Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 20th. February 2013 at 7.00 pm.

Present: Councillors, JR Stedman, (Chairman), LW Wright, P Dare, KA James, K Littleford, and DC Penn

Also in attendance: MJ Philpott, Clerk, County Cllr. P Barnes and District Cllrs. M Howse and D Pemberton, and three members of the public.

1. Apologies for absence

Apologies for absence were received and accepted from Cllr. A Quiney due to illness.

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

The Clerk confirmed that there were no written requests for disclosable pecuniary interests dispensations.

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 to declare any other disclosable interests in items on the Agenda and their nature.

Cllr. James declared interests in items 5.9 and 5.10. Cllr. Dare declared an interest in item 5.3 and payments 9003 and 9006. Cllr. Penn declared interests in items 5.9 and 5.10. Cllr. Stedman declared interests in items 5.9, 5.10, 5.15, and 6.1, and payments 9003, 9006, and 9009.

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 Open forum:** Charles Wilson said it was very disappointing that so few people attended Parish Council meetings. The Chairman said that meetings were well advertised on the notice boards and were always on the third Wednesday of the month.
- 3.4 Ward Members reports: Cllr. Barnes reported again that he had found £1000 for the Youth Club Fit for Life Project from his £5000 Councillors grant allowance. He also reported that he had met with the Head Teacher at Dunnington School which now had a full complement of 92 children. With respect to the parking problems, arrangements were in place for parents seeing dangerous parking to report to the Head rather than confront the transgressors. He considered this would improve matters. Cllr. Barnes said that the County Council rate was being frozen but there would be cuts in the youth service and street lighting. Cllr. Barnes also reported that, having saved the fire station at Bidford, he was disappointed that the County Council was conducting talks with Northants regarding further efficiencies. Cllr. Wright said there had been no improvement in parking by parents at Dunnington School and he had witnessed only recently a very dangerous manoeuvre by a parent dropping off their child.

Cllr. Howse and Cllr. Pemberton reported on District Council matters. The Friday Furlong project at Bidford is going ahead with Taylor Wimpey as the developer. The new medical centre was on track and the PCT funding was still in place. However, the Chairman said he had been informed that the site was back on the open market. A revised retail development was being considered for the United Carriers site on Waterloo Road. The Councillors also reported that the revenue and capital budgets were being approved with no increase in Council Tax. Cllr. Howse referred to a business conference taking place to help move the District forward. Cllr. Pemberton referred to community energy schemes to help residents obtain the cheapest energy rates for their properties. He also reported the concern of the West Area Planning Committee regarding the quality of input from County Highways on planning issues and said that a meeting had been held with the County Council to resolve matters.

3.5 The Chairman closed the adjournment at 7.14 pm and re-opened the adjournment at 7.24pm when the Ward Members arrived. It was finally closed at 7.41pm.

4. Minutes

4.1 The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 16th. January, at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

5. Clerk's Report

5.1. Memorials to former Councillors

A letter setting out the Council's proposals was sent to Trudi Lowe on 18.01.13. A reply is awaited.

5.2 Flood defence works.

Matthew Whiteman of Sandfields was asked to contact the Chairman directly to inspect the areas where flood water has washed onto the road.

5.3 Portable Appliance Testing

The Portable Appliance Testing was carried out on 30.01.13. There were more appliances than expected and Council was asked to decide if it wished to counter charge the Memorial Hall and TOPs Management Committee £57 and £48 respectively. Cllr. James said the charge appeared rather high and said that the Clerk should obtain the list of appliances tested. He said that it was the responsibility of the Hall, TOPs, and Parish Office management to risk assess the frequency of future testing. This matter to be further considered at the next meeting.

5.4 Residents' meeting with Alamo

The Clerk had liaised with Mrs King on behalf of Garrard Close residents and Richard Ward of Alamo and the company will be organising a meeting with affected residents as soon as they have resolved outstanding planning conditions. The Parish Council has no further involvement in this matter. It was confirmed that soil dumping had commenced and the Clerk was asked to contact Richard Ward regarding the 3 or 4 cars parked outside on the road each day as these were causing an obstruction to the free flow of traffic.

5.5 Mole treatment to the Playing Field.

Following comments at the last Council meeting the contractor laid further traps on 29th. January. The contractor reported that he had trapped one further mole in a tunnel near the boundary fence with the Scout Hut.

5.6 Systems audit.

Geoff Bradley has collected the relevant documents to carry out a systems audit.

5.7 Precept

The official form supplied by the District Council setting out the Parish Council's requirements was completed and forwarded to SDC on 19.01.13.

5.8 Repairs to the goalposts and paling fences at the playing field.

An order has been placed with Anthony Hathaway to repair the goal posts and the lengthsman has repaired the broken palings.

Having declared interest, Cllrs. Stedman, James and Penn left the room and the Vice Chairman took the Chair.

5.9 New Mowing contract

Following the decision by Council to award the new mowing contract to Limebridge Rural Services Ltd. the contract document has been signed by the contractor. The contract commences on 31st. March, however, depending on weather conditions, it may be necessary to start earlier.

5.10 New Flower Display contract

Tender documents have been sent to five contractors following the advertisements in the press. The closure date is Wednesday 27th. February. Council agreed that Cllrs Wright and Dare would witness the opening of the tenders.

5.15 New bus shelter. (This item taken out of order)

The new bus shelter in School Road, opposite Hedges Close, has been completed satisfactorily. Stagecoach have been asked to fit a new bus stop sign to the shelter. As the shelter was being erected a resident asked why it had not been placed the other way around to shelter users from spray. The reasons it has been placed as it has are firstly to protect from the prevailing wind and secondly because it would have impaired visibility for cars entering School Road from the houses above the shelter. This would have been unacceptable to the Highways Authority. If spray is a problem (and it is not thought that it will be) then a low wall could be constructed.

Cllrs. Stedman, James and Penn returned to the room.

5.11 Salford Priors Primary School

A letter was sent to Jim Graham, Chief Executive of Warwickshire CC, as instructed by Council on 22.01.13. Mr Graham replied on 25.01.13 acknowledging our letter and a full response was received on 11.02.13 and has been copied to the Headteacher. Copies were circulated to Members. Cllr. Littleford said that several pupils travelled to Bidford School each day.

5.12 Solar lights on the playing field near the Scout Hut and TOPs.

Peter Long has attended to the two solar lights on the Playing Field on 30.01.13.

5.13 New see-saw.

The new see-saw has been installed by Wicksteed.

5.14 Framing of the Oueen's Jubilee portrait.

The Clerk said he was awaiting a suitable opportunity to take the portrait to a framer at Pershore.

5.16 Circular seat at Iron Cross

The Chairman asked the Clerk to ascertain when the seat would be replaced.

6. Planning general

6.1 Mudwalls Farm (This item was taken following Item 5.15 and Cllr. Stedman remained outside the room)

The Clerk reported that he had written to Roger Thatcher who had thanked us for the report and said he would monitor the situation carefully. He had advised that, in his opinion, it would be more effective to contact the company when the lease expired and the planning conditions related to the removal of caravans came into force.

Cllr. Stedman returned to the room following this Item.

6.2 Neighbourhood Planning

The Clerk had circulated a report of a meeting with interested residents held on 13.01.13. The Clerk's report showed that, following extensive publicity, just 4 residents had attended. At the meeting Cllr. James had explained the process and the commitment needed of volunteers and said the plan has to be community led but the Parish Council has to set up a Steering Group. The Steering Group is required to produce a scoping document with sections covering housing, employment, transport, environment, conservation, and sustainability and this must be confirmed by the Parish Council. The plan must accord with the Stratford on Avon District Council Core Strategy and also any relevant national policies. At the meeting Cllr. James discussed the financial commitment which could be possibly £2000 in year 1 and at least £5000 thereafter. The Clerk had reported that the meeting decided there was support for forming a steering group to develop a Neighbourhood Plan from both Councillors and residents. However, Cllrs. Stedman and Quiney and the Clerk had said they did not have the time to be involved with the steering group. The Clerk's report asked Council to consider if there had been sufficient support from the whole community to justify the effort and expense involved in producing a Neighbourhood Plan; whether there were sufficient committed volunteers to form an effective Steering Group; and whether the Parish Council was willing to make the necessary financial commitment and to accept the risk of a negative referendum result and potential claw-back?

Cllr. James said that the report was an accurate description of the meeting and that there was a planning consultant in the village who was advising on several Neighbourhood Plans (NP) and charging only £60 per hour for his services. Cllr. Littleford enquired regarding the percentage vote for the referendum and also if discussions could be held with developers and whether they could proceed without needing planning permission. Cllr. James confirmed that planning consent would still be required but the path would be easier if sites were in the NP. Cllr. Wright said it was a serious concern that a referendum could be lost and money clawed back because residents most affected by development proposals would be more likely to vote. Both the Chairman and Cllr. Wright said there was not sufficient community interest to justify going ahead. The Chairman said that very few smaller parishes were proceeding with a NP and he could not envisage the cost being less than £10,000 as a minimum. Cllr. James said that a budget could be set and he felt the cost could be as low as £400 for the planning consultant's involvement. The Chairman asked if a steering group could be put together as insufficient community support appeared to be available. Cllr. James said that the Council would take the plan forward.

District Councillor D Pemberton asked to speak and said he felt the balance of the argument was in favour of having a plan. He could not see how a development of, say, the seventy houses allocated in the core strategy could be got through without a NP. The Chairman said there were other ways of putting proposed projects to the community but Cllr. James said this could not be done and the

playing field project could not proceed without a NP. Cllr. Penn expressed his concerns regarding the funding and Cllr. Wright said that it would take most of the money allocated for projects.

Cllr. James said that a decision needed to be made now and proposed that the Parish Council should develop a Neighbourhood Plan and that the plan area should include the whole parish. He added to his proposal that the Clerk should make the necessary NP application to SDC and this would cover the whole parish. The Chairman questioned this proposal as he considered only the village of Salford Priors should be the plan area as the six settlements were category three settlements and Cllr. James responded by saying that the settlement categories no longer existed and could all be developed. Cllrs. Penn and Dare both seconded the proposal and Council agreed by five votes to nil with the Chairman abstaining. Cllr. James was asked to send a digital file of his application draft to the Clerk ready for circulation to the next meeting.

6.3 Marsh Farm Liaison Group meeting.

The Clerk had circulated a draft copy of the Minutes of the meeting held on 7.02.13. There were no major items to report. The Chairman confirmed that extraction was complete and that just 1000 tonnes of sand and aggregate remained to be sold. He said that infilling would take a further 8 to 10 years to complete and CEMEX had said that the plant would be moth-balled.

6.4 Garden Cafe extension at Hillers.

The Chairman said this matter would be considered under Item 7.2.

7. New Planning Applications

7.1 13/00193/VARY - Removal of Condition 2 of planning permission 03/03062/FUL - Extension to existing building (retrospective) - in respect of the use of the building for agriculture and the storage, loading and unloading of agricultural produce by Bomford Ltd, the overall use of the building to revert to agricultural use only once Bomfords Ltd cease to occupy the site at Orchards Farm, Station Road, Salford Priors, Evesham WR11 8SW for Angus Soft Fruits Ltd.

Cllr. James said that it was important not to remove Condition 2 as this would open the door to more industrial use in the future. He recommended that the Parish Council propose a variation of the condition and Council approved the following response to the consultation:

"The Parish Council **object** to the removal of Condition 2 in its entirety as this condition was imposed to protect the amenity of the area and planning permission was only granted because of the particular circumstances of the then applicant.

However the Parish Council would raise no objection to the variation of wording of the condition with the deletion of Bomford Ltd with the substitution wording of Angus Soft Fruits Ltd. The reason being that this will limit the building to agricultural use and protect the amenity of the area. Therefore the variation to Condition 2 should read:

The building hereby permitted originally permitted 03/03062/FUL and marked 3 on the submitted drawing 6741-101 shall not be used other than for agriculture or for the storage and loading/unloading of agricultural produce. When the premises cease to be occupied by Angus Soft Fruits Ltd, the use of the building shall be limited to agricultural use only thereafter."

The Chairman said that he was very concerned that Angus Soft fruits were still not operating totally in accordance with the conditions imposed and the District Council had not dealt with the issues of the Certificate of Lawful Development Existing (LDE) as agreed at the meeting between Councillors and SDC held last September. Cllr. James was asked to draft a letter to SDC expressing disquiet

regarding the lack of action by the District Council on enforcement of the LDE and calling for a meeting on site.

7.2 13/00302/FUL – proposed extension to existing cafe replacing temporary marquee extension at Dunnington Heath Farm, Dunnington, Alcester, B49 5PD for A H Hiller and Sons Ltd. The Chairman said that the proposal was a natural extension of an important local business. Council agreed to strongly support the proposal.

8. Planning Decisions

Council noted the following planning decisions:

8.1 12/02738/FUL – Single storey rear extension to form garden room and extension to existing living room at Fieldview, Pitchill, Evesham, WR11 8SN for Mr R Sayce.

Planning Permission granted

8.2 12/02677/FUL – Continued use of existing building for B8 storage and retention of 3 containers for a further 5 years at Marsh Farm, School Road, Salford Priors, Evesham, WR11 8SG for Mr Robert Lewis.

Planning Permission granted for 5 years

9. Playing Field

9.1 Playing Field weekly inspections.

The Clerk reported that he had received inspection reports from Cllr. Quiney dated 17.02.13, 10.02.13, 2.02.13, and 27.01.13. No problems were listed and mole activity appeared to have ceased. The Clerk reported that the annual inspection would be carried out shortly by Digley Associates.

10. Jubilee fund dispersal

10.1 Proposed Picture Post book.

Cllr. Littleford reported that she was experiencing some difficulty in obtaining suitable photographs and was considering an alternative plan.

11. Highways

11.1 Highways repairs.

The Clerk reported that he continued to chase repairs and noted that Broom lane had been completely re-surfaced. The Clerk was asked to contact WCC Highways regarding the water pouring down Broom Lane across the full width of the road as this was extremely hazardous. The lengthsman had cleared gully pots outside Salford House but further work including jetting and clearing tree roots was still necessary. Priorities were the gullies and drainage outside the shop in School Road, on the B4088 at the Marsh Farm Quarry entrance, and also on Tothall Lane where vehicles from Marsh Farm crossed the lane.

11.2 Report from Cllr. Quiney regarding Ban Brook.

This item was held over to the next meeting.

11.3 Tasks for the Parish Lengthsman.

The Clerk reported that the Parish Lengthsman had commenced work. The Clerk had circulated a list of tasks and Councillors were asked to report any necessary works to the Clerk. Councillors asked for cleaning of road signs and estate signs to be added to the list.

11.4 County Council policy on signs and general street furniture.

The Clerk reported he had been informed that the County Council does not have the resources to conduct audits of all signs and did not hold an inventory for maintenance purposes. However, the policy was to seek to reduce sign clutter so the County Council would welcome any details of signing which the Parish Council believed to be redundant. All signs must be designed and used in accordance with the "Traffic Signs Regulations and General Directions 2002" which prescribes the design and conditions of the use of traffic signs that can lawfully be placed on or near roads. Councillors were asked to identify any signs they considered to be surplus to requirements.

12. Communications

12.1 Website. (This item was taken after Item 3.3)

The Chairman asked Mr Liam Maude to report on the progress in developing a new web site. Mr Maude said that there had been a meeting with the proposed contractor, Tony Jay of Arrowscape. Mr Maude had been liaising with Mr Jay regarding the migration of all the content from the existing website together with arrangements for e-mail and the domain name. Mr Maude said that the content was key to having a lively site and said that the Clerk was contacting all businesses and organisations again to get updated information including photographs and contact details. The Chairman said that it was important to have some up to date photos to complement the historical content already posted. He suggested that Cllr. Littleford's Jubilee photos would be suitable. Cllr. Littleford suggested a suitable item should be included in the Newsletter particularly to encourage the one-man businesses to become involved. Cllr. James said that upcoming events should be clearly featured.

12.2 March Newsletter

The Clerk said he had drafted several items. Cllr. Wright asked for an item on the e-news service to be added and Cllr. Dare for an item reminding residents of the Parish Council meetings. Council agreed that the final text could be confirmed by e-mail.

13. Parish Council matters

13.1 Changes to Standing Orders

The Clerk said that when the Council approved new Standing Orders in 2010 it was known that changes to the Code of Conduct were coming but the details were not known. Now these changes were in place it was necessary to amend the Standing Orders and proposed revisions to Section 7, based on recommendations from NALC were circulated to all Councillors. The Chairman confirmed the Clerk's report and proposed acceptance of the changes. Cllr. Penn seconded, and it was agreed. The revised Standing Orders will be placed on the web site following the May Annual meeting.

13.2 Annual Parish meeting

The Clerk reported that he had contacted the Head Teacher and the Beat Manager for the Alcester Safer Neighbourhood Team. The beat manager had agreed to provide a speaker but a reply from the Chairman of the Governors of the school was awaited.

14. Rights of Way

14.1 Report from Cllr. Penn on the Rights of Way.

Cllr. Penn reported that the path by the A46 was significantly improved following repairs to the fence by CEMEX.

14.2 Potential footpaths opposite the Post office and at Marsh Farm.

The Clerk reminded Members that Sandfields had contacted the owners of land affected by the possible new footpaths asking them to respond directly to the Council. The Clerk said there had

been no response from the owners and Council agreed that, in view of the opposition of the tenants, no further action be taken.

15. Matters raised by Councillors

15.1 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.

15.2 Cllr. Dare, Additional grit bin in Perkins Close area.

Cllr. Dare reported that a resident of Perkins Close had requested an additional grit bin and wondered if it was possible to purchase a new one. Councillors suggested that some bins could be re-located and the Clerk was asked to bring a list of bin locations to the next meeting.

15.3 Cllr. Wright, Speeding tractors

Cllr. Wright expressed concerns regarding speeding tractors on Broom Lane and other locations. The Clerk said that Mr Beamish had raised the issue directly with him and he had contacted Mr Whiteman of Sandfields who had agreed to speak to all his drivers.

16. Correspondence Received

16.1 WALC, Annual briefing day

The Clerk had been asked to bring this item back to Council from the previous meeting. No councillors were available to attend.

16.2 Jonathan Spence, Door to door selling

Members noted the information provided and asked that it be included in the Newsletter.

16.3 Community Forum, March 12th.

Council noted the programme for the next Community Forum meeting at Bidford. Members were encouraged to attend.

16.4 WALC, Parish and Town Council liaison meeting.

Council noted the invitation to attend the liaison meeting on 25th. June. Cllr. James agreed to attend.

17. Tabled documents

No documents were tabled.

Cllrs. Stedman and Dare left the meeting, Cllr. Wright took the chair.

18. Finance

18.1 Consideration and approval of the payments and transfers listed in Appendix A.

Council noted the income transactions in Appendix A1 and the expenditure items approved between meetings in Appendix A2.

Council considered the expenditure transactions listed in Appendix A3. Authorisation for payment was proposed by Cllr. James, seconded by Cllr. Littleford, and carried.

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

Council considered and approved a proposal to transfer £12,000.00 from No.1 account to the Community account in Appendix A4. Authorisation for transfer of funds was proposed by Cllr. James, seconded by Cllr. Wright, and carried.

Council noted the bank balances in Appendix A5.

Cllrs. Stedman and Dare returned to the meeting.

19. Date of Next Meetings

19.1 Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm., on Wednesday 20th. March 2013 in The Memorial Hall, Salford Priors.

20. Exclusion of the Public from the Meeting.

The Chairman proposed, Cllr. Dare seconded, and it was agreed "That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw."

20.1 Appointment of an Advisor regarding the play areas and community buildings.

The Chairman and the Clerk met Keith Williams of Stansgate Planning on 8.02.13 and a note of the meeting was circulated to Councillors. A letter from Stansgate setting out the terms and costs of a planning appraisal and feasibility study was also circulated. The fee proposed for the study was £1250 plus expenses. The Chairman proposed, Cllr. Wright seconded, and it was agreed that Stansgate Planning be commissioned to carry out the appraisal and report as set out in the circulated documents. In view of this very specialist work only one quotation was obtained in accordance with financial regulations.

20.2 Purchase of the access to the Playing Field

The Clerk had circulated a note of a meeting he had held with Cox & Hodgetts, solicitors, regarding the proposed purchase of the access to the Playing Field. He reported that the solicitor had obtained documents clarifying that the Parish Council did have a full right of way to the Playing Field and in the circumstances advised the Council not to proceed with the purchase at this stage. He had also advised that the Playing Field was not registered and recommended that the Council should obtain registration at an estimated cost of £450. The Chairman proposed, Cllr. Wright seconded, and it was agreed that the proposal to register the field should be adopted and that no further action should take place in respect of Stratford District Council and the purchase of the access at this stage. Cllr. James advised that the registration should be as a "sports and recreation field".

20.3 News Item

The Clerk had circulated a draft news item to be included in the March Newsletter regarding the play areas and community buildings. Council agreed that this item should be held over to the next meeting and a special newsletter might be considered.

21. Closure of meeting	
The Chairman closed the meeting at 9.55.pm.	
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Signed	Date

APPENDIX A - Finance

A1 Income transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
6543		630.64	0.00	630.64	HMRC, VAT Refund Quarter 3
6544		408.85	0.00	408.85	TOPs Mgt. Com. Insurance and electricity
Total		£1039.49	£0.00	£1039.49	

A2 Expenditure approved between meetings

Tn. No.	Cheque	Gross	Vat	Net	Details
8999	102659	378.00	63.00	315.00	Blackhills Leisure (Gower) Ltd., Steps for TOPs.
9000	102660	142.08	23.68	118.40	Newsquest Media Group, Advertisement for flower display contract
9001	102661	92.88	15.48	77.40	Stratford Herald, Advertisement for flower display contract
Total		£612.96	£102.16	£510.80	

A3 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
8997	Dd	18.99	2.83	16.16	Plusnet, Office Broadband
8998	Dd	12.00	0.57	11.43	EDF, TOPs Electricity
9002	102662	457.11	0.00	457.11	MJ Philpott, Clerk's salary February
9003	102663	475.00	0.00	475.00	Salford Priors Memorial Hall, office rent and hall hire
9004	102664	3366.30	561.05	2805.25	Queensbury Shelters Ltd., new bus shelter opposite Hedges Close
9005	102665	250.00	0.00	250.00	Stratford CAB, Donation
9006	102666	169.20	28.20	141.00	PD Long, Portable appliance testing, Office, TOPs and Hall
9007	102667	210.00	35.00	175.00	PD Long, Repair solar lights in Playing Field
9008	102668	50.00	0.00	50.00	Karen Rogers, return of deposit for allotment plot 10.
9009	102669	2394.00	399.00	1995.00	Limebridge Rural Services Ltd., Bus shelter ground works and move magnolia
9010	102670	3867.60	644.60	3223.00	Wicksteed, Supply and install new see- saw, remove old see-saw
9011	102671	50.00	0.00	50.00	Colin Cleary, light at Post Office, wall rental and annual energy cost
Totals		£11320.20	£1671.25	£9648.95	

A4. Transfers

To transfer £12,000 from No.1 account to Community account.

A5. Account Balances at 12.02.13
Community a/c £1079.93
No.1 a/c £54881.77
No.3 a/c £214.16