

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 20<sup>th</sup>. February 2008 at 19.30hrs.**

**Present:** Councillors, K.A.James (Chairman), A.W.Wolfe (Vice Chairman), J.R.Stedman, D.C.Penn, R.A.Band, Mrs R.M.Pane.

Also in attendance – Mr M.J.Philpott, Clerk; County Council Ward Member, Cllr. P Barnes; District Councillor B.W.Slaughter, and four members of the public.

**1. Apologies for Absence**

Apologies for absence were reported from District Councillor D.A.Pemberton.

**2. Disclosure of Interests**

2.1 Register of Interests: Members were reminded of the need to keep their register of interests up to date.

2.2 Declaration of Interests Members were reminded that they were required to declare and disclose any personal or prejudicial interests in items on the agenda. Councillors with a prejudicial interest were required to leave the room for the relevant agenda item.

Cllr. J.R.Stedman declared a prejudicial interest in items 7.1.3 and 7.4.1, and payment 8212, and a personal interest in item 7.1.4, and payment 8214.

**3. Open Forum**

3.1 **Have your say:** No under-18s were present

3.2 **Public Participation:** Mrs Dare asked whether Minutes of Parish Council meetings were to be published on the web-site. The Chairman replied that there had been technical problems but the issue was under review and it was intended that the Minutes should be published in this manner. Mrs King expressed her concerns regarding the method to be employed to provide a water supply to the allotments, namely a trough. She considered that this method was susceptible to pollution, vandalism, and danger, and was a health and safety issue. She considered that there had been no consultation on the issue and suggested setting up a joint forum between the Parish Council and the allotment holders.

3.3 **Ward Members' reports:** Cllr. Barnes indicated that WCC were considering a council tax increase of under 5 per cent. He reported that there had been some responses opposed to the speed limit proposals for the C216. Cllr. Barnes said that the Post office review would be carried out in June and he also referred to the increased traffic from Sandfields as a result of the Atherstone fire. He confirmed the findings on drainage described in the Clerk's report and said that schools in Worcestershire were being closed with consequences for WCC.

Cllr. Slaughter said that the council tax increase for the District Council would be 3.5 per cent. He also mentioned that the planning application by Hillers had been approved. Cllr. Slaughter said that the new refuse contract would commence on 1<sup>st</sup>. August 2008 and Cllr. K.A.James explained the strict procedures that would have to be adopted by residents. It was agreed that SDC should be invited to attend the Annual Parish Meeting to explain the new refuse arrangements.

**4. Minutes**

The Minutes of the ordinary meeting held on Wednesday 16<sup>th</sup>. January 2008 at 19.30 hrs. were approved and signed by the Chairman.

**5. Matters arising from the Minutes**

**5.1 Matters for consideration by Council**

No matters were raised by the Councillors.

## **5.2 Clerk's report on actions from previous meeting for consideration by Council**

### **5.2.1 Progress on drainage works**

The Clerk explained the progress being made by WCC in their investigation into the drainage in Evesham Road and School Road. Cllr. Stedman asked the Clerk to inform WCC regarding the location of an old sewage works near the Church and that sewage had been washed into the area in the recent storms.

### **5.2.2 Central Networks**

The reply from Central networks was noted. The Chairman said that it was hoped that the company would attend the Avon Area Community Committee on 20<sup>th</sup>. March and urged Councillors to attend.

### **5.2.3 Speed Limits**

Council noted the success of the fliers and that numerous residents had responded to WCC. It was agreed that the Clerk should write to WCC in response to the formal consultation.

### **5.2.4 Postal Problems**

Council noted the response from the Chairman's office and the Clerk was asked to invite the Area General Manager to attend the Annual Parish Meeting.

### **5.2.5 Lengthsman**

The Clerk said that he awaited a response from the Area Manager and was urged to keep pressing.

### **5.2.6 Lighting in Playing Field**

The Clerk explained the progress made in obtaining quotations for eco-lights and seeking funding from CEMEX. It was suggested that motion sensors should be considered to minimise the time the lights were on.

### **5.2.7 Villager of the Year**

The Clerk's report was noted.

### **5.2.8 Resurfacing of Footpath at The Gables.**

Cllr. Mrs Pane noted that some patching work had been carried out. The Clerk was asked to continue to monitor the work.

### **5.2.9 Housing needs Survey**

The draft letter prepared by the Rural Housing Enabler was approved and signed by the Chairman. Council agreed that the Clerk should place an order with Mr Hyde to distribute the form and letter supplied by WRCC at a cost not exceeding £40.00.

## **6. Main Items**

### **6.1 Annual Parish Meeting**

Council noted that the date originally selected was not available. Council agreed that the Annual Parish meeting should take place on Wednesday 16<sup>th</sup>. April with the Parish Council meeting being held on Wednesday 23<sup>rd</sup>. April. It was agreed that the Agenda for the meeting should include presentations by SDC on the new refuse service, by the Post Office on the continuing problems with postal deliveries, the Villager of the Year presentation, and the Chairman's report on behalf of the Parish Council. It was also agreed that a Newsletter should be produced prior to the meeting.

## **7. Consideration of Reports (given by lead Councillors)**

### **7.1 Amenity, Environment and Highways**

#### **7.1.1 Progress on orders placed for works at Churchyard, Playing Field, TOPS, and Amenity Areas.**

Cllr. Band reported on the steps taken by the Clerk to clear the playing field as a result of the plastic bottle bins not being emptied by SDC. The Clerk's action in placing an order with GTL Services for £49.50 was agreed. The Clerk was asked to ensure that SDC maintained regular collections and to maintain a log of calls to SDC. Actions taken in respect of damaged signs were noted.

#### **7.1.2 Play equipment inspections including independent inspection report.**

Cllr. Band noted that the mole activity had reduced and it was not considered that further action was required. In respect of the independent inspection of the play equipment it was noted that Wicksteed had been contacted to provide a quotation for the remedial works and also to provide advice regarding the multi-tractor prior to contacting the Council's insurers. In respect of the work required on the skateboard park the quotation provided by GTL services in the sum of £112.50 was approved. Cllr. Stedman said that where galvanizing was damaged "Hammerite" paint should be applied. The Clerk was asked to examine the TOPS gate with a view to eliminating the need for the heavy chain.

Cllr. J Stedman, having declared a prejudicial interest, left the meeting.

### **7.1.3 Priors Grange Allotments**

Council considered the detailed comments of Mrs King. The Chairman said that the total cost of the allotments was £3500 and the income was only £410. This represented a significant cost by every resident on behalf of the twelve allotment holders and the Parish Council was not prepared to provide further funding. The cost of providing individual taps to each plot would be £1200 per plot. Council agreed to carry out some additional works to the trough including a mesh cover and a tap.

Cllr. Stedman returned to the meeting.

### **7.1.4 Extension to Planter Contract**

The Clerk explained the additional items of work that had been added to the planter contract in previous years and said there was a need to formalize this situation. It was agreed that the planting of the additional flower beds at the School Avenue/School Road junction and at the School Road/Evesham Road junction should be incorporated into the planter contract. Cllr. Stedman said that the other items on the schedule were more akin to landscaping items and it was agreed that these should not be part of contract and that the Clerk should seek alternative quotations based on frequencies indicated by the Council.

### **7.1.5 Street Lighting**

Cllr. Band informed Council that the Clerk had arranged for the damaged lantern at Ban Brook Road to be repaired free of charge by the supplier. He reported that notification had been received from ABB of a 5 per cent increase in the quarterly maintenance cost to £245.22. The Clerk reported that other Parish Councils were concerned about rising costs but the options were limited. Cllr. Stedman agreed to provide the Clerk with information regarding other potential contractors. The Chairman expressed his concern regarding the continuing non-functioning of the light outside the Manse in Dunnington in spite of frequent requests from the Clerk to ABB to get the work done.

## **7.2 Communications**

### **7.2.1 Awards for All**

The Clerk presented a paper to Council following a working party meeting to discuss the proposed community website and associated hardware purchases. For the website the paper identified two potential suppliers, Arrowscape, a local company with a sole proprietor, who designed and managed the Bidford site, and Black Widow Internet, a much larger North-West based company, who had been the best of several companies approached during the grant application process. Cllr. Wolfe expressed his concerns regarding the graphic design capabilities of a small company and there were also concerns regarding the possible regular costs of up loading information. After discussion it was agreed that Cllr. Wolfe and the Clerk should meet with Arrowscape and if satisfied with their proposals then they be authorised to place an order with Arrowscape at a cost not to exceed £1000 for the development of the website. In the event that the meeting was not satisfactory, then an order should be placed with Black Widow Internet not exceeding £2000 as discussed at the working party meeting.

In respect of the hardware proposals Council agreed that the Clerk be authorised to accept the quotation from BDR for an upgrade to the existing office computer, a new laptop and ancillary items at a total cost

not to exceed £700. Prior to placing an order the Chairman asked the Clerk to investigate SDC as a supplier for a Dell laptop and if favourable to proceed with that option. In addition, it was agreed that BDR's quotation for installing the equipment and maintenance credits in the sum of £440 also be accepted. The Clerk confirmed that, with the Council's main records being held on the laptop computer, regular backups would be made.

### **7.3 Rights of Way**

Cllr. Penn reported on the work of the Footpath Co-ordinator and said that clearance work on a number of paths including AL17A, AL1, AL16, AL16A, AL186, and AL42 had been carried out.

### **7.4 Planning**

#### **7.4.1 New applications for Council's consideration**

Council noted application 07/02561/FUL which was a variation involving closing the existing access on a previous application at Dunnington Heath Farm, for A H Hiller and Son Ltd.

Council made no representations in respect of application 08/00118/FUL for a rear ground floor conservatory at 17 Cherry Tree Crescent, Salford priors, Evesham, WR11 8XF for Mr Mellwaine

#### **7.4.2 Decisions**

Council noted that planning permission had been granted with conditions for applications 07/03115/FUL, at 26 School Road, for Mr & Mrs K Martyr and for 07/03302/FUL, at The Hayloft, Abbots Salford, WR11 8UT for Mr & Mrs V George.

Council also noted application S2141/07CM032 being new conditions for Marsh Farm Quarry.

### **7.5 Finance**

#### **7.5.1 Report on progress of half year audit**

The Clerk reported that the bank reconciliation had been agreed with the Internal Auditor and circulated to Councillors. The Clerk said that the Internal Auditor had examined the systems used during the year and was content that they would meet the requirements for the end of year accounts. In respect of year 2008/09 the Clerk reported that he had discussed the proposed spread sheets by which he intended to prepare the accounts with the Internal Auditor and again, these were deemed to be satisfactory. Cllr. Stedman reminded the Council that the date for completion of the end of year audit had been brought forward and it was agreed that the Clerk should present the accounts to the April meeting.

#### **7.5.2 Appointment of External Auditor**

The Clerk reported that Clement Keys had been appointed by the Audit Commission to be the external auditor of the Parish Council.

#### **7.5.3 Rate for Section 137 Donations 2008/09**

The Clerk informed the Council regarding the rate for section 137 donations.

#### **7.5.4 Confirmation regarding receipt of precept**

The Clerk confirmed that an e-mail had been received from Stratford DC showing they had received the notification of the precept. For 2008/09.

### **7.6 Staffing**

There were no staffing issues raised.

## **8. Matters raised by Councillors**

### **8.1 To consider a fitting memorial for the late Edward Clarke**

Cllr. Stedman said that he felt that it would be appropriate to establish a memorial to the late Edward Clarke. He requested that it be considered at the next meeting and suggested that the Memorial Hall might consider sharing the funding of such a memorial.

## **8.2 Clearance of hedge protruding into Ridsdale Close growing from properties in School Avenue.**

Cllr. Stedman said that the hedge was causing a hindrance to vehicles passing along Ridsdale Close and the Clerk was asked to write accordingly to frontagers.

## **8.3 TOPS Report**

Cllr. Wolfe introduced reports on TOPS including the reports of the AGM and a committee meeting and the Annual Accounts. Council noted the good progress being made by the Committee.

## **8.4 Increased heavy lorry movements in School Road**

Cllr. Wolfe expressed concern about the increased usage of local roads by HGVs accessing the Sandfields packing station. It was recognized that this had arisen partly as a result of the fire at Atherstone but nonetheless there had been an increase in very large vehicles and they were visiting the site at all times of the day and night. The Chairman said that he would look into the planning situation as the former conditions might not apply to the new owners.

## **9. Consideration of Correspondence Received**

### **9.1 Lord-Lieutenant regarding nominations for honours**

Council noted the information provided.

### **9.2 SDC – e-mail regarding publicity for parish events**

The Clerk said that he had provided information regarding parish events and would inform SDC regarding the Annual Parish meeting.

### **9.3 Greig Hall Re-furbishment project**

Council noted the information provided.

### **9.4 Consultation on orders and regulations relating to the conduct of Local Authority Members in England**

Council noted the information provided.

### **9.5 WALC programme of briefing events**

Council noted the information provided.

### **9.6 SDC – Rural Housing Enabling Event**

Council noted the information provided.

## **10. Tabled documents**

Council noted the tabled items including:

10.1 Report by Chairman of WALC on a meeting with Parliamentary Under-secretary of State regarding Local leadership in Action.

10.2 WCC – Viewpoint Issue 8.

10.3 “Speaking Out” West Midlands Regional Assembly

10.4 CPRE Midlands Green Belt Study 2007

10.5 What’s happening in the Bancroft Gardens? World Class Stratford-upon-Avon

10.6 Local Councils Update, January/February 2008

## **11. Finance**

See Appendix A.

The action taken by the Clerk in respect of TN 8204/TN8218 was approved.

**12. Date of Next Meeting**

Ordinary meeting to be held on Wednesday 19<sup>th</sup>. March at 7.30pm at The Memorial Hall, Salford Priors.

**13. Closure of meeting**

There being no other business the Chairman closed the meeting at 10.20pm.

**Chairman:**.....

**Date:**.....

**APPENDIX A****11 Finance****11.1 Income transactions for approval**

<b>Tn. No.</b>	<b>Cheque</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Details</b>
6350		4.23	0.63	3.60	Closure of BPS account
6351		13.00	0.00	13.00	P Regan Allotment rent
6352		50.00	0.00	50.00	P Regan Allotment deposit
<b>Total</b>		<b>£67.23</b>	<b>£0.63</b>	<b>£66.60</b>	

**11.2 Expenditure transactions for approval**

<b>Tn. No.</b>	<b>Cheque</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Details</b>
	dd	18.99	2.83	16.16	Plusnet Techno
8212	101944	976.43	145.43	831.00	Limebridge Rural Services
8213	101945	20.00	0.00	20.00	TOPS
8214	101946	838.00	0.00	838.00	Memorial Hall
8215	101947	42.88	2.04	40.84	Npower TOPS
8216	101948	52.00	7.74	44.26	MJPhilpott - Keys to allotments
8217	101949	589.62	0.00	589.62	Clerk's salary February
8218	101950	82.25	12.25	70.00	MJPhilpott - ABB Payment
8219	101951	274.52	40.89	233.63	ABB
8220	101952	32.64	0.00	32.64	MJPhilpott – Postage
8221	101953	30.00	0.00	30.00	M Hyde, delivery of speed limit fliers
8222	101954	49.50	0.00	49.50	GTL for clearing Playing Field
8223	101955	65.00	0.00	65.00	Communicorp
8224	101956	17.63	2.63	15.00	Edge Designs Ltd.
8225	101957	146.95	21.89	125.06	Staples
<b>Totals</b>		<b>3236.41</b>	<b>235.70</b>	<b>3000.71</b>	

Authorisation for payment was proposed by Cllr. R.A.Band, seconded by Cllr. D Penn, and carried. Cheques were signed by Cllr. K.A.James and Cllr. R.A.Band.

**11.3 Transfers for approval**

Authority to transfer £3000.00. from No.1 account to Community account was proposed by Cllr. Mrs R.A.Pane, seconded by Cllr. A.W.Wolfe and carried.

**11.4 Account Balances at 12.02.08**

<b>No.1 a/c</b>	£21,136.48
<b>No.2 a/c</b>	£8,291.66
<b>No.3 a/c</b>	£1111.07
<b>No.4 a/c</b>	£0.00 (account closed and balance transferred to No. 1 account)
<b>Community a/c</b>	£1,662.57