

## Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 21 August 2013.**

**Present:** Councillors *J R Stedman (Chairman), L Wright, K Littleford, K James, D C Penn*

**Also in attendance:** *Sally Harte, Clerk, District Cllrs. M Howse, J Spence and eighteen members of the public*

**1. Apologies for absence and Co-option of new Councillor**

**1.1** Council considered and accepted apologies from County Cllr M Brain, Daren Pemberton, Anthony Quiney

**1.2 Co-option of new Councillor**

The Clerk reported that applications had been received from Liam Maude and Melanie Muldowney. It was agreed that Mr Maude and Ms Muldowney be invited to attend the September's meeting where they would be asked to give a brief presentation.

**Clerk to action**

**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 are 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 12.3 and 19.1 and in payments 9094 and 9095.

In response to his declaration Cllr James advised that, based on advice he had received from Stratford District Council's legal team, if an item for consideration wasn't contract specific then Councillors were permitted to participate in approving payments provided they hadn't been part of the previous debate awarding the contract. Therefore Cllr Penn and Cllr James would be able to remain whilst item 12.3 was discussed.

**3. Open Forum**

**3.1** The Chairman moved that the meeting be adjourned for Open Forum and this was agreed.

**3.2 Have your say:** *No under 18s were present.*

**3.3 Open forum:** Mrs Pamela Seville suggested tasks she felt might be appropriate for the Parish Lengthsman to carry out. These included weeding the area along the stone wall from the Church to the Vicarage; treating weeds by the bridge at Abbots Salford, replace a stone on the path by Corner Cottage, School Road. She then enquired if in the autumn it would be possible to plant shrubs behind the School Road bus stop as she believed it was unsightly in its current condition.

**Clerk to put on next agenda**

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Mr Keith Chandler enquired about the Council's response to the Tothall Road planning application. He was advised that the Council had strongly objected to it and Cllr Littleford passed him a written list of the objections as put forward. Mr Chandler then reiterated his willingness to become involved in the Neighbourhood Plan were SPC to embark on one. This offer was noted with thanks.

Mr Charles Wilson asked for details of the grounds for the refusal of the Tothall planning application and was duly informed that it hadn't yet been refused, but that the Council had put forward objections to it. The public were advised that details of the Council's objections could be accessed on Stratford District Council's website but for the benefit of the residents present Cllr James took the meeting through them (see below) and the reasoning behind them.

- 1) The site is situated in open countryside outside the built up boundary of the settlement, the T junction on Tothall Lane provides a natural boundary between the built environment and the open countryside.
- 2) This site will be a ribbon development that does not form part of any community, there are better identified sites within the village, that would provide more community cohesion or for an affordable housing scheme to form part of a larger future housing development scheme.
- 3) Development in this location will have an adverse impact on the visual amenity of the area.
- 4) The loss of a defined settlement boundary (Historical Boundary) should be resisted.
- 5) The wall of Catkins (former boundary wall to the main Park Hall estate forms the gateway to the village of Salford Priors and defines the built up settlement.
- 6) Harmful to the character of the village and its setting
- 7) Will detract from the setting of Park Hall, and the setting of Tothall Lane, the only other substantial building on that side of Tothall Lane is Dunnington School.
- 8) Access on to Tothall Lane - this would be create a danger - four accesses in a very short distance to the T Junction vehicles entering Tothall Lane from the Irons Cross direction will merge blindly onto the access with sub standard visibility. Access 1 Catkins (2 Dwellings) / Access 2 Site Entrance (6 Dwellings) / Access 3 New Field Access (Agricultural Vehicles) / Access 4 Park Hall (13 Dwellings).

#### **3.4 Ward Members reports:**

Cllr Howse said that Ward members were looking at the way in which they present their reports at SPPC meetings. He had no information to bring forward from the last council meeting or from Cabinet. In Cllr Pemberton's absence Cllr Howse said that he too had had nothing of significance of a local perspective to report. It had however been decided that Cllr Spence would now be responsible for planning matters.

Cllr Spence stated that Ward members had prepared a joint statement on the Tothall Planning application and it had been submitted to SCD planning officers. It reiterated the key points made by SPPC and also expressed the opinion that the application conflicted very strongly with the core principles of the National Planning Policy Framework (NPPF). He went on to say that he was still pressing Planning Officers and SDC's legal team about the Orchard Farm situation. Progress was hindered however by it being the height of the holiday season and he expressed the hope that matters would be back on track in the next two or three weeks. There had been discussions about the Core Strategy - in particular, and not directly relevant to the Parish, the Heath development near Gaydon and the proposed regeneration zone in Stratford on Avon. Maurice Howse said he was planning to produce a leaflet on the consultation process which could be given to Parish Councils in the affected Wards.

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Work was also taking place on the Five Year Land Supply challenge. This was a high priority in order to prevent developers from coming into areas and identifying and pursuing possible sites of their choice which may not be in the best interests of the communities involved. In response to a question from a member of the public, Cllr Spence explained that within the NPPF the District Council was obliged to have a five year land supply for development and needed to be able to demonstrate that it was committed to development. If there was no five year plan then it would be difficult to object if a developer came into the area and wanted to build homes as the District Council would be unable to prove it had sufficient land supply in the pipeline to meet national requirements.

The Chairman thanked Cllrs Howse and Spence for their input and stated their reports were valued. He then asked if it would be possible to receive a brief note of the points they intended to raise so they could appear on the agenda allowing Councillors to be aware and prepared.

### **Clerk and Ward Members to Action**

**3.5** The Chairman closed the adjournment at 7.30pm.

## **4. Minutes**

**4.2** The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 17 July 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 Friday 9 August 2013 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

Matters arising: Tothall Lane planning application. An email was tabled from Cllr Wright in which he drew the Council's attention to the fact that there was an alleged letter of support for the planning application from the Parish Council on the SDC Planning website. He pointed out that the alleged letter of support was in fact a letter from the previous Clerk to Mr Phil Ward, the Rural Housing Enabler at SDC, in which the Clerk stated that whilst the Parish Council supported the initiative of affordable housing in Salford Priors it wished to consult with him as to whether the site selection process could be revisited. Cllr Wright felt this was not an endorsement of the proposed Tothall Lane planning application and asked Council to endorse his request to have the letter removed from the website with immediate effect. This was agreed.

**Clerk to action.**

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

### **5.1. Hedge cutting**

The householder at 2 School Avenue had been written to again on 24 July with the request that the hedge be cut back and this had now been done. Resolved.

Cllr Littleford reported that the hedge on B439 from River Bridge up Marriage Hill was in need of cutting back. It was agreed that this was the responsibility of Bidford on Avon parish and that the Clerk should advise them accordingly.

**Clerk to action.**

The Clerk also reported that Cllr Brain had contacted the WCC Estates Department regarding the hedge on the B4088 between Iron Cross and Ban Brook and this would be cut back in September at the end of the bird nesting season.

**Clerk to monitor.**

It was noted that the hedge at 22 School Avenue, although kept cut back, still protruded on to pavement by about 6-10 inches. It was agreed to monitor the situation.

**Clerk to monitor.**

## **5.2 Condition of Payphone Boxes**

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No work had been carried out by BT since the last meeting. Mr Alan Granger of Ragley Estate, however, had contacted his tenant to ask them to cut back the shrub by Dunnington phone box.

### **5.3 Orchard Farm**

The Council's views were forwarded to Stratford District Planning on 18 July and a decision letter is awaited.

### **5.4 Mudwalls Farm**

Cllr Wright had emailed Cllr Howse with a full description of the issues on 25 July. SDC Enforcement Officer Mr Roger Thatcher had responded and it was suggested and agreed that Parish Councillors take no action other than to note progress. Cllr Spence stated that Ward members were not happy with response and were to hold a meeting with the Head of Enforcement to tackle the issue. Cllr Spence hoped to have some news for next meeting. It was noted that the tenancy expired at the end of September and there may then be some movement of the occupants. Cllr Wright said he thought the agricultural side of tenancy may well be vacated promptly but he foresaw the occupancy side causing problems with the slow removal of people as they found suitable accommodation elsewhere.

### **5.5 Moles at Playing Field**

The mole situation at the playing field has been rectified and an invoice has been received from the contractor, Mr Brandon White. Resolved.

### **5.6 Tree on traffic island at Dunnington cross roads.**

Mr David Elliston, WCC Highways had arranged for the removal of the tree earlier this month. Resolved.

Cllr Wright raised the subject of Highway contractors' temporary signage at this location which was awkwardly placed and blocked motorists' visibility at the junction with the B4088. Cllr James stated he was taking action and was emailing the County Council almost daily about this matter. The Council agreed to write to County Council expressing its strong concerns.

**Clerk to action.**

### **5.7 Drain survey opposite Post Office.**

The survey has been carried out and a fault identified opposite 29 School Road. An order has been placed by WCC to excavate the pipe and replace a section. WCC has also reported that roots in the drain by Salford House in Station Road have been cut and removed.

### **5.8 Allotments**

Following the meeting with allotment holders a letter was sent to them on 23 July encouraging the setting-up of an allotment holders' association and offering assistance to do so. Following the recent article in the Newsletter two full allotments were about to be let leaving only two currently vacant.

### **5.9 Electoral Review for Stratford District.**

Following the last Parish Council meeting a joint response with Bidford was agreed and sent to the Commissioner. Resolved.

### **5.10 Tree obstructing footway light in Ban Brook Road**

The Clerk had inspected the light which stands in the garden of 40 Ban Brook Road and the householder had been written to on 24 July 2013 with the request that branches be cut back.

**Clerk to Monitor.**

### **5.11 Meeting with Scouts**

A meeting with the Scouts has been arranged for 7pm on 11 September at the Scout Hut. All Councillors were urged to attend if possible and Cllr Wright gave his apologies for the meeting.

### **5.12 Speed Indication Device (SID) on Evesham Road.**

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The Clerk reported that the SIDs on Evesham Road were tested recently and had been found to be working. A resident, stated that the SID when travelling south wasn't working.

**Clerk to action.**

### 5.13 Consultation on Core Strategy

The Clerk said that the current consultation is limited to two specific issues which do not directly affect our Parish. These are a new settlement of about 4800 dwellings in the Gaydon/Lighthorne Heath area and a Canal Quarter Regeneration Zone in Stratford upon Avon together with two employment areas on the edge of the town.

## 6. Planning general

### 6.1 Neighbourhood Plan.

The Clerk, in conjunction with Cllr James, was requested to arrange a public meeting in September with Kirkwells planning consultants to present the neighbourhood plan proposals. Details would be circulated to the parish as soon as arrangements had been made.

**Clerk and Cllr James to Action.**

### 6.2 Permitted development rights.

It was agreed that the paper written by Cllr James and tabled at the meeting on permitted development rights should be placed on the SPPC website for the information of parishioners.

**Clerk to Action.**

### 6.3 Marsh Farm Quarry.

The Clerk had circulated a report on a site inspection held on 8 August 2013 and it was noted by Council.

### 6.4 South Worcestershire Development Plan

The Clerk reported that Malvern Hills, Worcester City, and Wychavon Council were working together to produce a South Worcestershire Development Plan. Due to an administrative oversight, Salford Priors had not been consulted at various stages of the development of the plan as an adjoining parish. The Council now had the opportunity to make any comments. After a brief discussion it was agreed that no comments would be made and the Council noted Wychavon's email and apology for the omission.

### 6.5 E-mail from Alamo regarding their development proposal.

The Clerk had circulated an e-mail headed 'Private and Confidential' from Mr Richard Ward of Alamo regarding their proposed housing development, details of which were deemed by the Council as unsuitable for public release. It was agreed therefore that at this point it would be best in the interests of parish and council for the Council to note but not to take action. Cllr Spence agreed to draw the contents of the email to the attention of SDC Planning.

**Cllr Spence to Action.**

## 7. New Planning Applications to consider

None received.

## 8. Planning Decisions

Council noted the following planning decision.

**13/01174/FUL** – rear and side single storey extension at 19 School Road, Salford Priors, Evesham, WR11 8XD for Mr and Mrs John Parrott.

**Planning permission granted**

## 9. Parish Council Matters

### 9.1 Change in the number of Councillors for the Parish Council.

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The Clerk reported that all the processes had been completed to increase the number of Parish Councillors from seven to nine. The change comes into effect at the 2015 elections. Council noted.

### **10. Playing Field**

#### **10.1 Playing Field weekly inspections.**

The Clerk reported that she had received weekly inspection reports from Cllr Quiney and no problems had been experienced apart from for the last two weeks when the litter bins hadn't been emptied. This matter will be reported to SDC

**Clerk to Action.**

Cllr Littleford said that the playing field was being used for football and asked if there was an organized team in the Parish. The Chairman said there was but they played in Harvington as no changing facilities were available in Salford Priors. Cllr Littleford replied that she thought perhaps a team was using the pitch for playing and the Chairman offered to investigate if it was an organized practise or match then permission to play should be sought from the Parish Council.

**Chairman to Action.**

#### **10.2 Monthly litter picking**

The Clerk said that she was making the monthly litter pick of the Playing Field a task on the Handyman list.

### **11. Jubilee fund dispersal**

The Council expressed its admiration for the booklet which Cllr Littleford had produced and wished to commend her for her work as it had been a difficult project. One or two small amendments were suggested and agreed and it was decided that once they had been incorporated Cllr Littleford should finish the booklet and proceed with the printing of it. Cllr James offered to provide photos of the Jubilee fireworks and Cllr Littleford accepted the offer. Additionally the days and times for cubs and scouts were still needed and it was agreed to make mention of Wood Bevington. The quote for printing seven hundred copies on 170gsm gloss on inside and a 300gm laminated gloss cover was £330. The Council agreed this was an excellent price.

**Cllr Littleford to Action.**

### **12. Highways and Amenities**

#### **12.1 Flood defence assistance grants**

The Clerk said that, at the last meeting, Councillors had been asked to consider any sites where a small grant might help to pay for work to alleviate the risk of flooding. Cllr James said that the Ban Brook was silted up under the Bridge on Tothall Land and had the potential to cause flooding of the nearby property. It would need a JCB to remove the silt and somewhere to dispose of the spoilage. The Clerk was asked to inform SDC we have a project and to get prices from suitable contractors.

#### **12.2 Cleaning the bus shelter structures**

The Clerk said that maintenance of the bus shelters by sweeping and pruning bushes around them was included in the Planter Contract. However, there was no provision for cleaning the actual shelters themselves and the Chairman proposed that quotes be sought for the cleaning of the actual bus shelters themselves.

**Clerk to Action.**

#### **12.3 Churchyard**

Extra maintenance request: It was reported that the Council's contractors mow the base of the back access track to the Churchyard as part of the works contract however the hedges and trees on both sides of the track required cutting back for vehicular access and this was extra and extensive work not included for in the current contract. It had also been noted that several graves in the maintained area had sunk and would benefit from being topped up with soil and this could be carried out before the soil bin was emptied. The Council agreed that this work should be done and the Clerk was asked to instruct a contractor to carry out work.

**Clerk to Action.**

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**13. Communications****13.1 Communications Policy**

The Clerk had circulated a short report on a communications policy. She had also attached a copy of the policy previously adopted on 15 October 2008. Cllr James commented that this policy had been created six years previously when the Council had renewed its quality status. It was written to reflect Parish Council's role and what it was doing at the time but was now out of date although the core principles remained the same. Cllr James said he thought a new one should now be developed and the setting up of a working group was proposed. Cllr James, Cllr Littleford and the Chairman volunteered for the task and undertook to report back in November.

**13.2 New draft website.**

The Clerk said that details of the new website had been circulated to Councillors for comment. Cllr James commented that he thought it very impressive - very clean and modern. Liam Maude was tasked to take it forward on his return from holiday and to bring it on to line as soon as possible whilst disabling the existing site.

**Liam Maude to Action.**

**14. Rights of Way**

Cllr. Penn said he had nothing to report. Cllr Wright commented that footpath AL15 from Broom Lane (C103) Dunnington to Tothall Lane Dunnington was overgrown with tall grass and that he had received complaints from residents. The Clerk would raise this with Ragley Estate.

**Clerk to Action.**

**15. TOPS****15.1 Annual Accounts from TOPs.**

The Council noted TOPs' annual accounts for the financial year 2012/13. The TOPS committee were commended by the Council on their hard work in turning their financial position around – they had done extraordinarily well.

**15. Staffing****15.1 Staff mileage payments.**

The Clerk had requested that she be paid mileage when using her car to deliver documents around the Parish. This was referred to the Staffing Group.

The Staffing Group were also tasked to investigate changes to the Working Time Directive with a view to any impact on the Clerk's entitlement to holiday pay and to report back to Council.

**Staffing Group to Action.**

**16. Matters raised by Councillors**

No matters were raised.

**17. Correspondence Received****17.1 Nadhim Zahawi MP, response on Parish Referendums Bill.**

Council noted the information provided in response to the Council's letter regarding the Parish and Town Council (Referendums) Bill which had run out of Parliamentary time and so wouldn't be brought back although the Secretary of State would still be looking at council who go above a 10% increase in precept.

**17.2 SDC: Update to highway grass cutting service.**

Council noted that SDC were planning to provide one extra grass cut in parishes where their contractor operated but as they did not mow within the Parish, no action was required.

**17.3 SDC: Recycling information.**

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Council noted the information provided and asked that it be circulated by the e-news service.

**Clerk to Action.**

### **17.4 Mrs P Seville: Flower planter**

Council noted the message from Mrs Seville regarding the efforts of Mr Page from Orchard House in maintaining the flower planter by the Church and the Council agreed that a letter to be sent to Mr Page thanking him for his efforts.

**Clerk to Action.**

It was noted that the planter outside 38 School Road had split and would require replacing in time for winter planting.

**Clerk to Action.**

### **18. To Table**

No items were tabled.

Note: Cllr Stedman having declared an interest in payments left the meeting and Cllr Wright took the Chair

### **19. Finance**

#### **19.1 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 James, seconded by Cllr Wright and carried.

Cheques were signed by Cllr James and Cllr Penn.

Council considered and approved a proposal to transfer £3000.00 from No.1 account to the Community account in Appendix A3. Authorisation for transfer of funds was proposed by Cllr James seconded by Cllr Wright and carried.

Council noted the bank balances in Appendix A4.

### **20. Date of Next Meetings**

Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm., on Wednesday 18 September 2013 in The Memorial Hall, Salford Priors.

### **21. Closure of meeting**

The Vice Chairman Cllr Wright closed the meeting at 8.30pm.



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

<b>Tn. No.</b>	<b>Cheque</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Details</b>
6558	BACs	946.47	0.00	946.47	BACs, VAT Refund Q1
<b>Total</b>					

**A2 Expenditure transactions for approval**

<b>Tn. No.</b>	<b>Cheque</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Details</b>
9090	Dd	18.99	2.83	16.16	Plusnet, Office Broadband
9091	Dd	56.00	2.67	53.33	EDF, TOPs Electricity supply
9092	102741	80.00	0	80.00	Brandan White, mole clearance
9093	102742	133.00	0	133.00	Terry Hunt, Lengthsman
9094	102743	108.00	18.00	90.00	Limebridge Rural Services, Planter contract
9095	102744	898.80	149.80	749.00	Limebridge Rural Services, Mowing contract
9096	102745	154.80	25.80	129.00	Staples. Office stationery
9097	102746	983.89	0	983.89	S Harte. Clerk's salary July/Aug 2013
<b>Totals</b>		<b>£2433.48</b>	<b>£199.10</b>	<b>£2234.38</b>	

**A3. Transfers**

To transfer £3,000.00 from No.1 account to Community account.

**A4. Account Balances at 14 August 2013**

<b>Community a/c</b>	<b>£1,484.29</b>
<b>No.1 a/c</b>	<b>£49,875.13</b>
<b>No.3 a/c</b>	<b>£214.23</b>