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Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 17th. August 2011 at 7.30 pm.

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

The Chairman drew attention to the note at the top of the Agenda reminding members of the public not to use mobile phones during the meeting.

1. Apologies for absence

Council considered and accepted apologies from Cllr. L Maude and from new Councillor Lawrence Robinson due to being on holiday. Apologies were also received from County Cllr. P Barnes and District Cllr. M Howse due to other commitments.

2. Declarations of Office and Disclosure of Interests

2.1 Declaration of office: The Chairman said that Cllr. Robinson would make his formal declaration of office at the next meeting.

2.2 Register of Interests: Members were reminded of the need to keep their register of interests up to date.

2.3 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 Items 14.1 and 15 as a contractor to the Council. Also a personal interest in payment 8378 as Chairman of the Memorial Hall Committee.

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 Dare thanked Cllr. Quiney for helping with the litterpick. She asked Council to consider the possibility of providing a net for the goal posts. Mrs Littleford asked if information regarding the Perkins Trust could be placed on the website. She also drew attention to a broken road sign approaching the A46 roundabout and to weeds on the bridge at Abbots Salford. The Clerk was asked to inform WCC. Mrs Littleford enquired about the ownership of areas of Priors Grange which were weed infested and the Clerk was asked to find out if the roads and streetlights had been adopted by the County Council. Finally, she asked when the notices were to be placed on the wooden poles and the Clerk said this would be done shortly. Mrs Sharp made a statement regarding the proposed civic reception. She said that details had been agreed at the meeting between representatives of the Memorial Hall Committee and the Parish Council and was concerned that changes to these plans should not be made without convening another meeting.

3.4 Ward Members' Reports No ward members were present. Council noted that the Clerk had circulated a report received from Cllr. James and a list of meetings attended from Cllr. Howse.

3.5 The Chairman closed the adjournment at 7.44pm.

4. Minutes

4.1 The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 20th. July at 7.30pm. 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 Street nameplate, Fern Close.**

The Clerk reported that Stratford DC had confirmed they will be installing the sign at the centre of the terrace as agreed at the last meeting.

5.2 Street nameplate, School Avenue

The clerk reported that a finger post pointing to the Playing Field and TOPs had been ordered subject to the cheque being signed at the meeting.

5.3 Drainage at Broom Lane

Council noted that Ragley Estates had confirmed that the land where the ditch needs to be cleared is currently leased out to Mr George Bomford and he had been asked to clear out the ditch.

5.4 SDC Consultation regarding future ownership of parcels of District Council land

Nothing further to report.

5.5 Sewerage project on B4088

Nothing further to report. The Chairman asked the Clerk to keep chasing the expected report.

5.6 Bus shelter at Hedges Close

The Clerk reported that the bus shelter was now complete and in use.

5.7 Trimming of hedges.

The Clerk reported that letters had been written to Mr Cooke and EVG Growers as instructed by the Council.

5.8 Result of poll

The Clerk reported that the result of the poll was LITTLEFORD, Karen Joy 98 votes; ROBINSON, Lawrence Peter 135 votes and that LP Robinson was elected.

5.9 Freedom of Information requests

The Clerk reported he had received two Freedom of Information requests from Mrs Littleford. He had responded with the information but said that such requests took a significant time to research. The Clerk advised that many queries could be dealt with by a brief telephone call.

5.10 Verge mowing

The Chairman asked the Clerk if the mowing contractor had now dealt with the missed areas and the Clerk said he believed this was the case.

6. Planning general**6.1 Tipping at Long Marston.**

Council noted that the Clerk had written to Sue Broomhead of WCC and Roger Thatcher of SDC regarding the tipping at Long Marston. Ward Members had been copied in and Cllr. Howse had visited the site and taken several photographs. The Clerk said that these showed many diverse activities taking place some of which appeared to show waste recycling operations in progress in order to prepare construction materials for use in site roads. Sue Broomhead had confirmed this was the case and had explained that several enforcement activities were being considered but there were no staff resources at WCC available. She said that the situation was very confusing and some activities were controlled by the County and some by the District. The Environment Agency was not

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involved in this enforcement. The Clerk said he was contacting Roger Thatcher again to discuss those activities which were the responsibility of the District Council.

6.2 Meeting with DC Members and Planning Officers.

The Clerk said that Robert Weeks, SDC Head of Environment and Planning, had asked for some dates for the proposed meeting at Elizabeth House. Members were asked to inform the Clerk of their availability.

6.3 Inspection of Marsh Farm Quarry and extension.

The Clerk had circulated the Notes of an inspection of Marsh Farm Quarry carried out on 10th August by the Liaison Group. Cllr. Wright said it was disappointing that the infill rate had declined so much. He also reported that some 2500 tonnes of clay had been exported to the flood bank construction site at Broom.

7. New Planning Applications to consider

None received.

8. Planning Decisions

Council noted the following planning decisions:

8.1 11/01265/FUL – Proposed loft conversion with rear facing dormer window and proposed first floor landing window to side at Knights Cottage, Cleeve View Cottages, Evesham Road, Salford Priors, for Mr & Mrs N McIntosh.

Planning Permission Granted

8.2 11/00116/FUL – Proposed ground and first floor extension to side of property and a replacement garage at 2 School Avenue, Salford Priors, for Melissa Scriven.

Planning Permission Granted

8.3 11/00699/FUL – Erect a new garden fence at Old Red Brick Cottage, Iron Cross, Salford Priors, WR11 8SH for Mr & Mrs S Jones.

Planning Permission Granted

8.4 11/01370/FUL – Proposed side and rear single storey extension and proposed rear first floor balcony at Whiteoak, Rushford, Evesham, WR11 8SL, for Mr & Mrs Peter Young

Planning Permission Granted

9. Footway Lighting**9.1 Adoption of the F&GP Group report**

The Clerk had circulated a report from the F&GP Group. The report noted that 60 per cent of households failed to return the questionnaires. This continuing lack of concern from a majority of residents illustrated the difficulties faced by the Council. Of those residents who did respond, opinions were mixed. There was support for the use of part-night timers where lights remain on but there was no clear mandate either for the lights to be switched off or for them to remain on.

The report noted that, in addition to the inconclusive results of the consultation, the Council had to consider the financial implications of continuing to light areas of the parish in terms of energy usage and future maintenance. It also had to consider its environmental responsibilities.

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The F&GP Group had recognised that there were certain strategically located lights that should remain on, particularly where elderly people were concerned such as the old persons' bungalows in the Perkins Close and St Matthews Close areas. Also included under this heading were the lights by the School and by Sandfields drive and the pathway between the Post Office and School Avenue.

For the remaining estate areas the F&GP Group considered that the most appropriate response to the consultation was to have a trial switch off period until the beginning of British summertime at the end of March next year. The situation would then be reviewed at the end of this period.

The F&GP Group made the following proposals which were considered by Council in turn:

9.1.1 A trial switch off of lights in the Ban Brook area, in the Perkins Close area, and in Park Hall Mews, apart from the strategically located lights, should be carried out between September 2011 and April 2012. Cllr. Quiney questioned the need to switch off the lights at all and the Chairman said that the purpose of the trial was to enable residents to decide just what they did want.

9.1.2 The trial switch off will not commence until residents have been informed in a Newsletter to be circulated in September. Cllr. Wolfe asked what would happen if many people objected and the Chairman said that in this case the lights might not be switched off. Cllr. Quiney said that residents believed the decision had already been made but the Chairman said this was why another letter explaining that the Council were proposing a trial switch off was necessary. The letter would explain the issues again and would invite residents to let the Council know if they had an opinion. Cllr. Wright suggested that the switch off should be deferred to October and this was agreed.

9.1.3 Lights in the area of the old peoples' bungalows in Perkins Close should not be switched off. Council agreed this proposal.

9.1.4 A new light should be provided fixed to the power pole in the pathway between the Post Office and School Avenue. This item was considered under item 9.3

9.1.5 The light by the school should be replaced with a modern light from the pole outside the Parish Office and fitted with a new bracket and a part-night timer. The Clerk reported that PD Long had submitted a price for this work of £115. He had advised that the existing bracket would be cleaned and painted. In accordance with instructions at the previous meeting an order had been placed for this work.

9.1.6 The light opposite the end of Sandfield's drive should be replaced with one of the solar lights from the Playing Field. The Clerk reported that PD Long had submitted a quotation for this work which included fitting the new charge regulator and timer as had been successfully fitted to the light near TOPs. The cost of this work would be £510. Council asked that care should be taken in siting the light and agreed that it should be located on the west side of the public footpath track and close to the pavement edge. The Clerk was asked to check for services. It was further agreed that as this was specialised work the quotation of PD Long should be accepted.

9.1.7 The structural survey of lights in the Ban Brook area should be carried out. This item was considered under item 9.2.

9.1.8 The Council confirms the ownership of lights within the housing association properties. The Clerk said he had referred this matter to Orbit and awaited a reply.

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9.2 Structural inspection of light columns on the Ban Brook Estate.

The Clerk reported that he had sought quotations for a structural inspection of all the concrete columns in the Ban Brook Estate from Steven Holloway at Bidford, Richard Clarke at Stratford, Robert Smith at Great Alne, Latter Ramsay Consultants at Stratford upon Avon, and O'Brien & Price, at Cheltenham. Robert Smith felt he did not have the relevant experience, Latter Ramsay and Richard Clarke had not responded. Steven Holloway had quoted but had been unable to offer a guarantee of the safety or otherwise of the columns for a specific period.

The Clerk said the only effective quotation was from O'Brien & Price, at Cheltenham. This quotation to inspect all the concrete columns on the Ban Brook Estate was £1245.00 for the inspection and report plus £701.75 to have a contractor in attendance to gain access. Liability for the inspection and report would be limited to £1 million and for a period of 6 years. Council was concerned about the cost of this work particularly if it was decided not to keep the lights on the Ban Brook Estate. Cllr. Wolfe proposed, Cllr. Wright seconded, and it was agreed that this work should be deferred until the results of any trial switch off were known.

9.3 New lamp in the pathway between the Post Office and School Avenue.

The Clerk reported that he had initially asked EON for a quotation for this work but EON had said they were not able to make the connections and declined to quote. He then reported that he had asked Western Power Distribution for a quotation for the connection to be done whilst they were working on the disconnections. PD Long would be asked to fit the light using another "reclaimed" lantern. A reply was awaited.

10. TOPs**10.1 Minutes of TOPs Management Committee, June 2011**

Council noted the Minutes that had been circulated prior to the meeting. Cllr. Wolfe informed Council that Mrs Dare had been elected as Chairman, Mr Bradfield as Treasurer, and Mrs Stokes as secretary.

10.2 Repairs to TOPs.

Cllr. Wolfe reported on quotations received for treating all the cladding and the fascia. Council agreed that responsibility for these items lay with the landlord. Council agreed that the cladding should be treated with a coat of Sadolin preservative and a coat of Sadolin stain and that the fascia should be treated with an undercoat and a top coat. Council agreed that the quotations for the labour element of the work should be accepted from Mr Hackling but that the materials should be obtained by Mr Bradfield and purchased through the Council.

10.3 npower credit payment.

The Clerk reported that he had received a cheque for £155.95 but it had been made out to the Youth Club and not the Parish Council as had been requested. He had passed the cheque to the Youth Club who would provide a cheque made out to the Parish Council in the same amount.

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

The Clerk said that inspection reports had been received dated 26.07.11; 1.08.11; and 8.08.11. Cllr. Quiney said that he had never seen any children using the skate park and queried whether better use could be made of the area. Council agreed that the F&GP Group should visit the Field and should

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invite all user groups to join them to discuss their needs. Cllr. Quiney also reported that Mr Don Penn had removed the dead trees and made a very tidy job.

11.2 Emergency repairs to the five-a-side goal posts.

The Clerk reported that an emergency order had been placed with Anthony Hathaway to repair the five-a-side goal posts and apply a coat of paint. The price agreed was £80.00.

11.3 Repairs and re-painting of the full-size goal posts.

The Clerk reported that he had requested a quotation from M Hackling to repair and re-paint the main goal posts. Referring back to Mrs Dare's comments Council agreed that the Youth Club could provide a net for the goals subject to the fixings being safety compliant.

12. Highways**12.1 Contract for repainting wooden seats.**

The Clerk reported that he had written to the contractor as instructed regarding his non-performance in cleaning and re-sealing the wooden seats. The contractor had then abandoned the contract with the work not complete. Council agreed that the Clerk should contact Mr Hackling and, subject to his original quotation still standing, place an order with him to complete the work.

12.2 Replacement of the John Coley memorial seat at Abbots Salford.

The Chairman said that the John Coley seat in Abbots Salford was unusable and unsafe. The Clerk was asked to obtain a quotation for a smaller replacement hard wood seat at about £200. The plaque would be transferred.

12.3 Consultation on verge cutting from SDC.

A letter from SDC regarding verge mowing had been circulated to Councillors. It was agreed to continue with the present arrangements.

12.4 Letter from Mr Hyde regarding parking in Ban Brook Road.

The Clerk informed Council that he had received a letter, via. Cllr. Wolfe, from Mr Hyde regarding parking in Ban Brook Road but it was not a matter for Council to consider. He said he would refer it to the highway authority and inform Mr Hyde of the action taken.

13. Events**13.1 Joint group report on arrangements for a Civic Reception for ex-councillors.**

Cllr. Wolfe said that the circulated note of the meeting between Councillors and the Memorial Hall Committee was accurate but it did not indicate how the costs would be shared. He fully supported the concept of a Civic Reception for the four eminent members of the community but considered the Council should pay only those costs for what it could properly pay. These would include the scrolls and their frames, flowers, and book, and for the drinks, he had estimated the cost at £500. Any provision of food should be arranged and paid for by the Memorial Hall. He said that people would inevitably criticise in any case. Cllr. Wright said he agreed with Cllr. Wolfe and emphasised that he was in total agreement with all the awards.

The Chairman said that he had to give his views as the Chairman of the Council. At the meeting with the Memorial Hall Committee it had been agreed to pay for different items of the event. If the Council was re-considering its position then another joint meeting would be required. He considered that the matter could possibly be resolved if an extra contingency amount of £100 was added to Cllr. Wolfe's proposal. This might not be spent and would be dependent on the number of invitation

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acceptances. He said that if the numbers were different this would have a big effect on the costs. He considered that a civic reception for four eminent people at a cost of £600 was very reasonable.

Cllr. Wright said he believed the whole event had been rushed and he held a different perspective on how to recognise people. Cllr. Wolfe said there should be a smaller event. Cllr. Quiney said that the four people had put in 160 years of service to the community and this should be suitably recognised.

Cllr. Wolfe proposed that the Parish Council should proceed with a contribution of £500. This was seconded by Cllr. Wright.

The Chairman proposed an amendment to add a further £100 to the budget and this was seconded by Cllr. Quiney. A vote was taken and the amendment was agreed by three votes to two.

Cllr. Penn said that the scrolls needed to be professionally done and it was agreed that the Clerk would arrange for these to be produced by Shaws. The Chairman said that Mrs Seville would provide the flowers and the Clerk would receive all invoices for the event to enable VAT to be accounted for. He also thanked Cllr. Wolfe for his valuable advice on the wines to be purchased.

The Clerk was asked to post notices and it was agreed that tickets for the general public would be available on a first come first served basis when the number of acceptances was known. Priority would be given to OAPs.

In conclusion the Chairman emphasised that everything planned was totally legal and within the powers of the Council. He drew a comparison with the Best Kept Garden award receptions that had taken place for many years in the parish.

13.2 Memorial Hall Management Committee's report on their agreed contribution to the proposed Civic Reception.

This item was covered in the pre-ceding discussion and its content noted.

13.3 Progress of arrangements for the Jubilee celebrations in 2012.

Mrs Dare was asked to clarify the situation and she explained that the Fete Committee would shortly be holding its AGM and a new committee would be elected. There would not be a separate Jubilee Committee and the Fete Committee would co-ordinate any events. Cllr. Quiney would be the Councils representative on the Committee.

Having declared a prejudicial interest, Cllr. Stedman left the room and Vice-Chairman Cllr. Wright took the chair.

14. Allotments

14.1 Development of new plots and an additional water supply.

The Clerk reported that he had received quotations from Limebridge Rural Services Ltd. as follows:

14.1.1. To deliver compost from Lower Moor to the allotments: £48.00 per load plus £2.50 per tonne. (each load will be approximately 4 tonnes) Council agreed to order two loads to be delivered to the far end of the plots.

14.1.2. To clear debris and level humps and hollows on the grassed land: £65.00. Council agreed to accept the quotation.

14.1.3. To create new plots on the grassed land including cultivating the first plot: £48.00. Council agreed to accept the quotation.

14.1.4. To prepare and cultivate plots numbered 11 and 12: £35.00. Council agreed to accept the quotation.

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14.1.5. To install an additional water trough adjacent to plot 12: £478.00. Council decided to defer a decision on this item until next year in view of the financial commitments already made.

15. Planter Contract**15.1 Quotations for replacing shrubs.**

The Contractor had recommended deferring this quotation as prices were not yet available.

15.2 Proposals for Jubilee planting.

For the large circular flower bed at the junction of School Road with Evesham Road, the contractor had recommended a red, white, and blue colour scheme with mature plants at an additional cost of £30.00.

15.3 Proposal to extend the Planter contract for one year.

Because of the difficulties in arranging the Jubilee planting at a time of changeover of the contract the Clerk had suggested an extension to the existing contract of one year. The contractor had proposed a price increase of 3.5 per cent for an extension of 1 year. Cllr. Wolfe expressed his concerns regarding the continuation of the planter contract for a further year and Council agreed that the future of the planters should be placed on the Agenda for the next meeting.

15.4 Letter received from Mrs Dare

The Clerk said he believed this matter had now been explained in an exchange of e-mails.

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

16. Communications**16.1 Website**

In the absence of Cllr. Maude the Clerk reported that the website was up to date. He said he would ask Cllr. Maude to add details of the Perkins Trust scholarships.

16.2 Items for the September Newsletter and publication date.

Council agreed that the letter regarding the lights should be separate from the proposed newsletter. Items suggested for the newsletter, to be published in early September, were lights, adoption of planters, allotments, election result, Jubilee, recycling, and the playing field with an invitation to the public to attend a meeting on the field to consider the skate ramp site.

17. Rights of Way**17.1 Report from the Rights of Way Inspector.**

Cllr. Quiney said there was nothing to report. The Clerk was asked to chase appropriate managers regarding emptying of dog bins provided by Sandfields and Alamo.

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. Councillors were respectfully reminded that this was not an opportunity for debate or decision making.

18.2 Report by Chairman and Vice-Chairman on Open Public Services White Paper Consultation discussion.

The Chairman and Vice-Chairman reported on their attendance at the discussion on the implications of the Localism Bill.

18.3 Stolen gully gratings

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Cllr. Penn drew attention to more stolen gully covers. The Clerk said that WCC had been informed and cones were in place.

19. Staff and administrative matters**19.1 Arrangements for the October meeting.**

The Clerk reported that the October meeting would be held on Wednesday 12th.October at Dunnington Baptist Church Hall and this was agreed by the Council.

20. Consideration of Correspondence Received**20.1 WALC Newsletter ADH\95 July 2011**

Council noted the information provided. The Chairman said that the next Agenda should include an item on Participatory Budgeting.

20.2 Lord-Lieutenant of Warwickshire, The Diamond Jubilee and the Queen;s Award for voluntary services.

Council noted the information provided.

20.3 Funding opportunities from SDC and WCC.

Council noted that there were several opportunities for applying for funding for one-off projects. Members suggested this should be mentioned in the Newsletter and also that consideration could be given to providing new play equipment at the Playing Field.

20.4 Bidford on Avon PC, Bidford library

The Clerk reported that he had received an e-mail from Bidford PC requesting a grant towards the Bidford Library and suggested this might be a subject for consideration in developing the next budget. In the meantime Bidford should be asked to identify what type of support might be required.

21. To Table

The Clerk indicated that there were no items to table.

22. Finance**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. Authorisation for payment was proposed by Cllr. Wright, seconded by Cllr. Wolfe, and carried. Cheques were signed by Cllr. Penn and Cllr. Wolfe.

Council considered and approved the proposal to transfer £6000.00 from No.1 account to Community account in Appendix A3. Authorisation for transfer of funds was proposed by Cllr. Stedman, seconded by Cllr. Wright, and carried.

Council noted the bank balances in Appendix A4.

22.2 External Audit Report

Council noted the letter from Clement Keys, the External Auditor, stating that an unqualified audit opinion had been given.

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23. Date of Next Meetings

Council agreed to hold a Special Meeting of the Parish Council at 7.30pm on Wednesday 31st. October 2011 in the Memorial Hall, Salford Priors to consider conferring the title of Honorary Freeman to persons who have, in the opinion of the Council, rendered eminent services to the parish.

Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.30pm on Wednesday 21st. September 2011 in the Memorial Hall, Salford Priors.

24. Closure of meeting

The Chairman closed the meeting at 10.12 pm.

Signed.....

Date.....

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

Tn. No.	Cheque	Gross	Vat	Net	Details
6477	000977	26.00	0.00	26.00	DV King, Allotment rent for Plot No. 6A
6478	BACS	1922.60	0.00	1922.60	HMRC VAT for period 1.04.11 to 30.06.11
6479	Cheque	655.83	0.00	655.83	TOPs Mgt. Committee for supply of blinds to TOPs.

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Total		£2604.43	£0.00	£2604.43	
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A2 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
8729	dd	58.74	2.80	55.94	EDF. TOPs electricity
8730	dd	18.99	2.83	16.16	Plusnet, Office broadband
8731	102427	787.00	131.17	655.83	New Look Conservatories, blinds to TOPs.
8732	102428	2932.80	488.80	2444.00	Queensbury Shelters Ltd., bus shelter, Hedges Close
8733	102429	74.67	12.45	62.22	Staples, Office stationery
8734	102430	708.00	118.00	590.00	Hightrees Landscape Services Ltd., mowing contract
8735	102431	233.40	38.90	194.50	Archer Signs and Panels Ltd., fingerpost at Playing Field
8736	102432	402.70	0.00	402.70	MJ Philpott, Clerk's salary August
8737	102433	49.68	0.00	49.68	MJ Philpott. Clerk's expenses, postage.
8738	102434	500.00	0.00	500.00	Salford Priors Parish Council, Hall and office rent.
8739	102435	84.90	14.15	70.75	Staples, laserjet and inkjet cartridges.
8740	dd	79.00	0.00	79.00	EDF TOPs Electricity
8741	102436	12.14	0.00	12.14	Severn Trent, water supply to allotments
8742	102437	480.00	80.00	400.00	Clement Keys, external audit fee
8743	102438	30.00	0.00	30.00	MJ Hyde, delivery of election notices
Total		£6452.02	£889.10	£5562.93	

A3. Transfers

To transfer £6000.00 from No.1 account to Community account.

A4. Account Balances at 9.08.11

Community a/c	£1294.08
No.1 a/c	£35937.20
No.3 a/c	£213.92