

SALFORD PRIORS PARISH COUNCIL

To Members of the Council

You are hereby summoned to attend an ordinary meeting of the Salford Priors Parish Council to be held at The Memorial Hall, Salford Priors, on Wednesday 20 August 2014 at 7.00pm for the purpose of transacting the following business only.

Sean Arble
Clerk to the Council

14 August 2014

MEETING AGENDA

1. **APOLOGIES:** To receive apologies and agree the reason for absence: **Cllr Maude** unable to attend for business reasons.

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. **MINUTES:** To consider the approval of the Minutes of the Meetings held 18 June 2014 and 16 July 2014. Circulated by email.

4. **Chairman to move the meeting be adjourned for OPEN FORUM**

Parishioners are invited to offer their views and question the parish or local councillors on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. The time allocated is at the discretion of the Council/Chairman. 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. When the question time period is closed, the Council request that members of the public make no further contribution to the meeting. This period is not part of the formal meeting; however, brief notes will be appended to the minutes as an aide memoire.

A. Open forum for the under 18s.

B. Open forum for other members of the public.

C. To receive **ward member reports**.

5. **Chairman to move to close the adjournment.**

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6. GENERAL PROGRESS REPORTS

A. Salford Priors School Donation: The Clerk spoke with Mr John Alexander-Head on 3-7-14 and requested a donation acceptance letter. To date, no letter received. No update.

B. Allotment Charges: The Clerk posted invoices for plots 3, 5, 7, 8, 9, 10, 11, 12 & 16A. The tenant for plots 4 and 11 are unknown. Plots 1, 2 & 6 are unoccupied.

C. Planters: Item to be included in Council Newsletter.

Resolved

D. Car Park: The Clerk reported that he was in discussions with Orbit Housing Association concerning the future management and control of the car park. The matter is now with the Association's solicitors who are drafting exchange documents for the Council's consideration. No update.

E. Illuminated Christmas Tree: ACTION: The Clerk to order LED Christmas Light Sets; £400 budget. Councillor James to advise.

F. Defibrillator: On 17-7-14 the Clerk wrote a letter to WCC Councillor Brain and requested he consider donating from his fund for a defibrillator in Salford Priors. Councillor Brain responded by sending a link to the grant application. The Clerk completed most of the application. There is a funding workshop on 16 September, 11am-1pm at SDC Offices; must register by 12 September. **ACTION: The Chairman to investigate the idea of holding a fundraising event.**

G. Parish Office Resource Centre: The Clerk forwarded The NALC guidance notes for destruction of old files to Councillor James. The Clerk instructed Arrowscape to change the phone number on the website. **ACTION: Councillor James to start clearing out office files in September.**

H. Parish Office Printer/Photocopier: See Clerk's Report.

TO CONSIDER PURCHASING A NEW PPRINTER

I. Emergency Plan: Working Party (Cllrs Stedman, James & Penn) to draft an updated Plan for the winter/spring 2015.

J. Parish Newsletter: Draft Newsletter emailed to councillors.

L. Chairman's Allowance: No update.

7. RIGHTS OF WAY & HIGHWAYS

A. Cllr Penn Rights of Way Report: The Clerk emailed Mr Trewartha on 18 & 29 July and requested the gravel site path needs to be cleared of weeds.

B. PF AL6 – Vandalised Bridge: On 18-7-14 the Clerk sent a letter to Mr Barnard, rights of Way Officer, and requested the bridge is replaced in September as scheduled.

C. 50mph Roundel Sign on Right-Hand Side of School Road by Queens Head: On 17-7-14 The Clerk emailed D Elliston and requested the sign be replaced. Old sign still in the hedge.

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D. B4088 Speeding Survey: On 29-7-14 the Clerk emailed R Harding and requested the conclusions and recommendations of the survey.

E. B4088 Dunnington – BT Chamber Manhole Cover: D Elliston reported the man hole cover is now repaired. **ACTION: Councillor James to confirm.** Ref #372017.

F. Overhanging Trees on School/Station Roads: On 22-7-14 the Clerk posted a letter to the owner of Cedar House and requested the trees be trimmed. Response received 31-7-14.

H. Electric Traffic Sign On Evesham Road: On 21-7-14 the Clerk requested D Elliston to arrange for the repair of the sign. A Mackie responded that the manufacturer has been instructed to undertake repairs within 2-3 weeks.

I. B4088 Blocked Drains: On 21-7-14 the Clerk requested an update from D Elliston. He asked a colleague to contact the Clerk when a works date is confirmed. To date, no contact has been made.

J. Berryfield Planter On Highway: Councillors Stedman and Littleford met with Mr Greatrex on 30-7-14; Councillor Stedman to report.

K. For Sale Boards On School Road/School Avenue: Chairman Littleford reported all boards were removed. *Resolved*

L. Tall Grass to Right of A46 Roundabout: The Clerk reported the issue of long grass to the Department of Transportation on 25-7-14. A representative of the Department of Transport contacted the Clerk on 13-8-14 and stated the A46 in Warwickshire is being cut this this week.

M. Overgrown hedge from Abbots Salford to Salford Priors: Hedge was cut. *Resolved*

N. Hedge From Limebridge Bend To Mudwalls Farm: Councillor Stedman investigating the matter.

O. TO CONSIDER REQUESTING THE PROPERTY OWNER TO CUT BACK THE HEDGE OBSTRUCTING THE FOOTWAY AND REMOVE THE THREE DEAD ELM TREES FOR PUBLIC SAFETY ALL BY THE BUS SHELTER AT HEDGES CLOSE

8. AMENITY CONTRACT, HANDYMAN, LENGTHSMAN AND PLAYING FIELDS MATTERS

A. P Batacanin carried out Playing Field inspections on 25-7-14, 1-8-14 & 8-8-14.

B. On 21-7-14 the Clerk issued a work order to the Amenity Contractor to remove and repair 5 Aside goal on Playing Fields.

C. On 28-7-14 the Clerk issued a work order to the Amenity Contractor to replace a number of missing rivets on the ramp nearest the scout hut on Playing Field.

D. On 30-7-14 the Clerk issued a work order to P Batacanin to replace a piece of fence missing near the scout hut. Repaired. *Resolved*

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- E.** On 13-8-14 the Clerk issued work order 23/14 to P Batacanin to replace two fence panels on NE side of play area, repair a loose panel and trim the hedge leading to the scout hut.
- F.** On 22-7-14 the Clerk issued a Lengthsman Worksheet. On 29-7-14 all jobs complete except urgent work of replacing the fence post near Access Track.
- G. Cutting Verges In Parish:** On 21-7-14 the Clerk requested an update from the Amenity Contractor. The Amenity Contractor responded the same day stating that he hoped the job would be complete by 28-7-14.
- H. Playing Field Inspector:** The Clerk instructed Mr Peter Batacanin to fill the role of the Council's Playing Field Inspector. The agreed fee is £10 per visit to be invoiced once a month. P Batacanin is to complete the inspection sheet on a weekly basis and forward the report to the Clerk. The first inspection took place on 25-7-14. *Resolved*

I. Cleaning Bus Shelters:

TO CONSIDER BUS SHELTER CLEANING SERVICE CONTRACT

P Batacanin returned a quote and Mr Hackling declined to quote.

J. Allotments & Playing Fields Tree Survey Meeting: The Clerk is considering 3 or 4 September as the date for councillors to meet on site to discuss the allotments and Playing Fields Tree Survey. Councillors Stedman, Littleford, Muldowney and James are able to attend either date.

K. Parish Council Notice Boards: The Clerk ordered three free-standing notice boards (Dunnington, Rushford and Abbots Salford) for £750 each and one bus shelter notice board for £194. Costs include delivery.

The location of the free-standing notice boards to be recommended by Councillors Stedman and James.

The Clerk requested an installation quote from A Stephens. He will offer the quote when the Council decides on the notice board locations.

L. Maintenance of Iron Cross Bus Shelter: Councillor Stedman to report.

M. Repair of Fence Around Green At Abbots Salford:

TO CONSIDER REPAIRING AND PAINTING ABBOTS SALFORD GREEN FENCE

The Clerk received a quotation from P Batacanin; he would like to know which colour the fence should be painted.

9. NDP UPDATE:

10. NEW PROPOSALS

A. TO CONSIDER QUESTIONS/REQUESTS FROM ENVIRONMENT AND TRANSPORT GROUP OF NDP

- i.** Can the Parish Council offer assistance and advice on how to carry out a traffic speed survey on roads throughout the parish?

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ii. The group intends to draft policies on the protection of public footpaths and to create a network of well-used, safe, foot and cycle ways. The group would like to meet with

Councillor responsible for public footpaths to discuss legal protection of public footpaths, the Parish Council's role in enforcing access, the likelihood of gaining new footpaths and establishing a current list of public footpaths.

iii. Safety concerns about parking on Evesham Road on the entrance to the village from Abbots Salford. Verge currently used for parking which suggests it should be paved with lowered kerbs. Is this an action which the NDP should address or can the Parish Council work with WCC to resolve the issue?

B. TO CONSIDER ALLOWING THE CLERK TO ATTEND A CILCA TRAINING EVENT ON PORTFOLIO GUIDANCE

Event to take place on 23-9-14, cost is £10 plus expenses.

C. TO CONSIDER REGISTERING THE CLERK FOR CILCA TRAINING

Registration fee is £250.00.

D. TO CONSIDER REGISTERING COUNCILLORS IN FREE SDC TRAINING FOR ROLE OF CONSULTEE TO THE PLANNING PROCESS

Dates and venues

23-9-14: Elizabeth House, Council Chambers

11-11-14: New Clarke House, Shipston on Stour

5-2-14: Grange Hall, Southam

2-3-14: Studley Village Hall

E. TO AGREE DATE AND TIME OF A SEPTEMBER MEETING OF THE STAFFING CONSULTATION GROUP

11. PLANNING

A. New SDC Applications

14/02056/TREE: Comments due 28 August

Proposed: Oak' thin crown, removing 25% of leaf area

At: Berryfield, Evesham Rd, WR11 8UU

For: Mr Greatrex

14/01668/FUL: Comments due 25 August

Proposed: Construction of a part single-story, part two-storey two bedroom detached fronting and with vehicular access off Ridsdale Close

At: 12 School Avenue, WR11 8XB

For: Ms Corrine McGahan

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14/01813/LDP – not a consultation

Proposed: Single storey rear extension and alterations

At: Lytham Cottage Dunnington Alcester B49 5NX

Certificate Lawful Development-Proposed

B. SDC Approvals

C. SDC Refusals

14/01206/FUL: Retrospective erection of fence to boundary. At Corner Cottage, School Rd, Salford Priors WR118XD for Mrs Pamela Seville

14/00916/FUL: Retention of temporary timber sectional building for a further temporary Period at St. Matthews Church, Station Road, Salford Priors. Main reasons for refusal were:

1. The temporary structure has been unlawfully sited for nearly 7 years beyond the expiry of its original approval, with no obvious attempt to find a permanent solution
2. Temporary structure results in harm to the Grade I listed church

There was no action cited to remove the temporary building.

D. Enforcement

06/02624/FUL Dunnington Heath Farm: The Clerk spoke with R Thatcher on 23-7-14. Mr Thatcher explained that there is no time limit for the removal of the caravans (13/00393/COND); however, he will visit the site. Councillor James indicated during the July meeting that he would draft a letter for Mr Thatcher. On 23-7-14 the Clerk enquired if Councillor James would like to write a follow up email to Mr Thatcher.

The Clerk reported the caravans and propane bottles to SDC Environmental Health Dept. Councillor James indicated during the July meeting that he would draft a letter for Mr Thatcher.

12. CLERK'S UPDATE

- A. On 29-7-14 the Clerk applied to Certas Energy for a free defibrillator. Results to be announced in a few weeks.
- B. The Clerk emailed an E-News n 13-8-14.
- C. **Tabled Correspondence Consultations/May Require Response (not previously noted)**
 - R Burns:** 29-7-14 email, Speeding Station Road
 - WCC-C Ryder:** 28-7-14 email, Community Remedy Document Survey - due 15-9-14
 - J Bradfield:** 23-7-14 email, moving electronic sign on Evesham Road
 - P Harris:** 24-7-14 email, request to place ad in newsletter
 - A Banks – SDC:** 11-8-14 email, Committee Structure Consult - Comments due 27-8-14
 - Warwickshire Police:** Action Fraud Presentation 5-9-14, 9am-2pm Queen Elizabeth Hall, Stratford
 - S Harrison:** 4-8-14 email, Request an update on B4088 Speed Survey Clerk replied on 9-8-14 and stated the Council is currently trying to obtain the conclusions and recommendations of the survey.
 - M Ballard:** 26-7-14 email, request help/advice for ancestry research
 - WALC – A Gregory: 5-8-14 email, various training opportunities – emailed to cllrs on 9-8-14**

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M Hughes: 13-8-14 email, request permission to present proposal at August meeting

D. **Tabled Correspondence Received (not previously noted)**

Rural Services Network: 29-7-14 email, funding package to fight rural crime.

C Baker: 21-7-14 email, notification of car rally travelling along School/Tothall Lane 20 July?

NPower: 17-7-14 email, survey

Much Wenlock 1st Neighbourhood Plan in West Mid

RM Maintenance: 18-7-14 email, ad

SDC-M Neal: 18-7-14 email, Environmental Assessment of NDPs

R Tatum: 31-7-14 email, ad for play area surfaces

Alcester Advertiser-L Sharpe: 31-7-14 email, seeking news of parish

Insignia – B King: 12-8-14 email, customized gifts

Alcester Police South SNT: 3-8-14 email, weekly update

Alcester Police South SNT: 10-8-14 email, weekly update

Mini Bus Website: 23-7-14 email, changes to MORC

Warwickshire Police – Alcester South SNT Community July Newsletter

M Milward: Thank you note for Over 60s Club £100 donation

S Harrisson: 6-8-14 cc of email to police RE speeding

Battle Proms Concert 16 August, 8-8-14 email

W Goldthorpe: 24-7-14 email, request e-news

West Mercia Police: 7-8-14 email, Front Counter Services Change to police call taker

WCC: 8-8-14, Community/Area Forum Survey Results

BT: 8-8-14 email, Memorial Hall phone account cancelled

J Bradfield: 5-8-14 email CC CEMEX Community Fund, deadline 15-9-14

Energy Warwickshire – S Brooke-Taylor: 8-8-14 email, top up oil before price rise

WCC: 6-8-14 email, Temporary Closure of C103 Bidford Road, Bidford on Avon (Broom) The Clerk requested Notice and Map is posted on website

SDC: 7-8-14 email, changes to electoral registration

SDC – D Nash: 11-8-14 email, advanced warning of consults

E. **Tabled Correspondence Sent (not previously noted)**

Mr Harrisson: 21-7-14 email, Council not responsible for Queens Head Inn

Mr Harrisson: 21-7-14 email, Severn Trent will contact concerning service connection

Dunnington School: 16-7-14 email, free tablets

13. FINANCE

A. John Coley Trust Fund: Councillor James investigating the matter.

B. Annual Return: Return completed at 4 June meeting and posted to External Auditor on 6-6-14. Councillor Stedman reported that he received an email from the Clerk on 16-7-14 stating several concerns raised by James Bennett of Grant Thornton about the Annual Return.

ACTION: Councillor Stedman to investigate issues and report back at August meeting.

C. On 29-7-14 the Clerk emailed Arden Pest Control to apologize for the incorrect cheque and requested permission to issue a new cheque at the 20 August meeting. *No response.*

D. SDC Bank Account Audit: 12-8-14 letter requesting updated bank account details. Forwarded to Councillor Stedman.

E. TO CONSIDER AND APPROVE THE PAYMENTS AND TRANSFERS LISTED IN APPENDIX A (pink papers)

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14. COUNCILLORS REPORTS AND FUTURE AGENDA ITEMS

15. DATE OF NEXT MEETING

Date of the next Ordinary Meeting of the Parish Council at 7.00pm, on Wednesday 17 September 2014 in The Memorial Hall, Salford Priors.

16. CLOSURE OF MEETING



SALFORD PRIORS PARISH COUNCIL

(Warwickshire)

www.salfordpriors.gov.uk

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NOTICE OF PROPOSED PLANNING PROPOSAL

At the ordinary meeting of the Salford Priors Parish Council to be held on

Wednesday 20 August

7:00pm

Salford Priors Memorial Hall

During the Open Forum section of the Parish Council meeting, Mr G Hughes will present a proposal for approximately 28 acres of solar PV panels to the north and west of the existing Poultry Unit at Salford Loge Farm. Mr Hughes considers it very helpful to listen to any feedback and, if possible, incorporate responses into the proposed planning application for the site. The site has an electricity tower pylon lines on either side of it, together with an 11,000 Kv posted line adjacent to the site making it an ideal position that will not be seen from the parish. The poultry unit would not need any further daytime electricity from the grid.

All parishioners are invited.

Sean Arble
Clerk to Salford Priors Parish Council