

## Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held in the Memorial Hall, Salford Priors, on Wednesday 27<sup>th</sup>. August 2008 at 19.30hrs.**

Present: Councillors, K.A.James (Chairman), A.W.Wolfe, J.R.Stedman, R.J.A.Francis, D.C.Penn, County Councillor F.P.Barnes, and District Councillor B W Slaughter.

Also in attendance – M.J.Philpott, Clerk, and one member of the public.

**1. Apologies for absence**

Cllr. Mrs R M Pane and District Cllr. D Pemberton.

**2. Declarations of Office and Disclosure of Interests**

**2.1 Register of Interests:** Members were reminded of the need to keep their register of interests up to date. Cllrs. K James and J Stedman asked the Clerk to forward new disclosure forms.

**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 Stedman declared a prejudicial interest in Item 7.1.1 as a contractor in respect of the allotments. Also, in payment 8291 as Chairman of the Memorial Hall Management Committee.

**3. Open Forum**

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

**3.2 Public Participation:** Mrs J Corbett drew attention to hedges on the B4088 at the top of School Road and opposite Limebridge Farm that were obstructing the public highway. The Clerk was asked to speak to Mrs Houghton and to write to Ragley estates accordingly.

**3.3 Ward Members' Reports** Cllr. Barnes reported that the speed limit proposed for the B4088 was not being supported by the Police. He said that the C216 scheme should be started in about four weeks. He also reported that a new bus service, 28A, was to be introduced giving a half-hourly service between Evesham and Stratford. He confirmed that the Salford Priors post office was not on any lists for closure.

Cllr. James reported that the new waste collection service had got off to a good start and recycling levels had increased considerably. He confirmed that he would attend the new community forum in his role as a District Councillor.

**4. Minutes**

The Minutes of the Ordinary Meeting held on Wednesday 16<sup>th</sup>. July 2008 at 7.30pm at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

**5. Matters arising from the Minutes****5.1 Matters for consideration by Council**

No matters from the Minutes were raised by Councillors.

**5.2 Clerk's report on actions from previous meeting for consideration by Council****5.2.1 Bus service**

The Clerk reported that he had written to Stagecoach regarding the erratic performance of the Number 28 service. They had no system for monitoring performance other than reports from the drivers. The additional 28A service was welcomed and it was agreed that Councillors should continue to monitor timings and report to the Clerk.

**5.2.2 Progress on drainage works**

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The Clerk reported that the application for funding for drainage improvements at Ban Brook and Broom Lane would be determined in September. He requested specific information as to the exact location of the problems.

### **5.2.3 Lighting in Playing Field**

It was noted that Tony Rowley had informed the Clerk that the application for funding had been granted. The Clerk said that he would seek quotations from eco-lighting providers so that a decision could be made at the September meeting as to the most suitable light. It would also be necessary to check whether any variation is required to the planning consent.

### **5.2.4 Fencing at Playing Field car park**

SDC had informed the Clerk that the application for funding would be resolved within the next three to four weeks.

### **5.2.5 Middle Avon Policy Unit Action Plan**

The Clerk reported that David Tiley had relayed the Council's comments on the plan to the Environment Agency who had responded with a rather bland reply.

### **5.2.6 Post office complaints**

The Clerk had written to John Chapman on 20.07.08 and had been promised a reply by 31.07.08. This had not materialised and the Clerk was asked to write again in strong terms. Councillors provided several examples of erratic service.

### **5.2.7 New bank mandate**

The Clerk reported that he now had all the information from Cllr. Francis.

### **5.2.8 Hedges on Ridsdale Close**

Councillors were informed that letters had been sent to the householders concerned and some work has been done. The Clerk was asked to write again in stronger terms to those householders who had not responded and also to Orbit regarding the chain-link fence on the footpath between School Avenue and Ridsdale Close.

### **5.2.9 "A" Board for Parish Office**

The Clerk was asked to chase the order for this item.

### **5.2.10 Payphone at Irons Cross**

A letter had been sent to Colin Staves of SDC regarding the possible closure of the payphone at Irons Cross. The request has been supported by SDC.

### **5.2.11 Training for Councillors on Code of Conduct**

SDC have been requested to keep Council informed about future training for Councillors on the Code of Conduct.

### **5.2.12 Speed limits for C216 and B4008**

As reported earlier the work on the C216, programmed for August, had been delayed and the new start date was 29<sup>th</sup> September. As instructed, a response had been provided to WCC in support of the 50mph proposal for the B4008 and parishioners were encouraged to write separately through another poster on the notice boards.

## **6. Main Items**

### **6.1 Report on Housing Needs**

The Clerk was asked to make further contact with Charles Barlow regarding setting up a small committee to consider possible housing locations in the parish.

### **6.2 New Quality Status Scheme**

The Clerk reported that he had completed his portfolio for CiCLA and would be meeting his mentor shortly. He agreed to provide a report to the next meeting regarding other requirements for maintaining the Council's quality status.

### **6.3 Post Office closures**

This item had been covered earlier in Cllr. Barnes's report.

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**6.4 Membership of Parish Council**

The Clerk reported that three persons had come forward as potential candidates. He was asked to send each person a standard nomination form together with a question to be answered in writing as to what they would bring to the Council. The Chairman said that the SDC monitoring officer had given a blanket agreement at the time of the elections that vacancies could be filled by co-option. The Clerk was asked to post a formal notice of the vacancy to be in place for 14 days. At the next meeting, any nominations received would be considered by the Council and a secret ballot held to decide who should be co-opted. This procedure was proposed by Cllr. James, seconded by Cllr. Penn, and carried.

**7. Consideration of Reports****7.1 Amenity, Environment and Highways****7.1.1 Progress on orders placed for works at Churchyard, Playing Field, TOPS, Allotments, and Amenity Areas.****7.1.1.1 Playing Field**

The Clerk reported that the old oil tank at the Playing Field was removed on the day of the last meeting. GTL Services proposal for replacing the missing palings and fixing horizontal wires along the whole length of the fence bordering the path to the Playing Field was still on hold pending resolution of the grant application.

**7.1.1.2 TOPS**

John Hendeby Construction were planning to build the concrete ramp at TOPS starting on 18<sup>th</sup> September subject to weather permitting. After discussion it was agreed that the Clerk should write to TOPS Committee requesting that youth activities be held in abeyance for at least 10 days after completion of the work to prevent damage to the green concrete.

The Clerk reported that he had placed an order with Alcester Glass in the sum of £92.74 to repair a broken window. This action was agreed.

**7.1.1.3 Allotments**

(Having declared an interest, Cllr. Stedman took no part in discussion of item 7.1.1.3.)

It was noted that the sign had been erected.

In respect of Plot 2 it was agreed that Mrs McIlwaine's deposit should be returned.

It was agreed that ragwort on plots 2 and 5 should be controlled and the Clerk was instructed to place an order with Limebridge Rural Services.

The Clerk was asked to chase SDC regarding the new dog waste bin by the allotments.

The Chairman had advised that planning consent is required for allotment sheds erected by tenants. The licence permits tenants to erect small sheds and as reported previously to Council approval had already been given for small sheds no larger than 6' x 4' that are tidy in appearance. The Clerk was asked to call a Tenants' and Council meeting at the allotments to resolve the issue.

**7.1.1.4 Amenity Areas**

The Chairman asked the Clerk to arrange for the whole of the A46 road island to be cut.

**7.1.15 Other Matters**

The Clerk reported that some work had been carried out and not invoiced – namely GBD spraying weeds along School Road and GTL for playground repairs.

An order had been placed with GTL in the sum of £48 to prune the branches obscuring a street light by 49 Dunnington. A letter had been sent to the owners of the The Bungalow at Dunnington requesting them to prune a tree that is totally obscuring a light by the School.

The Chairman drew attention to a light at St Matthew's Church that was not working.

**7.1.2 Play equipment inspections**

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The Clerk reported that the weekly reports had been received. Also that notification has been received from SDC that the independent inspection of playing areas will be carried out in October or November. Council agreed to accept this free inspection.

### **7.2 Communications**

#### **7.2.1 Newsletter**

Cllr. Wolfe reported that the Newsletter had been duly produced and circulated.

#### **7.2.2 Progress on Awards for All project**

The Clerk circulated photo-copies of the new website and explained to Council that the basic design was now complete. Councillors were asked to check the site on the internet and provide any comments as soon as possible. It was now up to Councillors to provide all necessary information so that the content could be added to the design. Cllr. Wolfe agreed to arrange for the front page to be written.

### **7.3 Rights of Way**

#### **7.3.1 Report from P3 Co-ordinator.**

Cllr. Penn reported that the strimmer had been provided by WCC and that work was proceeding clearing paths. There was an issue with AL17 where construction work had been taking place and the Clerk was asked to write to Bomford Turner to get the ruts removed.

#### **7.3.2 WCC waymarking proposals**

Council noted that the new waymarking discs were already coming into use.

### **7.4 Planning**

#### **7.4.1.1 Marsh Farm Liaison meeting**

Cllr. James reported on the Marsh Farm liaison meeting and the CEMEX proposals to extend their quarry to the north of Broom Lane. He also explained the status of proposals on the Broom side of the A46 which were currently in abeyance. He reported on a survey of the old quarry that showed the area to have an exceptional range of wildlife using it for breeding and visiting. The Clerk's draft letter to WCC regarding the EIA Scoping Report was agreed.

#### **7.4.1.2 08/00307/FUL Temporary one year use of existing buildings for the storage, handling, washing, refrigeration, packing and despatch of vegetables at Manor Farm, Luddington, CV37 9SY for Sandfields Farm Ltd.**

Council noted that this application had been refused with concomitant effects on School Road where enforcement actions were in hand.

#### **7.4.1.3 08/01975/FUL Permanent retention of existing temporary office building at Manor Farm, Luddington, CV37 9SD**

Council noted this application.

#### **7.4.1.4 07/03173/FUL Amendment to application at Abbots Salford Caravan Park deleting ramp and replacing with wheelchair lift.**

Council noted this application.

#### **7.4.1.5 08/01751/TREE**

Council noted that this application had been permitted.

#### **7.4.1.6 New planning process.**

Cllr. James explained the changes and new timescales for determining applications and proposed to provide a note for the next meeting setting out procedures so that the Council could comply.

#### **7.4.2 New Applications for Council's consideration**

**08/01810/FUL Proposed single-storey rear extension at Whiteoak, Rushford, Evesham, Worcestershire, WR11 8SL for Mr P Young.**

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Council resolved to make no representations in respect of this application.

**7.4.3 Decisions**

Council noted the following decisions of SDC:

08/01450/FUL Rear ground and first floor extension to include a kitchen extension – resite of the bathroom to the first floor – resite of bedroom 3 – study extension to the first floor, at Avonlea, Cleeve View Cottages, Evesham Road, Salford Priors (WR11 8UU) for Mrs S Clack.

**Permission granted**

08/01271/FUL Conservatory to rear at 9 Cleeve View, Evesham Road, Salford Priors, WR11 8UW for Miss Baskett.

**Permission granted**

08/00439/FUL Single storey extensions to form three new bedrooms, laundry, office and day room at Salford House, Station Road, Salford Priors for David Cope.

**Permission refused**

08/00130/ADV Revised plan in respect of new advertising sign at Pitchill House Nursing Home

**Permission refused**

**8. Matters raised by Councillors**

**8.1 Cllr. K A James; Parish Council Surgery**

Cllr. James proposed that the Councillors should provide a monthly “Surgery” for constituents at the Parish Office. Council agreed to this proposal and the Clerk was instructed to draw up a schedule of dates and a suitable flier for the next meeting.

**8.2 Cllr. A W Wolfe; TOPS issues.**

Cllr. Wolfe reported that the hot water boiler had broken and could not be repaired. He agreed to obtain a quotation for a new boiler to be paid for by the Council. He also reported that the Management Committee had purchased a new cooker. Cllr. James reported that he had arranged for 2 wheeled bins to be provided by SDC. It was agreed that Cllrs. James and Stedman would carry out a landlord’s inspection and would give consideration to a new cupboard for chair storage. The Clerk was asked to obtain quotations for a new direction sign to be placed in School Road opposite the end of School Avenue.

**9. Consideration of Correspondence Received**

**9.1 Local Council Update, July 2008, Issue 105**

Council agreed to review the subscription when it ran out.

**9.2 Forum for parishes affected by the Middle Quinton proposals.**

Council agreed not to become involved with the forum.

**9.3 Alcester Town Council, locality forum.**

Council noted the information provided.

**9.4 Local Council Update, August 2008, Issue 106**

As 9.1.

**9.5 SDC, Agenda for Rural Housing event.**

It was agreed that Cllrs. James and Francis would attend.

**9.6 Habitat Biodiversity Audit.**

The Clerk was asked to reply to the audit noting the diversity of species at Marsh Farm.

**9.7 Samaritans, request for donation.**

Council agreed to defer this matter until January.

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**9.8 WCC, Community Forums**

Council noted the information provided.

**9.9 WALC, Determination by Local Standards Committee of Alleged Breaches of Code of Conduct.**

The Clerk was asked to check with the insurance company regarding councillor liability..

**10. To Table**

**10.1** SDC, Refuse collection rotas.

**10.2** NALC Briefing Paper on the Empowerment White Paper.

**10.3** SDC, Your Review.

**10.4** WALC 59<sup>th</sup>. Annual Report.

**11. Finance****11.1 Approval of the payments and transfers listed in Appendix A**

Council considered the income, expenditure, and transfers detailed in Appendix A and approved the payments as shown.

**11.2 External Audit**

The Clerk reported that an unqualified audit report had been received from Clement Keys and that the necessary statutory notices had been posted.

**12. Date of Next Meeting**

Ordinary Meeting of Parish Council on Wednesday 17<sup>th</sup>. September at 7.30pm at The Memorial Hall, Salford Priors.

**13. Closure of meeting**

The meeting closed at 10.00pm.

Signed.....

Date.....

## Salford Priors Parish Council

**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>
6374		20.00	0.00	20.00	P B Taylor, allotment rent
6375		2075.11	0.00	2075.11	VAT Refund Quarter 1
<b>Totals</b>		<b>£2095.11</b>	<b>£0.00</b>	<b>£2095.11</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>
8284	dd	18.99	2.83	16.16	Plusnet broadband connection
8285	102013	470.00	70.00	400.00	Clement Keys
8286	102014	28.20	4.20	24.00	SDC Training fee
8287	102015	96.11	4.58	91.53	Npower, TOPS electricity
8288	102016	32.80	4.77	28.03	Staples, stationery
8289	102017	92.95	13.84	79.11	Staples, stationery
8290	102018	22.50	0.00	22.50	WRCC annual subscription
8291	102019	852.00	0.00	852.00	Memorial Hall, office rent & room hire
8292	102020	1335.02	198.83	1136.19	GBD (Evesham), mowing contract
8293	102021				Cancelled, duplicated invoice
8294	102022	589.62	0.00	589.62	Clerk's salary
8295	102023	42.50	0.00	42.50	WRBT90, Printing Newsletter
8296	102024	250.00	0.00	250.00	Mrs F Walker, Honorarium
<b>Total</b>		<b>£3830.69</b>	<b>£299.05</b>	<b>£3531.64</b>	

Authorisation for payment was proposed by Cllr. Wolfe, seconded by Cllr. Francis, and carried. Cheques were signed by Cllr. James and Cllr. Wolfe..

**11.3 Transfers for approval**

To transfer £4,000 from No.1 account to Community account. Authorisation for transfer of funds was proposed by Cllr. Francis, seconded by Cllr. Penn, and carried.

**11.4 Account Balances at 19.08.08**

<b>Community a/c</b>	<b>£1,012.74</b>
<b>No.1 a/c</b>	<b>£18,767.67</b>
<b>No.2 a/c</b>	<b>£8,412.97</b>
<b>No.3 a/c</b>	<b>£137.38</b>