

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 17th. July 2013.

Present: Councillors, JR Stedman, (Chairman), LW Wright, K Littleford, K James, DC Penn and A Quiney.

Also in attendance: MJ Philpott, Clerk, Newly appointed Clerk, Sally Harte, County Cllr. M Brain, District Cllr. M Howse, and thirteen members of the public.

The Chairman introduced and welcomed Sally Harte as the new Clerk and Responsible Financial Officer to the Council.

1. Apologies for absence

Council considered and accepted apologies from District Cllrs. J Spence and D Pemberton attending meetings in London,

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 Stedman declared interests in Items 5.6, 12.3, and 18.3 and in payments 9080, 9081, 9086 and 9088.

Cllr. James and Cllr. Penn both declared interests in Item 12.3 and payments 9080 and 9081.

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: Mr K Chandler, resident of Cornerways in Station Road, referred to earlier discussions regarding the Neighbourhood Plan and said that, as a professional architect, he would like to be involved in the project.

3.4 Ward Members reports: Cllr. Brain said he had raised questions regarding the affordable housing project as requested and that the viability of the scheme was an issue. He reported that Jephsons had submitted the planning application and also a bid for extra HCA funding. He confirmed that Warwickshire CC were requiring that alternative tenders be sought to demonstrate that best value was being achieved. The Clerk said that this requirement was causing difficulties for Jephsons as builders were not interested in such a small development. Councillors expressed concern that the whole project was taking so long and doubted that the original needs survey was

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relevant. It was suggested that the whole issue might be reviewed if the Neighbourhood Plan went ahead and Cllr. Wright said that recent developer proposals elsewhere in the parish raised further questions about the project. Cllr. Brain confirmed that roads in the parish were to be surface dressed shortly and also reported on the Broadband project. Councillors were not confident that Broadband speeds would be improved within the parish area. Cllr. Wright said that Broom Lane was becoming increasingly dangerous due to the erosion of the verges at the side of the carriageway and asked Cllr. Brain to investigate remedial actions.

Cllr. Howse reported that the revised Core Strategy had been published for consultation and said the main feature was a new village at Lighthorne. This proposal would be subject to specific examination. Councillors commented on the effect on housing numbers to be provided in Salford Priors if this proposal did not proceed and also enquired about the outcome of the Shottery appeal. Cllr. Howse indicated that there was still a lot of uncertainty in the numbers. Cllr. Howse commented on the proposed ward changes whereby the existing ward would be split in two with one councillor elected to each ward. Finally, Cllr. Howse said that enforcement action was being taken regarding Brook House at Broom.

3.5 The Chairman closed the adjournment at 7.32 pm.

4. Minutes

4.2 The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 19th. May 2013 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

4.2 The Minutes of the Extraordinary Meeting of the Parish Council held on Wednesday 10th. July 2013 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

5. Clerk's Report

5.1. Affordable Housing

This item was discussed under item 3.4.

5.2 Cllr. M Edmunds dedication.

The plaque has been delivered and has been fixed by John Bradfield. The Clerk has advised Cllr. Edmunds' family accordingly.

5.3 Football at the Playing Field.

A letter was sent to Harvington Football Club on 24.06.13 declining use of the Playing Field football pitch as instructed by Council.

5.4 Letters to residents regarding hedge cutting.

Letters were sent to residents of 12, 25, and 2 School Avenue as instructed by Council on 24.06.13 regarding the cutting of hedges on their properties. Regarding the hedge at Number 2, correspondence has been exchanged and the Clerk asked the Chairman to inspect the hedge to provide expert advice on the situation. The hedge encroaches over the footway but cutting it back to the line of the footway will create an ugly appearance with all green growth removed. Council agreed that the house owner should be required to cut back the hedge to the back of the footpath.

A letter has also been sent to Warwickshire CC Estates dept. regarding the hedge along the B4088 between Iron Cross and Ban Brook and Cllr. Brain was asked to press for some action.

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5.5 Condition of payphone boxes.

The Clerk reported that he had inspected all the telephone boxes and it does not appear that any work has been done. The door of the box at Dunnington cannot be opened because a bush is obstructing the door. He said he had written to BT and to the resident at Dunnington. BT confirmed that the payphones have been reported and an engineer will be out as soon as possible. A repaint has been requested for them as well but BT cannot give set dates as to when it will be completed as re-paints are done when the contractors are working in that area.

5.6 Donation to Over 60s Club from Country Landowners Association.

A request for a donation to the Over 60s Club was made to the Country Landowners Association on 26.06.13.

5.7 Orbit issues

At the last meeting Cllr. Littleford asked that Orbit should accept responsibility for maintenance of the roads on Priors Grange. It would appear from her E-mail dated 18.06.13 that Hannah Kavanagh has accepted this responsibility. Regarding the Berberis bush the Clerk reported that he had included this work on the Lengthsman's list for August.

6. Planning general**6.1 Neighbourhood Planning.**

Notes of a symposium on Neighbourhood Planning attended by Cllr. James and Cllr. Littleford had been circulated. Cllr. James gave a brief summary of the issues and Councillors noted that the conditions relating to Neighbourhood Plans had changed significantly from earlier discussions. It was also noted that a new housing needs survey for social housing would form part of a Neighbourhood Plan. Councillors expressed varying opinions on the merits of going ahead and Cllr. James said that if he were asked to lead the project he would need clear terms of reference and certainty from the Council on their commitment. Council agreed that the way forward was a public meeting in September with speakers from Stratford on Avon District Council and from Kirkwells who led the symposium. Council agreed that a dynamic flier such as the one circulated by the Clerk should be sent to all houses with an addition clarifying that a plan would affect the whole parish.

6.2 Orchard Farm.

The Clerk reported that Stratford District Council planners had held back their response to the proposed change to conditions as requested by the Parish Council but they now had to determine the application. Cllr. James said that the variation proposed by the SDC Planner was satisfactory subject to clarification as to the building to which the condition applied. He informed Councillors that there are different planning consents for different buildings on the site and suggested adding to the beginning of the clause reference to Building No. 3. Council agreed this response.

6.3 Mudwalls Farm.

The Clerk reported that he had written to Roger Thatcher on 26th. June informing him of the continuing breaches of the planning consent and requesting a written response. A reply was still awaited. Cllr. Howse agreed to press for a response.

6.4 Permitted development rights.

Council noted information regarding the extension of permitted development rights as circulated by Robert Weeks, Chief Planning Officer of Stratford on Avon DC. Cllr. James said that the information provided did not include reference to the changes regarding agricultural buildings such as converting barns to houses and agreed to present information on this to the next meeting.

7. New Planning Applications to consider

None received.

8. Planning Decisions

Council noted the following planning decisions:

8.1 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.

Planning permission granted

8.2 13/00911/LBC Plastering and insulation of garage floor and conversion of brick garden store at Church House, Station Road, Salford Priors, Evesham, WR11 8UX for Mr and Mrs Burns.

Listed Building consent granted

9. Financial Report Quarter 1

The Clerk had circulated a detailed report comparing actual and forecast outcomes against the budget. Income was slightly down to poor take up of allotments. Expenditure on the mowing and planter contracts and repairs and maintenance is in line with budget although some additional areas of mowing have been added and there are also costs due to the very hot weather. The communications budget is forecast to be overspent by £600 due to the development of the new website. Under lighting, allowance has been included for a visual check of the concrete columns. Good control of expenditure by the TOPs Management Committee has led to a reduction in forecast expenditure of £500. Council expenditure is estimated to be £800 above budget due to the cost of recruiting the new Clerk including press advertising and purchase of a new laptop computer. The Clerk said that a small reduction in the sum allocated for Council Projects of £650 would ensure a small surplus at the end of the year. Committed expenditure on projects to date is £3934 leaving a further £5400 available during the year. The Chairman observed that nearly half the project money had been spent in just a quarter of the year. The Chairman inspected the bank reconciliation report and confirmed it was correct. He also asked the new Clerk to find some way of dealing with an outstanding cheque from a previous year. Cllr. Wright proposed, Cllr. Littleford seconded, and it was agreed that the Financial Report be approved.

10. Playing Field

10.1 Playing Field weekly inspections.

Cllr. Quiney had supplied inspection reports dated 18.06.13, 25.06.13, 2.07.13, and 8.07.13. He had reported a problem with litter at the beginning of the period and also that the hedges needed trimming. The Clerk reported that he had asked SDC to collect the litter from the bin at the play area on a regular basis and this had been confirmed. He also said that the Lengthsman would be carrying out a monthly litterpick.

10.2 Moles at the Playing Field.

The Clerk reported that he had issued an order to Brandan White for mole clearance and he, in turn, had consulted with the mowing contractor to determine the best time to do this work. Cllr. Quiney said there was no evidence of new mole infestation.

10.3 Repairs to the play equipment.

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The Clerk said that the Lengthsman had been tasked with painting the pieces of rusty equipment identified in the independent inspection. Paint had been obtained from Wicksteed. The remaining items for repair will be scheduled for the Lengthsman for August.

10.4 Repairs to the Playing Field fence.

The Clerk confirmed that the Lengthsman had completed the repair to the fence alongside the Playing Field access track. He said that concrete posts had been sourced and a very satisfactory repair effected.

10.5 Future arrangements for Playing Field weekly inspections.

The Clerk said that the Lengthsman would carry out a full monthly litterpick as part of his schedule of tasks. A report by the Clerk was circulated setting out the options for inspecting the play equipment. Cllr. Quiney said that the main issue was concerning litter including broken glass. He agreed to continue carrying out the inspection role if other arrangements could be made for litter. It was agreed that the Clerk should arrange for litter collection in future.

11. Jubilee fund dispersal

Cllr. Littleford said she had made the amendments proposed by the Clerk and would bring a proof to the next meeting.

12. Highways and Amenities

12.1 Chequerboard sign at Dunnington cross-roads,

The Clerk reported that he had asked Warwickshire CC if the large chequerboard sign could be removed and was informed that although the signs were installed as a result of injury crashes at this location, it would now be possible to remove the chequerboard and update the signs using a yellow backing board. However, there is no funding to carry out this work at present, but it may be possible for County Highways to replace the sign in the future as part of their maintenance programme. In the meantime the WCC engineering team will provide a sign design to enable them to make the changes when their programme allows.

The Chairman said that there was a tree growing on the island by the sign and asked for County Highways to remove it. Councillors were asked to provide precise details of any lights in the bollards that needed to be repaired. The Chairman also asked the Clerk to check if the camera survey of the drains opposite the Post Office had been done.

12.2 Work done by the Lengthsman

During June the Lengthsman cleared the footway opposite Alamo, cleared weeds from bridges, removed a tree root at Garrard Close and cleaned about half the road and estate signs throughout the parish.

Work scheduled for July included replacing granite setts outside Corner Cottage, completing the sign cleaning, painting of play equipment, and carrying out a full litter pick of the Playing Field. Cllr. Wright asked for graffiti to be cleaned from signs in Tothall Lane.

12.3 Additions to the mowing contract.

The Clerk reported that during the previous month several requests for additional work had been raised under the mowing contract. Some of these were for items already covered within the contract including cutting hedges on the access track to the Churchyard Extension; mowing down growth on 4 unused allotment plots; additional mowing of verges in School Avenue and Ban Brook Road,

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mowing of grass opposite the houses in Ridsdale Close; and a complete verge cut of the whole parish. (requested on 21.06.13)

Other requests related to new additional work and the appropriate orders and changes to the contract had been raised. These items included spraying the weeds on the footpath between Dunnington Cross Roads and Hillers (£48.00); weed spraying on 4 unused allotment plots; and a change from verge to amenity standards for the verge on the North side of Evesham Road between Salford Priors and Abbots Salford. Cllr. Wright said that the verges along Tothall Lane needed to be cut.

12.4 Meeting with tenants of the allotments.

The Clerk confirmed that all tenants had now paid their rents amounting to a total of £195 for the year. Estimated expenditure was £460 which included a contingency for repairs of £100. Councillors were concerned that residents of the parish were funding an amenity for just a very few individuals. The Chairman reported on a meeting with licence holders the previous evening and said there was enthusiasm to start an allotment club to encourage new tenants. Council agreed to help the tenants in this initiative and the Clerk was asked to write to offer every assistance such as providing a meeting room and including an item in a newsletter.

13. Communications

The Clerk said that he needed to send an official order to Arrowscape at an agreed cost of £900 to develop the new website and requested that the work be formally approved. Cllr. Wright proposed, Cllr. James seconded, and it was agreed that a formal order be given to Arrowscape as described. Mr Maude said he had updated the website and included a link to the Ward Members site.

Council agreed to produce an August newsletter to include items such as the Neighbourhood Plan, allotments, new office hours, and to introduce the new Clerk.

Cllr. James asked for an item on communication policy to be included on the next agenda.

14. Rights of Way

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

Cllr. Penn said he had received complaints about crop growth on footpath AL11. The Clerk was asked to phone Mr Cooke.

14.2 Work on AL4, AL6, and AL11.

The Clerk reported that work on hedge cutting on AL4 had been completed and that he had been informed that the fleece on AL6 was not causing any problems. Regarding the gates on AL11 the Clerk said that he spoke again to WCC and the responsible officer had agreed to deliver a gate to Limebridge Farm from where it would be collected by Sandfields.

15. Parish Council matters

15.1 Electoral Review for Stratford District.

The Clerk reported that he had contacted the Ward Members and they had confirmed that they wished the ward to remain as it was but they would accept two members instead of three. Bidford had also consulted the Council and a copy of their report had been circulated. Councillors considered the comments made by Cllr. Howse earlier and expressed their preference for a single ward with two councillors.

15.2 Councillor vacancy.

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The Clerk said that he had been informed that no electors had requested an election. Accordingly, he had posted notices inviting any persons wishing to be considered for co-option to apply by 12th August. Council would then be able to consider a co-option at the August meeting. The notice had also been circulated to the e-news recipients. The Clerk said that one application had been received to date.

16. Staffing

Nothing reported.

17. Matters raised by Councillors

17.1 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.

17.2 Cllr. JR Stedman, Arboricultural inspection of the Yew tree on Ban Brook Green.

Cllr. Stedman circulated some photographs of the Yew tree showing fungal growth. He reported that Warwickshire CC had been pruning trees in Ban Brook Road and on questioning had confirmed their responsibility for all the trees. The Chairman had asked the WCC Tree Officer to inspect the Yew tree and he had confirmed that the tree was safe. Cllr. Stedman also showed a photograph of a tree at 38 Ban Brook Road which was obscuring a footway light and the Clerk was asked to arrange for it be trimmed.

18. Correspondence

18.1 Stratford-on-Avon District Council, Flood Defence Assistance Grants 2013.

Council noted the information provided and the Chairman asked for the item to be included on the next Agenda so that Members could identify any specific problems.

18.2 Lord-Lieutenant of Warwickshire, The Queen's Award for Voluntary Service.

Council noted the information provided.

18.3 Salford Priors Over 60s Club

Council noted the letter from Mrs Milward thanking the Council for the grant of £100 towards the cost of their annual trip to Weston-super-Mare.

18.4 Jane Lawton, Scouts

Council noted the request for a meeting with the Salford Priors Scouts regarding the condition of the Scout Hut. The Clerk was asked to arrange a meeting and for as many Councillors as were able to attend.

19. Tabled items

Council noted the following tabled items:

19.1 Clerks & Councils Direct, July 2013, Issue 88.

19.2 The Clerk, July 2013, Vol. 44 No. 4.

20. Finance

20.2 New bank mandate (taken ahead of item 20.1)

Cllr. James proposed, Cllr. Littleford seconded, and it was agreed that the bank mandate as approved by the Parish Council at their meeting on 16 May 2012 should be amended to replace Michael Philpott with Sally Harte as the Officer signatory.

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Having declared interests in the following item, the Chairman, Cllr. James, and Cllr. Penn took no further part in the meeting. The Vice Chairman took the Chair.

20.1 Approval of the payments and transfers listed in Appendix A.

Council noted the income received transactions in Appendix A1.

Council considered the expenditure transactions listed in Appendix A2. Authorisation for payment was proposed by Cllr. Littleford, seconded by Cllr. Quiney, and carried.

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

Council considered and approved a proposal to transfer £6000.00 from No.1 account to the Community account in Appendix A3. Authorisation for transfer of funds was proposed by Cllr. Littleford, seconded by Cllr. Wright, and carried.

Council noted the bank balances in Appendix A4.

21. Date of Next Meetings

Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm., on Wednesday 21st. August 2013 in The Memorial Hall, Salford Priors.

22. Closure of meeting

The Vice-Chairman closed the meeting at 9.31 pm.

Signed.....

Date.....

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

Tn. No.	Cheque	Gross	Vat	Net	Details
6557		26.00	0.00	26.00	P Taylor, Allotment rent, Plot 4.
Total		£26.00	£0.00	£26.00	

A2 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
9071	Dd	18.99	2.83	16.16	Plusnet, Office Broadband
9072	Dd	56.00	2.67	53.33	EDF, TOPs Electricity supply
9073	102724	100.00	0.00	100.00	Salford Priors Over 60s Club, Donation
9074	102725	116.73	19.46	97.27	Digital Copier Systems, office photocopier
9075	102726	140.00	0.00	140.00	TA Hunt, Lengthsman June
9076	102727	320.41	0.00	320.41	TA Hunt, Repair Playing Field fence
9077	102728	61.85	0.00	61.85	WALC, LG Administration 9 th . Edition

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9078	102729	457.11	0.00	457.11	MJ Philpott, Clerk's salary July.
9079	102730	128.40	21.40	107.00	Newsquest Media Group, Clerk advertisement
9080	102731	800.10	133.35	666.75	Limebridge Rural Services Ltd., Mowing contract
9081	102732	1782.00	297.00	1485.00	Limebridge Rural Services Ltd., Planter contract
9082	102733	82.20	13.70	68.50	Wicksteed Playscapes, Paint for play equipment.
9083	102734	145.75	0.00	145.75	Warwickshire CC, TOPs lease
9084	102735	180.56	30.10	150.46	npower, Footway lighting
9085	102736	34.68	5.78	28.90	npower, Footway lighting
9086	102737	500.00	0.00	500.00	Salford Priors Memorial Hall, office rent and hire of hall.
9087	102738	108.34	0.00	108.34	MJ Philpott, Clerk's expenses 6.03.13 to 12.07.13. Postage stamps and wood for Jubilee portrait.
9088	102739	825.60	137.60	688.00	JR Stedman, Purchase of new computer for incoming Clerk from Dell.
9089	102740	25.00	0.00	25.00	J Bradfield, fixing plaque to bus shelter.
Totals		£5883.72	£663.89	£5219.83	

A3. Transfers

Transfer of £6000.00 from No.1 account to Community account.

A4. Account Balances at 9.07.13

Community a/c	£2331.60
No.1 a/c	£54902.66
No.3 a/c	£214.23