

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 15th. June 2011 at 7.30 pm.

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 four members of the public.

1. Apologies for absence

Council considered and accepted apologies from District Cllr. M Howse due to being out of the country.

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. Stedman declared a prejudicial interest in Item 5.11, Planters, if discussed, and in Payment No. 8714, as a contractor to the Council.

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 Littleford said that the conifer at the junction of School Road and Ban Brook Road, in the grounds of 1 Hedges Close, was blocking the footway. The Clerk was asked to arrange for it to be cut back. Mrs Littleford also referred to items in Priors Grange and the Clerk said he would forward contact details for the officer at Orbit. Finally, Mrs Littleford enquired regarding the untidy state of a parcel of land at Iron Cross adjacent to School Road. The Chairman said that the Council had no powers over this land unless the hedges were obstructing the right of passage.

3.4 Ward Members' Reports County Cllr. P Barnes said the Council could put forward suitable persons as torch bearers for the Olympics. With regard to Bidford library he anticipated that several of the libraries would be operated by voluntary staff. Cllr. Barnes said he had passed information on speeding in Broom to a Dunnington resident and he emphasised the importance of attending the Community Forums. He said that he believed tipping was still taking place at Long Marston (thus taking fill that could be used at Marsh Farm) and the Clerk was asked to pursue this with District Cllr. Howse and enforcement officer Roger Thatcher. Finally, he said that work on the Broom flood defences would commence in two weeks.

3.5 The Chairman closed the adjournment at 7.47pm.

4. Minutes

4.1 The Minutes of the Annual Meeting of the Parish Council held on Wednesday 18th. May at 7.30pm. at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

4.2 The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 18th. May at 7.45pm. at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

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5. Clerk's Progress Report for consideration by Council**5.1 Evesham Road VAS.**

The Clerk reported that the 40mph VAS sign had been repaired and was working. The 30mph sign had been connected and WCC had called back their contractor to make the sign operative.

5.2 Councillor vacancy.

The Clerk said that the formal notice, prepared by Stratford DC, informing parishioners of the vacancy created by the resignation of Cllr. Francis was posted on parish notice boards on 1st June. Electors had until the 21st June to request that an election be held to fill the vacancy.

5.3 Parking at Dunnington School.

In view of the resignation of the current head teacher, Cllr. Wright had suggested that the proposed meeting with WCC be deferred until the new head teacher is settled in and the new school term started in September. This item to be included in the September Agenda.

5.4 Street nameplate, Fern Close.

The Clerk reported that a quotation for a street nameplate complete with channels, clips, and posts, reading "FERN CLOSE" had been obtained from Main Street Signs as recommended by SDC. The cost was £84.00 made up of £72.00 for the sign and posts and £12.00 carriage. Cllr. Wolfe felt this should be paid by SDC and the Clerk was asked to determine if they had a duty to provide the sign with copies to the District Ward Members.

5.5 Street nameplate, School Avenue

The Clerk reported that a quotation for signs to be bolted beneath the existing street nameplates complete with channels, and clips, reading "PLAYING FIELD & TOPS" had been obtained from Main Street Signs as recommended by SDC. The cost is £39.00 each plus £12.00 carriage. SDC has agreed the signs can be placed beneath the existing street name. Council were reminded that a fingerpost sign was quoted in July 2009 at £576. Council was not convinced this was the best solution and the Clerk was asked to obtain a price for a simple finger post to be erected in the shrub bed by the access to the Playing Field.

5.6 Drainage at Broom Lane

The Clerk reported that this item was still awaiting inspection with Don Penn.

5.7 SDC Consultation regarding future ownership of parcels of District Council land.

The Clerk reported that a letter had been sent to SDC expressing strong interest in acquiring the access to the Playing Field. It also confirmed the Council had no interest in the undefined area behind Perkins Close and Orbit had been copied into the correspondence. The Clerk was asked to copy the information to ward members.

5.8 Overgrown hedge at School Avenue

Council noted that this hedge had now been trimmed.

5.9 Sewerage project on B4088

Nothing to report. However, the Clerk reported that Severn Trent had suggested the report would be produced in June and he said he would chase this item before the next meeting.

5.10 Tree canopy lift at Church, letter to Don Penn.

In accordance with the Council's request a letter of thanks had been sent to Don Penn.

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5.11 Dead shrubs within shrubberies maintained under flower display contract.

The Clerk reported that the flower display contractor had informed him that it had been found necessary to remove several dead shrubs from the shrubberies maintained under the contract. This action had resulted in large holes being created in the shrubberies which might need replacement plants in the autumn. Council noted the report for future consideration.

5.12 Hedge by Limebridge Bank

The Chairman asked the Clerk to press for this hedge to be trimmed.

5.13 Planter contract

The Chairman asked the Clerk to place an item on the Agenda regarding the red, white, and blue planting suggested for the Jubilee.

5.14 SpeedAware in School Road

The Chairman reported that locations and times had been agreed for the SpeedAware team to carry out tests in School Roads.

5.15 Wooden benches

The Chairman asked if work had started on the wooden benches and the Clerk said that the contractor was removing them one by one and treating them under cover.

6. Planning general**6.1 Report of a meeting of the Marsh Farm Liaison Group**

The Clerk reported that the meeting had considered the progress of restoration and a new plan was to be prepared. Serious action was being taken to improve the appearance of the site from all vantage points. It was agreed to circulate the draft minutes to the next Council meeting. Cllr. Wolfe referred to problems with dust and the Chairman explained the actions being taken. Cllr. Quiney enquired regarding the time to fill the site and was informed that 100 acres were being returned to agriculture imminently with a further 100 acres adjacent to Broom Lane being grassed over within the year. The remaining 120 acres in the centre of the site would remain for minerals processing for the time being.

The Clerk reported that an enquiry had been received from CEMEX to supply some 5000 tonnes of clay for the Broom Flood Defence Scheme. Vehicles would leave the site at the new road crossing and then over the A46 bridge to the site. Whilst members recognised that this would mean more fill being required and a consequent further delay to restoration they saw that this was the most obvious and most appropriate solution. Members asked that particular care be taken in road cleaning, and that the hours of operation should match those agreed for the road crossing to avoid peak usage of the road. It was also mentioned that there is a weight limit on the bridge of 17.50 tonnes and it is obviously necessary that this be complied with.

6.2 Consideration of rearrangement of meeting with DC Members and Planning Officers.

The Clerk was asked to rearrange this meeting with assistance from Cllr. Howse.

7. New Planning Applications to consider**7.1 11/00699/FUL – Erect a new garden fence at Old Red Brick Cottage, Iron Cross, Salford Priors, WR11 8SH, for Mr & Mrs S Jones.**

The Clerk reported that an amended application had been submitted to match the design of the neighbouring property, Ainge Cottage. The panels would have a curved top with a maximum height of 1.9m and a minimum of 1.7m. Council made no representations.

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7.2 11/01265/FUL – Proposed loft conversion with rear facing dormer window and 2 apex roof dormers to front elevation and proposed first floor landing window to side, at Knights Cottage, Cleeve View Cottages, Evesham Road, Salford Priors, for Mr & Mrs N McIntosh. Council made no representations.

8. Planning Decisions

Council noted the following planning decisions:

8.1 11/00599/FUL – Replace existing single storey building with new two storey extension and single storey sun room. New front entrance porch. At 28 School Road, Salford Priors, Evesham, WR11 8XD for Mr N Clayton.

Permission granted

8.2 11/00886/TREE – T1 Pine, arboricultural works at Eyston Cottage, Abbots Salford, WR11 8UT for K W Boulton, Tree Care Specialists Ltd.

No objection raised

The Clerk said that SDC had apologised for not consulting on this application due to an administrative error. The Clerk was asked to include this item in the proposed meeting with planners and to write regarding the “No objection raised” statement.

9. Footway Lighting

9.1 Consideration of a report from the F&GP Group regarding the footway lights.

The Clerk had circulated a report of the F&GP Group regarding the footway lights. The Chairman led the Council through the report and proposed each of the resolutions from the Chair. Council considered each resolution in turn and voted in favour unanimously in every case. Minor amendments to resolutions 7 and 8 were made from the F&GP Report. The final resolutions as adopted are listed below:

Quotation received from Western Power Distribution to disconnect supplies from the wooden poles

1. Council recognise that it is not possible to obtain alternative quotations for this work and suspend the Financial Regulations requirements in this instance.
2. Council accepts the revised quotation from Western Power Distribution, including the additional disconnection of the light at Old Dunnington Post Office, and authorises the Clerk to submit the Acceptance Form, the Council’s official order, and a cheque for the full invoice value.
3. The Clerk writes to those residents close to poles where the lights are still switched on informing them of the disconnections of these lights and reminding them of the issues of public liability, sustainability, and financial implications already explained in recent newsletters.

Consideration of specific lights and groups of lights

4. Council agrees that the wooden pole light at the Post Office be removed.
5. The light at the junction of School Road and Sandfields Farm Drive - Council agrees that the Clerk obtain quotations for replacing this light with either a solar powered light or a new column light on part night timers fed underground.
6. Council agrees that a qualified structural inspection of all the concrete columns in the Ban Brook Estate be commissioned.

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7. Council agrees that a detailed consultation with all householders on the Ban Brook Estate be carried out regarding options for future lighting, the consultation to be completed for the August meeting.
8. Council agrees that a detailed consultation with all householders in the Perkins Close area be carried out regarding options for future lighting with the consultation being completed by August.
9. Council agrees that the two Victorian lights at the junction of School Road and Evesham Road be fitted with part night timers and left switched on.

Consideration of lights on the poles that will remain as they are the responsibility of either BT or Central Networks.

10. Council agrees that the light by the School be fitted with a part night timer and left switched on and a further review of the light be made in 2012.
11. Council agrees that the Lights by Salford Hall Hotel, by the Phone box at Broom Lane, Dunnington, and by Dinmore House on the B4088 be removed.

Light in Ridsdale Close - the F&GP Group noted that this pole was owned by BT or CN and considered its future should be included in the survey of other lights in the area under recommendation 8 above.

Consideration of lights fitted to steel columns that could be reused if required.

12. Council agrees that decisions on the lights at Rushford, Fern Close, and Dunnington Cross Roads be deferred to the second phase.
13. Council agrees that the light by the Memorial Hall be offered to their committee on the basis of no cost to the Parish Council. If this is not accepted then a decision be deferred to a later stage.
14. Council agrees that the future of the lights in Park Hall Mews and the light at Jack Thompson Croft be the subject of local consultation which will run concurrently with the Perkins Close consultation. The Park Hall Mews, School Road junction light which is currently switched off will remain off until the local consultation is completed in August

9.2 Draft letter to residents.

The Clerk had circulated a draft consultation letter, including revisions from the Chairman and Cllr. Wolfe, that would act as a template for each area where further consultation was to be carried out. Council agreed the form of the letter. Cllr. Quiney agreed to deliver the letters to all households.

9.3 Letter from Memorial Hall Committee regarding light.

A letter from the Memorial Hall had been circulated proposing to adopt the footway light at the corner of School Road and St Matthews Close. This matter was considered under Item 9.1. Council agreed to defer a response to this letter.

9.4 Proposals for a reactive contract with PD Long for lighting maintenance.

This letter was deferred to the end of the meeting.

9.5 Consideration of a letter from Mrs Dare

A letter from Mrs Dare had been circulated questioning information provided by the Parish Council. The Clerk was asked to respond with the draft being circulated to Members.

10. TOPs

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10.1 Electricity supply

The Clerk reported that the changeover to EDF had taken place although the administration had been very tortuous. The Direct Debit authorisation had been submitted and the price was now fixed until May 2013.

10.2 Report of AGM

Cllr. Wolfe & Cllr. Maude agreed to provide a report for circulation to the next meeting.

10.3 TOPs Accounts

Copies of TOPs Accounts were circulated to all Members. It was agreed to consider these at the next meeting.

10.4 Repairs

It was reported that quotations were being sought by the TOPs Management Committee for repairs to the rear steps, painting of the fascia, and weather proofing of the cladding. It was agreed to consider these at the next meeting.

10.5 Discretionary Rate Relief, letter from SDC.

The Clerk reported that a letter had been received from SDC revoking the Parish Council's entitlement to discretionary rate relief with effect from 31st. March 2013. The Clerk said that in 2010 this relief reduced the rates bill from £895.40 to £182.16. The Clerk was asked to draw the attention of Ward Members to this charge.

11. Playing Field**11.1 Playing Field weekly inspection reports.**

The Clerk reported that Cllr. Quiney had provided inspection reports dated 21.05.11, 28.05.11, and 4.06.11. Cllr. Quiney had reported that a tree in the picnic area showed no sign of life and needed to be removed. He said that the signs regarding littering were proving effective. The Clerk said he would place the police contact notices supplied by Cllr. Quiney in the parish notice boards as soon as possible.

11.2 Independent Inspectors report on the play equipment

The Clerk had circulated a summary report of the independent inspection of the play equipment by Digley Associates Ltd. All the risk assessments were in the low category defined as not needing immediate action but requiring monitoring. It was agreed that Cllr. Quiney and the Clerk should inspect the equipment together and recommend any necessary action.

12. Highways**12.1 Subsidence in School Road.**

The Clerk reported that WCC had inspected the damaged road surface but did not consider it presented any hazard to road users. The WCC Officer said he could not make this repair a priority.

12.2 Dip in footpath by 42 School Road.

The Clerk reported that he had now inspected the footpath between the Hall and the Post Office and although there were some undulations he thought it was most unlikely that WCC would consider remedial works a priority. Council agreed to take no further action.

12.3 Loose chippings at Dunnington

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The Clerk reported that WCC had been asked to take urgent action regarding loose chippings on the main road at Dunnington.

13. Events

13.1 Raffle prize for the Village Fete.

Cllr. Quiney proposed, Cllr. Wright seconded, and it was agreed, that a voucher in the sum of £50.00 for a meal at The Bell Inn be donated as a raffle prize.

13.2 Civic Reception for ex-councillor

The Chairman said that the Clerk's report showed that the Council had the requisite powers to use the Chairman's allowance towards the cost of a civic reception. Council noted that the Memorial Hall Committee had offered to provide the venue and labour with the Council providing the food and beverages. The Memorial Hall Committee would share the cost of an appropriate gift with the Council. Attendance would be by invitation but open to all residents to apply to the Clerk for a ticket on a first come, first served basis, due to the limited capacity of the Hall. It was agreed that the details would be agreed at a joint meeting of the Memorial Hall Committee, the F&GP Group, and the volunteer caterers. The event was planned for mid-September.

13.3 Plans for the Jubilee celebrations in 2012.

The Council agreed in principle that there should be a suitable event to mark the Queen's Jubilee. The Council agreed to work with the Fete Committee and proposed a "Party in the Park" type event.

14. Allotments

14.1 Inspection of allotments

Council noted that the inspection of the allotments had now been arranged for Wednesday 29th. June at 7.00pm. All allotment holders had been notified by letter and invitations had been posted on the notice boards.

15. Communications

15.1 Cllr. Maude reported that the website was getting further updates and the Agenda for the PC Meeting had been posted earlier in the week. He was looking into a possible "Blog" system.

16. Rights of Way

16.1 The Rights of Way Inspector said there was nothing to report.

17. F&GP Group

17.1 Membership of F&GP Group

Council agreed membership of the F&GP Group as Cllrs Stedman, Wright, Wolfe, Maude, and Quiney. The Clerk was asked to include the TOPs lease and the Financial Regulations on the next Agenda for the Group.

18. Matters raised by Councillors

18.1 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.

18.2 Cllr. Quiney referred to the missing lock to the notice board at the Memorial Hall. The Clerk said he would liaise with Cllr. Quiney as he had the missing parts.

19. Staff and administrative matters

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19.1 Clerk's annual leave arrangements

The Clerk reported his annual leave arrangements to Council.

19.2 Dates of meetings

Council agreed the dates of future meetings as 20th. July; 17th. August; and 21st. September. The Clerk said he would liaise with the Chairman over dates for the rest of the year.

19.3 New Minute book

The Clerk said the current Minute Book was now full and a new folder was required at a cost of £75.99. Cllr. Wolfe said that he did not consider an expensive new folder was necessary and this was agreed. As a consequence, Council decided to withdraw Transaction number 8717 and to cancel cheque 102416. Council recommended that old minutes be transferred to ring binders and taken to the County Archive on an annual basis.

20. Consideration of Correspondence Received

Nothing reported.

9.4 Continued – Proposals for a reactive contract with PD Long for lighting maintenance.

Cllr. Stedman proposed, Cllr. Wright seconded and it was agreed that:

“In view of the confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 of Schedule 12A of the Local Government Act 1972, that the public be temporarily excluded and they are instructed to withdraw”.

Council considered a list of prices tabled by PD Long for repairs and maintenance of the footway lights. Council considered these prices were very favourable. Cllr. Wright proposed, Cllr. Wolfe seconded, and it was agreed that the offer from PD Long be accepted.

21. To Table

Council noted the following tabled item:

21.1 LCR, Summer 2011.

22. Finance

Cllr. Stedman, having declared a prejudicial interest, left the room. Council agreed that Cllr. Wright should chair the next item. The chair was taken by Cllr. Wright.

22.1 Approval of the payments and transfers listed in Appendix A.

Council noted the income transactions in Appendix A1.

Council considered the expenditure transactions listed in Appendix A2. The Clerk explained the changes in the HMRC requirements for NI and PAYE in that the payment was now made to The Post Office, this being considered by HMRC to be an electronic transfer which was their preferred method of payment. Authorisation for payment (with the exception of Transaction Number 8717) was proposed by Cllr. Wolfe, seconded by Cllr. Penn, and carried. Cheques were signed by Cllr. Wright and Cllr. Wolfe.

Council considered and approved the proposal to transfer £11,000.00 from No.1 account to Community account Appendix A3. Authorisation for transfer of funds was proposed by Cllr. Wolfe, seconded by Cllr. Wright, and carried.

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Council noted the bank balances in Appendix A4.

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

22.2 Insurance

The Chairman said that the F&GP Group had asked the Clerk to check possible alternative insurance providers with WALC and to report back to Council.

23. Date of Next Meetings

Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.30pm on Wednesday 20th. July 2011 in the Memorial Hall, Salford Priors.

24. Closure of meeting

The Chairman closed the meeting at 10.20pm

Signed.....

Date.....

APPENDIX A - Finance

A1 Income transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
6467		52.00	0.00	52.00	Allotment rent, Plot 1, Judi Watson Jones
6468		52.00	0.00	52.00	Allotment rent, Plot 2, B Palmer
6469		52.00	0.00	52.00	Allotment rent, Plot 5, C Hague
6470		52.00	0.00	52.00	Allotment rent, Plot 7, Peter Clarke
6471		52.00	0.00	52.00	Allotment rent, Plot 8B 7 9B, Melanie Muldowney
6472		52.00	0.00	52.00	Allotment rent, Plot 10, F Walker
6473		4.65	0.00	4.65	Bank Interest, No. 1 Account
9005		0.04	0.00	0.04	Bank Interest, No. 3 Account

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Total		£316.69	£0.00	£316.69	
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A2 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
8710	dd	18.99	2.83	16.16	Plusnet, Office Broadband
8711	102410	672.00	112.00	560.00	Hightrees LS, Mowing contract
8712	102411	18.00	3.00	15.00	Hightrees, fence repair
8713	102412	134.30	0.00	134.30	MJ Philpott, Clerk's salary June
8714	102413	1129.20	188.20	941.00	Limebridge Rural Services Ltd., Planter contract.
8715	102414	50.00	0.00	50.00	The Bell, Fete Prize
8716	102415	250.00	0.00	250.00	Warwickshire CC, SpeedAware
8717	102416	Shaw & Sons, Minute Binder – This item was withdrawn during the meeting Minute Number 19.3 refers.			
8718	102417	866.09	144.35	721.74	New Look Conservatories, doors at TOPs
8719	102418	7234.80	1205.80	6029.00	Western Power Distribution, pole removal
8720	102419	839.16	0.00	839.16	The Post Office, HMRC Tax & NI
Total		£11212.54	£1656.18	£9556.36	

A3. Transfers

Transfer of £11,000.00 from No.1 account to Community account.

A4. Account Balances at 7.06.11

Community a/c	£1,634.01
No.1 a/c	£46,214.77
No.3 a/c	£213.92