

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 19th. May 2010 at 7.50pm.

Present: Councillors, AW Wolfe (Chairman), JR Stedman, RA Francis, DC Penn, M Myers, A Quiney, and L Wright.

Also in attendance: MJ.Philpott, Clerk, County Cllr. P Barnes, District Cllrs. B Slaughter and D Pemberton and seven members of the public.

1. Apologies for absence

There were no apologies for absence.

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.

Cllr. Myers declared a personal interest in item 11.2.

3. Open Forum

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

3.2 Public Participation: Mrs Sharp enquired about possible road closures due to tree trimming work by EON. It was noted that EON had not informed the Council of any work in progress. Mrs Sharp then enquired about the give way sign and damaged fence by Kenley Cottage and Cllr. Barnes offered to inspect and get it replaced. Mr Baker expressed concerns regarding the site identified for affordable homes in that it could lead to an undesirable expansion of the village in the future since it was just outside the present village envelope.

3.3 Ward Members' Reports Cllr. Barnes said that although motions had been put to protect the existing fire stations these had not been accepted. Because of a shortage of fire fighters at Alcester the station at Bidford had been particularly busy. He also said that six nursery schools were under threat of closure but nothing had yet been decided. Cllr. Slaughter explained the new committee structure and welcomed the re-instatement on the West Area Planning Committee that was now chaired by Cllr. James. Cllr. Pemberton provided information regarding the makeup of the Cabinet and also referred to the scheme for petitions whereby communities could get an issue debated by the District Council. Cllr. Myers suggested that it would be helpful if the ward members produced brief written reports headlining issues of interest to the parish.

4. Minutes

The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 21st. April 2010 at 7.30pm at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

5. Matters arising from the Minutes - Clerk's report for consideration by Council**5.1 Highways maintenance issues.**

The Clerk reported that all the points raised at the previous meeting had been taken up with the WCC Area Surveyor.

1. Regarding the Dunnington Cross Roads and the Weethley Turnpike the Area Surveyor had forwarded the Council's concerns to the WCC Road Safety engineering group.
2. Surface dressing was planned for Station Road/Evesham Road this summer.
3. WCC had agreed to fill the large hole opposite to the Post Office in School Road.

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4. Regarding the outfall from the drainage in School Road which is located in the old sewage works beyond St Matthews Church the Clerk had inspected this with Don Penn and found that it was completely buried thus allowing only a trickle of water to flow. He had taken photos and had written to WCC with suggestions as to how the situation might be remedied. WCC had agreed to meet following this inspection and also Severn Trent had been informed.
5. WCC had agreed to do further work on the footpath between Harvington and Abbots Salford to deal with the pot holes and irregularities. The Area Surveyor had also asked the County's Network Management Team to inspect the work and advise what else they could do.
6. Some jetting of the carrier drain in School Road had been carried out on 19th. April. The jetting operatives spent 5 hours clearing just 170 metres of drain, cutting roots, and cleansing the system. Because of the extent of the debris in the pipework another visit was planned.

5.2 Speeding issues.

At the last meeting the Clerk had been asked to contact WCC so that all residents along Evesham Road and Station Road are consulted when the revised order at the Abbots Salford end is published. Apparently, the nature of the consultation is such that individual residents are not consulted and the orders are only published in the local press. The Clerk had asked for a copy of the notice as soon as it is published and proposed that the Parish Council should circulate the notice to all residents.

Council did not agree and suggested that residents should be informed that the matter would be discussed at a Parish Council meeting to which they are welcome to attend.

The Speed aware team had been active in School Road on 26th. April. The initial results showed that there was a speeding issue and the Clerk reported that enforcement action would be taken.

5.3 Housing Association, fence at Playing Field.

The Clerk reported that the Housing Association had confirmed that the entire fence to the house adjacent to the Playing Field access was to be replaced before the Fete.

5.4 Septic tanks along B4088.

The Clerk reported that about half the questionnaires had been returned and the report collating these replies was in course of preparation. He indicated that no clear pattern was emerging from the analysis of the responses. Council agreed that a meeting should now be arranged with Severn Trent and residents.

5.5 Insurance of Multi tractor.

The clerk confirmed he had written to the insurers confirming that funds are available if the equipment needs to be replaced.

5.6 SDC response to complaint by Parish Council.

Council noted that SDC had agreed to adopt the procedure that the views of the Parish Council will be provided by the Clerk.

5.7 New standing orders.

Work on the new standing orders is in progress. Cllr. Stedman asked that the document should be circulated by e-mail to all Councillors.

5.8 Parking at Dunnington School.

The Clerk reported that following consultation with Cllr. Wright a letter had been sent to the Headteacher regarding parking at Dunnington School and a reply had been received stating that the issue was under regular review. Council suggested that a meeting be held with the Head Teacher and Chairman of the Governors to be attended by Cllr. Wright and the Clerk.

5.9 Letter to Sandfields re. Pine tree.

The Clerk reported that a letter had been sent to Sandfields confirming their agreement to protect the pine tree by their entrance at School Road.

5.10 SDC consultation on core strategy.

The Clerk confirmed that the Parish Council's response to the Core Strategy was forwarded to the District Council.

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5.11 Planning policy for poly-tunnels.

A copy of the District Council's response to the enquiry regarding planning for poly-tunnels had been circulated to Councillors. Council considered this was most unhelpful and Cllr. Pemberton agreed to take the matter up with the Director of Planning. Councillor Quiney reported that in Ross on Wye coloured polythene was required.

5.12 Main sewer in School Road.

Severn Trent had been contacted regarding the incident reported by Cllr. Stedman where the main sewer was blocked. Severn Trent has responded and the Clerk proposed a meeting with Cllr. Stedman and Cllr. Penn, the Clerk and Severn Trent to progress this matter and this was agreed.

5.13 Signage for game fair.

The Clerk reported that the police and WCC had been contacted regarding the signage for the Game Fair as instructed.

5.14 Neighbourhood Watch

The Chairman reported that he intended to speak to Michael Hyde regarding the status of the Neighbourhood Watch scheme in the parish and would do so before the next meeting.

6. Main Item**6.1 Affordable Housing proposals**

The Chairman welcomed Phil Ward, the WRCC Housing Enabler, and Neil Jilliver, of Warwickshire Housing Association. Mr Ward explained the process whereby a public consultation exercise had identified a need for six properties and then a mapping exercise had identified seven potential sites. Following consultation with the District Council and further consideration by the Parish Council a short list of 2 sites remained. The site at Iron Cross proved non-viable leaving the site at the top of Tothall Lane. Mr Ward said that the County Council had agreed to make sites available for affordable housing. Mr Jilliver, circulated a scheme showing the proposed houses and said that the next stage would be detailed discussions with the District Council and the Highways Department following which there would be further public consultation in advance of submitting a planning application. He said that the housing needs survey formed the justification for the planning application and there could be no changes. With the new government now in place funding could be an issue.

Cllr. Quiney asked how much support there was this site and Mr Ward said it had been chosen by the Parish Council following the various consultation stages. The Chairman reminded members that the site had to be financially viable. Cllr. Stedman said that the original plan was to accommodate 24 people but things changed over time and he asked what flexibility there was in the proposals. Mr Ward said that the survey was a snapshot in time but experience showed that such schemes were always over-subscribed and it did not have to be the original people who were catered for since their circumstances may have changed. The Chairman asked when people might move in and was told that it could be during 2013.

7. Environment - Amenity, Highways, Allotments, and TOPS**7.1 Playing Field weekly safety reports.**

The Clerk confirmed that reports had been received from Cllr. Francis dated 24.04.10; 2.05.10; 9.05.10 and 16.05.10. Other than the mole problem no other items were identified.

7.2 Playing Field maintenance.

The Clerk reported that the following work had been carried out or was under way:

1. An order had been placed with Brandan White to deal with the moles in the Playing Field at a cost of £100.

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2. An order had been placed with Swintex to supply an inner bin to be located at the corner of the car park at a cost of £21.50. This bin had now been delivered.
3. Litter picking on a weekly basis was now being carried out by Mrs P Dare.
4. The work to trim the weeping trees and bushes along the School boundary had been satisfactorily completed
5. The litter bin bases by the youth shelter and by the picnic area had been removed. Work was ongoing to find a suitable vandal-proof design of bin.
6. The goal posts had been dismantled and placed at the back of TOPs and the goal mouth had been dug over and grass seed spread over the area.

7.3 Dog control order.

The Clerk had circulated a report regarding the advice received from the Dog Warden at SDC. Council agreed to provide signs around the play area excluding dogs and to publicise widely the District Council order against dog fouling. In respect of the allotments the original proposal to ban dogs was cancelled. The Clerk was asked to write to the Scouts to seek their help in locking the gate to the Scout hut which would stop dog walkers using the playing field as a route to access the public footpath network, the situation to be monitored by the playing field inspectors.

7.4 Playing Field lights.

The Clerk reported that Peter Long and Advanced LEDs were still working on a revised timer arrangement. They had also been asked to investigate the fob idea suggested at the last meeting. In respect of an additional light by the youth shelter, Council proposed that the clerk write to the planners for an opinion rather than submitting a formal application at this stage and place the proposal on the agenda for council approval. This resulted in Transaction Number 8570 being cancelled. The Clerk reported that an amendment to the existing planning consent had been drafted covering a variation of the required switch off time from 10.00pm to 10.30pm. The cost of this application was £85.00 payable to SDC.

7.5 Allotments.

The Clerk reported that rents had been received from the owners of plots numbered 1, 2, 3, 4, 5, 6, 8A, 8B, 9B, and 10. Rent remained due for plot 7. He further reported that the new fence had been erected between the allotments and the Scout land.

7.6 TOPs.

The Clerk reported that a meeting had been held between the Managing Director of Centurian and Cllrs. AW Wolfe, and JR Stedman, and the Clerk. Centurian had agreed to carry out remedial works to the windows along the lines of those suggested by the Council's consultant. The works will be at Centurian's expense and work would commence on the next day. Cllr. Myers asked that Centurian should pay the structural consultant's bill.

8. Communications

8.1 Newsletter

The Chairman asked all councillors to provide items for the newsletter and for the new councillors to provide pen portraits and photos.

8.2 Website

The Clerk reported that the domain name had been re-registered with JANET until 15.05.2012.

8.3 E-mail newsletter

The chairman asked that a e-news be circulated following the decision on the gravel pit.

9. Rights of Way

9.1 Report from Rights of Way Inspector

Cllr. Penn reported that the line of AL6 had been ploughed between Park Hall and New Inn Lane. The Clerk was asked to write to Sandfields to get the path reinstated.

10. Planning general**10.1 Marsh Farm Quarry Liaison Committee.**

The Clerk reported that the meeting would take place on 10th. June and the papers were in course of preparation. Council agreed that the Cllr. Wolfe should take the chair at the meeting and this should be indicated on the Agenda as this is the agreed policy of the group.

10.2 Marsh Farm Extension planning application.

The Clerk had circulated a draft of the Council's statement to the WCC Regulatory Committee for Council's approval. Council agreed that the Vice Chairman should make the Council's presentation and that she would edit the Clerk's draft to make it more punchy.

11. New Planning Applications

11.1 10/00800/EXT - Extension of time of previously approved scheme, 05/01440/FUL for a two storey extension to provide additional bedroom and balcony over lounge and utility at Amathus Gardens, Evesham Road, Salford Priors, WR11 8UU, for Mr Brian and Mrs Helen Seabourne. Council made no representations.

11.2 10/00932/TREE – Proposed pruning and crown lifts to trees at Periwinkle Cottages, Jack Thomson Croft, Salford Priors, WR11 8XL for Mr DA Richard. Council made no representations.

12. Planning Decisions

None to report.

13. Staffing

Nothing to report.

14. Matters raised by Councillors**14.1 Cllr. JR Stedman** – Signage at Hedges Close

The Clerk reported that he had arranged for a finger post to be erected indicating "Hedges Close" to be placed by SDC.

14.2 Cllr. Wright – Noise problems at Dunnington.

Cllr. Wright said that planning for seasonal caravans for strawberry pickers prohibited loud music. However, since the management had changed from AMS to Vicarage Nurseries there had been no supervision and the disturbance was considerable. The Clerk was asked to write to the planners and the environmental health department to inform them that the conditions of occupancy were being breached after checking with Cllr. Wright.

15. Consideration of Correspondence Received**15.1 Stratford upon Avon and District Citizens Advice Bureau.**

Council noted the appreciation of the CAB.

15.2 Alcester/Bidford Community Forum.

Council noted the information provided.

15.3 Salford Priors C.E. School.

The Chairman expressed support for a donation and proposed a sum of £150. This was seconded by Cllr. Wright and carried.

15.4 Warwickshire VOX.

Council noted the information provided.

15.5 WALC, focus group meeting on youth provision.

Council noted the information provided.

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15.6 WALC, Briefing event for Chairman and aspiring Chairman.

Council noted the information provided.

15.7 WCC Emergency Planning – Exercise Watermark

Cllr. Stedman said that the Council might one day have to deal with a real flood emergency if the caravan sites was flooded and it was agreed that the Clerk should indicate the Council's interest in the proposed exercise.

16. Tabled Documents

Councillors noted the following tabled items.

16.1 Clerks & Councils Direct, May 2010, Issue 69.

16.2 The Clerk, May 2010, Vol. 42, No.3.

17. Finance**17.1 Consideration and approval of the payments and transfers listed in Appendix A.**

Council noted the income transactions in Appendix A Item 20.1.

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

Council considered the Clerk's proposal to transfer £3500 from No.1 account to the Community account. Authorisation for transfer of funds was proposed by Cllr. Francis, seconded by Cllr. Myers, and carried.

17.2 Internal audit

The Clerk circulated a letter from the Internal Auditor confirming the good state of the accounts. It was agreed that the accounts would be presented for approval at the next meeting.

17.3 Bank Mandate

The Clerk circulated the following formal resolution necessary in order to implement the new bank mandate:

- (i) That bank accounts be continued with HSBC Bank plc (*the Bank*) and the Bank is authorised to:
 - a) pay all cheques and other instructions for payment or accept instructions to stop such payments signed on behalf of the Salford Priors Parish Council by two Councillors together with the Clerk/Responsible Financial Officer (*the Signatories*) whether any account of Salford Priors Parish Council is in credit or debit.
 - b) deliver any item held on behalf of Salford Priors Parish Council by *the Bank* in safe keeping against the written receipt of *the Signatories*; and
 - c) accept *the Signatories* as fully empowered to act on behalf of Salford Priors Parish Council in any other transactions with *the Bank* (including closing any account(s)).
- (ii) That any debt incurred by *the Bank* under this mandate shall, in the absence of written agreement by *the Bank* to the contrary, be repayable on demand.
- (iii) That the Clerk/Responsible Financial Officer from time to time is authorised to supply *the Bank* as and when necessary with lists of persons, duly signed by *the Signatories*, who are authorised to sign, give receipts and act on behalf of the Salford Priors Parish Council, and that *the Bank* may rely upon such lists.
- (iv) That these resolutions remain in force until cancelled by notice in writing to *the Bank*, signed by *the Signatories* from time to time acting or claiming to act on behalf of the Salford Priors Parish Council, and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.
- (v) That Salford Priors Parish Council accepts the accounts and banking relationship with *the Bank* will be governed by and subject to the Business Banking Terms and Conditions as amended

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from time to time together with any terms and conditions in respect of specific products and services requested by Salford Priors Parish Council from time to time.

Cllr. Myers proposed, Cllr. Wolfe seconded, and it was agreed that the new mandate be implemented.

18. Date of Next Meeting

Ordinary Meeting of the Parish Council on Wednesday 16th. June at 7.30pm in the Memorial Hall, Salford Priors.

19. Closure of meeting

The meeting closed at 10.16pm.

Signed.....

Date.....

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

Tn. No.	Cheque	Gross	Vat	Net	Details
6437		23500.00	0.00	23500.00	SDC, Precept payment
6438		150.00	0.00	150.00	TOPs service charge.
6439		52.00	0.00	52.00	Allotment plot no. 3, K Teehan.
6440		52.00	0.00	52.00	Allotment plot no. 5, C Hague.
6441		52.00	0.00	52.00	Allotment plot no. 6, N King.
6442		52.00	0.00	52.00	Allotment plot no. 10, S Walker.
6443		26.00	0.00	26.00	Allotment plot no. 2, B Palmer.
6444		26.00	0.00	26.00	Allotment plot no. 8A, A Willcox.
6445		311.93	0.00	311.93	HMRC, VAT for Q4 2009-10
Total		£24221.93	£0.00	£24221.93	

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20.2 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
8560	dd	18.99	2.83	16.16	Plusnet.
8561	102268	250.00	0.00	250.0	Salford Priors Youth Club, donation.
8562	102269	125.00	0.00	125.00	Warwickshire CC, TOPs lease.
8563	102270	300.00	0.00	300.00	Salford Priors Fete Committee, shed.
8564	102271	1362.82	202.97	1159.85	GBD (Evesham) Ltd.
8565	102272	176.25	26.25	150.00	Steven Holloway, TOPs consultancy
8566	102273	225.00	0.00	225.00	Web Culture.
8567	102274	30.00	0.00	30.00	MJ Hyde, TOPs grass mowing
8568	102275	536.88	0.00	536.88	M J Philpott.
8569	102276	85.00	0.00	85.00	Stratford on Avon DC
8570	102277	Cheque cancelled			
8571	102278	120.00	0.00	120.00	Louise Best
8572	102279	25.26	3.76	21.50	HSBC for Swintex
Total		£3255.20	£235.81	£3019.39	

20.3. Transfers

Proposal to transfer £3500 from No.1 account to Community account.

20.4 Account Balances at 11.05.10

Community a/c	£1038.64
No.1 a/c	£40247.10
No.3 a/c	£188.75