Christmas Lights Association

RESOLVED:

i) That the late application from Southam Christmas Lights Association be considered

ii) That S137 Grants are awarded to the following organisations:

Southam Church and Community Project - £1500

SAAG HS2 - £2000

Friends of the Cardall Collection - £1500

Southam Christmas Lights Association - £2340

iii) To write to Southam Church & Community Project advising that the Town Council will allow them to carry forward the surplus of £970.08 from the Summer Buzz event in order for them to provide another youth event during the October Half Term. To request that they write to the Town Council to inform them of how the money will be spent and advise that the Council will expect a feedback report following the event. To also request a report as to why they think the Summer Buzz was so poorly attended and what improvements have been implemented to avoid a repeat.

62.13 TOWN MAYOR AND DEPUTY MAYOR

RESOLVED:

i) That Cllr J Ward be appointed as Deputy Mayor and that he will be proposed for Town Mayor in May 2013

ii) Cllr J Smith indicated that he would be willing to stand as Deputy Mayor in May 2013

62.14 MEETINGS/TRAINING/EVENTS

- Monday 15th October 2012 – Southam MOP Fair
- Friday 19th October 2012 – Mayor’s Civic Dinner, Gallanos House, Banbury Road, Southam. 7.30pm for 8pm, Tickets £20.00
- Wednesday 7th November 2012 - WALC AGM, 7.30pm at Shire Hall, Warwick
- Saturday 16th February 2013 – Mayor’s Charity Concert, 7.30pm at The Grange Hall, Southam, Tickets £10.00

62.15 COUNCIL MEETING DATES

ENV MEETING DATES

Thursday 25th October 2012

Thursday 11th October 2012

Thursday 22nd November 2012

Thursday 8th November 2012

December Recess

Thursday 10th January 2013 (Precept)

Thursday 24th January 2013

Thursday 28th February 2013

Thursday 14th February 2013

Thursday 28th March 2013

Thursday 14th March 2013

Thursday 25th April 2013

Thursday 11th April 2013

Thursday 9th May 2013 (Annual Town Meeting & Mayormaking)

Thursday 23rd May 2013

Thursday 27th June 2013

Thursday 13th June 2013

Thursday 25th July 2013

Thursday 11th July 2013

August Recess

Thursday 26th September 2013

Thursday 12th September 2013

Thursday 24th October 2013

Thursday 10th October 2013

Thursday 28th November 2013

Thursday 14th November 2013

December Recess

Noted

63. CORRESPONDENCE

63.1 SOUTHAM CHRISTMAS LIGHTS – MEETING MINUTES 6TH AUGUST 2012

Noted

63.2 SOUTHAM CIVIC IDEAS FORUM – MEETING MINUTES 14TH SEPTEMBER 2012

Noted

63.3 THE ROYAL REGIMENT OF FUSILIERS REGIMENTAL ASSOCIATION – 2ND BATTALION THE ROYAL REGIMENT OF FUSILIERS (2ND FUSILIERS)

RESOLVED:

To send a letter of support

63.4 WOODLAND TRUST – HS2 AND WOODS AND TREES

RESOLVED:

To forward the correspondence to SAAG HS2

63.5 THE GRANGE HALL MANAGEMENT COMMITTEE

RESOLVED:

To consider the correspondence at the October ENV

64. REPORT ON AN ENVIRONMENTAL WORKING PARTY MEETING ON 13TH SEPTEMBER 2012

64.1 TOWN CENTRE DEVELOPMENT AND REFURBISHMENT

RESOLVED:

To inform SDC that the remaining funds from the Section 106 Town Share be used to redevelop and refurbish the Town Centre area of Market Hill, Wood Street and Park Lane. That this project proceeds as quickly as possible to ensure the redevelopment is complete by December 2014

64.2 PARK LANE RECREATION GROUND – FENCING

When the fencing was replaced on the Park Lane side of the Recreation Ground, WCC were asked if they could resurface and edge the footway as it is in poor state and broken away at the edges, at the time they said they couldn't as they had no money but they said they would bid for some funds in the future. Nearly two years on WCC have advised that their bid has now been successful and can now proceed, when the Town Clerk had a site meeting with WCC she asked if there would be enough money to re-surface and widen the footway in Wattons Lane on the left hand side as it is extremely narrow and the previous Council had discussed removing the hedge in the REC on the Wattons Lane side and fencing all the way down.

WCC have advised that they have enough funds to do both paths (Park Lane and Wattons Lane) and they also think they will have enough money to remove the hedge (just awaiting a quote) if the Town Council can fund the installation of a fence .

By carrying out this work it will mean that in Wattons Lane there will be a footpath on the left hand side that is an appropriate width, which it isn't at the moment and the council will save money in the future of not having to maintain a hedge.

This is a great opportunity to improve this area with the least amount of cost.

The cost to supply and install a 1.8 metre high fence which is the same as the existing fence is £8185.00, there are funds in the budget and the Clerk suggests utilising the remaining £2500 from line 32 Park Lane and the remaining £5685 from line 31 Repairs/ inspections/maintenance which currently has £8026

RESOLVED:

i)That the work described is put in hand as quickly as possible and the sum of £8185 is approved

ii)At a later date consider landscaping to soften the effect of the fence

64.3 UNUSED TRAVEL TOKENS

RESOLVED:

i)That the sum of £800 is used to support outings, travel etc. and applications should be invited from clubs and organisations in Southam who meet the council's criteria of assisted travel. Each grant should be limited to £100

ii)This fund of money to be administered by the Deputy Town Clerk

64.4 THE PARISH POUND- LEASE

RESOLVED:

That the present arrangement continues for another 3 years

64.5 LIVING HISTORY EVENT – AUGUST 17th & 18th 2013 – TOWN COUNCIL REPRESENTATION

Members considered a request from Southam First for a Town Council representative to join the planning group for the proposed Living History Event.

RESOLVED:

That Cllr V Shepherd represents the Council at the meeting on 17th September 2012 and future meetings

64.6 DOG FOULING PROPOSALS

Members considered correspondence from SDC outlining their proposals for additional dog fouling enforcement that will be funded by Parish and Town Councils who want to participate in the scheme?

RECOMMENDED:

i)To respond stating that the Town Council will continue to support the scheme and request details of other participating councils

ii)That details of actual visit times and costs to be arranged

64.7 TUESDAY MARKET RELOCATION

Members considered correspondence from Sketts seeking comments from the Town Council regarding their formal request to relocate the market to Market Hill

RESOLVED:

To respond to Sketts stating that the Town Council does not support a move of the weekly market to Market Hill

64.8 PLAY AREA SIGNAGE AT PARK LANE RECREATION GROUND AND MAYFIELD ROAD PLAY AREA

The Town Council have already resolved to request two signs to be installed at the Park Lane Recreation Ground to advise drivers of a play area and requested that Southam @ Play fund two signs at the Mayfield Road Play Area. Southam @ Play have advised that will contribute £440 for the Mayfield Road Signage. In light of the attached correspondence Members are requested to confirm that they are happy to pay for the advanced payment of £440 to cover staff time needed to investigate the request in both areas and if WCC agree that the requested signage is appropriate will fund the cost of the Mayfield Road signage if it exceeds £440

RESOLVED:

That WCC be asked to define the use of £440 in detail and confirm that if the investigation shows that signs are not required or allowed then the £440 will be returned

64.9 UNCLAIMED ROAD TATTLE BANK

Members considered correspondence from a resident seeking funding to improve the road in Tattle Bank

RESOLVED:

To respond informing the resident that no funds are available from the Town Council for this purpose

64.10 QUESTIONS FOR COUNTY AND DISTRICT COUNCILLORS

RESOLVED:

- **To help with Play Area signage**
- **To ascertain if WCC will be issuing any information on the forthcoming elections for Police Commissioners**

65. MEMBERS ITEM – CLLR C PRATT

On November 15th elections will be held for the Police and Crime Commissioner role. I would like to request that the Town Council give consideration to arranging a hustings meeting which following the declaration of candidates in October would enable the people of Southam to be fully informed before making their decision.

RESOLVED:

That the Town Council arranges a hustings meeting

66. INFORMATION FROM COUNTY AND DISTRICT COUNCILLORS

Cllr J Ellard advised the following:

- o Attended a 51m Group HS 2 meeting
- o Core Strategy – Big problems with consultants (Data Gaps)
- o Orbit Planning Application due to be submitted in December 2012
- o Business Rates – SDC only receives a very small proportion
- o Re-tendering Grounds Maintenance Contract
- o Leisure Centre Contract up for review
- o Has spent some of the Tesco S106 money restoring the Seth Bond Memorial

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

PEACE GARDEN - SDC

Members considered correspondence from SDC regarding a proposal to relocate the Peace Garden and incorporate into the Town Centre Development proposal

RESOLVED:

To respond to SDC stating that under no circumstance would Southam Town Council entertain the idea of the Peace Garden being moved and incorporated into the Town Centre Development

68. 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

69. STAFF SALARIES AND PAYMENT FOR SERVICES

RESOLVED:

To note the payments of staff salaries dated August 2012

To authorise payments of staff salaries dated September 2012

70. TOLLGATE ROAD PLAY AREA - LEASE

RESOLVED:

That the current lease is extended

Meeting closed 9.59pm

SCHEDULE OF PLANNING APPLICATIONS B					
SOUTHAM TOWN COUNCIL SEPTEMBER 2012 Issue 2					
APPLICATION NO.	APPLICANT NAME	SITE	PROPOSAL	OBSERVATION DATE/COMMENT	Additional Information
12/02100/ADV	Mr John Peters	Sawyer/Peters Removals, Unit 14, Southfield Road, Kington Road Industrial Estate, Southam CV47 0FB	Proposed replacement signage	4th October 2012	No representations
12/02084/FUL	Mr Ian Scott	Ian Scott Lime Sales, Flying Fields Barn, Welsh Road East, Southam CV47 1NE	Retrospective planning permission to extend existing bund	8th October 2012	Southam Town Council has no objection provided this does not impede the proposed cycleway
12/02120/LBC	Mr Michael Reynolds	Reynolds Insurance Services, 5 High Street, Southam CV47 0HA	Replacement of existing white upvc double glazed windows on the shop front elevation with new white upvc double glazed windows of a design to match the adjoining property (Estate Agents) and a replacement of shop front fascia board	12th October 2012	No representations