

## Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held in the Memorial Hall, Salford Priors, on Wednesday 17<sup>th</sup>. June 2009 at 7.30pm.**

Present: Councillors, KA James (Chairman), AW Wolfe, M Myers, RJA Francis, RM Pane and DC Penn.

Also in attendance: County Councillor P Barnes, District Councillor BW Slaughter, MJ.Philpott, Clerk, and two members of the public.

**1. Apologies for absence**

Apologies for absence were received from Cllr. JR Stedman due to business commitments and accepted.

**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.

**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.

No declarations were made.

Before the Open Forum the Chairman congratulated Cllr. Peter Barnes on his re-election to the County Council having gained 53 per cent of the votes cast. The Chairman looked forward to Cllr. Barnes taking up the position of Chairman of the County Council.

**3. Open Forum**

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

**3.2 Public Participation:** No matters were raised.

**3.3 Ward Members' Reports** Cllr. Barnes said that he expected the traffic calming works on Evesham Road to commence the next week. He said that speed checks at Abbots Salford had shown an average speed of 45mph. Cllr. Barnes also said that he had visited Evesham Road during the very heavy rainstorms and felt that two further gullies were needed and he would take this up in his new role as Chairman. Cllr. James said that the rains had caused flooding in New Inn Lane due to runoff from the fields and Cllr. Barnes said he would investigate this also.

Cllr. James said the first meeting of the new planning committee had taken place and reported on cabinet changes at the District Council where Cllr. C Williams had been replaced as Portfolio holder for Community Services by Cllr. M Brain and Cllr. T Dixon had been replaced as Portfolio holder for Resources by Cllr. V Seaman with special responsibilities for Stratford upon Avon. Cllr. James reported that S106 monies due to be spent at Studley on affordable housing appeared to have been spent at Shipston on Stour. The Chairman also reported that the planning application by CEMEX for land north of Broom lane had been submitted to WCC.

**4. Minutes**

The Minutes of the Annual Meeting of the Parish Council held on Wednesday 20<sup>th</sup>. May 2009 at 7.30pm at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

The Minutes of the Ordinary Meeting held on Wednesday 20<sup>th</sup>. May 2009 at 7.45pm at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

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**5. Matters arising from the Minutes - Clerk's report for consideration by Council****5.1 Speed limits for C216 and B4088**

The Clerk reported that the electricity supply has been completed and WCC Network were proposing to construct the build-out adjacent to Cleeve View during the week commencing 20<sup>th</sup>. June. The Clerk further reported that a meeting had been arranged with the Speed Aware officer and the outcome would be reported at the next meeting. Councillors asked that the issue of where speed tests were carried out be raised with the officer.

**5.2 Haunching of School Road**

A response from the WCC Network Management Team was still awaited. It was noted that Kevin Blount was leaving the WCC Area Highways team and a replacement was awaited.

**5.3 Emergency planning.**

The Clerk reported that the additional tabards and space blankets have been delivered. The template for the new form of emergency plan was expected in early July.

**5.4 Rates payable on TOPs.**

The Clerk reported that Stratford DC had indicated that a refund of rates on TOPs was now payable.

**5.5 Footpaths along C216.**

The Clerk reported that some investigation had been made by WCC and the work was now programmed although no date had been given.

**5.6 Training in the power of well-being**

Due to the difficulty of finding a date when at least 6 councillors could attend it was agreed that the training should now take place on 21<sup>st</sup>. October. The Parish Council meeting planned for that date would be re-arranged.

**5.7 Dog Bins**

The Clerk reported that he had met with Chris Dobson on 10.06.09 and obtained a copy of the District Council's policy on litter and dog bins and also their list of locations. This had now been corrected by the Clerk and the cost implications of a potential further four bins needed to be considered carefully as there would be on-going revenue costs. The Chairman considered the cost proposed by SDC for emptying additional bins was excessive and the Clerk was asked to check this with Mr Dobson. The Clerk circulated a list of potential items of expenditure suggested or implied by Council and it was agreed that a comprehensive report be prepared by the Clerk for the next meeting so that priorities could be identified.

**5.8 Trials bikes**

The Clerk reported that he had written to Ragley Estates and they had stated that they had never given permission for any riders on their land in the Broom area. This information had been passed on to the PCSO but the problem was in catching the offending riders.

**5.9 Confirmation of actions taken arising from previous meeting.**

- The tote bag presented by Mrs Sharpe and Mrs Seville had been sent to Cllr. Gillian Roach who had written to thank the Council.
- A letter to WCC regarding the restoration of Marsh Farm had not been sent because it was considered that it would be better to address the issue in the response to the planning application for any future sites when it might be possible to secure more leverage.
- A traffic speed monitoring survey was carried out on Station Road. Apparently individual site results are not published until the whole of the District has been surveyed. Monitoring is carried out every six months to compare speeds with and without SID in place. The Clerk said he would discuss this at his meeting with the Speed Aware officer in the following week.

## **6. Main Items**

### **6.1 Annual Accounts for the financial year 2008 – 09**

Section 1 of the draft Annual Return for the year ended 31<sup>st</sup>. March 2009 to the Audit Commission was circulated to Members prior to the meeting together with the Accounts as agreed by the Internal Auditor. After leading the Council through the accounts the Chairman proposed, Cllr. Wolfe seconded, and it was agreed unanimously, that Section One of the Annual Return, and the Accounts, be approved. The Chairman then read each of the eight questions in Section 2 of the Annual Governance Statement and the Council answered in the affirmative to each of the questions therein. There being no Trust Funds a “Not Applicable” answer was given to this statement. The meeting noted the report of the Internal Auditor who answered in the affirmative to questions A,B,C,D,E,G, H,I, and to J. The answer given to question F was “Not Applicable” since no petty cash transactions take place. The Chairman and the Responsible Financial Officer signed the Annual Return Statement of Accounts and the Annual Governance Statement. The Clerk reported that the necessary notices had been posted.

### **6.2 Future of the Councillor surgeries.**

As only one resident had attended the series of surgeries held over the previous six months it was agreed these be no longer held. The Clerk suggested, and it was agreed, that the notice giving contact details of Councillors be improved and also show the opening hours of the Parish Office.

## **7. Amenity, Environment, Highways, and TOPS**

### **7.1 Clearance of vegetation from overhead power lines**

The Clerk reported that Fountains, the contractor to Central Networks for clearing vegetation that may affect power lines, had been active in the parish. In particular, work has been carried out in the vicinity of the allotments and also on the Playing Field.

### **7.2 Provision of a second water trough at the allotments**

Following an inspection of the allotments three quotations had been sought for a second water trough at the allotments to be sited some 50m. from the existing trough adjacent to Plot 8. The Clerk reported that only one contractor had put forward a price. Following the discussion on item 5.7 it was agreed to hold this item until the next meeting.

### **7.3 Highways maintenance tasks**

The Clerk reported that a list of outstanding highways works had been sent to WCC Highways.

### **7.4 Operation Ragwort**

The Clerk reported that Council had requested that the WCC Operation Ragwort should be brought back to the June meeting. The Council proposed that allotment holders should be informed and that an item should be included in the next E-Newsletter.

### **7.5 Repairs to street lights**

Council noted that repairs to three streetlights in Priors Grange had been ordered from Peter Long and the work had been completed. EON had been asked to repair light 29 on the corner of Ridsdale Close and Perkins Close. Apparently there was a supply problem to this light and this was attended to on 15.06.09.

### **7.6 Supply of additional planters**

A quotation for the supply of 5 additional planters had been requested from Ragley Woodlands and their reply was awaited. The planters were required to replace damaged planters on Evesham Road, and for Dunnington. Cllr. Myers reminded Council that she considered 2 planters on the triangle at the bottom of School Road might prevent large lorries going over the island. The Clerk reported that a resident had complained about the removal of the planter at the end of Tothall Lane and the Chairman said this had occurred because no one was looking after it.

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**7.7 Provision of a direction sign at the junction of School Road and School Avenue**

The Clerk reported that last year Council requested that a quotation be obtained for the supply of a fingerpost sign at the junction of School Road and School Avenue indicating TOPs, Playing Field, and Scout Hut. The price at the time was £476 plus VAT. It was agreed to consider this proposal at the next meeting in accordance with Item 5.7.

**7.8 Play equipment inspections.**

Cllr. Francis had submitted inspection reports dated 25.05.09, 1.6.09 and 15.06.09. Apart from the spring on the play area gate all items were satisfactory.

**7.9 TOPs, Landlord's inspection**

The Chairman circulated a report of the Landlord's inspection carried out on 29.05.09 and the Clerk was asked to circulate this to the Management Committee. He reported that the main expense items were new windows and a partition in the kitchen room to provide storage. Cllr. Wolfe said this latter item was a priority. The Chairman congratulated the Management Committee on maintaining the interior in such good condition. The Clerk showed an image of the proposed container for the football club which was a steel box 1m x 2m x 1.5m high. Council agreed this could be placed at the side of the building.

**8. Communications**

**8.1 Newsletter**

Nothing to report.

**8.2 Website**

Cllr. Wolfe reported that a potential web manager had been identified in the village. It was agreed that the Clerk should meet the person concerned and report to the next meeting.

**8.3 E-mail newsletter**

Council noted that an E-news letter had been sent out by the Clerk on 4.06.09. The Chairman reported that the police newsletter was currently in abeyance.

**9. Rights of Way**

**9.1 Report from P3 Co-ordinator.**

Cllr. Penn said he had inspected the footpath opposite Park Hall and had found no problems. Cllr. Myers said that parts of AL17 and of AL4 were very difficult to walk because of long grass.

**9.2 Path opposite shop**

The Clerk reported that Cllr. Stedman had said he was keen to pursue the possibility of making this path a right of way. The Chairman said that the evidence required was very testing and the process would be both long and very expensive. It was important to be sure that enough persons wished to proceed and Council agreed that an item should be placed in the next printed Newsletter to determine the degree of interest.

**10. Planning general**

**10.1 Note from SDC regarding electronic service delivery**

The Chairman said that although the proposals were designed to provide a better service there were problems with the size of plans and with Broadband speeds in the area.

**11. New Planning Applications for Council's consideration**

**11.1 09/00886/LDP**, 10 School Road, Salford Priors, WR11 8XD. Also to consider a letter from Mr R Hale of 9 School Road in respect of this application.

The Chairman said he had visited Mr Hale and explained the issues involved. He said that the District solicitor had confirmed the application was within the rules.

**11.2 09/00966/FUL**, Proposed knock down existing dwelling and replace at The Lodge, Pitchill,

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WR11 8SN for Park Homes Ltd.

Council examined the plans and the application and decided to make no representations.

## 12. Planning Decisions

**12.1 09/00807/TPO** T1 pine: crown lift to 2.5m., remove deadwood. T2 Lawson hedge: reduce and trim. At Kenley House, Station Road, Salford Priors for Mr Brown. Council noted that **Consent had been granted subject to conditions.** (to be completed within 1 year and work to be in accordance with BS 3998)

## 13. Staffing

Nothing to report

## 14. Matters raised by Councillors

### 14.1 Cllr. JR Stedman, Footbridge on AL11.

The Clerk produced photos showing damage to the footbridge on the A11. It was agreed that Mr Hackling should be asked to carry out the work; the Clerk to check with WCC before issuing an order.

## 15. Consideration of Correspondence Received

### 15.1 Salford Priors Memorial Hall

Council reviewed a letter received from the Honorary Secretary on behalf of the Management Trustees favouring a meeting to review the terms and conditions for renewal of the existing agreement. Council considered that there had already been considerable delay since the first request for a meeting and instructed the Clerk to respond by requesting a meeting as soon as possible. It was further suggested that the meeting might most effectively be between a small team on each side and the Chairman, Vice Chairman and Clerk were delegated to attend on behalf of the Parish Council.

### 15.2 Ragley, Monarchy Live event 4<sup>th</sup>. July

The Chairman explained how this event could create extreme disruption to traffic in the area and the Clerk was asked to issue an E-Newsletter prior to the event warning of the possible disturbance.

### 15.3 SDC, Results of EU and County Council elections.

Council noted the information provided.

### 15.4 WCC, Property review.

The Chairman was delegated to attend a meeting with WCC regarding property held by the County Council in the parish. The Clerk was asked to confirm the arrangements.

### 15.5 EON Central Networks, expired unmetered supply inventory.

The Clerk referred to a letter from EON Central Networks requesting confirmation of the inventory of street lights. Council agreed that all lights should be included with particular reference to those in Park Hall Mews and Priors Grange. Council recognised that additional expenditure could be incurred.

## 16. To Table

Council noted the following tabled item:

### 16.1 WALC May Newsletter ADH\82.

## 17. Finance

### 17.1 To consider and approve the payments and transfers listed in Appendix A.

Council noted the income transactions in Appendix A Item 20.1

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Council considered the expenditure transactions listed in Appendix A Item 20.2. Authorisation for payment was proposed by Cllr. Myers, seconded by Cllr. Wolfe, and carried. Cheques were signed by Cllrs. James and Penn.

Council considered the Clerk's proposal to transfer £3500.00 from No.1 account to the Community account. Authorisation for transfer of funds was proposed by Cllr. Myers, seconded by Cllr. Wolfe, and carried.

**17.2 Annual Return to HMRC and arrangements for Income Tax by the Clerk.**

Council noted the Annual Return made to HMRC and the evidence provided by the Clerk to show that income tax in respect of the Clerk's salary was been properly deducted. Council were satisfied with the arrangements in place.

**18. Date of Next Meeting**

Ordinary Meeting of the Parish Council on Wednesday 15<sup>th</sup>. July at 7.30pm at The Memorial Hall, Salford Priors.

**19. Closure of meeting**

The meeting closed at 9.55pm.

Signed.....

Date.....

**APPENDIX A****20. Finance****20.1 Income transactions for approval**

<b>Tn. No.</b>	<b>Cheque</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Details</b>
6411		50.00	0.00	50.00	C Hague, allotment deposit, plot 5
6412		52.00	0.00	52.00	C Hague, allotment rent, plot 5
6413		90.00	0.00	90.00	Bidford PC, printing Sand & Gravel News
6414		52.00	0.00	52.00	F Walker, allotment rent, plot 10
6415		52.00	0.00	52.00	P O'Regan, allotment rent, plot 9
6416		52.00	0.00	52.00	D King, allotment rent, plot 6
6417		3.91	0.00	3.91	HSBC Bank, interest on No. 1 a/c
6418		0.03	0.00	0.03	HSBC Bank, interest on No. 3 a/c
<b>Total</b>		<b>£351.94</b>	<b>£0.00</b>	<b>£351.94</b>	

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**20.2 Expenditure transactions for approval**

<b>Tn. No.</b>	<b>Cheque</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Details</b>
8421	dd	18.58	2.42	16.16	Plusnet, office Broadband
8422	102140	100.00	0.00	100.00	Village Fete Committee donation
8423	102141	65.28	0.00	65.28	HM Revenue & Customs, NIC Q1
8424	102142	34.33	4.48	29.85	Beta Fire protection, TOPs.
8425	102143	1215.55	158.55	1057.00	Limebridge Rural Services, Planter contract
8426	102144	50.00	0.00	50.00	L Robinson, return of allotment deposit
8427	102145	281.75	36.75	245.00	Limebridge Rural services, grassing of area.
8428	102146	644.04	0.00	644.04	Clerk's salary, June
8429	102147	55.20	7.20	48.00	Limebridge Rural Services, Planter watering.
8430	102148	897.23	117.03	780.20	GBD(Evesham)Ltd. Mowing contract
8431	102149	124.22	16.22	108.00	PD Long, electrical contractor
8432	102150	68.18	8.30	59.88	BT office phone
8433	102151	291.82	38.06	253.76	EON Energy Services
<b>Total</b>		<b>£3846.18</b>	<b>£389.01</b>	<b>£3457.17</b>	

**20.3. Transfers**

Proposal to transfer £3500.00 from No.1 account to Community account.

**20.4 Account Balances at 9.06.09**

<b>Community a/c</b>	<b>£1,150.25</b>
<b>No.1 a/c</b>	<b>£35,511.05</b>
<b>No.3 a/c</b>	<b>£163.66</b>