

**MINUTES OF THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA
HELD ON 03 MARCH 2022.**

PRESENT: Councillors S Rasmussen (Chair), Janet Alty, Alan Boad, Sarah Boad, David Brunson, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Jennifer McAllister, Jade McGhee, Louisa Radice, Ruggy Singh, Amanda Stevens and Nick Wilkins.

Officer: Town Clerk.

The Chair noted the ongoing war in Ukraine and Councillors indicated their concern for those directly affected and to those concerned about family and friends. It was noted that messages of support for Ukraine would be placed on the Town Council's website and social media, including directing people to further information about how they can help.

78. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Julija Boulton

79. **DECLARATIONS OF INTEREST**

None

80. **PUBLIC FORUM**

A member of the public addressed the Town Council and spoke about traffic and parking in Greatheed Road, particularly in the vicinity of Milverton Primary School.

A brief discussion followed during which it was noted that:

Various actions had been taken, including civil enforcement officers attending on a number of occasions.

A meeting with residents had been held.

Warwickshire County Council (as the Highways Authority) was looking at further options to manage the situation.

81. **COUNTY AND DISTRICT COUNCILLOR FORUM**

The following was reported in relation to Warwick District Council:

Charges for collection of green waste bins are being introduced. £22 for current year, £44 for next year. If people don't sign up to the green bin service, they will keep existing green bins but they won't be collected. Green bins won't be accepted at the recycling centre with materials in them.

South Warwickshire Local Plan – a recent call for sites had resulted in 557 sites being identified, a number of which are in or around Leamington Spa. These will go through further analysis before even being considered for development.

A Ukraine flag will be flown at Leamington Town Hall. In the meantime lighting at the Spa Centre will be changed to yellow and blue.

In relation to Warwickshire County Council:

Extensive roadworks are taking place around the town. This has been raised at a recent meeting of WCC and requests have been made for WCC to engage with the utility companies undertaking the work. The issue of communication was discussed and it was agreed that the Clerk would write to WCC on behalf of the Town Council to request improved communication.

Action – Clerk to write to WCC.

WCC had recently set its budget and agreed a council tax rise of 3.75%.

82. RISK REVIEW

The Town Council considered and discussed report No. 5 regarding the Council's risk review. It was agreed that colours should be added to the table to better identify risk levels.

Resolved

That the Town Council approves the review of the risks faced by the Council and the measures for controlling them as set out at Appendix 1.

83. PROJECT / EVENTS UPDATE

The Town Council received updates in relation to plans for the Platinum Jubilee celebration event in Leamington Spa and in relation to a feasibility study being undertaken in relation to the Lights of Leamington Festival.

Resolved

That the Town Council indicates its support for the feasibility study into the Lights of Leamington Festival.

84. AUTOMATED PAYMENTS

The Town Council considered report no 7. regarding payments to be made by automated means.

Resolved

That the payments listed in Table 1 below are made (or continue to be made) by automated payment mechanisms

85. POLICIES AND PROCEDURES

The Town Council Considered report no. 8. regarding an updated publication scheme. It was noted that although it was not anticipated to charge residents for requesting information, suitable costs would be included in the scheme in case of extensive / substantial requests for documentation.

Resolved –

That the revised publication scheme is adopted.

86. MUSEUM LOAN ITEMS

The Town Council considered report No. 9 regarding items on loan to the Leamington Spa Art Gallery & Museum.

Resolved

That the extension of the loan of the described items to the Leamington Spa Art Gallery & Museum is approved for a further three years to the end of 2024.

It was noted that other civic items should be reviewed to determine if anything else could be displayed locally.

87. **UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES**

The Town Council considered report No. 10 providing updates from its representatives on external bodies. The following were also noted:

WALC – Members encouraged to attend the climate action day on 30th March.

Leamington Chamber – next meeting in a couple of weeks.

Leamington International Twinning Society - trip to sceaux has enough people to be a viable trip.

Leamington Spa Transformation board – met last week. Agreed a process for appointing an independent chair. Intended to discuss some key town centre projects as part of the annual town meeting.

At 7:15 the chair had to leave the meeting to attend a mayoral appointment and the vice chair took the chair.

88. **STANDING ORDERS**

The Town Council considered report No. 11 regarding draft revised Standing Orders. The Town Clerk informed the Council that the advice from WALC was to use the term chairman but the Council felt the term chair was appropriate. Various other issues were raised and discussed and a number of amendments were agreed to be incorporated into a 2nd iteration of the Standing Orders, including:

Use of non gender specific terms.

Wording to allow substitutes for meetings other than Full Council Committees to elect their chairs and vice chairs.

Include notification of full council meetings to local district and county councillors.

Cllrs to be able to speak for 5 minutes.

Resolved that the agreed revisions be incorporated into a 2nd iteration of the standing orders and an updated version be brought to the Council for approval.

It was agreed that the Climate Change group should operate as a working group, rather than a formal committee.

89. CALENDAR OF MEETINGS

The Council considered a draft calendar of meetings for 2022/23. Some clashes were noted and amendments to some planning meeting dates were agreed. Subject to those changes it was

Resolved that the calendar of meetings be adopted

It was noted that the annual meeting in 2023 may be subject to change, depending on venue availability.

90. MINUTES OF COUNCIL AND COUNCIL COMMITTEES

Resolved that the minutes of the Town Council on 13th January 22 are confirmed as a correct record.

that the minutes of the following meetings are received and noted:

Culture & Community Committee 01Nov21

Planning – 16Dec21, 06Jan22, 27Jan22

Policy & Resources Committee – 15Dec21

91. FINANCE & PAYMENTS

Resolved that:

- i) The £1500 budget for the civic dinner be paid to the Mayor's Charity Fund.
- ii) The additional unallocated funds within the Mayor's Charity account/s (£2101.70) be used as a donation to the Red Cross fund for Ukraine.
- iii) The following payments are approved:

Leamington Spa Town Council 03.03.22					
v2 Payments for approval					
Cheque No / Electronic payment	Payee	Details	Amount	VAT	Total
Electronic	Warwickshire County Council	Street Tree maintenance	£10,000.00	£2,000.00	£12,000.00
Electronic	Warwickshire County Council	Street Tree planting	£6,500.00	£1,300.00	£7,800.00
Electronic	WALC	Cllr Training - 016 Feb (inv9Feb22)	£25.00	£5.00	£30.00
Electronic	SLCC (Society of Local Council Clerks)	Practitioners Conference 15-17Feb22 officer attendance	£75.00	£15.00	£90.00
Chq 106827	Old Milverton Allotment Association	Grant payment	£816.00		£816.00
Electronic	Warwick District Shopmobility	Grant payment - 4th quarter	£6,500.00		£6,500.00
Electronic	Warwick District Council	Meeting room hire Nov21-Mar22	£730.00	£18.00	£748.00
Electronic	K Geddes	Reimbursement - expenses incurred (receipts provided)	£9.99		£9.99
Electronic	P Bailey	Reimbursement - Leam in Bloom expenses (receipts provided)	£34.75		£34.75
Electronic	Leander Architectural	Blue Plaque - Doorly	£349.50	£69.90	£419.40
Electronic	Leander Architectural	Blue Plaque - Fowler	£340.00	£68.00	£408.00
Electronic	Godfrey Payton	Allotment rental 22/23 - Binswood	£3,050.00	£0.00	£3,050.00
Electronic	Godfrey Payton	Allotment rental 6 months in advance - Old Milverton	£330.00	£0.00	£330.00
Electronic	Godfrey Payton	Allotment rental 6 months in advance - Cliffe	£400.00	£0.00	£400.00
Electronic	WDC / Leamington BID	Contribution to Jubilee event.	£10,000.00	£0.00	£10,000.00
Electronic	WALC	Training x 2 30Mar21	£60.00	£12.00	£72.00
Electronic	Edge	Finance software set up costs	£362.00	£72.40	£434.40
Electronic	Edge (to be paid in 22-23 financial year)	Finance software annual contract	£993.00	£198.60	£1,191.60
Electronic	SLCC (Society of Local Council Clerks)	Reference materials / books	£129.00	£0.80	£129.80
					£0.00
					£0.00
			£40,704.24	£3,759.70	£44,463.94