

## Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 16<sup>th</sup>. February 2011 at 7.30pm.**

Present: Councillors, JR Stedman, (Chairman), L Wright, AW Wolfe, DC Penn, L Maude, and A Quiney.

Also in attendance: MJ Philpott, Clerk, County Cllr. P Barnes, and ten members of the public.

It was noted that Cllr. Francis had been admitted to hospital and on behalf of all the members of the Council the Chairman expressed very best wishes for his quick recovery and a return to good health. The Clerk was asked to write to Cllr. Francis accordingly.

**1. Apologies for absence**

Council considered and agreed apologies for absence from Cllr. Francis due to illness and District Cllr. BW Slaughter due to other commitments.

**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. Wolfe declared a prejudicial interest in Item 7.2. as a neighbour of the planning application site. Cllr. Stedman declared prejudicial interests in Items 13 as a contractor; and 20.1, Appendix A, payments 8676 and 8677 as Chairman of the Memorial Hall Committee and a training matter.

**3. Open Forum**

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

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

**3.3 Public Participation:** Mrs Seville said that the ivy over the walls of Salford House and Cornerways was obstructing the footway. The Clerk was asked to refer this matter to County Highways as letters requesting the removal had been previously sent to Salford House. She then reported that bushes and brambles opposite her cottage were also obstructing the footway and the Clerk was asked to write to the owner of The Cedars in Ban Brook Copse to request them to be cut back. Finally, Mrs Seville enquired regarding the coned-off laybys on the A46 and the Clerk was asked to find out why from the Highways Agency.

Mrs Littleford felt that the Parish Council's efforts being made to improve parking at Dunnington School was a lost cause but Cllr. Wright said that it was necessary because of the road safety implications on the B4088 cross roads.

John Bradfield said he believed the switch off of lights along Evesham Road had led to traffic travelling at higher speeds through Abbots Salford. He also said that a Rushford parishioner was interested in adopting the footway light by his house. The Chairman requested he ask the parishioner to contact the Clerk over the matter.

Mrs Corbett asked when the planning application for "Shamba" had been received and the Chairman said that procedures were in place to ensure that Councillors' views were taken into account by the

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Clerk where the response had to be made ahead of the next Council meeting and in this case by the 14<sup>th</sup>. February. In connection with this application, Cllr. Wolfe said that if SDC were minded to approve the application then the screening on the northern boundary should be maintained and the use should be domestic and not commercial.

**3.4 Ward Members' Reports** A full Salford and Bidford Ward report from Ward Councillor KA James had been circulated to all councillors. Cllr. Barnes reported on the WCC budget discussion. He said that half the thirty-two libraries were under consideration for closure and it was important that Salford Priors supported the campaign that would be mounted to protect the library at Bidford. The Clerk was asked to contact the two schools in the parish for their support and to place this issue on the Agenda for the next meeting. Cllr. Barnes said there would be no capital spending on youth clubs but £150,000 had been put aside to support clubs. He said that he was trying to maintain the Local Community Forums but the Area Committees would probably be terminated. He said that he hoped an Evesham super market would offer some sponsorship to maintain the 28 bus service.

**3.5** The Chairman closed the adjournment at 8.00pm.

## **4. Minutes**

**4.1** The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 19<sup>th</sup>. January 2011 at 7.30pm at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

## **5. Clerk's Progress Report for consideration by Council**

### **5.1 Grit bins**

The Clerk reported that M Hackling had completed the work breaking up lumps in the grit bins. WCC were asked to refill them and it was understood this work was now complete.

### **5.2 White lines at Dunnington and Weethley**

The WCC Locality Officer had been contacted by the Clerk and had agreed to inspect the lines and take action accordingly. The Clerk reported that the lines at the Weethley Toll House had been repainted.

### **5.3 Parking at Dunnington School**

The Clerk informed the Council that he had provided a letter requesting Mr Beamish to take photos in order to confirm he was acting on Council instructions.

### **5.4 Light at Shady Nook**

The Clerk said that a date was still awaited for Central Networks to carry out this work. He had drawn to their attention the urgency in view of the approaching bird nesting season as the pole is heavily draped in ivy. Council authorised the Clerk to spend up to £150 to remove and dispose of the post when it had been disconnected.

### **5.5 Playing Field lighting**

The Clerk said that Peter Long had now completed his work on the solar light near TOPs and it appeared to be working satisfactorily. Council agreed to consider making the same alterations to the other two lights at a cost of £160 per light at the next meeting.

### **5.6 Light at entrance to Sandfields Packing Station**

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The Clerk reported that he had received a telephone call from Derek Wilkinson informing him that the packing station was to be vacated by Sandfields and as a consequence they would not be providing a light at the entrance.

#### **5.7 Poly tunnels**

The Clerk said he had included reference to the poly tunnels in his letter to Cllr. Pemberton but had still received no response. The Chairman asked the Clerk to consult the Planning Officer directly.

#### **5.8 Precept for 2011 – 2012**

The Clerk informed Councillors that Stratford DC had confirmed receipt of the precept request.

#### **5.9 Co-option of new councillor**

The Clerk informed Councillors that Stratford DC had been informed of the appointment of Cllr. Maude and all the relevant paperwork had been sent.

#### **5.10 Mowing contract.**

Council noted that the Contract with Hightrees Landscape Services had been completed and signed. The Chairman and the Clerk had met the owner of Hightrees.

#### **5.11 Termination of lighting maintenance arrangement with EON.**

The Clerk reported that a letter had been sent to EON terminating the lighting maintenance arrangement and a final invoice had been requested. An acknowledgement had been received from EON. Council agreed to consider the need for a contract with PD Long at the next meeting.

#### **5.12 Gritting of School Road.**

The Clerk reported that a further letter had been written to WCC regarding the need to grit School Road but no reply had been received.

#### **5.13 Sewerage along B4088**

The Clerk reported that the employment of the team working on this project had been terminated by Severn Trent and a new project manager had been appointed. This information had been passed to residents. The Clerk was asked to chase this project further.

#### **5.14 Evesham Road VAS**

The Clerk said that Richard Elbourne had assured him that the VAS and the repair to the existing sign will be carried out in the current financial year.

#### **5.15 Parish Office Rent**

The new rent for the Parish Office and the new hall hire charges were accepted at the previous meeting. The Clerk said that the Memorial Hall committee had been informed of the Council's comments that any future increases should be in line with inflation.

#### **5.16 Letters to Ward Members**

Following the Council's instructions, letters were sent to each of the Ward Members regarding attendance at Parish Council meetings; no responses were received, only the Ward Report from Cllr. James. Cllr. Maude referred to the Local Development Framework in Cllr. James' report and asked that information regarding the Parish workshops be circulated.

#### **5.17 Mesh to bridge parapet**

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Following a resident's report the Clerk said he had contacted WCC and they had instructed their contractor to replace the missing mesh panel to the bridge over the River Arrow on the Bidford side of the A46.

**6. Planning general**

**6.1 Consideration of planning issues regarding trees at Ban Brook Copse.**

The Clerk had circulated a response from the owner of Brook House regarding the Parish Council's objections to the removal of trees. The Chairman noted that the Ward Member was seeking changes to the procedures at SDC and the Clerk was asked to check progress. The chairman also said that of all the trees identified by the land owner, only one was a truly indigenous species. Council agreed there was no further action to take on this issue.

**6.2 Consideration of TPO proposal for pine tree in School Road.**

The Clerk had applied to SDC for a TPO on the pine tree but this was not granted. The Clerk had referred to the assurances given by the MD of Sandfields and the risk that Sandfields would move on. This comment had now been vindicated and the Clerk was asked to write again to SDC. Members identified several situations in the parish where TPOs had been agreed in similar circumstances.

**6.3 Maps of TPOs**

The Clerk reported that he had obtained maps showing the location of TPOs in the parish.

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

**7.1 11/00080/TREE** Proposed 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 had circulated copies of the response made to this application after consultation with members. Council confirmed the comments opposing the application.

Cllr. Wolfe left the room having declared a prejudicial interest.

**7.2 11/00038/FUL** Proposed agricultural store at Shamba, Evesham Road, Evesham Road, WR11 8UU for Mr B Cobb.

The Clerk reported that the deadline for responses for this application was 14.02.11. He had circulated copies of the response made to this application after consultation with members and agreement with the Chairman. The Clerk also circulated a further response from the applicant that clarified certain aspects of the proposal. The Chairman considered this additional information and took the view that the Council's objections to the application should be withdrawn and the Council agreed. Cllr. Quiney proposed that the leylandii trees should be trimmed to a height of 5m. Council agreed to request the planning authority to apply conditions to protect all the screening around the plot and to supplement where necessary; to ensure that the building is only used for domestic purposes that are directly ancillary to the dwelling house; to trim the Leylandii to a minimum height of 5m. and to include the additional statement from Mr Cobb as part of the application documentation.

Cllr. Wolfe returned to the room.

**7.3 11/00116/FUL** Proposed ground and first floor extension to side of property and replacement garage at 2 School Avenue, Salford Priors, WR11 8XB for Melissa Scriven.

Council agreed to accept the proposal and to propose that any mature trees should be retained and the roots protected.

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**8. Planning Decisions**

Council noted the following planning decision

**8.1 10/02673/FUL** – Fit solar PV panels to roofs of 3 no. poultry houses at Salford Lodge Farm, Pitchill, WR11 8SN for P Hughes Ltd.

**Permission granted**

**9. Housing****9.1 Consideration of the proposal for affordable housing**

The Clerk had circulated a report from the Affordable Housing Co-ordinator and additional letters from Mr Chris Baker, Mr Alan Richardson, and Mr Roger Band. Cllr. Wolfe said that the residents had made some important points and asked if there really was still a need for the project. The recent planning presentation event had been poorly attended as very few local people had come forward. Cllr. Wright said he was concerned about the site being outside the curtilage of the village but the Chairman said that it was only such sites that were affordable. The Clerk said that the housing enabler could be asked to incorporate the additional letters into his report and confirm the need. The revised report could then be considered at the next meeting and this was agreed.

**10. TOPs****10.1 Consideration of the long-term future of TOPs**

The clerk had circulated a detailed report on the future of TOPs and the TOPs Management Committee had submitted proposals for taking on some of the running costs of the building. The Clerk had also written to WCC regarding possible extension to the lease. Cllr. Quiney said that the response of WCC was critical and Cllr. Wright asked if a decision on the electricity supplier should be made now. The Chairman proposed that the two Council delegates and himself should meet with representatives of the TOPs Management Committee at an early date and suggested the energy supplier situation could be held for one month. Council agreed this suggestion.

**10.2 To consider a second delegate to TOPs Management Committee**

Council noted that Cllr. Wolfe was the first delegate to the Committee. Cllr. Wolfe proposed, Cllr. Quiney seconded and it was agreed, that Cllr. Maude should be the second delegate to the Committee. Cllr. Maude accepted the delegation.

**11. Playing Field****11.1 To receive the Playing Field weekly inspection reports.**

The Clerk reported he had received inspection reports from Cllr. Quiney dated 23.01.11; 5.02.11; and 12.02.11. Bottles and cans around the play area remain a problem. Cllr. Quiney was asked to supply details of times and individuals concerned so that the Clerk could refer this matter to the PCSO. Cllr. Quiney reported the mole activity was spreading to new areas of the field and he had also noted mole activity in the school playing field.

**11.2 Consideration of the Council's playing field litter picking contract with Mrs P Dare**

The Clerk informed Council that Mrs Dare had agreed to a contract to carry out a weekly litter pick at the Playing Field in April 2010 for a period of one year. Mrs Dare had requested that this contract be terminated as Cllr. Quiney was now picking up any litter during his inspection visits. Council agreed and thanked Mrs Dare for her diligent work in keeping the Playing Field clear of litter and bringing the matter to the Council's attention. Council agreed to pay Mrs Dare the requested sum of £50 for her work to date and the Clerk was asked to write to Mrs Dare accordingly.

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**11.3 Moles on the Playing Field and the Churchyard Extension**

The Clerk reported that an order had been placed with Brandon White to eliminate moles on the Playing Field and the Churchyard Extension in the sums of £130 and £90 respectively. The Clerk was asked to inform Cllr. Quiney when this work was complete so that he could rake and spread the soil in the heaps.

**12. Highways****12.1 Consideration of the provision of a bus shelter at Hedges Close**

The Clerk informed Council that he had obtained confirmation from WCC that the verge at Hedges Close did belong to the County Council. He had also obtained details of services in the area and there were services in the immediate vicinity of the proposed shelter. The Chairman and the Clerk had now agreed that the shelter should be located between the bus stop and the grit bin which would be out of view to residents in Sanders Road. The Clerk said he had arranged a meeting with the preferred supplier, Queensway, for the following week to decide on a final layout. The Chairman agreed to provide a specification for paving and the Clerk was asked to obtain a quotation from M Hackling for this work and to provide final detailed proposals for the project to the next meeting.

**12.2 To report on the sewer pipe blockage and foul water flooding in School Road.**

The Chairman said he had reported a blockage to the sewer pipe in School Road and this had been dealt with very promptly by Severn Trent Water. There were concerns that it appeared as if many of the road gullies had been connected to the foul sewer. County Highways were made aware of this situation.

**12.3 Consideration of the F&GP group meeting to return a report for the Footway Lighting policy and related matter.**

Council agreed that the F&GP Committee should meet to discuss how a report on Footway Lighting should be progressed and the Clerk was instructed to make the necessary arrangements.

**12.4 Refurbishing wooden seats.**

The Clerk circulated a quotation received from Mr M Hackling for refurbishing four wooden seats belonging to the Parish Council. The Clerk said that a quotation had been requested from Mr Neil Stedman but none had been received. The Clerk also reported that the Chairman had requested a quotation from Mr Hackling to refurbish the seat on the Iron Cross green by The Queens Head and steelwork on the bench by Salford Primary School. This quotation was noted. In view of the high cost of this work the Chairman proposed that Councillors should inspect the seats themselves before making a decision at the next meeting and this was agreed.

**13.1 Consideration of the Clerk's report regarding the planters**

This item was moved to the end of the meeting.

**14. Communications****14.1 Newsletter**

Council agreed that the next newsletter should be published following the March meeting and the Clerk was asked to bring a rough draft to the next meeting.

**14.2 Website**

The Clerk proposed that Cllr. Maude should take over the uploading of information to the web site and should report on further development of the site. Council agreed that Cllr. Maude and Richard Dare should meet with the Clerk to agree the handover.

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**14.3 Councillor contact details.**

The Clerk was asked to circulate Councillor contact details to all members.

**15. Rights of Way****15.1 Report from the Rights of Way Inspector.**

The Clerk referred to the path at Mudwalls and Wood Bevington Lane and comments of obstructions made by Mr Don Penn. Cllr. Quiney agreed to meet with Mr Penn and check if there were any problems.

**16. Staffing**

**16.1** Nothing to report.

**17. Matters raised by Councillors**

**17.1** Councillors are invited to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

**17.2** Cllr. Penn reported that the deer carcass on the highway outside Ragley Hall had now been removed. The Clerk said he was disappointed that Ragley Estates had not responded earlier to his requests for the carcass to be removed.

**17.3** Cllr. Quiney referred to a request from a parishioner for a street sign in Rushford. The Chairman asked him to identify precisely where and what was required.

**18. Consideration of Correspondence Received****18.1 WALC Newsletter ADH\92**

Council noted the information provided.

**18.2 WALC training courses**

Council noted the information provided.

**18.3 Nominations for Royal Garden Party**

Council noted the information provided.

**18.4 Announcement from The Shropshire Group**

Council appreciated that Derek Wilkinson had informed the Parish Council regarding the closure of the packing station and agreed that the information provided should be included in the next Newsletter. Council asked the Clerk to check with SDC Planning Dept. regarding the precise planning status and associated conditions of the packing station.

**18.5 SDC, Message to dog owners.**

Council agreed that the information provided should be included in the next Newsletter.

**18.6 Relate, introduction to services**

Council noted the information provided and agreed that posters could be placed on the Notice Boards.

**18.7 Warwickshire Community Awards, notice of meetings**

Council noted the information provided.

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**18.8 Salford Priors Fete and Country Fair**

Council noted the information provided and the request for a representative of the Council to attend the next meeting. Cllr. Quiney agreed to attend the meeting.

**18.9 Community Forum notice**

The Clerk suggested that it was important to have representation at the Forum meetings and Cllr. Wolfe offered to try and attend the next meeting.

**18.10 Stop HS2 campaign notice**

Council noted the information provided.

**18.11 WCC, Fostering in Warwickshire, survey.**

Council noted the information provided and nominated the Clerk to respond.

**19. To Table**

No items were tabled.

Cllr. Stedman left the room having declared a prejudicial interest.

The Vice-Chairman, Cllr. Wright took the chair.

**13.1 Consideration of the Clerk's report regarding the planters (Moved from earlier)**

Cllr. Quiney had inspected the state of the planters and on the basis of his inspection, the Clerk had produced a report circulated to all Councillors. Cllr. Wolfe said that, during discussion of the lights, several residents had expressed the view that the planters were an unnecessary luxury. He asked if they were needed. He recommended that when the present contract ends (March 2012) it should not be renewed. However, Councillors considered that the flower beds should be retained. It was agreed to take away the planters on Ban Brook Green and at Iron Cross as these were in a very poor condition. It was also agreed to see if there would be any interest in residents "adopting" a planter near their home and this would be tested by providing an item in the next Newsletter. Methods of encouraging adoption such as the provision of plants or payment of a small fee would be considered when the degree of interest had been ascertained. Concern was expressed regarding the Maureen Edmunds Memorial flower bed which had not been looked after last year. Councillors suggested that low growing green bushes or ground cover requiring little maintenance might be provided.

**20. Finance****20.1 To consider and approve the payments and transfers listed in Appendix A.**

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

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

**20.2 Appointment of Internal Auditor**

The Clerk reported that he had contacted Louise Best who had performed the role of Internal Auditor for the last two years. He informed Council that she had undertaken a most thorough and timely inspection of the Council's accounts and would be prepared to carry out the same role for the 2010 – 11 accounts at the same cost of £120. The Chairman proposed, Cllr. Wright seconded, and it was agreed, that Louise Best be confirmed as the Council's Internal Auditor for the current financial year on the terms set out.



## Salford Priors Parish Council

**21. Date of Next Meeting**

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

**22. Closure of meeting**

The Chairman closed the meeting at 9.35pm.

Signed.....

Date.....

**APPENDIX A****Finance****A1. Income transactions for approval**

Tn. No.	Cheque	Gross	Vat	Net	Details
6460	BACs	977.30	0.00	977.30	HMRC VAT Refund Q3
<b>Total</b>		<b>£977.30</b>	<b>£0.00</b>	<b>£977.30</b>	

**A2. Expenditure transactions for approval**

Tn. No.	Cheque	Gross	Vat	Net	Details
8668	dd	18.99	2.83	16.16	Plusnet
8669	102367	777.10	115.73	661.37	Npower, footway lighting power
8670	102368	90.00	0.00	90.00	M Hackling
8671	102369	25.00	0.00	25.00	J Bradfield
8672	102370	145.75	0.00	145.75	Warwickshire CC
8673	102371	536.90	0.00	536.90	MJ Philpott, Clerk's salary
8674	102372	78.71	0.00	78.71	MJ Philpott, Clerk's expenses
8675	102373	192.00	32.00	160.00	PD Long, solar lighting
8676	102374	779.50	0.00	779.50	Salford Priors Memorial Hall
8677	102375	35.00	0.00	35.00	Training course.
8678	102376	10.01	0.00	10.01	Severn Trent Water, allotments' supply
<b>Total</b>		<b>£2688.96</b>	<b>£964.35</b>	<b>£2538.40</b>	

**A3. Transfers**

Transfer £2000 from No.1 account to Community account.

**A4. Account Balances at 8.02.11**

<b>Community a/c</b>	<b>£2,056.79</b>
<b>No.1 a/c</b>	<b>£34,459.76</b>
<b>No.3 a/c</b>	<b>£213.84</b>