

## Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 18<sup>th</sup>. January 2012 at 7.30 pm.**

**Present:** Councillors, JR Stedman, Chairman, L Wright, Vice-Chairman, AW Wolfe, DC Penn, L Maude, L Robinson and A Quiney.

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

**1. Apologies for absence**

Apologies for absence were received and accepted from Cllr. M Howse 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. J Stedman declared a prejudicial interest in Item 16 as a contractor to the Council if discussed.

**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 asked for details of the number of poles removed. Mrs Littleford said the bollard outside Alamo was not working. She also asked why Harvington were able to replace their wooden lighting poles with metal ones. The Chairman responded saying that their poles were fed by underground supplies whereas most of the Salford Priors supplies were overhead wires. Mrs Littleford said the whole process had been mishandled. The Chairman said the key error was a lack of prior consultation but the rotted poles on display were testament to the need to remove the poles. Mr Beamish raised the issue of dog mess on the public footpath behind the Bell and the Clerk said he was in contact with the dog warden because this issue was a problem in several areas. Cllr. Wright said the fact that a resident of Bidford had been fined £60 for this offence and this point should be included in the Newsletter. Mr Smith asked why the cones had been removed from the Dunnington cross roads area and Cllr. Wright said he had asked PCSO Groome to bring them back although this was only a temporary solution. Mr Smith also referred to some stolen signs in Broom Lane and hedge cutting at Weethley turn. Mrs Oakey asked if the track off AL11 to Hunts Cottage on Slatters Farm could be made a right of way and the Clerk was asked to get a definitive reply from WCC.

**3.4 Ward Members' Reports** Cllr. Barnes provided information about the new opening hours for waste recycling centres. He said that the pelican crossings in Bidford had been changed to puffin crossings to make them more responsive. Cllr. Barnes then referred to the campaign to improve Broadband speeds and asked residents to support it by visiting the WCC website. He said that Citizens Advice had now agreed to provide outreach services at Bidford on two days per month. Finally, Cllr. Barnes said that the deposit of soil and possible enforcement action at Long Marston was still under review.

The Chairman said that Cllr. James had sent a report about Bidford Library. A social enterprise company has been established to take over the Library and lease the building from the County Council. The company is to be known as Bidford Community Library Limited - a not for profit

## Salford Priors Parish Council

company. Seven Directors have been appointed and they are currently holding meetings with the County Council, Bidford Junior & Infant School and the Coventry & Warwickshire Co-operative Development Agency Ltd. who are assisting the directors in drawing up the Articles of Association and registering the company at Companies House. The planned start date for BCL Ltd to open the new Community Library and Community Hub is the 2nd April. Around 75 people put their names forward last year as potential volunteers; the task now is establishing from these and anyone else that is interested the core of volunteers to run the library service. Cllr. Wolfe asked if real books would be available in the library and was assured this would be the case. The Clerk was asked to circulate Cllr. James' note to all Councillors.

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

## **4. Minutes**

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

## **5. Clerk's Progress Report**

### **5.1. Gullies between Toll House and Abbots Morton**

The Clerk reported that David Elliston had agreed to clean out the gullies on this stretch of road early this year.

### **5.2 Licensed Charities**

Information on the list of licensed charities collecting from door to door was awaited; a reminder had been sent to Cllr. Howse. The Clerk noted that information was provided on the Warwickshire CC Trading Standards web site.

### **5.3 Security lights at Alamo factory**

The Clerk said that a further letter had been sent to the Managing Director, Mr Ward, at Alamo who had telephoned to say that his maintenance operative had made the necessary adjustments.

### **5.4 Lights at Dunnington cross roads**

A reminder has been sent to WCC. The Clerk was asked to press to resolve this long outstanding matter and to copy in Cllr. Barnes.

### **5.5 Affordable housing**

Regarding the failure of the funding application Phil Ward has contacted the Housing Association to see if there is anything formal from the Homes and Communities Agency (HCA) that they can provide. In the meantime, Neil Gilliver (Warwickshire Rural Housing Association) and Phil Ward asked if they could discuss with the Parish Council the possibility of bidding for HCA funding for Community Led Development. Examples that they mentioned included a community orchard, community wildlife area, and community allotments in an area adjoining the housing scheme. It was stressed that the affordable housing scheme does not require HCA funding, simply that such funding, if successful, can provide additional community benefits. Phil Ward asked if he could attend a Parish Council meeting to discuss this further but Councillors did not consider that the suggested schemes were appropriate for the parish. The Clerk also reported that District Cllr. Howse had provided details of the four housing associations that were active in the District.

### **5.6 Parking at Dunnington School**

### Salford Priors Parish Council

Following discussion with WCC officers and Cllr. Wright the Clerk reported that he had written to Cllr. Barnes asking him to raise the issue at a special meeting at Stratford on 24<sup>th</sup>. January as he had been informed that regulations are changing making the procedures for laying down double yellow lines less rigorous. There had also been a letter from WCC suggesting the School Travel Plan could be reviewed but the Clerk had responded that all that was wanted was a few metres of double yellow lines. Cllr. Barnes confirmed that the matter was on the Agenda of his meeting. He also said that Katrina Pedlar had come out to inspect the site and Members were aghast that she had not informed the Clerk or any Councillors in advance. It was agreed that Cllr. Wright would organise a meeting with the Head Teacher and Cllr. Barnes as a matter of urgency.

#### **5.7 Precept for Financial Year 2012/13**

Formal notification of the precept request for Financial Year 2012/13 had been sent to Stratford on Avon DC.

#### **5.8 Allotment garden for Youth Club**

A letter offering the Youth Club allotment plot number 13 was sent to the young people concerned and to Mrs Dare on 22<sup>nd</sup>. December.

#### **5.9 Gritting between Toll House and Abbots Morton**

The Clerk reported that David Elliston had confirmed that the road between the Toll House and Abbots Morton is not gritted by WCC. Councillors asked the Clerk to request this be put on the gritting schedule and to write to Worcester CC to try and co-ordinate action.

#### **5.10 April meeting date**

The question was asked if the April meeting date was too early in relation to the elections. The Clerk had been unable to find any information and asked Liam Nevin at SDC for his advice. He replied that there are no restrictions.

#### **5.11 Advice from WALC regarding re-adoption of the Code of Conduct**

Alison Hodge has advised that the current Parish Council Code of Conduct is in place until 15 Feb 2012. Until there is further guidance from Government, she would recommend that the council re-adopts the current model code ensuring that the principles which accompanied the Code are adopted with it as these principles cover those listed in the Localism Act. She advised that the minute to adopt should have a phrase in it "in accordance with the Localism Act 2011 ...". WALC is expecting further guidance which will be passed on to parish councils. The Clerk was asked to bring the matter to the next meeting.

#### **5.12 Circulation of Planning Booklet**

The Clerk confirmed that he had circulated the planning booklet for Councillors to read in turn and pass on.

#### **5.13 Community Forums**

The Clerk wrote to Alison Mainey inviting her to speak at the Annual Parish Meeting on the purpose of the forums and also offered the use of the Memorial Hall as a possible venue. She gave an enthusiastic response and offered three dates which have been checked with Pat Dare. Only the 5<sup>th</sup>. December 2012 is available. Alison also agreed to speak at the APM together with Cllr. Pemberton who is the current chairman. Council agreed that it would pay the charge for the hall.

#### **5.14 Dumped waste and Leylandii cuttings in Perkins area**

Salford Priors Parish Council

Cllr. Quiney and the Clerk inspected the dumped waste on 4.01.12 and a further, stronger, letter has been sent to the householder in Park Hall Mews. The Clerk was instructed to report the incident to SDC as fly tipping and copy to all ward members.

**5.15 Proposal for a new bus stop in School Road**

The Clerk said there was nothing to report as its location was dependent on possible build-outs. The Chairman asked the Clerk to get information on land ownership.

**6. Planning general**

**6.1 Orchard Farms Packing Station**

Conditions relating to the planning permission for Orchard Farm packing station had been circulated to Councillors together with a letter from Mr Barry Quiney complaining about HGV traffic in School Road. The Chairman drew attention to conditions stating that the packing station would revert to agricultural use when Bomford Farms ceased operations, that only 25 per cent of products should be imported, and that operations should only take place over a 12 hour period each day. He said that observations demonstrated that this was a 24 hour activity. The Clerk said the legal status of the lawful development certificate was also under debate. He was asked to produce a firm letter to SDC demanding some answers to these issues.

**6.2 Meeting with Robert Weeks, Planning Officer SDC**

The Clerk had circulated an e-mail from Robert Weeks responding to questions relating to screening at Shamba and the Tree Protection Order criteria. Cllr. Wolfe said he was very disappointed by the response and felt it did not address any of his concerns about development at Shamba. The Chairman said he was also very critical of the response about the TPO criteria and using the information provided he could demonstrate that the Pine Tree should be granted as this was clearly a tree with significant impact in the village. The Clerk was asked to draft a strong response to SDC and to involve the Ward Members.

**6.3 Stratford on Avon District Council's proposed core strategy consultation**

Councillors noted a communication from the District Council indicating that it was anticipated that the consultation on the third draft of the Core Strategy would begin in the week commencing 13<sup>th</sup> February and last for six weeks. The Chairman said it was important for the Council to consider this document very carefully and commended the planning booklet being circulated to all Members as being a good source of information regarding the process.

**7. New Planning Applications**

**7.1 W/11/02434/ET** (Wychavon District Council reference) – works at HMP Long Lartin for National Offender Management Service. The Clerk had circulated the application to Councillors and no representations had been made.

**7.2 11/02866/FUL** – Retrospective permission sought for marquee as extension to existing coffee shop at Dunnington Heath Farm, Dunnington, Alcester, B49 5PD for AH Hiller and Son Ltd. Council strongly supported the application as it was a local company providing local employment and the development was a worthwhile addition that was barely visible from beyond the curtilage of Hillers in any direction.

**7.3 12/00042/FUL** – Proposed extensions to form new porch at ground level, bedroom at first floor level and bedroom with dormer at attic level at 9 Rushford Cottages, Rushford, Evesham,

Salford Priors Parish Council

WR11 8SL for Mr Graham Stanley. Councillors inspected the drawings carefully and made no representations.

**8. Planning Decisions**

**8.1** None reported.

**9. Footway Lighting**

**9.1 Disconnection Contract**

The Clerk reported that 5 disconnections remained to be made. These were 1 at Rushford, 1 at Conway Croft, Dunnington, 1 at Abbots Salford, and 2 in School Road. It was reported at the last meeting that Western Power Distribution were seeking additional payment for these disconnections. At a meeting with WPD held on 11.01.12, that was also attended by the Chairman and Vice-Chairman, a robust case against additional payments was made and the project manager from WPD came around to inspect each location. He agreed to waive any additional costs. Subsequently he rang to say that the underground connection at Rushford would be disconnected on 27.01.12 and the four overhead lines on 25.01.12. The Clerk said that parts of the cable at Conway Croft were attached to the property with large anchor bolts, the removal of which, were not included in WPD's contract. Council agreed that the Clerk could arrange for Mr Hackling to remove these bolts and make good within a budget of £100.

**9.2 Pole Removal**

The Clerk said that Roger Small had done an excellent job and removed every pole that had been disconnected. Very little disturbance was caused. Apart from the poles listed under 9.1 there was one pole, also at Rushford, that has a telephone wire "tacked" to it and the Clerk was chasing BT to deal with this. Four other poles required the fittings to be removed as the poles belonged to WPD or BT. Peter Long had quoted his regular service charge of £40 per pole and Council agreed.

**9.4 Light on footpath between the Post Office and School Avenue**

Orders have been placed with WPD and with Peter Long by the Clerk as agreed. However, the person supplying the quote at WPD has been terminated and the cheques had not been paid in. The Clerk said he would now chase this work.

**9.5 Light by shop**

The Chairman and Vice-Chairman and the Clerk inspected the shop exterior and decided to fit a flat bulkhead type light (42W Compact Fluorescent) on the side facing Ridsdale Close. The shop owner had provisionally agreed to have a light fitted. The Chairman said that an inspection of the shop showed this was the only practicable location for the light due to there being bedroom windows in close proximity in the front elevation. The Clerk was asked to make this light a priority.

**10. Playing Field**

**10.1 Playing Field weekly inspections.**

Cllr. Quiney had provided inspection reports dated 19.12.11; 26.12.11; 2.01.12; and 9.01.12. There was a problem associated with dog waste and the Clerk said he had contacted the SDC Dog Warden for advice. Cllr. Quiney said he had put up more signs about dog waste and Cllr. Penn asked if dogs were allowed on the Field under the Council's Bylaws. The Clerk was asked to check and it was agreed to strengthen the item on dog waste in the draft newsletter. Council considered the possibility of providing dog waste bags either at the shop or from special dispensers but decided against the proposal. The Clerk also confirmed he had written to Jack Fairfield-Davies regarding the use of the

Salford Priors Parish Council

field for football on 4.01.12 and the Chairman said that formation of the team was moving forward rapidly.

**10.2 Pallets at the Scout hut.**

Cllr. Quiney reported that no new pallets had been delivered and the matter was now closed.

**10.3 Playing Field car park**

The Clerk reported that he had contacted Orbit regarding the ownership of the Playing Field car park. They had responded that as this was a South Warwickshire scheme pre-merger they had no records on file at Coventry. They had advised that there may be archived scheme files in Stratford and suggested the PC might try and locate them. Mrs Littleford confirmed that the development took place in 1999/2000.

**11. Churchyard extension**

**11.1** Cllr. Quiney reported that no fresh mole hills had been seen and it was agreed to take no further action.

**12. Events**

**12.1 Progress report from the Jubilee Group**

The Clerk had circulated progress reports from the Jubilee Group. Councillors were pleased with the progress made. The Clerk said he had received information from Mrs Littleford regarding a letter to potential sponsors. The Chairman asked that consideration be given to possible parking arrangements on the Jubilee day.

**12.2 Clerk's financial report for the Jubilee Group**

Council noted the statement of Income and Expenditure for the Jubilee Group as shown in the Parish Council's accounts.

**12.3 Registration under the Gambling Act 2005**

The Clerk reported that he had received the Certificate of Registration as a Non-Commercial Small Society Lottery under the Gambling Act 2005. He had advised the Chairman of the Jubilee Group of the information to be provided on raffle tickets. He also said that a return had to be made within three months of a lottery draw.

**13. Highways**

**13.1 Speeding and build-outs on School Road.**

The Clerk said he had contacted WCC regarding locating build-outs in School Road. He said that the guidelines suggested that there are problems if large vehicles or articulated vehicles have to be accommodated and together with the sight lines and two junctions with Ban Brook Road it might not be possible to find a suitable location. Council instructed the Clerk to request WCC to produce a scheme for the lower section of School Road.

The Chairman also referred to the need to jet out some gullies and drains on the B4088 by New Lane.

**14. Communications**

**14.1 Website**

Cllr. Maude said he would include information about the Jubilee event, the superfast Broadband link, and the Newsletter on the website.

**14.2 Newsletter**

The Clerk had circulated a draft Newsletter for consideration by Members. It was agreed to include photos of the rotted poles and to omit the Jubilee item as this was to be circulated separately.

**15. Rights of Way**

**15.1** Cllr. Quiney reported that access to AL42 was now satisfactory. He also said that AL11 had been ploughed and the Clerk was asked to write to WCC and Mr Cooke to have the path reinstated. The Clerk reported that the location of the gate at the side of AL11 on School Road was considered a “de-minimus” diversion by WCC.

**16. Millennium Oak at Iron Cross**

**16.1** The Clerk reported that he had placed an order with Limebridge Rural Services to obtain a suitable Oak tree and plant it on the Green at Iron Cross. Limebridge had inspected the trees at the preferred supplier at Badsey but found they were not suitable. The Clerk had authorised Limebridge to source the tree from an alternative supplier at the same cost.

**17. Staff and administrative matters**

**17.1** Nothing to report.

**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 Chairman – Working party to plan the future of TOP’s**

The Chairman asked Members to consider the possible formation of a working party to plan the future of TOPs in view of potential future liabilities. Councillors considered that several improvements had been made to TOPs and that the status quo should be maintained whereby the Council would deal with any repairs as the need arose. Council decided not to set up a working party at this time.

**18.3 Cllr. Wright – Metal thefts in the area.**

Cllr. Wright said he had been advised by Warwickshire Police that in the Alcester policing area some 345 gully tops had been stolen between June and the end of December 2011 and that a further 136 gully tops had been stolen in the first 10 days of January 2012. Also, other metal items such as the gates from Dunnington Baptist Church and from an adjoining property had also been taken. He had written to our MP and asked the Council to consider further actions. The Clerk said that Paul Cowley, of WCC had reported that none of the new frames and covers had been ripped out in Warwickshire. The County had tried some plastic replacement covers but a problem is that the stolen covers are a variety of different sizes and depths with different frames that means plastic is not always the answer as the covers can bounce out of the frames. Also plastic replacements are fairly expensive. However WCC are trialling different products and will use any plastic cover that is suitable and they have spoken to neighbouring Local Authorities. Council agreed that the County Council should be encouraged to use more plastic covers and that there should be more involvement by the police. Cllr. Wright also said that the law relating to the regulation of scrap yards needed to be tightened. The Clerk was asked to write to WCC with copies to Cllr. Barnes and MP Nadim Zahawi.

## Salford Priors Parish Council

**18.4 Cllr. Maude – Extension of footpath to Toll House**

Cllr. Maude asked the Clerk to make a request to WCC to extend the footpath from the Wood Bevington turn to Toll House Cottages on the B4088.

**19. Consideration of Correspondence Received****19.1 WCC press release regarding opening hours of Household Waste Recycling Centres**

Council noted the changes to opening hours for the County's waste recycling centres.

**19.2 WALC, Excessive rises in Council Tax**

Council noted the information provided.

**20. To Table**

Council noted the following tabled items

**20.1** Clerks & Councils Direct, January 2012, Issue 79.

**20.2** The Clerk, January 2012, Vol.43, No.7.

**21. Finance****21.1 Consideration and 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. Wright and Cllr. Wolfe.

Council considered and approved the proposal to transfer £4000.00 from No.1 account to Community account in Appendix A3. Authorisation for transfer of funds was proposed by Cllr. Stedman, seconded by Cllr. Quiney, and carried.

Council noted the bank balances in Appendix A4.

**21.2 Insurance provision**

The Clerk had circulated papers for testing the market for the Council's insurance provision. Council agreed to test the market in accordance with the format provided by the Clerk.

**21.3 Appointment of an Internal Auditor.**

The Clerk said he had held a meeting with Geoff Bradley with regard to providing internal audit services and circulated his quotation for carrying out the work together with his CV. Cllr. Wright proposed and the Chairman seconded, and it was agreed, that Mr Bradley be appointed as Internal Auditor for the financial year 2011 -2012.

**21.4 Bank reconciliation statement at the end of Quarter 3.**

The Clerk had circulated the bank reconciliation report for 21.12.11. The Chairman checked the bank statements against the accounts and confirmed the bank reconciliation statement as presented.

**21.5 Charging of Parish Elections for May 2012.**

The Clerk had received a letter from SDC regarding the charges to be made for Parish Elections in May 2012. An uncontested election would cost £100 and a contested election, shared with the District Council would cost £663.08.

## Salford Priors Parish Council

**22. Date of Next Meetings**

To confirm the date of the next Ordinary Meeting of the Parish Council at 7.30pm on Wednesday 15<sup>th</sup>. February 2012 in The Memorial Hall, Salford Priors.

**23. Closure of meeting**

The Chairman closed the meeting at 10.20 pm.

Signed.....

Date.....

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

Tn. No.	Cheque	Gross	Vat	Net	Details
6495	BACS	1236.44	0.00	1236.44	SDC, Contribution towards mowing costs
<b>Total</b>		<b>£1236.44</b>	<b>£0.00</b>	<b>£1236.44</b>	

**A2 Expenditure transactions for approval**

Tn. No.	Cheque	Gross	Vat	Net	Details
8806	dd	60.00	2.86	57.14	EDF, TOPs electricity
8807	dd	18.99	2.83	16.16	Plusnet, Office Broadband
8808	102493	402.30	0.00	402.30	MJ Philpott, Clerk's salary January
8809	102494	1766.40	294.40	1472.00	Roger Small, removal of wooden poles
8810	102495	48.28	8.05	40.23	Digital Copier Systems Ltd., Office photocopier
8811	102496	960.47	0.00	960.47	Stratford on Avon DC, election expenses.
8812	102497	499.55	83.26	416.29	npower, footway lighting energy.
8813	102498	180.00	30.00	150.00	Hightrees Landscape Services Ltd. Reduce height of playing field hedge
<b>Total</b>		<b>£3935.99</b>	<b>£421.40</b>	<b>£3514.59</b>	

**A3. Transfers**

To transfer £4000.00 from No.1 account to Community account.

**A4. Account Balances at 10.01.12**

<b>Community a/c</b>	<b>£3557.33</b>
<b>No.1 a/c</b>	<b>£40962.73</b>
<b>No.3 a/c</b>	<b>£214.00</b>