

SALFORD PRIORS PARISH COUNCIL
Warwickshire

To all Members of the Council

8th. May 2013

You are hereby summoned to attend the One Hundredth and Nineteenth Annual Meeting of the Salford Priors Parish Council immediately followed by an Ordinary Meeting both to be held in the hall at The Memorial Hall, Salford Priors, on Wednesday 15th. May 2013 at **7.00pm.** for the purpose of transacting the following business only.

Michael Philpott
Clerk to the Council

ANNUAL MEETING AGENDA

All members of the public are respectfully requested to silence and not to use their mobile phones. The use of mobile phones during the meeting will be considered as disorderly conduct within the provisions of Section 10 of the Council's Standing Orders and offenders may be excluded from the meeting.

1. Election of Chairman

2. Chairman's Declaration of Acceptance of Office

3. Election of Vice-Chairman

4. Apologies for absence

To receive apologies and agree the reason for absence.

5. Declarations of Office and Disclosure of Interests

Members are reminded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, their family, a friend, or close associate.

5.1 Register of Interests:

Members are reminded of the need to keep their register of interests up to date.

5.2 Dispensations

Clerk to report any written requests for disclosable pecuniary interests dispensations.

5.3 Declaration of Interests:

Members to disclose any disclosable pecuniary interests in items on the Agenda and their nature.
Members to declare any other disclosable interests in items on the Agenda and their nature.

6. Appointments

6.1 Rights of Way Inspector

6.2 Playing Field Inspector

7. Appointment of Staffing Committee

8. Appointment of Staffing Appeals Panel

9. Appointments to Outside Bodies

9.1 Memorial Hall Committee

9.2 TOPS Management Committee

9.3 Perkin's Educational Foundation

9.4 Marsh Farm Sand and Gravel Liaison Group

9.5 Warwickshire Association of Local Councils

10. Approval of Council's Regulatory Documents (*Report from Clerk attached*)

10.1 Standing Orders

10.2 Financial Regulations

10.3 Risk Management

10.4 Health and Safety Policy

11. Closure of the Annual Meeting

ORDINARY MEETING AGENDA

1. **Apologies for absence** (*additional to Annual Meeting*)
2. **Declarations of Office and Disclosure of Interests** (*additional to Annual Meeting*)
3. **Open Forum**
 - 3.1 **Chairman to Move:** The meeting be now adjourned for Open Forum.
At the Chairman's discretion residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration. Members of the public may not take part in the Parish Council meeting. There will be no discussion by members of the Council during this session but the views expressed may be considered later as part of particular agenda items. During this period, in accordance with the revised Code of Conduct, members of the Council who have a disclosable interest (but not a disclosable pecuniary interest) in an item on the Agenda may also make representations, answer questions, or give evidence relating to that item.
 - 3.2 **Open forum** for the under 18s.
 - 3.3 **Open forum** for other members of the public. (15 minutes)
 - 3.4 **To receive Ward Members reports** (5 minutes maximum each Member)
County Council Ward Member - Cllr. M Brain.
District Council Ward Members – Cllrs. Howse, Pemberton, and Spence.
 - 3.5 **Chairman to Move:** To close the adjournment.
4. **Minutes**
 - 4.1 To consider the wording and to approve the Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 20th. March 2013 at The Memorial Hall, Salford Priors. (*circulated*)
 - 4.2 To consider the wording and to approve the Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 17th. April 2013 at The Memorial Hall, Salford Priors. (*circulated*)
5. **Clerk's Progress Report for consideration by Council** (*white paper*)
 - 5.1. Affordable Housing project
 - 5.2 Repairs to 5 a side goalposts
 - 5.3 Circular seat at Iron Cross
 - 5.4 Purchase of access to Playing Field
 - 5.5 Repairs to telephone boxes
 - 5.6 Gully clearance opposite shop and in Tothall Lane
 - 5.7 Meeting with Alamo.
 - 5.8 Precept Referendums Bill
 - 5.9 Allotment plot No. 9.
 - 5.10 Allotment rent demands.
 - 5.11 Orbit mowing contract.
6. **Planning general** (*pink papers*)
 - 6.1 To receive a report from the Clerk on Neighbourhood Planning
 - 6.2 To consider a report from Cllr. James regarding Orchard Farm
 - 6.3 To consider correspondence from "Concerned Residents" regarding development behind Evesham Road.
 - 6.4 To consider the Planning Appraisal report from Stansgate Planning.
7. **New Planning Applications to consider**

7.1 13/00896/FUL – Proposed amendments to previously approved application (12/01482/FUL) for an increase in length of garden room of 700mm., change of roof style and materials at Hawkfield, Station Road, Salford Priors, WR11 8UX for Mrs Nicky Burt.

8. Planning Decisions (*pink papers*)

8.1 13/00563/FUL – Proposed two storey and single storey extensions at 1 Rushford Plantation, Pitchill, Evesham, WR11 8SN for Mr Alan Boseley.

9. Finance (1) (*blue papers*)

9.1 To consider the Internal Auditor's report.

9.2 To consider and approve the Annual Accounts for 2012 – 2013.

10. Playing Field

10.1 To receive a report on the Playing Field weekly inspections.

10.2 To receive a report on the Annual Inspection of play equipment.

10.3 To consider quotations for the repair of the car park fence.

10.4 To receive a report from the Clerk regarding pruning of trees on the Playing Field.

11. Jubilee fund dispersal

11.1 To consider a report from Cllr. Littleford regarding the proposed Picture Post book.

12. Highways

12.1 To receive a report from the Clerk regarding Broom Lane

12.2 To receive a report from the Clerk on work done by the Lengthsman

12.3 To receive a report from the Clerk regarding repairs to signs and bollards.

13. Communications

13.1 To receive a report from Mr Maude on the Council's website.

13.2 To receive a report from Cllr. Littleford on the website meeting held on 30.04.13.

14. Rights of Way

14.1 To receive a report from Cllr. Penn on the Rights of Way.

14.2 To receive a report from the Clerk regarding gates by the Scout Hut on AL11.

15. Staffing

15.1 To consider recruitment documents following the Clerk announcing his retirement. (*pink papers*)

16. Matters raised by Councillors

16.1 Matters raised by Councillors are considered under this item and Councillors are also invited to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future agendas.

16.2

17. Consideration of Correspondence Received (*yellow papers*)

17.1 WALC, Local Government Administration 9th. Edition.

18. To Table

18.1 Clerks & Councils Direct, May 2013, Issue 87.

18.2 The Clerk Magazine, May 2011, Vol 44, No.3.

19. Finance (2)**19.1** Consideration and approval of the payments and transfers listed in Appendix A.**19.2** To receive a report from the Clerk regarding TOPs rates.**19.3** To receive a report from the Clerk regarding the insurance renewal quotation.**20. Date of Next Meetings****20.1** To confirm the date of the Annual Meeting and next Ordinary Meeting of the Parish Council at 7.00pm., on Wednesday 19th. June 2013 in The Memorial Hall, Salford Priors.**21.** Closure of meeting**APPENDIX A – Finance****A1 Income transactions for approval**

Tn. No.	Cheque	Gross	Vat	Net	Details
6547	BACs	23500.00	0.00	23500.00	Stratford upon Avon District Council, First instalment of precept.
6548	Cheque	50.00	0.00	50.00	Warwickshire Training Patnrship, refund of training fee.
6549	Cheque	26.00	0.00	26.00	RL Smith, Allotment rent, Plot No. 11.
6550	Cheque	26.00	0.00	26.00	P Clarke, Allotment rent, Plot No. 7.
Total		£23602.00	£0.00	£23602.00	

A2 Expenditure transactions approved between meetings

Tn. No.	Cheque	Gross	Vat	Net	Details
9040	102690	100.00	0.00	100.00	WALC, Training fee, Neighbourhood Planning, Cllrs. James and Littleford
Total		£100.00	£0.00	£100.00	

A2 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
9038	Dd	18.99	2.83	16.16	Plusnet, Office Broadband
9039	Dd	56.00	2.67	53.33	EDF, TOPs electricity
9041	102691	525.00	0.00	525.00	Salford Priors Memorial Hall, office rent and Hall hire.
9042	102692	1265.68	0.00	1265.68	Came & Company, Annual Insurance premium
9043	102693	732.00	122.00	610.00	Limebridge Rural Services Ltd., Mowing contract.
9044	102694	145.75	0.00	145.75	Warwickshire County Council, Lease for TOPs.

9045	102695	51.60	0.00	51.60	MJ Philpott, Postage stamps purchased by credit card.
9046	102696	140.00	0.00	140.00	TA Hunt, Lengthsman contract April
9047	102697	457.11	0.00	457.11	MJ Philpott, Clerk's salary, May
Totals		£3392.13	£127.50	£3264.63	

A3. Transfers

To transfer £3000.00 from No.1 account to Community account.

A4. Account Balances at 7.05.13

Community a/c	£1653.80
No.1 a/c	£64327.59
No.3 a/c	£214.19