

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Baptist Church Hall, Dunnington, on Wednesday 12th. October 2011 at 7.30 pm.

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

Also in attendance: MJ Philpott, Clerk, County Cllr. P Barnes, District Cllrs. D Pemberton and M Howse, and five 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

None received.

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.

None declared.

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 enquired regarding the hedge on School Road between Tothall Lane and Iron Cross and was informed it had been cut recently. Mr Fenlon said that the hedge on the B4088 by Dunnington School needed cutting and also that two bollards were lying on the islands at the cross roads. The Clerk was asked to inform WCC. Mr Nardini said that it was important that there were lights at the cross roads for road safety and for security reasons. The Clerk was asked to find out why the highway lights were not on. Mr Nardini also reported regarding the inconsiderate parking by parents collecting children from the school. He said this was very dangerous, that sometimes lorries could not pass, and that some vehicles were left for most of the day. The Chairman said that this was being pursued by the Parish Council.

3.4 Ward Members' Reports Cllr. Howse said he had visited Dunnington School and confirmed the "silly parking" outside the School. Cllr. Pemberton said there were similar problems at Bidford. Cllr. Howse reported he was helping a local resident with their social housing issues and also that the Planning Committee West was moving to afternoon meetings for a trial period. Cllr. Pemberton referred to the forthcoming changes to the planning system. He particularly referred to the allocation of land for housing. He said that the number of houses required was projected to be less than previously reported because it was believed the earlier figures were flawed. The direction of policy was away from large estates such as the proposals for Shottery with 800 houses to smaller developments of up to 100 houses spread around the District. He urged the Parish Council to update its current Parish Plan to the new-style Neighbourhood Plan and said that the housing needs survey conducted only 3 years ago would be a very important element of that plan. Cllr. Wolfe asked if the District would take account of any plan produced by the Council and the Chairman said that, as we

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did not have the expertise to produce such a plan, would the District assist? It was agreed to raise the issue at the meeting with the Planning officer the next day.

Cllr. Barnes (taken later during the meeting) reported that negotiations were proceeding regarding the future of the library at Bidford and the presence of the CAB on the same site. He anticipated a decision on 21.10.11. He confirmed that Big Society funding was being sought for the Youth Club. Cllr. Barnes said that a letter from the Secretary of State regarding weekly residual waste collections had been received but said that he did not think Warwickshire Districts would be taking up the offer as it would be more costly and the current system was working well. Mr Fenlon asked regarding the mobile library service and was told that decisions had not yet been made.

3.5 The Chairman closed the initial adjournment at 8.05 pm.

4. Minutes

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

5. Clerk's Progress Report

5.1 Speeding in School Road

The Clerk reported that the SpeedAware project had been concluded and the report of the results was awaited. He said he had also requested accident data for School Road. When these are received they will be analysed and the best way forward identified.

5.2 Affordable Housing

The Clerk had asked Phil Ward what stage the affordable housing project had reached. He was told that some information from the Housing Association was awaited and that he would update the Parish Council as soon as possible.

5.3 Drainage on Broom Lane

The Clerk had written to Mr George Bomford and copied in Ragley Estates. He had spoken to Mr Bomford who had cleaned out the ditch and cut the hedge alongside. It was considerably improved and the Clerk had requested that the ditch be deepened at the points where gully outfalls entered into it. The Chairman asked the Clerk to monitor the situation.

5.4 Dog waste bins

A letter was sent to Mr Norris Bomford as instructed regarding the bin by the packing station. Subsequently, former Cllr. M Myers contacted Sandfields directly on behalf of the Clerk and the bin was emptied and the area cleaned up.

5.5 Parking at Dunnington School

Cllr. Wright reported that he was arranging a meeting with the Head Teacher. When a date had been arranged the police and County Council traffic officer would be invited to attend.

5.6 TOPs

The Clerk reported that an order had been placed with M Hackling to paint the cladding and fascia. J Bradfield had purchased the necessary materials as agreed by Council.

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5.7 Wooden seats

An order had been placed with M Hackling to take over the job of refurbishing the wooden seats in the parish. The three remaining benches had been completed and the circular bench at Iron Cross was being removed as an emergency measure due to the condition of the Millennium Oak tree. The bench for Abbots Salford had been ordered and Mr Hackling had quoted a price of £195 to collect, assemble and securely fix it to the base. Council agreed the placing of an order for this work.

5.8 Hedge trimming

The Clerk reported that a letter had been sent to Mr Cooke regarding the hedge along School Road between Tothall Lane and Iron Cross. The letter was copied to David Elliston at WCC and he had asked their estate officer to contact Mr Cooke directly. Mr Cooke's hedges had now been cut. The hedge on School Road between the School and Ban Brook Road had been cut by Sandfields. They are awaiting a pedestrian gate to be supplied by the County Council. The Chairman said that the actual route of the path was on the centre of the track and the pedestrian gate would be off the definitive route and could turn very muddy in wet weather. The Clerk was asked to inform WCC.

5.9 Allotments

Three new plots had been marked out and the new area had been levelled and rubbish removed. It had not been possible to complete the work at the allotments preparing plots 13 and 14 due to the exceptionally dry weather. Two loads of compost were delivered to the site and allotment holders were notified on 9.10.11.

5.10 Planters

The Clerk reported that Limebridge Rural Services Ltd. had been informed of the decisions made at the previous meeting to extend the contract for one year and to develop a feature display for the Jubilee.

5.11 Recycling service for schools

A letter was sent to SDC regarding the cessation of free recycling collections for the School and this was copied to ward members. Cllrs. Barnes and Howse were considering a possible motion to change this decision at the District Council. The clerk said he had checked with the school and the cost in the first year would be £278.

5.12 Pallets at Scout Hut

A letter had been sent to Malcolm Spriggs regarding the storage of pallets at the Scout Hut and a reply was awaited.

5.13 Request for a special dispensation

The Clerk reported that a letter had been sent to SDC regarding the need for a special dispensation to enable the Parish Council to discuss matters relating to the Memorial Hall.

5.14 Rural Broadband

All residents on the e-news list had been asked to respond to the WCC e-Business Adviser regarding rural broadband. The message had also been relayed to WALC and additional information from WALC had been circulated to Councillors.

5.15 Bidford Community Library

The Clerk reported that Warwickshire CC had published a report giving its response to the consultation on the future of libraries in the County. The report included proposals relating to

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community library business case submissions and there was a section specifically relating to the proposals for Bidford.

6. Planning general

6.1 Warwickshire CC, Waste Core Strategy, Preferred Option and Policy, September 2011.

The Clerk reported that a consultation document had been received and he was preparing a response for consideration by Council. Councillors were referred to the WCC website to pass on any comments to the Clerk.

6.2 Meeting with DC Members and Planning Officers

The Clerk had circulated a list of items to be discussed at the meeting on the following day. Council agreed that Cllr. Maude should also attend and that the point regarding the preparation of the Neighbourhood Plan should be added to the Agenda.

7. New Planning Applications to consider

7.1 11/01922/FUL – Single storey extension at 4 The Farriers, High Street, Broom, Alcester, B50 4GZ for Mr Andrew Dauncey (This application is in a neighbouring parish and a response of “no representations” was sent.) Council agreed the response.

8. Planning Decisions

Council noted the following planning decision:

8.1 11/00845/FUL – Two storey and single storey rear extension to replace single storey extension at 1 – 2 Pitchill Cottages, Evesham, WR11 8SN, for Mr Brian Goll.

Permission Granted

9. Footway Lighting

9.1 Progress report from the Clerk

9.1.1 Report on disconnection contract.

The Clerk reported that the underground disconnections had been completed. The overhead disconnections had been made to the lights but the wires had not yet been removed. Western Power Distribution had said the work will be completed on 24th. to 26th. October.

9.1.2 Consideration of light in pathway between Post Office and School Avenue.

Council had requested quotations for installing a new light in the pathway between the Post Office and School Avenue. Western Power Distribution quoted a price of £765 as the least cost solution for providing an underground connection to a new light. PD Long quoted a price of £320 for removing the steel column and lamp from Dunnington and relocating to the pathway. Western Power Distribution will also charge £397 for disconnecting the light at Dunnington. The total cost is therefore £1482. The Clerk said this sum had not been included in the half year forecast. The Chairman said that there was a decision to make regarding the removal of the Dunnington light. He did not believe that many people walked to Hillers at night as had been claimed. Cllr. Wright considered that it was better to move the light and re-use it. Cllr. Wright proposed, Cllr. Wolfe seconded, and it was agreed, that the light from Dunnington be relocated to the footpath between the Post Office and School Avenue at the costs stated. The Clerk was asked to check with WCC that the proposed position was acceptable.

9.1.3 Report on outstanding lighting work.

The Clerk reported that an order had been placed with PD Long to move the solar light from the Playing Field to School Road, opposite the end of Sandfields Drive. The Chairman and Clerk met

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PD long on site and agreed to place the solar light in the hole left by removing the existing wooden pole. The light by the School had been replaced and fitted with a part-night timer as had also the two Victorian Lights at the bottom of School Road.

9.1.4 Waiving of Financial Regulations for a specialist contract.

Before proceeding with item 9.1.5 the Clerk reported that Clause 11(c) of the Council's Financial regulations stated: "When applications are made to waive financial regulations relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Council." Cllr. Wright proposed, Cllr. Penn seconded, and it was agreed, that Clause 11(c) of the Council's Financial regulations be waived for item 9.1.5 as this was specialist work to be carried out by the Council's lighting maintenance contractor.

9.1.5 Fitting of Part Night timers to Estate Lights and some remote Lights

The Clerk reported on quotations received from PD Long for fitting part-night timers (11.30pm to 5.30am) as follows:

Nos. 31, 32, 33, 34, 35, 36, 37, 38, 39, 40 on the Ban Brook Estate	£310
Nos. 44, and 45 in School Avenue	£62
Nos. 23, 25, 26, 27, 28, 29, 30 in St Matthews Close and Perkins Close	£217
Nos. 62, 63, 64 Park Hall Mews	£93
No.13 - Jack Thomson Croft	£31
No.21 - Memorial Hall	£31
No.45A – Car park to Playing Field	£31
No.46 – Wood pole in Ridsdale Close	£31
No.61 – Dunnington cross roads	£31
No.67 – Fern Close Cottages	£31
Total cost for 28 lights at £31	£868

Council agreed to proceed with the fitting of part night timers to all the above lights except for Nos. 44 and 45 where the ownership needed to be checked with Orbit, and for No. 46 which would not be required due to the decision made under item 9.1.2 above. The Clerk was also asked to arrange for No.46 to be disconnected.

The Clerk was also asked to obtain a quotation for a new light to be located by 23/24 School Road and to approach Orbit to inform them of the Council's position and to suggest they also fit part-night timers to their lights in Priors Grange.

10. Financial Reports**10.1 Half year financial report**

The Clerk had circulated detailed forecasts of income and expenditure for the remainder of the year. He reported that there were forecast savings on Amenity and Environment of £2000, on Communications of £400, and on Highways and Lighting of £2700. Expenditure on Projects was increased by £5270. Expenditure on other headings was in line with the original budget. The forecast outcome for the year was a surplus of £4470 compared to a budgeted forecast of £4260.

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The Clerk also presented the Bank reconciliation statement at 30.09.11 and this was checked and signed off by the Chairman.

The Chairman proposed, and Council agreed, to accept the Financial Report and Bank Reconciliation Report.

10.2 Participatory Budgeting

The Clerk reported that invitations to attend a meeting to discuss next year's budget had been sent by the e-newsletter and posted on the notice boards and six persons had asked to attend. Council agreed that a meeting of the F&GP Group, including the six persons referred to, should take place in the Eddie Clarke Suite in the Memorial Hall at 7.30pm on Wednesday 30th. November.

10.3 Arrangements for purchasing Remembrance Day wreath

The Clerk confirmed that he had arranged for a wreath to be provided that would be placed by the Chairman at the Remembrance Day Service. The Chairman requested that an item regarding a donation to the Royal British legion be placed on the next Agenda.

11. Playing Field

11.1 Playing Field weekly inspection reports.

The Clerk reported that he had received reports from Cllr. Quiney dated 18.09.11; and 25.09.11. The Clerk said that the Fingerpost had been erected at the entrance to the Playing Field and the goal posts had been repaired and painted. Cllr. Quiney said that the pallets had been moved but there had been a spate of broken bottles on the play areas. It was suggested that moving the Youth Shelter might alleviate the problem. The Chairman suggested he and Cllr. Quiney speak to the persons believed to be responsible.

11.2 "Open Morning" at the Playing Field.

The Clerk confirmed that the "Open Morning" at the Playing Field had taken place on Saturday 8th. October between 10.30 am and 12 noon. Several mothers came and met with the Chairman and other Councillors. It was agreed that the mothers' group would prepare a draft questionnaire for consideration by the Council to be circulated directly to school children and to residents through the Newsletter to try and find out what facilities would be appreciated by them. The Chairman said it was important to consider older children and facilities for adults such as outside gym equipment. It was agreed to continue to discuss this item at the next meeting and to consider bringing in professional play equipment designers later in the process.

12. Highways

12.1 Provision of a "gateway sign" at Dunnington

The Clerk reported that the sign produced by Mr Beamish was very similar to the signs erected in Arrow. He had contacted the Chairman of Arrow Parish Council and had been told that the cost was approximately £1000 per sign. Council agreed to include this item in the discussions of the F&GP Group and also to investigate the possibility of sponsorship.

13. Events

13.1 Jubilee celebrations

Cllr. Quiney reported that he was collecting the names of residents to serve on an Independent Jubilee Committee. The Chairman said that the Council should be properly represented and it was agreed that Cllrs. Quiney, Robinson and Penn should formally represent the Parish Council on the

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Independent Jubilee Committee. Cllr. Wolfe expressed his concerns regarding the Council spending money on entertainment and said it was better to have something that remains as a permanent symbol of the occasion. Cllr. Wright said he would strongly oppose any expenditure on pyrotechnics and he too would favour a permanent reminder. Cllr. Maude suggested a bus could be hired to pick up residents from all the settlements of the parish. The Chairman said it was important for the Independent Jubilee Committee to decide what funds might be required and this figure should be available for the precept meeting. Cllr. Wolfe said that the Fete Committee always provided a good event and he was concerned that there might be two events in close proximity. Mrs Dare was invited to address the meeting and she said that the Fete Committee was concerned that many of their regular attractions would not be available on Jubilee Day, however, she was prepared to assist with the Independent Jubilee Committee. Both the Chairman, and Mrs Dare emphasised that the two events would be very different and the Chairman said that a "Party in the Park" did not need to be expensive with residents bringing their own picnics and the entertainment being provided by local people and groups such as SPATS.

13.2 Letter from Mrs Dare for the Fete Committee

Council considered a letter and e-mail received from Mrs Dare and agreed to the Fete Committee using the Playing Field and TOPs for an event at the end of June 2012. The Clerk reported that he had written to the Council's insurers seeking clarification on whether or not cover would be available for the Fete.

14. Communications

14.1 Website

Cllr. Maude reported that the site had been updated and he requested items from the Jubilee Committee and the Civic Reception. Cllr. Wolfe agreed to forward his press release of the event.

15. Rights of Way

15.1 Report from Rights of Way inspector

Cllr. Quiney reported he was not aware any problems with the rights of way.

16. Matters raised by Councillors

16.1 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.

16.2 Cllr. J Stedman, Millennium Oak tree on the green at Iron Cross.

The Chairman said he had inspected the tree and obtained advice from the County Forestry Officer who had confirmed that the split in the trunk was a genetic fault. The Clerk reported that the circular seat around the trunk had been removed for safety reasons. There was no alternative to removal of the tree. Cllr. Wright proposed, and it was agreed, that the oak be felled, the concrete base to the seat be removed, and the Clerk to take advice from the Forestry Officer on a suitable replacement.

16.3 Cllr. L Wright – Bulk buying of fuel oil.

Cllr. Wright reported that other councils were making arrangements for the bulk supply of fuel oil thus providing significant discounts to residents. Council agreed that Cllr. Wright should provide an item for the next newsletter seeking expressions of interest and a possible "champion" to run such a scheme.

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16.4 Chairman – Civic reception

The Chairman reported that he had received many messages, e-mails, and letters, congratulating the Council on the Civic Reception.

16.5 Cllr. Maude - Meals on Wheels

Cllr. Maude asked if any information had been obtained regarding the take up of Meals on Wheels. The Clerk was asked to investigate.

17. Staff and administrative matters**17.1 Report on the IT equipment.**

The Clerk had been asked to provide a report on the office IT equipment at his appraisal and this had been circulated. Cllr. Wolfe said that he could not accept that some of the equipment listed needed to be replaced and Cllr. Maude was asked to inspect the equipment concerned and report to the next meeting of the Council.

18. Consideration of Correspondence Received**18.1 WCC - Community Forum**

Council noted the offer from the officer organising the Community Forums to visit parish councils to explain the role and purpose of the forums. Council agreed this was a good idea and the Clerk was asked to make the necessary arrangements. Council also suggested that a rota of Councillors be drawn up to ensure that there was attendance at future Forum meetings.

18.2 WCC – Snow Wardens

The Clerk reported that Mrs Littleford had drawn attention to the WCC Snow Warden scheme. Council agreed that the information should be included in the next Newsletter. Councillors were also asked to check the grit bins near to them and to report to the Clerk.

18.3 The 2013 Review of Parliamentary constituencies in England

Council noted the information provided.

18.4 WALC Newsletter ADH\96, September 2011

Council noted the information provided.

18.5 Threat to the Community Links Transport Service

The Clerk reported that he had asked Dave Webb at SDC to provide information relating to the usage of the Community Links Transport Service by residents from Salford Priors so that consideration could be given to any financial contribution. In response SDC said that five passengers were registered but none are currently active users of the scheme. SDC also asked for an expression of interest in making a contribution that would be calculated on an equitable basis. The Clerk said he would follow up this issue.

19. To Table

19.1 Nothing to table.

20. Finance**20.1 Consideration and approval of the payments and transfers listed in Appendix A.**

Council noted the income transactions in Appendix A1.

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Council considered the expenditure transactions listed in Appendix A2. Authorisation for payment was proposed by Cllr. Robinson, seconded by Cllr. Penn, and carried. Cheques were signed by Cllr. Wright and Cllr. Penn.

Council considered and approved the proposal to transfer £3000.00 from No.1 account to Community account in Appendix A3. Authorisation for transfer of funds was proposed by Cllr. Stedman, seconded by Cllr. Penn, and carried.

Council noted the bank balances in Appendix A4.

21. Date of Next Meetings

Council confirmed the date of the next Ordinary Meeting of the Parish Council as Wednesday 16th November in the Memorial Hall, Salford Priors.

22. Closure of meeting

The Chairman closed the meeting at 10.25 pm.

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

Tn. No.	Cheque	Gross	Vat	Net	Details
6486		131.17	0.00	131.17	TOPs Mgt Committee, partial refund of payment to Stylish Blinds
6487	BACs	23500.00	0.00	23500.00	SDC, final instalment of Precept
Total		£23631.17	£0.00	£23631.17	

A2 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
8754	dd	18.99	2.83	16.16	Plusnet, Office Broadband
8755	dd	79.00	0.00	79.00	EDF, TOPs Electricity
8756	102447	270.00	45.00	225.00	PD Long, light at School
8757	102448	30.00	0.00	30.00	Sarah Hyde, deliver Newsletter
8758	102449	100.00	0.00	100.00	Salford CE School, donation to Forest School
8759	102450	100.00	0.00	100.00	The Shakespeare Hospice, donation
8760	102451	240.00	40.00	200.00	Shaw & Sons Ltd, Freedom scrolls
8761	102452	402.70	0.00	402.70	MJ Philpott, Clerk's salary, October
8762	102453	540.00	90.00	450.00	Hightrees Landscape Services, mowing contract

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8763	102454	49.48	8.25	41.23	Frame-it services, paid on MJ Philpott credit card
8764	102455	417.73	69.62	348.11	Papers & Paints, TOPs exterior.
8765	102456	600.00	100.00	500.00	The Bell, Civic reception catering
8766	102457	105.86	17.65	88.21	Digital Copier Systems, office photo copying
8767	102458	91.20	15.20	76.00	Envysign, new brass plaque for Eddie Clarke suite.
Total		£3044.96	£348.55	£2696.41	

A3. Transfers

Proposal to transfer £3000 from No.1 account to Community account.

A4. Account Balances at 4.10.11

Community a/c	£1933.37
No.1 a/c	£50896.41
No.3 a/c	£213.96