

## **SALFORD PRIORS PARISH COUNCIL**

### **To all Members of the Council**

You are hereby summoned to attend the One Hundredth and Twentieth 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 21<sup>st</sup> May 2014 at **7.00pm**. For the purpose of transacting the following business only.

Cllr. Kim James  
Acting Clerk to the Council

17 May 2014

### **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.

**a Register of Interests:**

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

**b Dispensations**

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

**c 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.

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*(2013/14 Serving Appointments in Italics)*

- 6. Appointments**
  - a Rights of Way Inspector (*Cllr. David Penn*)
  - b Playing Field Inspector (*Cllr. John Stedman*)
- 7. Appointment of Staffing Committee** (*Cllrs: James, Littleford & Stedman*)
- 8. Appointment of Staffing Appeals Panel** (*Cllrs: Penn, Wright & Vacant*)
- 9. Appointments to Outside Bodies**
  - a Memorial Hall Committee (*Cllr. Lindsay Wright*)
  - b TOPS Management Committee (*Cllrs: Karen Littleford & Lindsay Wright*)
  - c Perkin's Educational Foundation  
(*Mrs Janet Satchwell, Mrs D King, Dr. S Roberts, & Dr S Juned*)
  - d Marsh Farm Sand and Gravel Liaison Group (*Cllrs: John Stedman & Lindsay Wright*)
  - e Warwickshire Association of Local Councils (*Cllr. Kim James*)
  - f Salford Priors Neighbourhood Development Plan Consultative Working Group  
(*Cllrs: James, Littleford, Maude & Muldowney*)
- 10. Approval of Council's Regulatory Documents**
  - a Standing Orders
  - b Financial Regulations
  - c Risk Management
  - e Health and Safety Policy
- 11. Closure of the Annual Meeting**

## SALFORD PRIORS PARISH COUNCIL

### To all Members of the Council

You are hereby summoned to attend an ordinary meeting of the Salford Priors Parish Council to be held in the hall at The Memorial Hall, Salford Priors, on Wednesday 21<sup>st</sup> May 2014 at 7.30pm **or at the conclusion of the Annual Meeting of the Council** for the purpose of transacting the following business only.

Cllr. Kim James  
Acting Clerk to the Council

17 May 2014

### MEETING AGENDA

**1. Apologies:** To receive apologies and agree the reason for absence:

**2. Register of Interests:**

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

#### **Disclosure 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.

**3. Open Forum:**

**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.

**a) Open forum** for the under 18s.

**b) Open forum** for other members of the public. (15 minutes)

**c) To receive the Ward Members reports** (3 minutes maximum each Member)

Warwickshire County Council Ward Member – Councillor M Brain.

Stratford on Avon District Council Ward Members – Councillors: M Howse, D Pemberton, and J Spence.

**4. Chairman to Move:** To close the adjournment.

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### 5. Minutes:

- a) To approve the Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 16<sup>th</sup> April 2014 at The Memorial Hall, Salford Priors.

### 6. Clerk's Progress Report:

- a) Grave plot levelling works in the cemetery.
- b) Illuminated Christmas tree / Clerk to provide costing update.
- c) Damaged road signs.
- d) Bank Account / Mandate progress report.
- e) Parish Office / Resource Centre – Change of locks / Fire Safe.
- f) Parish Council Noticeboards Replacement & progress to purchase of new noticeboards
- g) Parish Office Photocopier
- h) Stratford on Avon District Council – Appointment of Parish Council representative to the Standards Committee.
- i) Verges Tothall Lane / School Road mowing carried out for highway safety reasons.
- j) Verge mowing Abbots Salford.
- k) Planters – Review of planter positions following condition survey.

### 6a. Matters arising from the Annual Parish Meeting

- a) Speeding Traffic through Salford Priors Station Road / Evesham Road.
- b) Provision of a defibrillator for use within the Parish.
- c) Poor Broadband download speeds.
- d) The need for synergy between Core Strategy / Neighbourhood Plan / Minerals Plan.

### 7. Neighbourhood Plan:

- a) To receive an update report on the progress to date of the Neighbourhood Development Plan Consultation Group – Cllr. James

### 8. Planning Matters: (*Blue Papers*)

#### General

- a) Angus Soft Fruits – Violation of planning conditions in respect of external storage reported to SDC Planning Enforcement – Cllr. Stedman
- b) Stratford District Council – Notice of enforcement investigation fence erected in the curtilage of a Grade 2 Listed Building – Corner Cottage School Road Salford Priors.
- c) Ragley Quarry Marsh Farm – Complaints of Traffic routing violations & dust issues posing threat to public health.
- d) To receive a report from Cllr. Stedman on the Ragley Quarry Marsh Farm Liaison Group Meeting held on Thursday 8<sup>th</sup> May 2014 (*Circulated*)

#### New Planning Applications for consideration:

- e) 14/01048/FUL: Proposed single storey flat roof extension to form additional facilities at existing Scout Hut At: Parish Playing Fields School Avenue Salford Priors For: Mrs Jane Lawton.

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### Planning Decisions:

- f) 14/00456/FUL: Proposed: New Vehicle Access & Gate. At: Dunnington Lodge Dunnington Alcester B49 5NU For: Mr. Alan Burgess  
**Decision: approved subject to conditions.**

### 9. Playing Field:

- a) To receive a report from Cllr Stedman on the Playing Field weekly inspections.  
b) Clerk to report on progress with Orbit Housing with regard to the future management of the Playing Field Car Park.

### 10. Highways, Amenities & Infrastructure:

- a) To note the jobs issued to the Lengthsman from the last council meeting and note the progress.  
b) To consider any future jobs/tasks to be issued to the Lengthsman.  
c) B4088 Speeding Traffic – e-mail from local resident requesting lowering of the speed limit from 50 mph to 40 mph. Clerk to update council on actions taken.  
d) Resident request for drop kerbs at Perkins Close – Assisted Access.  
e) B4088 Dunnington – BT Chamber Manhole cover missing reported to Clerk by Cllr. Wright on 01/04/14.  
f) Bus Service 28A – New Bidford Health Centre – Letter from resident expressing concern for parishioners using the new Medical Centre crossing the road to catch the bus back to Salford Priors.

### 11. Rights of Way:

- a) To receive a report from Cllr. Penn on the Public Rights of Way within the Parish.  
b) Public Footpath AL6 Vandalised Footbridge – Reported to County Council 20/04/14

### 12. Matters raised by Councillors:

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.

*(At the discretion of the Chairman Councillors may raise items at the meeting if considered necessary)*

*(None received at time of Agenda Issue)*

### 13. Strategic & General Issues

- a) Future use of the Parish Office & Resource Centre *(standing agenda item)*  
b) 100<sup>th</sup> Anniversary of the First World War to receive an update on the current proposals to commemorate the event.

### 14. Consideration of Correspondence Received: *(Yellow papers as circulated)*

- a) Local Government Boundary Commission for England – Electoral Review of Warwickshire  
b) Warwickshire & West Midlands Association of Local Councils - Chairmanship Training Event Saturday 28<sup>th</sup> June at Alderminster Village Hall.  
c) Salford Priors 1<sup>st</sup> Scout Group *(Jane Lawton GSL)* Submission of Planning Application.  
d) Warwickshire & West Midlands Association of Local Councils – Invitation to Area Committee Meeting Thursday 26<sup>th</sup> June @ 5:30pm Elizabeth House Stratford upon Avon.

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### 15. Correspondence to table:

- a) Parish Matters Spring 2014 Came & Company
- b) Clerks & Councils Direct

### 16. Finance:

#### General:

- a) To consider and agree the acting RFO's year-end accounts balance and bank reconciliation.
- b) To consider the Councils Insurance Cover for 2014/2015 – The Clerk to report on the current policy and fees.

#### Payments:

- c) Consideration and approval of the payments and transfers listed in Appendix A. *circulated Pink papers.*
- d) To agree two Councillor Signatories to sign the cheques for payments listed in Appendix A.
- e) To note the bank account balances.

### 17. Audit: *circulated Green papers.*

- a) To consider the internal auditors report and any matters arising
- b) To consider the RFO's financial statement in section one of the annual return.
- c) To consider and agree the question in section two of the annual return.

### 18. Staffing Matters:

The Chairman to move “That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw”

- a) To receive a report on the appointment of a Clerk & Responsible Financial Officer.
- b) To approve contract of employment as previously circulated.
- c) To formally appoint Mr. Sean Arble as Clerk & Responsible Financial Officer as of Monday 2<sup>nd</sup> June 2014
- d) To approve the transition arrangements from the Acting Clerk and acting RFO to Mr. Arble.

### 19. Date of Next Meetings:

- a) To confirm the date of the next Ordinary Meeting of the Parish Council at 7.30pm, on Wednesday 18<sup>th</sup> June 2014 in The Memorial Hall, Salford Priors.

### 20. Closure of Meeting