

DRAFT

Salford Priors Parish Council

Minutes of the One Hundredth and Nineteenth Annual Meeting of the Salford Priors Parish Council held in Salford Priors Memorial Hall on Wednesday 15th. May 2013 at 7.00pm.**Present:** Councillors, JR Stedman, L Wright, P Dare, K James, K Littleford, and A Quiney.**Also in attendance:** MJ Philpott, Clerk, County Cllr. M Brain, District Cllrs. M Howse, D Pemberton, and J Spence, and nine members of the public.**1. Election of Chairman**

Cllr. Wright proposed, Cllr. Quiney seconded, that Cllr. Stedman be appointed Chairman. Cllr. Littleford proposed, Cllr. Dare seconded, that Cllr. James be appointed Chairman. Cllr. James declined to accept the nomination. There being no other nominations, Cllr. Stedman was elected to the position of Chairman unopposed.

2. Declaration of acceptance of Office by Chairman

The Chairman and the Clerk signed the declaration of acceptance of office.

3. Election of Vice-Chairman

Cllr. Quiney proposed, Cllr. Stedman seconded, and it was agreed unanimously, that Cllr. Wright be appointed Vice-Chairman.

4. Apologies for absence

Council considered and accepted apologies of absence from Cllr. D Penn who was delayed by traffic.

5. 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.

5.1 Register of Interests:

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

5.2 Dispensations

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

5.3 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.

No interests were declared.

6. Appointments**6.1 Rights of Way Inspector**

Council agreed that Cllr. Penn should act as Rights of Way Inspector.

6.2 Playing Field Inspector

Council agreed that Cllr. Quiney should act as Playing Field Inspector.

7. Appointment of Staffing Committee

Cllrs. James, Quiney, and Littleford were nominated to serve as the Staffing Committee.

DRAFT

Salford Priors Parish Council

8. Appointment of Staffing Appeals Panel

Cllrs. Wright, Dare, and Penn were nominated to serve as the Staffing Appeals Panel.

9. Appointments to Outside Bodies**9.1 Memorial Hall Committee**

Cllr. Wright was nominated and agreed.

9.2 TOPS Management Committee

Cllrs. Wright and Littleford were nominated and agreed.

9.3 Perkin's Educational Foundation

Council noted that the Council's representatives on the Perkin's Educational Foundation were Mrs Janet Satchwell, Mrs D King, Dr. S Roberts, and Dr S Juned.

9.4 Marsh Farm Sand and Gravel Liaison Group

Cllrs. Stedman, Wright, and Quiney were nominated and agreed.

9.5 Warwickshire Association of Local Councils

Cllr. James was nominated and agreed.

10. Approval of Council's Regulatory Documents

The Clerk said that the Council's Regulatory documents comprised, Standing Orders, Financial Regulations, Risk Management, and Health and Safety Policy. At the Council meeting on 19.12.12 it was agreed that, to ensure consistency, these documents should be formally reviewed and approved at the Annual Meeting each year. All the documents other than the Health & Safety policy had been reviewed in detail recently as indicated in the Clerk's circulated report.

Cllr. Littleford asked if the Health and Safety policy covered the situation of a Councillor with an illness such as diabetes which could require emergency action at a meeting. The Clerk was asked to investigate and report back to the Council.

Cllr. Stedman proposed, Cllr. Wright seconded and it was agreed that the regulatory documents should be formally accepted. Council agreed to review them again at the 2014 Annual Meeting, and to place them on the website.

11. Closure of the Annual Meeting

The Annual Meeting was closed by the Chairman at 7.10 pm.

Signed.....

Date.....

DRAFT

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 15th. May 2013 immediately following the Annual Meeting.**1. Apologies for absence**

Council considered and accepted apologies of absence from Cllr. P Dare who had to attend at hospital and Cllr. D Penn who was delayed by traffic.

2. Declarations of Office and Disclosure of Interests

Cllr. Stedman declared interests in Item 5.11 and payments 9041 and 9043.

Cllr. James declared interests in Item 5.11 and payment 9043.

Cllr. Quiney declared an interest in payment 9041.

Cllr. Littleford declared an interest in payment 9049.

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: Mrs Band made a plea for Councillors to speak up at meetings. Mrs Corbett enquired regarding the cutting of an area of grass by her house. Mr Baker referred to the Council's statement at the previous meeting that it will resist vigorously any development deemed harmful to the visual character of an area, have an adverse effect on the landscaped character of the parish or prejudice the character and appearance of its conservation areas. Cllr. James said that every case had to be considered on its merits but usually the Council would support a resident's views.

Cllr. Stedman welcomed Cllr. Brain as the newly elected Ward Member of Warwickshire County Council and congratulated him on his election.

3.4 Ward Members reports: Cllr. Brain thanked the Chairman and said his background was with the ambulance and police services and that he had been a District Councillor for eleven years. He explained the makeup of the new County Council where there was no overall control and said extra funding had been obtained for roads, youth service, and economic development. Cllr. Brain said that surface dressing in School Road, Perkins Close, Ridsdale Close, and School Avenue would be carried out in June. He also congratulated Cllr. Spence on being appointed to the Cabinet and said that the Ward now had three out of the six Cabinet members.

Cllr. Howse reported that the District Council had now settled its housing numbers and he explained the programme for the Core Strategy. He explained the challenges facing the area with jobs being lost and more retired people moving in. Cllr. Spence explained his new role as Member of Cabinet responsible for planning and listed his priorities for this service which were all designed to improve the processing of applications and the level of enforcement activities.

3.5 The Chairman closed the adjournment at 7.29 pm.

4. Minutes

4.1 The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 20th. March 2013 at The Memorial Hall, Salford Priors had been held over from the previous meeting. They were approved and signed by the Chairman.

DRAFT

Salford Priors Parish Council

4.2 The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 17th. April 2013 at The Memorial Hall, Salford Priors were approved and signed by the Chairman.

5. Clerk's Report

5.1. Affordable Housing project

The Clerk said he had been informed that the viability of the scheme was still an issue due to the extra drainage works required. The Local Authority did not have any extra cash to put into the scheme but there was some money available through the HCA via a mini bidding round. Jephsons were submitting a bid but Joanne Walsh did not anticipate a response until July or August and she had agreed to keep us informed. The Chairman expressed his concerns over the continuing delays to this project and Cllr. Howse offered his assistance to the Council.

5.2 Repairs to 5 a side goalposts

The Clerk reported that as there had been no response from Anthony Hathaway he had placed an order with Limebridge Rural Services Ltd. to carry out the welding work.

5.3 Circular seat at Iron Cross

Mr Hackling has now installed the circular seat around the new oak tree on the green at Iron Cross

5.4 Purchase of access to Playing Field

The District Council's solicitors have been informed that the Parish Council accepts their proposed costs as reported at the last meeting. The registration process is underway and our solicitor has agreed that there are no disclosable overriding interests to be declared in the application and the Clerk said he had signed the disclosable overriding interests questionnaire accordingly on behalf of the Parish Council.

5.5 Repairs to telephone boxes

There has been no further response from BT to the Clerk's request dated 29.03.13 and he said he had written to BT Payphones High level Complaints requesting action.

5.6 Gully clearance opposite shop and in Tothall Lane

Following clearance of the gullies opposite the shop by our Lengthsman it was suggested that there may be a collapsed carrier drain. The Clerk contacted WCC on 28.03.13 asking for a camera to be put down the drain to check. Unfortunately there has been a problem with WCC e-mails transferring to Gmail and several messages to David Elliston did not get through and no error messages were received. All these messages were re-sent on 7.05.13 and WCC have agreed to check this drain as requested. The Clerk also reported that CEMEX had agreed to clean out the gullies at the Tothall Lane crossing.

5.7 Meeting with Alamo.

Richard Ward has been invited to attend the June Ordinary meeting of the Parish Council at 6.00pm in order to present his development proposals to the Council.

5.8 Precept Referendums Bill

As instructed by Council a letter was sent to Mr Zahawi setting out the Council's views. He was asked to pass it to other relevant departments and it was copied to WALC.

5.9 Allotment plot No. 9.

DRAFT

Salford Priors Parish Council

Mrs Muldowney offered her Plot 8A to the Youth Club as it was already cultivated. In return she took on the unused part of Plot 9. She asked if this area could be sprayed to assist her cultivation of the new area and the Clerk said he had placed an order with Limebridge Rural Services Ltd. at a cost of £26.

5.10 Allotment rent demands.

Rent demands have been issued to all allotment holders.

Having declared interests Cllr. Stedman and James left the meeting and Cllr. Wright took the Chair.

5.11 Orbit mowing contract.

Orbit are now cutting grass under their contract with Wyevale. There is some doubt about the grass in School Avenue and the Clerk said he had placed an order with Limebridge Rural Services Ltd. to cut these areas in May. Council agreed these areas should be included in the Council's mowing contract. Cllr. Littleford mentioned several other areas of uncut grass and agreed to meet with the Clerk to identify any other changes to the contract.

Cllrs. Stedman and James returned to the meeting.

6. Planning general**6.1 Neighbourhood Planning**

The Clerk had circulated a draft flier to try and encourage residents to participate in the neighbourhood planning process. Cllr. James proposed that the flier should be held over until after the training course he was attending with Cllr. Littleford and that the public meeting be held following the presentation by Alamo at the next meeting of the Council. Council agreed.

The Clerk said he had contacted Fiona Blundell at Stratford District Council as advised by Cllr. Howse but she had said that officers would not be able to attend a public meeting and she offered a meeting at her office for the leaders of the project. Cllr. Howse said he would look into this for the Council.

Cllr. Penn arrived at the meeting having been held up in traffic.

6.2 Report from Cllr. James regarding Orchard Farm

Cllr. James gave a detailed and expert summary of his investigations into the alleged precedent set in Herts CC v Secretary of State. He said his investigations had shown several reasons why this case should not be relied on by the Enforcement Officer at Stratford on Avon District Council. The Chairman thanked Cllr. James for his hard work and Council agreed that he should do further work to produce a draft response to the District Council's letter dated 21.03.13. District Councillor J Spence offered his assistance in setting up a meeting with the legal and planning departments at Stratford.

6.3 Letters from "Concerned Residents" regarding development behind Evesham Road.

The Clerk had circulated copies of letters to Origin 3 and Bloor and to "Concerned Residents". Also circulated were two letters from "Concerned Residents" and confirmation from the Clerk that he had sent them copies of the letters to Origin 3 and Bloor. The Clerk said that he felt that all the points made by the "Concerned Residents" had been addressed and the Council agreed.

6.4 Planning Appraisal report from Stansgate Planning.

The Clerk reported that he had received the final copies of the Planning Appraisal report from Stansgate and this aspect of the project was complete. Council received the report and noted that

DRAFT

Salford Priors Parish Council

since the report was commissioned other development proposals had emerged. Council agreed that the report would be an important document as the Neighbourhood Plan was developed.

6.5 Marsh Farm Liaison Group.

The Clerk reported that he had obtained details of filling from CEMEX and that this was the only operation underway at the quarry. He considered that the proposed June meeting of the Liaison Group would have very little to discuss and should be cancelled. The Council agreed and Cllr. Wright said he thought there should be just one inspection and one meeting per year. The Chairman said this would be put to the Group's next meeting. The Clerk said he had spoken to Bidford and that he would circulate the figures and new contact details for CEMEX. It was agreed that the infill tonnages would be circulated quarterly.

7. New Planning Applications to consider

7.1 13/00896/FUL – Proposed amendments to previously approved application (12/01482/FUL) for an increase in length of garden room of 700mm., change of roof style and materials at Hawkfield, Station Road, Salford Priors, WR11 8UX for Mrs Nicky Burt.

Council made no representations.

8. Planning Decisions

Council noted the following planning decision:

8.1 13/00563/FUL – Proposed two storey and single storey extensions at 1 Rushford Plantation, Pitchill, Evesham, WR11 8SN for Mr Alan Boseley.

9. Finance (1)**9.1 Internal Auditor's report.**

A copy of the Internal Auditor's report had been circulated. The financial records were found to be correctly maintained and the overall system of internal control was confirmed to be adequate. Two minor issues were raised relating to the incorrect amount being shown on two cheque stubs and a cancelled cheque not being retained. Council accepted the recommendations made by the Internal Auditor.

9.2 Annual Accounts for 2012 – 2013.

Section 1 of the draft Annual Return for the year ended 31st. March 2012 to the Audit Commission was circulated to Members prior to the meeting together with the Accounts as agreed by the Internal Auditor. Council approved the accounts as presented. The Chairman then asked the Clerk to read each of the eight questions in Section 2 of the Annual Governance Statement and the Council answered in the affirmative to each of the questions therein. There being no Trust Funds a "Not Applicable" answer was given to this statement. The meeting noted the report of the Internal Auditor who answered in the affirmative to questions A,B,C,D,E,G, H,I, and to J. The answer given to question F was "Not Applicable" since no petty cash transactions take place. The Chairman and the Responsible Financial Officer signed Section 1 of the Annual Return, Accounting Statements, and Section 2, the Annual Governance Statement. The Clerk reported that the necessary statutory audit notices had been posted.

10. Playing Field**10.1 Playing Field weekly inspections.**

Cllr. Quiney queried the need for a weekly inspection and the Clerk was asked to refer the matter to the Council's insurers.

DRAFT

Salford Priors Parish Council

10.2 Annual Inspection of play equipment.

The Clerk said that, following the instruction from the Council at the last meeting, he had contacted Playground Supplies and cancelled the inspection. Immediately following this, Playground Supplies replied to say they had actually carried out the inspection. The Clerk was asked to obtain the report and to refer back to the Council's insurers.

10.3 Repair of the car park fence.

The Clerk reported that two quotations had been received. One was from Mr Hackling who offered a repair with two timber posts for £180. The other was from Mr Hunt who offered a repair with two concrete posts that closely matched the existing posts for £320.41. Council agreed to accept the quotation of Mr Hunt.

10.4 Pruning of trees on the Playing Field.

The Clerk reported that he had placed an order with Roger Small to remove base growth, perform canopy lifts, and remove one dead tree for £200. The Chairman asked the Clerk to find out when the work would be done.

11. Jubilee fund dispersal

Cllr. Littleford circulated two copies of the proposed booklet and said she was still awaiting some photos where parental permission was required. She agreed to circulate a PDF file for all Members to give their comments. Cllr. Littleford also said she had obtained a very competitive new quote of £502 for 1000 copies. The Chairman asked Cllr. Littleford to bring examples of the cover and inside pages to the next meeting.

12. Highways**12.1 Broom Lane**

The Clerk reported that he had contacted WCC as instructed and had been informed that there were no plans of the drainage arrangements in Broom Lane. He had also instructed the Lengthsman to investigate the source of water seeping on to Broom Lane and to excavate around the nearby gully to find where this drained to.

12.2 Lengthsman

In April the Lengthsman repaired the sign in Sanders Road, cleaned and checked all the grit bins, cut back a large bush by the school in Dunnington, deepened some grips in Broom Lane, and tidied the footway between Salford Priors and Abbots Salford. The Lengthsman reported that this footway was badly damaged and siding out was not practicable.

Work for May would include deepening and cleaning the verge grips along Bevington Lane, investigating the drainage in Broom Lane, and walking the stream at Pitchill to check for blockages. He had also been asked to clean the chicane by Salford Priors School and to clear weeds from bridges in Station Road and Evesham Road.

12.3 Signs and bollards.

David Elliston had confirmed he would chase up the repair to the SID in Evesham Road with his lighting people. Also, he had checked the damaged manhole cover opposite New Inn Lane and had raised a defect notice for it to be replaced. The Clerk said he had been given a contact regarding the large chequerboard sign at Dunnington cross roads. Regarding the bollards at Dunnington cross roads he provided a plan for Cllr. Penn to mark the units needing attention.

DRAFT

Salford Priors Parish Council

13. Communications**13.1 Report from Mr Maude on the Council's website.**

Mr Maude reported on the meeting with the Clerk and Cllr. Littleford and confirmed he had sent information to Arrowscape. He said that a proof site would be produced for Councillors to view before it went online. In view of the likely timescale it was agreed that the arrangements with Webculture should be renewed for a further year.

13.2 Report from Cllr. Littleford on the website meeting held on 30.04.13.

Cllr. Littleford said she had seen the poor response from businesses and organisations to provide information and suggested that she would offer to chase up responses when the new site was available.

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

Cllr. Penn reported that the hedge alongside footpath 210 by the allotments was overgrown. Council noted that hedges could not be pruned at this time of year and the Clerk was asked to bring back the item to the August meeting. Cllr. Penn also reported that he had received complaints that footpath 6 was covered by fleece and also that the hedge by the settling pond was overgrown. The Clerk was asked to report these matters to Sandfields.

14.2 Gates by the Scout Hut on AL11.

The Clerk said he had contacted Sandfields and they had offered to install new "kissing" type gates free of charge if the County Council provided the gates. This should be possible under the County Council Volunteer Partnership.

15. Staffing

Council considered the recruitment documents circulated to Members following the Clerk's announcement of his retirement. Council agreed to proceed with the immediate advertisement of the position in local papers, County Local Council associations, and County and District offices. It was agreed that the Staffing Committee should meet to prepare a shortlist and that interviews should take place over two evenings later in June.

16. Matters raised by Councillors

16.1 Matters raised by Councillors are considered under this item and Councillors are 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.

16.2 Cllr. Wright asked that Mr Brookes Ward be contacted regarding the CLA Gamefair in order to provide details of the arrangements for the forthcoming event.

17. Consideration of Correspondence Received**17.1 WALC, Local Government Administration 9th. Edition.**

Council agreed that a copy of the new edition should be purchased ready for the new Clerk.

17.2 WALC, Training course on employment responsibilities and relationships.

Council noted the information provided.

17.3 NALC, Policy consultation on Community Infrastructure Levy

Council noted the information provided.

DRAFT

Salford Priors Parish Council

17.4 Trudi Lowe, Dedication of bus shelter to former Cllr. M Edmunds

The Clerk circulated a letter from Mrs Trudi Lowe regarding the proposal to dedicate a bus shelter to the memory of former Cllr. Maureen Edmunds. Council agreed to proceed with the dedication as previously agreed.

18. To Table

Council noted the following tabled documents:

18.1 Clerks & Councils Direct, May 2013, Issue 87.

18.2 The Clerk Magazine, May 2011, Vol 44, No.3.

19. Finance (2)**19.2 TOPs rates.**

The Clerk reported that he had made an application for small business relief and this had been accepted with the result that there would be no rates payable on TOPs.

19.3 Insurance renewal quotation.

The Clerk reported that several core covers of the policy had been increased at no extra cost to the Council. These included Hirers Indemnity, Officials Indemnity, and Fidelity Guarantee, and a new cover of Business Interruption Loss of Revenue. All firework displays or bonfires had to be notified 14 days in advance and there was a £250 excess on Public Liability Property Damage and on Property Damage.

Council noted that the asset register included items valued at less than £250 and considered these should accordingly have a nil value on the register because of the excess. The Clerk suggested a further column could be added to the register showing the value for insurance purposes. Council asked the Clerk to bring the asset register to a future meeting for further consideration.

Having declared an interest Cllr. Stedman left the meeting and Cllr. Wright took the chair.

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

Council noted the income received transactions in Appendix A1.

Council noted the payment made between meetings in Appendix A2.

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

Cheques were signed by Cllr. Wright, Cllr. Penn, and Cllr. Quiney;

Council considered and approved a proposal to transfer £5000.00 from No.1 account to the Community account in Appendix A4. Authorisation for transfer of funds was proposed by Cllr.

Penn, seconded by Cllr. Quiney, and carried.

Council noted the bank balances in Appendix A5.

20. Date of Next Meeting

Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm., on Wednesday 19th. June 2013 in The Memorial Hall, Salford Priors.

21. Closure of meeting

The Vice Chairman closed the meeting at 9.21 pm.

Signed.....

Date.....

DRAFT

Salford Priors Parish Council

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

Tn. No.	Cheque	Gross	Vat	Net	Details
6547	BACs	23500.00	0.00	23500.00	Stratford upon Avon District Council, First instalment of precept.
6548	Cheque	50.00	0.00	50.00	Warwickshire Training Patnrnership, refund of training fee.
6549	Cheque	26.00	0.00	26.00	RL Smith, Allotment rent, Plot No. 11.
6550	Cheque	26.00	0.00	26.00	P Clarke, Allotment rent, Plot No. 7.
6551	Cheque	39.00	0.00	39.00	C Hague, Allotment rent Plots 5 and 16A
Total		£23641.00	£0.00	£23641.00	

A2 Expenditure transactions approved between meetings

Tn. No.	Cheque	Gross	Vat	Net	Details
9040	102690	100.00	0.00	100.00	WALC, Training fee, Neighbourhood Planning, Cllrs. James and Littleford
Total		£100.00	£0.00	£100.00	

A3 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
9038	Dd	18.99	2.83	16.16	Plusnet, Office Broadband
9039	Dd	56.00	2.67	53.33	EDF, TOPs electricity
9041	102691	525.00	0.00	525.00	Salford Priors Memorial Hall, office rent and Hall hire.
9042	102692	1265.68	0.00	1265.68	Came & Company, Broker Network Ltd., Annual Insurance premium
9043	102693	732.00	122.00	610.00	Limebridge Rural Services Ltd., Mowing contract.
9044	102694	145.75	0.00	145.75	Warwickshire County Council, Lease for TOPs.
9045	102695	51.60	0.00	51.60	MJ Philpott, Postage stamps purchased by credit card.
9046	102696	140.00	0.00	140.00	TA Hunt, Lengthsman contract April
9047	102697	457.11	0.00	457.11	MJ Philpott, Clerk's salary, May
9048	102698	185.00	0.00	185.00	M Hackling, Refurbishment of circular seat at Iron Cross.
9049	102699	25.60	0.00	25.60	K Littleford, Mileage to training course.
9050	102700	1618.22	269.07	1349.15	Stansgate Planning Consultants, Planning and Feasibility Study
Totals		£5220.95	£396.57	£4824.38	

DRAFT

Salford Priors Parish Council

A4. Transfers

Transfer £5000.00 from No.1 account to Community account.

A5. Account Balances at 7.05.13

Community a/c	£1653.80
No.1 a/c	£64327.59
No.3 a/c	£214.19