

MINUTES OF THE MEETING OF SOUTHAM TOWN COUNCIL HELD AT THE GRANGE HALL, COVENTRY ROAD, SOUTHAM ON THURSDAY, 26TH JULY 2018

Present: In the Chair, Mayor, Councillor L Ellard,
Councillors S Stone, G Foster, M Brooks, Cllr M Connors, M Gaffney, Cllr G Barratt & A Jamieson

Apologies: Cllr G Oubridge - Personnel
Cllr K Mullen – Personnel
Cllr A Crump – Work
Cllr A Walster – Holiday
Cllr M Ray – Personnel

Absent: Cllr K Toner
Cllr T Bromwich

In Attendance: Mrs D Carro and Mrs T Andrews

37. **APOLOGIES**
RESOLVED:
That the apologies are accepted

38. **DECLARATIONS OF INTEREST**

Cllr M Gaffney	Non-Pecuniary Reason	Town Clerk Report Item 5 Committee Member
Cllr L Ellard	Non-Pecuniary Reason	Town Clerk Report Item 4 Committee Member
Cllr M Brooks	Non-Pecuniary Reason	Town Clerk Report Item 4 Committee Member
Cllr G Barratt	Non-Pecuniary Reason	Town Clerk Report Item 4 Committee Member

39. **REPRESENTATIONS FROM THE PUBLIC**

St Mary's Close – Resident

Spoke initial congratulating the Town Mayor on the successful Volunteer Tea Party and then went on to talk about the report regarding the proposals for the Southern Tip of the Quarry Site, although he welcomed the proposal, he thought the Council should be cautious regarding HS2 involvement and that the Council need to ensure that any work that takes place does not affect the Holy Well spring.

40. **MINUTES OF THE PREVIOUS MEETING**

RESOLVED:

That the minutes of the meeting held on Thursday 28th June 2018, having previously been circulated, be confirmed and signed by the Mayor.

Town Mayor Signature _____

41. **POLICE**

Not in attendance

42. **ACCOUNTS FOR PAYMENT**

i) Invoices were available at the meeting for inspection

RESOLVED:

That the payment of accounts dated July 2018, totalling £17,131.57 (details attached) be authorised.

43. **APPLICATIONS FOR PLANNING PERMISSION**

43.1 i) Council considered the applications for planning permission detailed on the schedule dated July 2018 upon which the Town Council had been consulted by Stratford District Council. (details attached)

43.2 ii) Planning Application decisions dated July 2018

Noted

43.3 iii) Planning Committee Meeting Dates

44. **TOWN CLERK'S REPORT**

44.1 **PUBLIC REPRESENTATIONS**

Nothing to report

44.2 **STREET NAMING – BANBURY ROAD**

RESOLVED:

To advise SDC that the pink road shown on the map is named Nursery Drive and the green road shown on the map is named Oak Close

44.3 **RUGBY CITIZENS ADVICE BUREAU**

Members considered the following proposal from Rugby CAB

The proposal is as follows:

A weekly generalist advice service

3 appointments a week

Venue – The Grange Hall (free of charge)

Day - Friday Morning

In order to provide the service Rugby CAB are seeking funding of £1000 per annum.

RESOLVED:

That in order for Rugby CAB to provide an weekly Outreach Service in Southam, the Town Council will financial contribute £1000 per annum under LGA1972s2a Power to Provide Information and Advice

44.4 **SOUTHAM HERITAGE COLLECTION**

Members considered correspondence from Southam Heritage Collection regarding the utilisation of a S137 grant that was awarded February 2017

RESOLVED:

That the underspend of the S137 Grant awarded in February 2017 totalling £1070 can be spent on the following items:

Wall hanging system - £511.00

TV Monitor and stand - £452.00

Delivery charge of cabinets of a previously awarded grant - £107.00

Town Mayor Signature _____

44.5 SOUTHAM CARNIVAL COMMITTEE

Grant thank you and feedback form

Noted

44.6 COUNCIL MEETING DATES ENV DATES

Noted

45. CORRESPONDENCE

**45.1 DELEGATED POWERS TO DETERMINE PLANNING APPLICATIONS –
STRATFORD DISTRICT COUNCIL**

Noted

46. REPORTS FROM WORKING PARTIES

46.1 Minutes of the Environmental Working Party on 12th July 2018

Declarations of Interest:

None declared

Item 1 – S106 – SDC Letter of agreement

RESOLVED:

i)To sign the letter of agreement in order for the S106 - Land at Our Lady's Convent, Southam monies totalling £5059.91 can be released to the Town Council

ii)This money to be used to offset the cost of the Play Area Development at the Park Lane Recreation Ground

Item 2 – S106 Contributions

RESOLVED:

i)For S106 monies less than £10k to agree to the Exchange of Letters

ii)For S106 monies over £10k, to continue with the current system for the expenditure of the Bloor Homes S106 monies, but may enter into a formal contract in the future but this will be decided on a case by case basis

Item 3 – HAGS

Due to the problems regarding the installation of the Play Area at Park Lane Recreation Ground, members discussed what level of monies should be held back due to breach of contract

RESOLVED:

i)To hold back 10% of the project total £8965.26

ii)To not pay the invoice until all snagging has been completed

Item 4 – Planning Applications

See attached

46.2. DEMENTIA FRIENDLY SOUTHAM

Noted

46.3. COVENTRY & WARWICKSHIRE DEMENTIA ACTION GROUP

Noted

Town Mayor Signature _____

46.4 **OLD CEMEX QUARRY**

Noted

47. **MEMBERS ITEM – CLLR M BROOKS**

Social Media protocol

There have been incidents recently of Councillors getting embroiled in conversations on Facebook when the topic in question implicates the Town Council.

Members are free to make comment on social media provided such comment does not imply the council will impart information of a sensitive nature, commercial or otherwise.

The Town Council does not resolve or attempt to resolve complaints using Facebook or any other social media platform. If the topic includes a complaint(s) that suggest the town council should be acting there are strict procedures for dealing with the situation. If a member feels they must respond then the only advice that must be provided is for the complainant to contact the Town Clerk direct, by phone, letter, e-mail or in person. It may be a simple issue the Town Clerk can respond to or resolve on the spot but there will be occasions when the issue is complex and requires resolution when the council is in session.

RESOLVED:

Members are reminded section 33 in Standing Orders describes the duty of care councillors must adhere to when using Social media and all members re-acquaint themselves with the code.

48. **QUESTIONS FOR COUNTY AND DISTRICT COUNCILLORS**

No reports given

49. **RESOLVED:**

THAT THE TOWN CLERK BE AUTHORISED IN CONSULTATION WITH THE TOWN MAYOR, DEPUTY MAYOR AND PAST DEPUTY MAYOR TO DEAL WITH BUSINESS ARISING WHICH IS DEEMED URGENT DURING THE PERIOD OF THE SUMMER AND CHRISTMAS RECESSES INCLUDING AUTHORISATION OF PAYMENTS

50. **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

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

RESOLVED:

To authorise the payment of staff salaries dated July 2018

52. **JOB VACANCY – DEPUTY CLERK/FINANCIAL OFFICER**

Members were advised that Mrs T Andrews has been appointed

53. **TOWN CLERK AND DEPUTY CLERK – CONTRACT OF EMPLOYMENT**

RESOLVED:

That the contract of employment is amended to state that payment is made at the normal hourly rate for attendance at Council meetings.

Town Mayor Signature _____

54. **MRS J ADKINS**

RESOLVED:

To respond stating that the Town Council is sorry to hear about the accident , that the piece of equipment adheres to the current legislation and that all users of the facility do so at their own risk.

Meeting closed 8.50 pm

Town Mayor Signature _____

Southam Town Council

JULY 2018

Item No	Budget Line	Payee	Details	Net Amount	VAT (to be reclaimed)	Gross/Cheque Amount
1	7	<u>CASH</u>	Postage	250.00	0.00	£250.00
2	47	<u>D Woodcock</u>	May mileage refund	45.45	0.00	£45.45
3	47	<u>D Reading</u>	June mileage refund	47.85	0.00	£47.85
4	37	<u>HAGS SMP</u>	Repairs various park lane	1934.20	386.84	£2,321.04
5	19	<u>Viking</u>	Stationery	88.74	17.74	£106.48
6	8	<u>Debbie Carro</u>	Refund of credit card payment for land registry fees and DBS check fee for volunteer	30.20	0.00	£30.20
7	46	<u>4 Counties Ground Maintenance</u>	Church yard grass cutting May x 2 June x 2	£840.00	£0.00	£840.00
8	34	<u>Stratford District Council</u>	Contribution to 24/7 CCTV monitoring	£3,852.00	£0.00	£3,852.00
9	37	<u>ESPO</u>	Black Poly sacks - play areas	£20.60	£4.12	£24.72
10	7,24,37	<u>WH Darby Ltd (Vaughtons)</u>	Refurbishment of chain, polish and hard gold plate, velvet collar, case & carriage	£1,112.50	£222.50	£1,335.00
11	21	<u>WALC</u>	Councillor Induction Part 2 - Handout Pack	£10.00	£0.00	£10.00
12	47	<u>G Ferguson</u>	June mileage refund	£76.50	£0.00	£76.50
13	47	<u>W Taylor</u>	June mileage refund	£11.25	£0.00	£11.25
14	47	<u>B Meacham</u>	June mileage refund	£150.15	£0.00	£150.15
15	47	<u>L Walsh</u>	June mileage refund	£30.60	£0.00	£30.60
16	47	<u>L Commander</u>	June mileage refund	£99.90	£0.00	£99.90
17	47	<u>J Branston</u>	June mileage refund	£99.30	£0.00	£99.30
18	47	<u>J Wood</u>	June mileage refund	£105.85	£0.00	£105.85
19	47	<u>P Owen</u>	June mileage refund	42.30	0.00	£42.30
20	47	<u>A Harris</u>	June mileage refund	56.55	0.00	£56.55
21	47	<u>M Houston</u>	June mileage refund	150.45	0.00	£150.45
22	47	<u>M Newsham</u>	June mileage refund	16.05	0.00	£16.05
23	6	<u>Inside IT Solutions Ltd</u>	3 months Broadband & Office 365 & 12 Months Domain Renewal	299.60	59.92	£359.52
24	46	<u>Limebridge Rural Services Ltd</u>	Grasscutting visit 5 & 6	1827.84	365.57	£2,193.41
25	44	<u>E-on</u>	Streetlight electricity 1st April 2018 - 30th June 2018	1873.72	374.74	£2,248.46
26	6	<u>British Telecommunications Ltd</u>	Volunteer Drivers Scheme Office Phone	41.40	8.28	£49.68
27	46	<u>Central Skips</u>	Churchyard Skip	200.00	40.00	£240.00
28	37	<u>PIRMS</u>	Quarterly Playground Inspection	260.00	0.00	£260.00
29	37	<u>Mr R Carro</u>	July contract	688.46	0.00	£688.46
30	Reserves	<u>Southam Heritage Collection</u>	Section 137 Grant £2000 granted Sept 2014 £609.60 claimed in May 2015 balance now being claimed	1390.40	0.00	£1,390.40
						£17,131.57

Town Mayor Signature _____

July 2018 Town Council Meeting					
APPLICATION NO.	APPLICANT NAME	SITE	PROPOSAL	OBSERVATION DATE/COMMENT	Comments
18/01072/FUL	Mr S O'Brien, O'Brien Development	17 Oxford Street, Southam, CV47 1NS	Demolition of one dwelling and various industrial buildings and construction of five dwellings and associated works (plans updated)	27th July 2018	No representations
18/01554/FUL	Mrs L Currell	14 Tollgate Road, Southam, CV47 1EE	Two Storey Side Extension (amended plans)	31st July 2018	No representations
18/02103/AGNO T	Mr J Parsons JSP Planning Ltd	Grandborough Farm, Daventry Road, Southam, CV47 1NW	Agricultural Barn - for storage of machinery (notification for prior approval not a formal planning application)	1st August 2018	No representations
18/01614/FUL	Mr M Taylor	The Hermitage, 42 Warwick Road, Southam, CV47 0HW	Single storey rear and side extensions with new light well to front elevation.	8th August 2018	No representations
17/00958/FUL	Hobday	14 Heather Close, Southam CV47 1ER	Extensions to the North, East & South elevations	4th May 2018	Southam Town Council strongly objects to this application it considers it to be overdevelopment of the site. The proposal is too close to, too large and out of proportion with neighbouring properties. The south facing extension would dramatically alter the street scene and be in breach of covenants on the property. Also, the drawings are inconsistent with the southfacing external showing no fenestration and the internal showing a window. Need to consider correspondence from the planning officer. Correspondence was considered at the Council Meeting on the 26th July and the objection has been withdrawn, subject to no further applications be submitted regarding the southern elevation.
18/01518/FUL	Mr Mustafa Seyfi	Tarsus Hotel and Restaurant, Daventry Road, Southam CV47 1NW	Demolition of existing buildings and erection of five new houses with car parking and retained site access	6th August 2018	Southam Town Council supports the WCC Highways objections to the access for this application. It is also outside the development boundary.
18/01796/OUT	Mr A Terry	Land At, Welsh Road East, Southam	Outline application for the of up to 46 residential units (use Class C3), together with landscaping, car parking, open areas and associated works and facilities. Access from Welsh Road East. Access not reserved.	14th August 2018	No objections in principle. Southam Town Council would like the opportunity to work with the developers on the design and layout of the site ensuring that the developer adheres to the draft development guidelines for the emerging Southam Town neighbourhood plan.

ENV July 2018 Town Council Meeting					
APPLICATION NO.	APPLICANT NAME	SITE	PROPOSAL	OBSERVATION DATE/COMMENT	Comments
18/01307/VARY	Mrs Emily Bishop Bloor Homes Ltd	Land West of Banbury Road, Southam	Variation of Condition 2 (Plans) pursuant to permission 16/01930/VARY to allow for widening of road through phase 4 area. Carriageway widened to 5.5m with 2m footpaths either side through the western side of the development to provide enhanced access. Minor repositioning of some plots to allow for widening of carriage way	16th July 2018	No representations
17/03753/OUT	Messrs M & R Alsop & Mrs P Clutton	Land West of Banbury Road, Southam	Outline application, including access details, for B1 and B2 and B8 commercial uses	17th July 2018	No objection subject to the appropriate noise mitigation strategy being put in place to protect the adjacent housing estate and clarification from HS2 regarding their position on the new roundabout that has already been constructed, is it likely to be taken up and if so, how will this affect the developers proposals for this site

Town Mayor Signature _____