

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 17th. October 2012 at 7.00 pm.

Present: Councillors, JR Stedman, (Chairman), P Dare, KA James, K Littleford, DC Penn, and A Quiney.

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

1. Apologies for absence

Apologies for absence were received and accepted from Cllr. L Wright for personal reasons and from District Cllr. M Howse attending another meeting.

2. Declarations of Office and Disclosure of Interests

Members were reminded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, their family, a friend, or close associate.

2.1 Register of Interests:

Members were reminded of the need to keep their register of interests up to date.

2.2 Dispensations

No written requests for disclosable pecuniary interests dispensations had been received.

2.3 Declaration of Interests:

Members were asked to disclose any disclosable pecuniary interests in items on the Agenda and their nature. Councillors with a disclosable pecuniary interest were required to leave the room for the relevant agenda item. Members were asked declare any other disclosable interests in items on the Agenda and their nature.

Cllr. Dare declared a disclosable interest in Item 5.9.

Cllr. Stedman declared disclosable pecuniary interests in Items 12.1; 19.1; 19.2; 19.3; and in 23.1 payment 8950.

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:** Mr K Browning of Angus Soft Fruits said that most of the promised actions had now been completed. The Chairman said there had been no recent complaints but asked if the operations were still underway 24 hours each day including weekends. Mr Browning said the site was definitely not open overnight but did operate two shifts a day and seven days per week. Shift times are 06.00hrs. to 15.00hrs. and 12.00hrs to 21.00hrs. The gates are locked at 20.00hrs. He explained that there were peaks and troughs in deliveries both during each week and over the course of the year. On imported produce, Mr Browning said that during the summer there was a ratio of 75% home produced and 25% imported produce. In the winter 20% was home produced and 80% was imported. Wednesdays and Thursdays were the busiest times due to their supermarket contracts. Cllr. Quiney congratulated Mr Browning on the quality of the new signage and Mr Browning repeated his offer for residents to visit the site.

3.4 **Ward Members' Reports** Cllr. Barnes said that the switch-off of lights overnight was underway resulting in a significant saving to the County Council. However, lights would not be switched off where they were required for traffic calming. He referred to the parking problems at

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Dunnington and claimed these had now been solved. Cllr. Barnes reported that work had started on the new Stratford Parkway rail station and that the Speed Aware scheme was operating well in Welford. He also said he was working with government to solve the problems of young people driving without insurance. Finally, Cllr. Barnes described problems with the Number 28 bus and the new medical centre. He explained that a green travel plan was being produced to deal with this problem. The Chairman asked Cllr. Barnes for assistance in sorting out the land for the affordable housing scheme and also asked for information regarding the roll out of faster broadband. Cllr. Dare asked if there would be a controlled road crossing at the new medical centre but Cllr. Barnes said this would not be possible.

The Chairman asked the Clerk to refer the wording of Item 3.1 on the agenda to WALC and report back to the Council.

3.5 The Chairman closed the adjournment at 7.22 pm.

4. Minutes

4.1 The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 19th September 2012 at The Memorial Hall, Salford Priors were approved and signed by the Chairman. The Chairman asked Members if they would accept Minutes sent by E-mail instead of hard copies being provided and Members agreed. (with the exception of Cllr. Penn)

5. Clerk's Progress Report

5.1. Affordable Housing

The Clerk reported that Jephsons had now met with Warwickshire CC Estates Department who had agreed in principle to make the land available at nil cost. However, there are some legal problems to resolve. WCC require an assurance that, having transferred the land, the houses will be built. They proposed some form of building under licence but this too has problems. There is also an issue regarding the current tenancy which expires in 2015. In the tenancy agreement there is no provision for compensation to the tenant. There is also an issue of a possible sub-tenancy to deal with. All these matters are in the hands of the lawyers and estate managers to resolve. The latest information received by the Clerk is very positive.

5.2 "No golf" sign at Playing Field.

The sign has been ordered as instructed and will be fixed to the building adjoining the access path.

5.3 Football Club

Letters were sent to the football club and to Alamo as agreed at the last meeting.

5.4 Speeding on village roads

An order was placed with Mr Hackling to move the "Kill your speed" signs to Station Road, Evesham Road, and Broom Lane. This work has been completed and all signs are to be removed and stored after October.

5.5 Overgrown hedges

A reminder letter was sent to the resident living at 15 School Avenue to cut the laurel bush overhanging into Ridsdale Close on 26.09.12. Cllr. Littleford reported that this householder was hardly ever in residence and Cllr. Quiney offered to find alternative contact details for the Clerk to pursue the matter and report further at the next meeting. Cllr. Quiney asked if a litter bin could be provided in the path between the shop and School Avenue as litter is a problem on the path but it was

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noted that there was already a litter bin outside the shop; litter monitoring will continue. Cllr. Quiney also reported that the verge in Ridsdale Close should be included in the mowing contract. Cllr. Penn said that the hedge along the B4088 needed to be cut and the Clerk was asked to write to Ragley Estates and to Warwickshire CC accordingly.

5.6 Allotments

All the work previously agreed has been completed on the allotments. Plot 10 has been taken up by Mr & Mrs Rogers. However, Plot 2 has been handed back.

5.7 Computers for community use

An application has been made for two computers for use in the Parish Office and in TOPs. A decision is expected after the closing date for applications on 26th. October.

5.8 Working Party Meeting to discuss future development of the play area.

Council confirmed this meeting for Wednesday 7th. November at 7.00pm.

5.9 Working Party Meeting to discuss future operation of TOPs.

Council confirmed this meeting for Wednesday 7th. November at 7.00pm. Following the receipt of a letter regarding the future of the Scout Hut it was agreed to invite the Scout Leader to attend this meeting.

5.10 Community Forum

Councillors were reminded that there will be a meeting of the Community Forum on Wednesday 5th. December in the Memorial Hall, Salford Priors.

6. Planning general

6.1 Packing Station at Orchard Farm

The Clerk reported that he had received an update to the Action Plan from Angus Soft Fruit showing that most of the outstanding actions had been completed. He also referred to a proposal from Warwickshire CC to move the Orchard Farm direction sign from outside Alamo to the verge by St Matthews Church. The Chairman reported that Members had attended a meeting at Stratford DC with planners and lawyers to discuss the planning conditions for Orchard Farm and the Clerk was asked to chase a response to the questions raised. Regarding the proposal from WCC to move the direction sign Cllr. James said that this would adversely affect the Conservation Area and he recommended that no decision should be made until the effect of the other actions underway had been assessed. Council agreed and the Clerk was asked to arrange for the existing sign outside Alamo to be straightened.

6.2 Neighbourhood Plan

Council noted that a public meeting had been held on 20.09.12. The Chairman thanked Cllr. James for his efforts in organising the meeting and asked the Clerk to place the presentation and Cllr. James's report on the website. Cllr. James said it was very disappointing that only nine residents attended the meeting and it would be necessary to generate more interest. There had to be a minimum of thirteen people committed to working hard to develop a Neighbourhood Plan and ideally a few more. Cllr. James said that some potential sites for development had been identified which would surely be of interest to residents. It was agreed to make further reference to the Neighbourhood Plan in the next newsletter and Cllr. Dare asked that any publicity be made more positive. The Chairman said that he was not convinced there was enough impetus to develop a Neighbourhood Plan and it might be preferable to revisit the Parish Plan. Cllr. James said that there

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many difficulties as the whole planning process, including at Stratford DC, was in turmoil due to the outcome of various planning appeals. He said the District Council was waiting for the Shottery decision and also mentioned that an Inspector had even referenced the defunct Regional Spatial Strategy. Finally, the Cllr. James said that if the process resulted in additional work for the Clerk then additional remuneration would be required.

6.3 Oak Tree Farm

The Clerk reported that a letter setting out the problems at Oak Tree Farm had been sent to Matthew Williams of WCC on 22.09.12. A copy of this letter had been given to Roger Thatcher of SDC on 25.09.12. The Clerk said he had been informed that WCC did not have an Enforcement Officer in post and also that the family living on the site had now moved. It was understood that it was actually an ex-soldier and his partner and that the local British Legion had been helping. The Chairman reminded Members that the Parish Council had no powers to deal with this situation. Council decided to write to Jill Houghton who it was believed was a co-owner and was believed to be using the site in connection with her gardening business. The Clerk was asked to prepare a draft letter and to consult with the Chairman before sending.

7. New Planning Applications

7.1 12/02224/VARY – Removal of condition 2 from planning permission 12/01482/FUL relating to the first floor side facing windows to the east elevation being obscured glazed and non-opening at Hawkfield, Station Road, Salford Priors, WR11 8UX, for Mrs Nicky Burt. Cllr. James said that Condition 2 was a standard clause for properties that were in close proximity to their neighbours and Council agreed to object to the application to vary Condition 2 of the previous decision on the grounds of overlooking an adjacent property.

8. Planning Decisions

Council noted the following planning decisions:

8.1 12/01334/FUL – Change of use of a garden centre to a medical health centre and associated parking, landscaping, and demolition of glasshouses at Crabtree Garden Centre, Stratford Road, Bidford on Avon, B50 4LL by Bidford Health Centre.

Planning permission granted

8.2 12/01952/AGNOT – Erection of agricultural building for a bio-mass energy store and plant room and hard standing to front at Salford Lodge Farm, Pitchill, Evesham, WR11 8SN for Mr Malcolm Hughes.

No objections raised

9. Quarter 2 Financial Report

9.1 Clerk's report on budgets and account balances

The Clerk had circulated a detailed financial report at the half year and also showing the forecast income and expenditure for the full year. The Clerk said there were no surprises and provision had been made for repairs in the amenities budget, repairs to TOPs, future donations, and potential projects. The outcome for the year was expected to be a little less than budgeted depending on which projects were completed during the year. The Clerk said that since preparing the report there was a reduction in the estimated cost of the construction works for the new bus shelter of £2000 and this would bring the outcome nearer to budget. Council agreed the report.

9.2 Bank reconciliation

The Clerk had circulated a bank reconciliation report at the half year. The Chairman reported he had inspected the bank statements and accounts and confirmed the reconciliation was correct. The Chairman signed the statement.

9.3 Programme for preparation of the budget for 2013-14

The Clerk had circulated a report suggesting a programme for preparing the Precept for the next financial year. The Chairman proposed the report proposal to invite up to six members of the public to participate in the meeting be accepted and this was agreed.

10. Playing Field

10.1 Playing Field weekly inspections.

The Clerk reported that inspection reports had been received from Cllr. Quiney dated 18.09.12; 24.09.12; and 2.10.12. The Chairman thanked Cllr. Quiney for weeding the access to the field and trimming part of the hawthorn hedge. The Clerk was asked to arrange for further mole treatment at the field and also to include the access track in the mowing contract.

10.2 Request from the Scouts for a fireworks display.

The Clerk reported a request from the Scouts to hold a fireworks display on Wednesday 7th November starting at 7.15pm. The Chairman said he agreed in principle but that he was concerned that members of the general public were being invited and also queried if properly qualified persons would be running the display. The Clerk was asked to seek an assurance from the Scouts that their public liability insurance adequately covered the event and also to ask that they picked up any firework debris after the event from the field.

11. Memorial to former Cllr. M Edmunds

The Clerk had circulated a letter from Trudi Lowe regarding the discussion at the previous Parish Council meeting and stating that “in principle” the family of Maureen Edmunds were in agreement to the suggestion to dedicate a bus shelter to her memory. The Chairman said he had doubts that a suitable plaque could be attached to the bus shelter. Cllr. Penn suggested that a strip along the top might be possible. The Chairman suggested that the magnolia plant together with the existing post and some additional planting of daffodils could be the solution. Cllr. Dare said it had been the Council’s suggestion that a bus shelter be dedicated. Cllr. Penn proposed and Cllr. Quiney seconded that two bus shelters should be dedicated, one to former Cllr. Edmunds and one to former Cllr. Crocker. Additionally, the magnolia and post and daffodils should remain.

Cllr. Stedman proposed an amendment that there should be no plaque with the magnolia tree and Cllr. James said the tree was not an indigenous species. The Chairman drew attention to the minute he had circulated to Members regarding former Cllr. Edmunds and the bus shelter. The amendment was approved on the Chairman’s casting vote with the final decision being to dedicate two bus shelters, to remove the plaque and post, and to move the magnolia to the Churchyard.

12. Bus Shelters

12.1 Construction of a bus shelter opposite Hedges Close

Council agreed to move this item to later in the Agenda

12.2 Cleaning of the bus shelters

The Chairman reported that the bus shelters and the notice boards needed to be cleaned of pieces of sticky tape used to attach notices. Council asked the Clerk to place an order with Mr Hackling to carry out this work.

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13. Flood defence works

Cllr. Quiney said he had inspected the brook near Tothall Lane and had spoken to Mr Bury, and he did not consider there was any problem with silting up. The Chairman circulated some photographs of water pouring off fields into School Road opposite the top entrance to Ban Brook Road. Members noted that similar situations occurred onto the access to Orchard Farm and opposite Park Hall Mews. As a result silt was carried off the fields and into the drains. Cllr. James said it was the landowners legal responsibility to prevent water entering onto the highway network and that it would not be possible to access flood defence funding for this purpose. Landowners have a responsibility to maintain ditches and watercourses to prevent any form of nuisance to neighbouring properties or the highway network. The Clerk was asked to write to Sandfields to address the problem.

14. Jubilee fund dispersal

Cllr. Littleford presented a report regarding the proposed Picture Post book. She said that the proposed paper was of proper semi gloss lithographic quality and would have a heavier weight cover. The Chairman asked her to consider use of card covers. Cllr. Littleford said she was writing to all the organisations involved and her son, Thomas, would take the photos. Council thanked Cllr. Littleford for efforts.

15. Highways**15.1 Parish Lengthsman.**

The Clerk said that there had still been no response to the press advertisement and posters had been displayed in Bidford library and sent by the Chairman to parish councils in Worcestershire. Council agreed to include details in the next newsletter.

15.2 Footways in the Dunnington area.

The Clerk said that he had contacted Chris Summers of WCC regarding the footways in Dunnington and had been advised that the maintenance works should be discussed with David Elliston. The Clerk said he would meet David Elliston with Cllr. Wright.

16. Communications**16.1 Website**

The Clerk reported that the web site was up to date and that he would include the Neighbourhood Plan reports as discussed earlier.

16.2 Autumn Newsletter

Council agreed to aim for a Newsletter to be circulated immediately following the next meeting. Cllr. Dare agreed to format the text into an attractive layout and all Members were asked to send any news items to the Clerk.

17. Rights of Way**17.1 Report from Cllr. Penn on the Rights of Way.**

Cllr. Penn reported that the sign on AL4 had been broken by Orchard Farms. The Clerk was asked to write and get it replaced. Cllr. Quiney reported that AL17A alongside the layby on the A46 was being used as a toilet by drivers parked in the layby. The Clerk was asked to write to the Highways Agency contractors to improve the fencing.

The Chairman reported that a new funding scheme, Paths for Communities (P4C), would assist in providing new rights of way and asked the Clerk to include details on the next Agenda.

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18. Purchase of access to Playing Field

The Clerk reported that he had contacted Ian Long of Cox & Hodgetts, solicitors in Evesham, to act on behalf of the Parish Council. Mr Long estimated costs in the region of £750. He had asked SDC for details of their solicitors and had been advised that the claw-back clause in the Proposed Heads of Terms had been clarified as being 33.3 per cent of the development value of the site that utilises the SDC as part of its access. SDC required confirmation that the Parish Council accepted this clarification. Cllr. James informed Councillors this was a standard clause and Council agreed to proceed with the purchase of the access on the basis set out in the Heads of Terms.

19. Contracts

Council agreed to move this item to later in the Agenda

20. Matters raised by Councillors

20.1 Matters raised by Councillors were considered under this item and Councillors were also invited to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future agendas.

20.2 Cllr. Dare regarding a damaged litter bin behind TOPs.

Cllr. Dare reported there was a damaged litter bin behind TOPs. The Chairman said it was not reusable as the base had been destroyed on removal. He agreed to make arrangements for removal of the bin.

21. Consideration of Correspondence Received**21.1 WALC, Review of Quality Council scheme.**

Council noted that the Quality Parish scheme was being reviewed and it was anticipated that it would be re-launched in 2013. In the meantime, councils such as Salford Priors, that were due for re-accreditation now would have their quality status frozen and would be given at least three months to re-accredit after any new scheme had been published.

21.2 SDC, Renewal of Small Society Lottery Registration.

The Clerk reported that the Small Society Lottery registration set up for the Jubilee event raffle expired at the end of the year. Renewal would cost £20.00. Council agreed not to renew.

21.3 The Royal British Legion, Annual appeal.

The Clerk had circulated details of the Royal British Legion annual event. Council agreed to make a donation of £100.00 and to purchase a wreath for £25.00. Council asked the Clerk to prepare the cheques immediately so they could be signed at the meeting.

22. To Table

22.1 Nothing was tabled.

The Chairman, having previously declared interests in the remaining items, left the room. Council agreed that Cllr. James should take the chair.

12. Bus Shelters**12.1 Construction of a bus shelter opposite Hedges Close**

The Clerk reported that he had obtained a revised quotation from Queensbury Shelters to allow for a solid lower panel. The price was now £2805.25 plus VAT. The Clerk further reported that quotations from four companies had been invited for the civil engineering works comprising

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excavation, construction of a small retaining wall and paving and kerbing works from four contractors. The Clerk reported that he had received two quotations in the sums of £2895.00 and £1790.00. The Clerk said that both contractors were reputable experienced contractors and well capable of carrying out the work. Council agreed to accept the lower quotation. Following the acceptance of the lower quotation the Clerk then revealed that the quotations received had been from John Hendey Construction in the sum of £2895 and from Limebridge Rural Services in the sum of £1790. Cllr. James then proposed that the revised quotation from Queensbury Shelters together with the quotation from Limebridge Rural Services for the civil engineering works be accepted and this was agreed unanimously.

19. Contracts

19.1 Current mowing contract.

The Clerk reported that he had met with Mr Collett together with the Vice-Chairman to discuss the termination of the current contract. It had been agreed that the contract would terminate on 31.10.12. Mr Collett had been advised that there was a need for clarification of certain aspects of the contract and that Hightrees could submit a tender in due course. Mr Collett offered to provide any advice on the wording of the specification. Council approved the action taken and authorised the Clerk to approach Limebridge Rural services for any works necessary between the termination of Hightrees' contract and the commencement of a new contract in March 2013.

19.2 New Mowing contract.

The report of the working party of Councillors set up to advise on the new mowing contract was circulated to the Council together with a programme for implementation. Council agreed the Clerk's report and the programme for implementation.

19.3 New Planter contract.

The report of the working party of Councillors set up to advise on the new flower display contract was circulated to the Council together with a programme for implementation. Council agreed the Clerk's report and the programme for implementation. Council further agreed to replace the planter no. 6 on School Road at a cost of £110 in accordance with the quotation obtained by the Clerk.

23. Finance

23.1 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. Littleford, seconded by Cllr. Penn, and carried.

Cheques were signed by Cllr. Penn and Cllr. James.

Council considered and approved a proposal to transfer £2000.00 from No.1 account to the Community account in Appendix A3. Authorisation for transfer of funds was proposed by Cllr. Quiney, seconded by Cllr. Penn, and carried.

Council noted the bank balances in Appendix A4.

24. Date of Next Meetings

Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm., on Wednesday 21st. November 2012 in The Baptist Hall, Dunnington.

25. Closure of meeting

Cllr. James closed the meeting at 9.41 pm.

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

Tn. No.	Cheque	Gross	Vat	Net	Details
6537	BACs	23500.00	0.00	23500.00	Precept, final instalment
6538	Cash	60.00	0.00	60.00	The Queens Head, Jubilee Advertisement
6539	Cheque	77.13	0.00	77.13	TOPs Management Committee, electricity charge
Total		£23637.13	£0.00	£23637.13	

A2 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
8947	dd	18.99	2.83	16.16	Plusnet, office broadband
8948	dd	27.00	1.29	25.71	EDF, TOPs electricity
8949	102617	306.00	51.00	255.00	Hightrees Landscape Services Ltd., Mowing contract
8950	102618	48.00	8.00	40.00	Limebridge Rural Services Ltd., Mowing at allotments
8951	102619	457.11	0.00	457.11	MJ Philpott, Clerk's salary, October
8952	102620	203.64	33.94	169.70	Digital Copier Systems Ltd., Office photocopier
8953	102621	96.71	16.12	80.59	Staples, Stationery, Ink cartridges, staples, memory stick, treasury tags, paper clips, Pritt stick.
8954	102622	181.15	30.19	150.96	Npower, Footway lighting energy
8955	102623	35.01	5.84	29.17	Npower, Footway lighting energy
8956	102624	550.00	0.00	550.00	Salford Priors Memorial Hall, office rent and hall hire
8957	102625	100.00	0.00	100.00	Salford Priors Royal British Legion, donation
8958	102626	25.00	0.00	25.00	Salford Priors Royal British Legion, wreath
Total		£2048.61	£149.21	£1899.40	

A3. Transfers

Transfer £2000 from No.1 account to Community account

A4. Account Balances at 9.10.12

Community a/c	£975.12
No.1 a/c	£61935.01
No.3 a/c	£214.12