

## Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 19<sup>th</sup>. January 2011 at 7.30pm.**

Present: Councillors, JR Stedman, (Chairman), L Wright, AW Wolfe, DC Penn, and A Quiney.  
Also in attendance: MJ.Philpott, Clerk, County Cllr. P Barnes, and ten members of the public.

**1. Apologies for absence**

Council considered and agreed apologies for absence from Cllr. Francis due to illness. Council noted that Mrs P.Seville had also tendered her apologies.

Council noted the non-attendance of the three ward councillors and no apologies being sent and the Clerk was asked to write to each one stating the Council's concern.

**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. A Quiney declared a personal interest in Items 5.7 and 15.4 in respect of the Memorial Hall.  
Cllr. JR Stedman declared a prejudicial interest also in Items 5.7 and 15.4 in respect of the Memorial Hall and in Item 5.5 as a contractor to the Council.

The Chairman proposed, and Council agreed, that Item 6.2 should now be taken.

**6.2 Co-option of new councillor**

The Clerk had earlier circulated four statements from candidates for the vacancy on the Council. The Clerk distributed printed ballot papers and a secret ballot took place. On counting the votes the Clerk announced that one candidate had received three votes and two of the other three candidates had received one vote each. A second ballot was held with the candidate receiving no votes removed from the ballot paper. The Clerk announced that Mr Liam Maude had received three votes, being a majority of all votes cast and was therefore duly elected. The Chairman congratulated Mr Maude on his election and invited to him to join the Council forthwith. Mr Maude read his Declaration of Office and signed it. The Clerk countersigned the form. The Chairman thanked the other candidates for their interest in the position.

**3. Open Forum**

The Chairman moved that the meeting be adjourned for Open Forum and this was agreed.

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

**3.2 Public Participation:** Mrs Hartiss complained that there had been no prior information that two lights at Ridsdale Close and School Avenue would be switched off. The Chairman said that it had always been intended to switch off these surplus lights since there were adequate other lights in their vicinity. Mrs Littleford asked if the light on the triangle at School Road had been left on for road safety reasons. The Chairman replied that all the lights provided by the Parish Council were footway lights. The County Council were responsible for providing lighting where road safety requirements dictated. Mrs Littleford referred to the agenda item cancelling the

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EON lighting maintenance contract and considered this was premature in view of the ongoing assessment of the lighting in the parish. The Chairman said that maintenance would be carried out by PD Long in future and this would provide a saving to the Council and a better service. Mrs Hartiss said that the wire mesh on the bridge at Alamo approaching the A46 was missing and this presented a risk to small children walking past. The Clerk was asked to contact the Highways Agency to carry out remedial work.

**3.3 Ward Members' Reports** Cllr. Barnes congratulated Dunnington School on being top in the Warwickshire league tables. He referred to problems in Bidford with gritting and buses. Cllr. Barnes said that a charge might be imposed for collecting green waste; he said that the company concerned was raising its prices. Finally, Cllr. Barnes said that a new planning bill going through Parliament would give parish councils more powers. The Chairman referred to the letter sent by the Clerk regarding gritting of School Road and said the Council still intended to pursue this issue. He asked for Cllr. Barnes' support to get the grit bins refilled. Cllr. Wolfe said that the Vehicle Activated Sign in Evesham Road was still awaited and the 40mph sign approaching Abbots Salford was still out of action because wires had been cut. Cllr. Barnes said that the funding was still in place for the sign which would be provided before 5<sup>th</sup>. April.

As the Chairman had declared an interest in Item 15.4 he said he wished to point out in Open Forum that the proposed increase in the Memorial Hall regular user charge was only two pounds per meeting.

The Chairman moved the closure of the adjournment at 7.56pm and this was agreed.

## 4. Minutes

The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 5<sup>th</sup>. January 2011 at 7.30pm. at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

## 5. Clerk's report

### 5.1 Grit bins

The Clerk said that an order in the sum of £90 had been placed with Mick Hackling to break up lumps in the grit bins. The work had been completed. He said he was still in discussion with Orbit regarding a bin in Priors Grange.

### 5.2 White lines at Dunnington and Weethley

The Clerk reported that WCC had been asked to re-paint these lines. David Elliston had responded that he has proposed to include the whole length of the B4088 from the boundary to the Dunnington Crossroads for this year's surface dressing works. Some of the pre-dressing patching works have already been carried out. When this work is done all of the give-ways and junction markings will be renewed. He says he will keep an eye on these markings and if they require urgent attention before then will get them repainted. The Clerk was asked to take some photos and chase WCC again since Council considered these were dangerous situations.

### 5.3 WCC Flood register

The new Flood Risk Manager at WCC has been informed regarding the two main flood risk areas in the parish at the bottom of School Road and at Iron Cross. Work has been carried out at both these locations since 2007 and consequently they have been recorded as sites to observe rather than being placed on the list for further remediation and flood avoidance measures.

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**5.4 Parking at Dunnington School**

Cllr. Wright and Mr Beamish agreed to try and obtain some more evidence prior to chasing WCC again.

**5.5 Light at Shady Nook**

This item was postponed to the end of the meeting.

**5.6 Playing Field lighting**

Peter Long has had to order a new part for the solar light near TOPs. However, it has been reported to the Clerk that the light is now working. Users of TOPs were asked to report regarding the light's functionality.

**5.7 Meeting with Memorial Hall representatives**

This item was postponed to the end of the meeting.

**5.8 Light at entrance to Sandfields Packing Station**

A reply from Sandfields is still awaited.

**5.9 Switch off of two lights**

The two lights at School Avenue and at Ridsdale Close which are listed on the originally agreed switch off schedule were switched off by PD Long on Monday 10<sup>th</sup>. January.

In response to a query from the Chairman the Clerk said that Central Networks had not been able to provide estimated costs for laying cables underground and had suggested that local civil engineering contractors were approached for the information. The Clerk agreed to pursue this suggestion.

**5.10 TOPs electricity bill**

The Clerk reported that he had contacted U-Switch Business and they had been very helpful. The lowest quote on the day he phoned was 7.017p/day standing charge and 9.54p/kWh from U Switch Business (from EON). The current rate is 24.427p/day and 17.06p/kWh. from npower who have now offered an alternative of 33.709p/day and 14.64p/kWh. for cheque payments. U-Switch Business told the Clerk that all their offers are based on Direct Debit payments. WALC have indicated that the Council could enter into a direct debit arrangement with a utility company. The Chairman proposed, and it was agreed, that this item should be referred to a meeting of the F&GP Group. It was also agreed that Mrs M Myers and a representative from the TOPs Management Committee should be invited to attend. The Clerk was also asked to take up the issue of estimated bills with npower.

**5.11 Christmas postal service**

A letter has been sent to the Royal Mail regarding the problems with the post over the Christmas period. On the local news the Royal Mail has apologised for the poor service which has been partly due to the bad weather but also to changes in working practices. It has also been reported that the local MP was to meet the local head of services to discuss the problems raised by many residents. Council agreed this was as much as could be done at present.

**5.12 Poly tunnels**

The Clerk had reminded Cllr. Daren Pemberton again regarding the requested planning policy document that he said he had received.

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**5.13 Sewerage along B4088**

The Chairman asked the Clerk to obtain a report from Severn Trent of their progress to date as residents in the area reported no visits had been made by Severn Trent. The Chairman further requested the Clerk to convey his findings to all residents involved.

**5.14 Flower Planters**

The Chairman proposed that the F&GP Group should consider the review of the planter contract.

**6. Main Items****6.1 Precept for 2011 -2012**

The Clerk had circulated a draft budget following the meeting on 5.01.11. He reported that since that meeting the mowing contract item should be reduced from £7500 to £4500 and the administration item should be increased from the proposed budget figure of £4400 to £4800 following the further negotiations regarding the Parish Office rent reduction. This was a total reduction in expenditure of £2600.

The Chairman invited comments from Council. Cllr. Wright said that he considered that it was important to build up the reserve as there were so many uncertainties ahead. The reserve of about £28,000 was only half that recommended by NALC which was that it should be a sum equivalent to the amount of the precept. Cllr. Wolfe supported this view and said that freezing the precept at £47,000 was in reality a reduction of 4 per cent because of inflation. Cllr. Maude asked why the interest received was so low and the Chairman referred to the problems with councils seeking high rates and the need for the utmost security. Cllr. Wright proposed, Cllr. Wolfe seconded, and it was agreed unanimously that:

**“The Clerk, under Section 150(4) of the Local Government Act 1972, issues a Precept on Stratford on Avon District Council for the sum of £47,000 from the General Rate of the Parish to meet expenses payable to the Parish Council in the Financial Year 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012”.**

A copy of the budget for 2011 – 2012 is attached to these Minutes as Appendix B.

**6.2 Co-option of new councillor**

This item was taken at the beginning of the meeting.

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

The Clerk said that inspection reports had been received from Cllr. Quiney dated 12.12.10; 26.12.10; 2.01.11, and 9.01.11. The latter report showed that the litter bins had been emptied. It was also reported that there was a lot of mole activity. Council asked the Clerk to obtain quotations for the elimination of moles from the Playing Field, the Churchyard Extension, and also at Iron Cross. (this latter location to depend on the price quoted.) The Clerk was asked to circulate quotations from Brandan White to all councillors and to agree the action with the Chairman. Cllr. Quiney also reported that he had collected a lot of broken glass from the land alongside the play area and that the fallen leaves in the play area had been collected. The Clerk reported that SDC had been asked to carry out the usual annual safety inspection of the play area. The inspection will be carried out in February.

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**7.2 Tenders received for mowing contract.**

The Clerk had circulated an analysis of four tenders received for the mowing of amenity areas, the Churchyard extension, verges, and allotments in the parish. Two tenderers had not complied with the conditions of the tender and were disqualified. One had not provided the information requested and the other had delivered the tender 10 days late. The Clerk informed the Council that regardless of the omissions these two tenders were not the most favourable received. Two valid tenders had been received and the tenderers met all the requirements specified. The most financially favourable was a tender from Hightrees Landscape Services Ltd. and the Clerk informed the Council that he had taken up references from two trade customers and these were most satisfactory. During the discussion the names of the tenderers were maintained confidential. Cllr. Wolfe queried the qualification of the lowest tenderer to carry out the work and the Clerk read out the references received. The Chairman also spoke indicating that he had personal knowledge of the tenderer through his professional work and he had every confidence that the work would be satisfactory. Cllr. Wright proposed, Cllr. Wolfe seconded, and it was agreed unanimously, that a contract should be placed with Hightrees Landscape Services Ltd.

**7.3 Termination of lighting maintenance contract with EON.**

The Clerk informed Council that a formal decision was needed to terminate the maintenance arrangement with EON so that the cheaper and better alternative of using PD Long for lighting maintenance could be adopted. Council formally agreed this course of action.

**7.4 Letter to WCC regarding the gritting of School Road.**

The Clerk had circulated a copy of his letter to WCC dated 20<sup>th</sup>. December relating to the non-inclusion of School Road on the gritting schedule for the area. Support had been sought from Stagecoach and their reply was awaited. Council agreed that this matter should be pursued with vigour.

**7.5 Provision of a bus shelter at Hedges Close**

The Chairman introduced this item stating that a lot of residents used the bus stop at Hedges Close and he had also noted 12 school children getting off recently. This was the only stop in School Road that did not have a bus shelter and the pavement was particularly narrow at this point. He said that two sites had been identified but there were land ownership issues to sort out. The Clerk indicated that the cost of the shelter would be about £2,500 and ground-works would add a further £500. It would be necessary to check for services with WCC and resolve the land ownership issue. Cllr. Wolfe proposed, and it was agreed, that the proposal should be accepted in principle and a full report be brought back to the next meeting.

**7.6 Repainting of wooden seats**

The Chairman said that four wooden seats were owned by the Council and these needed to be rubbed down and repainted. The Clerk was asked to obtain quotations for this work.

**7.7 Road subsidence near “The Elms”, School Road.**

The Chairman reported that a private sewer pipe appeared to have been damaged and there was road subsidence which was either cause or effect. The Clerk had written to WCC to get remedial work carried out.

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**8. Communications****8.1 Newsletter**

The Clerk reported that the Newsletter had been circulated over the weekend of 8<sup>th</sup> and 9<sup>th</sup>. January. Councillors considered that it had been well received and it was agreed that the next one should be produced following the March Parish Council meeting. Cllr. Maude noted that there had been no delivery to the three houses where he lives at Weethley. The Clerk said he would meet with Cllr. Maude to discuss IT issues generally.

**9. Rights of Way****9.1 Report from Rights of Way Inspector**

Cllr. Quiney said there was nothing to report.

**10. Planning general****10.1 Planning issues regarding trees at Ban Brook Copse.**

The Chairman reported that he and the Clerk had met with David Wyatt, the Tree Officer, and although the meeting seemed to go well he was disappointed that the application did not go to Committee. Cllr. Wolfe proposed that this matter should be raised with the three ward councillors. The Chairman said that under the proposed Localism Bill Parish Councils would be able to impose Tree Preservation Orders. (TPOs)

**10.2 TPO proposal for pine tree in School Road.**

Council agreed to apply to Stratford on Avon DC for TPO on the distinctive pine tree at the entrance to Sandfields off School Road which was an important visual feature of the village. It was agreed that the Clerk should also write to Mr Wilkinson, the MD of Sandfields. The Clerk was asked to see if SDC held a map showing the location of all trees with TPOs in the parish.

**11. New Planning Applications**

**11.1 11/00080/TREE** – T1 Ash – fell; T2 Sycamore – fell; T3 Walnut – fell; T4 Sycamore – raise canopy to 3m. at The Old Forge, Station Road, Salford Priors, Evesham, WR11 8UX for Mr P Rigler.

The Clerk explained that this application had only just been received and the date by which a response was required was before the next meeting. Council delegated the Clerk to reply in consultation with the Chairman with all councillors making their views known to the Clerk before the 31<sup>st</sup>. January.

**12. Planning Decisions**

Council noted the following planning decisions:

**12.1 10/02164/FUL** Conservatory at rear of property 32 Priors Grange, Salford Priors, WR11 8XP for Mr & Mrs Stevens.

**Permission Granted**

**12.2 10/02121/FUL** Replace flat roof on existing single storey extension with a single Pitched roof at 12A School Road, Salford Priors. WR11 8XD for Mr P Brooks.

**Permission Granted**

**12.3 10/02334/FUL** two storey rear extension at The Gables, Station Road, Salford Priors, for Mr & Mrs J Barlow.

**Permission Granted**

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**13. Staffing**

The Clerk reported that he had to attend for a planned medical procedure on 21.01.11 and consequently the draft minutes would be slightly delayed.

**14. Matters raised by Councillors**

**14.1** Councillors were invited to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future agendas.

Cllr. Wright raised several matters as follows:

**14.2** He reported that the top gate to Marsh Farm Quarry was opened at 6.45am so that lorries could be stacked on the haul road rather than queuing on the main road. CEMEX had now agreed that all lorries would be told not to arrive before 7.00am.

**14.3** A rotting deer carcass on the Alcester Road beneath the Ragley top gate had not been removed. Ragley had agreed to attend to this. The Clerk said he had also contacted SDC regarding a dead fox on School Road near the Old Police House, Iron Cross.

**14.4** Cllr. Wright had attended a fire at Dunnington Heath Farm that had caused nuisance in Dunnington.

**14.5** He had been in communication with CEMEX regarding the correct hours when Dunnington School traffic would need to pass over the crossing point on Broom Lane. This was now resolved.

**14.6** Cllr. Wolfe requested that the Clerk should circulate Councillors with copies of any letters sent on behalf of Councillors.

**15. Correspondence Received****15.1 Salford Priors Branch of the Royal British Legion**

Council noted the letter of thanks for the donation made to the Salford Priors Branch of the Royal British Legion.

**15.2 Karen Littleford re. various matters**

The Chairman said that all councillors had received a copy of Mrs Littleford's letter concerning TOPs, the lights, and the precept. He considered that all the matters raised by Mrs Littleford had been covered in discussion during the meeting.

**15.3 WALC, Parish & Town Council liaison meeting**

Council noted the information provided.

Cllr. Stedman, having declared an interest in the following items, left the room. Cllr. Wright took the chair.

**15.4 Salford Priors Memorial Hall**

This item was considered under Item 5.7 below

**5.5 Light at Shady Nook**

(This item was postponed to the end of the meeting.)

The Clerk reported that he had contacted Central Networks to check if they would carry out the disconnection free of charge. They were also asked to provide a quotation for the complete removal of the pole. He had received an indication from Keith Williams of Central Networks that they would carry out the disconnection and lift the pole at no cost to the Council but was awaiting a confirmatory

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e-mail before proceeding. It would be the responsibility of the Parish Council to cut up and dispose of the post, ivy, and light fitting.

**5.7 Meeting with Memorial Hall representatives**

(This item was postponed to the end of the meeting.)

Cllr. Wright and Cllr. Wolfe reported that they had held an amicable meeting with Memorial Hall representatives. The Council had proposed a figure of £1500 pa. for the office rent but no agreement had been reached. The Council had pointed out that further payments were made for hire of the hall for meetings and also that the Council paid the full cost of the broadband connection to the hall which benefitted all users. Cllr. Wright referred to the subsequent letter received from the Memorial Hall Secretary proposing a rent of £1600.pa. Cllr. Wolfe was concerned about a statement in the letter that this sum would be reviewed annually and considered that such increases should be limited to an amount in line with inflation. He was concerned that the Hall was trying to balance its books on the back of the Parish Council. Cllr. Wright proposed, seconded by Cllr. Wolfe, and agreed unanimously, that the £1600 rent for the current year should be accepted but that the Hall should be informed that the Council considered that any future increases should be in line with inflation.

Cllr. Stedman returned to the room and took the chair.

**16. To Table**

Council noted the following tabled items:

- 16.1 Warwickshire Rural Housing Association Annual Report
- 16.2 LCR Winter 2010
- 16.3 The Royal British Legion "Great Poppy Party Weekend" brochure
- 16.4 Clerks & Councils Direct, January 2011, Issue 73

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

Council noted the income received listed 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. Wright, seconded by Cllr. Wolfe, and carried. Cheques were signed by Cllr. Wolfe and Cllr. Quiney. Council considered the Clerk's proposal to transfer £2000.00 from No.1 account to the Community account. Authorisation for transfer of funds was proposed by Cllr. Wolfe, seconded by Cllr. Wright, and carried.

**18. Date of Next Meeting**

Council noted the date of the next Ordinary Meeting of the Parish Council on Wednesday 16<sup>th</sup>. February 2011 in The Memorial Hall, Salford Priors.

**19. Closure of meeting**

The meeting closed at 9.40pm.

Signed.....

Date.....

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**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>
6458		4.79	0.00	4.79	HSBC, Interest No. 1 a/c
9002		0.03	0.00	0.03	HSBC, Interest No. 3 a/c
9003		25.00	0.00	25.00	John Coley Trust
6459		2225.60	0.00	2225.60	SDC Mowing
<b>Total</b>		<b>£2255.42</b>	<b>£0.00</b>	<b>£2255.42</b>	

**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>
8663	102362	536.70	0.00	536.70	MJ Philpott, Clerk's salary
8664	102363	45.01	6.70	38.31	Digital Copier Systems Ltd.
8665	102364	132.76	22.13	110.63	Staples
8666	102365	72.00	12.00	60.00	PD Long
8667	102366	60.00	0.00	60.00	MJ Hyde
<b>Total</b>		<b>£846.47</b>	<b>£40.83</b>	<b>£805.64</b>	

**20.3. Transfers**

Proposal to transfer £2000.00 from No.1 account to Community account.

**20.4 Account Balances at 12.01.10**

<b>Community a/c</b>	<b>£4310.95</b>
<b>No.1 a/c</b>	<b>£33256.86</b>
<b>No.3 a/c</b>	<b>£188.84</b>