

## SALFORD PRIORS PARISH COUNCIL

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 18 September 2013.**

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

**Also in attendance:** *Sally Harte, Clerk, District Cllrs M Howse, County Cllr M Brain and 12 members of the public*

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

- a. Council considered and accepted apologies from Cllr D C Penn, on business in France, and from District Council Ward Members D Pemberton and J Spence
- b. Co-option of new Councillor. With the resignation of Cllr Anthony Quiney there were now two vacancies and Members agreed not to appoint either of the candidates forward for the original vacancy, but to follow Council procedures regarding the advertising of the second vacancy and in fact the Clerk advertised that notices had already been posted around the villages. Assuming there were no calls for an election and no other candidates applied, Mr Maude and Ms Muldowney could be co-opted onto the Council at its October meeting.

**Clerk to action**

- c. Councillors noted with regret but understanding, the resignation of Cllr Quiney and agreed to send him a letter of thanks acknowledging the time he had spent serving the Parish. His contribution would be missed.

**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.

**Register of Interests:**

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

**Dispensations**

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

**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 5d, 5h, 5i and in payments 18 and 9103. Cllr James declared interests in 5i and 5h..

**3. Open Forum**

- a. The Chairman moved that the meeting be adjourned for Open Forum and this was agreed.
- b. **Have your say:** *No under 18s were present.*
- c. **Open forum:**

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Mrs Dilys King said District Cllr Spence had been due to update the meeting on the pre-application advice received by Alamo and asked if the Chair was able to do it in his absence. The Chair demurred but asked District Cllr Howse if he was able. However as District Cllr Spence was the lead figure for planning District Cllr Howse advised that he was unable to comment with any accuracy. It was agreed that District Cllr Howse would ask District Cllr Spence to write to the Clerk updating the Council on the current position and this would then be circulated to Residents by email. It was noted that Alamo had made a request for pre-application advice but that any advice they received was confidential and would not be publicly available - even to District Councillors.

**District Cllrs Howse/Spence and Clerk to action**

d. **Ward Members reports**

Warwickshire County Councillor Brain stated that all the roads in Salford Priors identified for repairs and top dressing had now been completed and this included remedial work at Broom Lane. He was meeting with WCC officers on 23 September following two recent Road Traffic Collisions and the meeting would assess any necessary road improvements on the B4088. Cllr Brain said he had been involved following recent complaints about speeding vehicles at Irons Cross and Pitchill. The hedgerow at Irons Cross was still in need of cutting and the matter was under consideration by WCC who believed account should be taken of any possible nesting birds. County Cllr Brain said he was pursuing the matter. Cllr Stedman asked County Cllr Brain to re-look at chequer board sign at Dunnington crossroads and Cllr Brain advised it was on the agenda to be discussed at the meeting. Resident Mr Liam Maude, of Evesham Road, Weethley, said he was aware of a number of traffic issues in the area and undertook to email Cllr Brain with them so they could be discussed with WCC officers the following Monday.

Cllr Brain reminded Members that County Councillors each hold a community grants budget of £5,000. This grant fund was aimed at community and voluntary organisations and provides grants usually for small-scale projects that meet the needs of the local community. Further information or an application form, could be obtained for the local Warwickshire County Council Area Team.

District Cllr Howse thanked everyone who had supported the Ward Members on their charity bike ride and said that a sum in the region of £1,000 was raised for Macmillan nurses. He then confirmed that no fill materials were being delivered to Long Marston rather than to Marsh Farm Quarry; that Cllr Pemberton would be attending the Neighbourhood Planning event; and warned that loan sharks were believed operating in the area and asked for any local knowledge to be fed back to him.

e. The Chairman closed the adjournment at 7.22pm.

**4. Minutes**

The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 21 August 2013 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

**5. Clerk's Report**

- a. Condition of Payphone Boxes and shrub clearance by the Ragley Tenant. Ragley tenant has now cut back shrub by Dunnington phone box. **Resolved.**
- b. Mudwalls Farm, planning enforcement Nothing to report
- c. Orchard Farm, planning application to vary Condition 2. Nothing to report

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- d. Allotments, in August two unallocated allotments had been let to residents rent free for a period of 12 months. A quote of £70 has been received from Limebridge Rural Services for spraying and turning over the two allotments prior to them being able to be worked. Owing to the lack of a Quorum any decision on accepting the quote was deferred to October's meeting. Allotment holder, Graeme Beamish, had advised that he is currently developing a website for the allotments.
- e. Tree obstructing footway light in Ban Brook Road. This had now been cut back and the matter was **resolved**.
- f. Speed Indication Device (SID) on Evesham Road. Tested by the Clerk and both are working. **Resolved**.
- g. Consideration of quotes for cleaning bus shelter structures. Request for price for job sent to Terry Hunt on 27 August and a quote of £30 received. Members unanimously agreed to accept.
- Clerk to action**
- h. Additional works in Churchyard and extension. Requests for price for jobs sent to Limebridge Rural Services (top up graves) and Roger Small (clear access track at extension) on 27 August. No responses had been received. Deferred to October meeting.
- i. To consider a quotation for the replacement the damaged planter at 38 School Road. Quotation of £125 plus VAT to include cost of compost refill and structural materials received on 6 September from Limebridge Rural Services. Deferred to October meeting as insufficient Cllrs available to vote as Cllrs Stedman and James had declared an interest.
- j. Tothall Lane planning application: Jephsons Housing Association had requested a meeting with the Parish Council to discuss their planning application for social housing at the Tothall Lane site which the Council had strongly opposed and which Jephsons had subsequently withdrawn. Cllrs agreed to hold an Extraordinary Parish Council meeting with the planning application being the only agenda item. It was agreed it should take place after the Ordinary meeting on 16 October to enable a full complement of Cllrs to attend. Jephsons had advised they would be accompanied by a number of stakeholders, including members of Stratford District Council, Warwickshire Rural Council and Warwickshire County Council.
- Clerk to action.**
- k. Removal of the Parish Council's letter from the SDC planning portal regarding the Tothall Lane application. Planning department emailed with request on 23 August. No response received and second request made on 9 September 2013. The letter had now been removed. **Resolved**.
- l. Recycling improvements in Stratford District. Circular email re changes sent out to residents on 27 August. **Resolved**.
- m. Temporary signage in vicinity of Dunnington Crossroads. The contractor had moved from this location by 30 August taking the temporary signage with them. **Resolved**.
- n. Cutting back of hedge on B439 from River Bridge up Marriage Hill. Matter reported to Bidford on Avon PC on 22 August and a response received from them on 23 August stating they will take action. **Resolved**.
- o. Bus shelter planting request. Cllr Stedman stated that the ground was very poor and he wasn't sure what, other than possibly ivy, would grow.
- p. The Clerk confirmed she had written Mr Stephen Page thanking him for caring for the planter by the Church. **Resolved**.

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**6. Planning general**

- a. The Chairman reported on a meeting which had taken place with the Scouts on 11 September where the proposed planning application for an extension to the Scout hut had been discussed. A note of the meeting prepared by Cllr Stedman was circulated prior to the PC meeting and also tabled. A two stage plan was proposed – stage one involved insulating and refurbishing the building to ensure it is fit for use and stage two would be extending the hut by 50%, to include new toilets and shower facilities, a new kitchen and new storage rooms with an enclosed bin and gas bottle store. Cllrs were asked to note that the Scouts would be asking the Parish Council for technical advice if they were to go ahead and submit a planning application for an extension as well as requesting financial support to help fund the project. Bidford on Avon and Harvington Parish Council's would also be asked for financial contributions.
- b. Cllr James reported that the Neighbourhood Plan public presentation event had been arranged for Monday, 23 September at which Kirkwells Planning would be making a presentation.
- c. Clerk reported that she had advised the Stratford Herald and Evesham Journal of the Neighbourhood Event, providing them with background information on Neighbourhood Plans and inviting them to attend. A flyer had been produced and a copy delivered to every residence in the parish. A notice had also been emailed out twice to the e-news list and posters advertising the event displayed on village noticeboards.

**7. New Planning Applications to consider**

None received.

**8. Planning Decisions**

Council noted the following planning decision.

Application 13/01486/FUL Tothall Lane                      **Withdrawn**

**9. Playing Field**

- a. **Playing Field weekly inspections.** The Clerk advised that three reports had been received from Cllr Quiney and no problems had been noted. With Cllr Quiney's resignation it was necessary to find someone else to carry out the inspections. Cllr Stedman had spoken to the Parish Lengthsman and he had agreed to take on the role subject to ratification by the Council. Any decision was deferred to October's meeting as a quote for the job needed to be obtained. Cllr Littleford agreed to undertake inspections in the interim.  

**Clerk to action.**
- b. A wasp nest had been reports at the rear of 22 School Road at the perimeter with the Playing Field. The Clerk had obtained two quotes for its removal and the job was awarded to Arden Pest Control at a cost of £40. An email of thanks had been received from the resident concerned.
- c. Royal British Legion Poppy Picnic 2014 – a request from Eric Mitchell, Branch Secretary, to use the playing field on Saturday 21 July for the Warwickshire RBL Poppy picnic had been received and was agreed to by Members. The Clerk was asked to ensure the playing field was mown by the contractors just prior to the event.

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**Clerk to action**

- d. The Clerk said that she had advised the District Council that the litter bins at the Playing Field weren't emptied regularly in August and they had taken action. No further problems were currently being experienced.

**10.2 Monthly litter picking**

The Clerk said that she was continuing to make the monthly litter pick of the Playing Field a task on the Lengthsman list.

**Clerk to action****11. Jubilee fund dispersal**

Cllr Littleford reported on the printing and distribution arrangements of the Picture Post book and confirmed it was on track. She said she wished to distribute the book in individually-addressed envelopes to ensure no residents were missed. Cllr James proposed contacting SDC to request they provide address labels for every property in the Parish. Members agreed this was an excellent idea and that any charge for the service imposed by SDC could be paid from Council funds.

**Cllr Littleford to action****12. Highways and Amenities**

- a. Flood defence assistance grants. The Clerk reported that she had advised SDC that a suitable project had been identified and she had contacted a contractor for a quote for the job.
- b. A list of jobs to be undertaken by the Lengthsman in September had been circulated with the agenda, the contents of which were noted by Cllrs. The Chair said that if a member of public suggested a job then it should be ratified by Council before being given to the Lengthsman to carry out.

**Clerk to action****13. Communications**

- a. The new updated website was considered and approved. It was agreed that more information relevant to the residents, such as a list of jobs completed by the Lengthsman monthly, could be posted and Mr Maude suggested implementing a Parish Noticeboard page. Members agreed.
- b. Mr Maude reported on the website transition and said that Members needed to be aware that the website was coming from one provider (Arrowscape) email, Domain Name Registration, and Domain Name Services from another (WebCulture) and there would be the need to renegotiate costs with latter as the services they were providing were now reduced.
- c. The Clerk advised that Arrowscape's charge for website updates was £32 an hour and the Parish Council would be invoiced twice annually in September and March.

**14. Rights of Way**

- a. In Cllr Penn's absence no matters on Rights of Way were discussed.
- b. The Clerk reported on her conversation with Mr Cook re AL11 and advised that Mr Cook said he would be cutting back the hedges around the field perimeter once he had

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harvested his crop. Hedge cutting could therefore be expected to take place end October/early November. **Resolved.**

- c. The Kissing gate for AL11 had been delivered to Limebridge Rural Services and Matthew Whiteman of Sandfields was arranging for its collecting and fitting. **Resolved.**
- d. The Clerk advised that she had contact Ragley estate with regard to long grass on AL15 but no response had been received. Cllr Wright said that in his opinion the grass was no longer proving an issue. **Resolved.**

**15. Staffing**

The Staffing Group had met on 16 September and a report prepared by Cllr James was tabled. The following decisions had been agreed:

- a. The Clerk's request for a mileage payment when using her car on official business was granted at a rate of 0.45p a mile. This reflected casual user status. Claims could be made on the following basis:
  - i. Non Office Days – All mileage on approved official council business (Home to Home).
  - ii. For attendance at Council Meetings – No mileage expenses payable for attendance at the 12 ordinary monthly meetings of the council or the Annual Parish Meeting.
  - iii. For attendance at any additional meetings of the council or any committee, mileage will be paid in full.
  - iv. For attendance at Gravel Liaison Meetings mileage will be paid in full.
  - v. All claims to be made on the appropriate form and authorised by the Chairman of the Council, claims would only be considered on a monthly basis
  - vi. It is the sole responsibility of the Clerk to declare any expenses received to the HMRC.
- b. A review meeting for the Clerk would take place week beginning 11 November 2013.
- c. The Staffing Group recommended that the Clerk attend the Good Councillor/Clerk WALC course on 5 October but the Clerk advised that regrettably she was already committed elsewhere that day.
- d. The Staffing Group suggested and Members agreed, that the Clerk should purchase a Pay-as-you-Go mobile phone for use on official business and to enable the Clerk to be contacted out of office hours. The Clerk was asked to ensure she got one with good network coverage and a camera.

**Clerk to action.**

**16. Matters raised by Councillors**

- a. The Chairman reported that he had received complaints about smoke nuisance caused by garden fires but as it is legally permitted to burn your own vegetation in your own garden provided it doesn't form a statutory nuisance not much could be done.

**17. Correspondence Received**

- a. Cllr Howse reminded Members of the availability of grants for small rural businesses and it was agreed details should be put on the website.
 

**Clerk to action**
- b. Charter for Local Councils. Cllr James: commented that the Charter was not particularly relevant and believed many items in it had already been replaced by the Localism Act. Council to note.

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- c. WALC's Annual General Meeting. Members were asked to advise the Clerk if they wished to attend so she could notify WALC.

**Clerk/All to action as required**

**18. To Table**

No items were tabled.

**19. Finance**

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

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

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

Agreed that the Cheques were to be signed by Cllr Wright and Cllr. James

Council considered and approved a proposal to transfer £3,500.00 from No.1 account to the Community account in Appendix A3. Authorisation for transfer of funds was proposed by Cllr James seconded by Cllr Littleford and carried.

Council noted the bank balances as at 18 September in Appendix A4.

Community a/c	£2,050.81
No.1 a/c	£46,881.82
No.3 a/c	£214.23

**20. Date of Next Meetings**

Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm., on Wednesday 16 October 2013 in The Memorial Hall, Salford Priors.

**21. Closure of meeting**

The Vice Chairman Cllr Wright closed the meeting at 8.09pm.

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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>
<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>
9098	d/d	18.99	2.83	16.16	Plusnet, Office Broadband
9099	d/d	56.00	2.67	53.33	EDF, TOPs Electricity supply
9100	102747	35.00	0	35.00	Sarah Hyde. Delivery of Newsletter
9101	102748	143.14	0	143.14	Terry Hunt, Lengthsman
9102	102749	411.22	0	411.22	M J Philpott, former clerk
9103	102750	610.20	101.70	508.50	Limebridge Rural Services, Mowing contract
9104	102751	591.40	0	591.40	S Harte. Clerk's salary Sept 2013
9105	102752	456.22	0	456.22	The Post Office: NINO contribution for Clerks S Harte and M Philpott
9016	102753	8.00	0	8.00	S Harte. Expenses (mileage only)
9017	102754	900.00	0	900.00	Arrowscape. Website creation.
9018	102575	35.00	0	35.00	Sarah Hyde, Delivery of Neighbourhood Plan flyer
<b>Totals</b>		<b>£3,265.17</b>	<b>£107.20</b>	<b>£3,157.97</b>	

**A3. Transfers**

To transfer £3,500.00 from No.1 account to Community account.