

## SALFORD PRIORS PARISH COUNCIL

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 16 October 2013.**

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

**Also in attendance:** S Harte, Clerk and 16 members of the public

**1. Apologies for absence**

- a. Apologies were received from County Councillor M Brain, & District Councillors D Pemberton, J Spence and M Howse. Resident Mr. Liam Maude

**2. Co-option of new Councillors**

- a. Co-option of new Councillors. The Parish Council had been advised by the Returning Officer at Stratford District Council that no petition for an election had been received in the statutory period; the vacancy of Parish Councillor therefore could be filled by co-option by the members of the Parish Council.

No applications from other candidates had been received since the last meeting.

The co-options of Mr Liam Maude and Mrs Melanie Muldowney were proposed by Cllr Wright and seconded by Cllr James. Unanimously agreed.

The Chairman invited Mrs Melanie Muldowney to join the Parish Council.

Mrs Muldowney accepted and signed the Declaration of Office of Parish Councillor

Due to absence of Mr. Liam Maude arrangements would be made for him to sign the declaration of office prior to the next meeting.

With the cooption of two new councillors it was agreed to change the bank mandate the Clerk to make the necessary arrangements. **Clerk to action.**

**3. 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.

a. **Register of Interests:**

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

b. **Dispensations**

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

c. **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.

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Cllr Stedman declared interests in Items 8c, 9a, 9b, 9c and 9d and in payments 9114 and 9120.

Cllr James & Cllr Penn declared interests in 9a, 9b, 9c 9d.

Cllr Littleford declared an interest in payments 9124 and 9126.

#### 4. **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:**

Following a representation from a hard-of-hearing member of the public the Chair agreed to explore the possible provision of new PA system with the Memorial Hall Committee.

**Chair to action.**

d. **Ward Members reports**

District Council: No Ward Members were present due to attendance at a planning meeting.

**County Council:** County Councillor Brain submitted a written report which was tabled. In summary, Cllr Brain advised that he had attended a site visit at Wheethley on 23 September 2013. Also in attendance were WCC Highways officers and Mr Barry Lee of The Old Toll House – a property which had been extensively damaged by a Road Traffic Collision. The visit identified and resulted in recommendations being made with regard to extra signage, road surfacing treatment (coloured tarmac), re-lining and new crash barriers. Officers' recommendations will be put to the Capital Transport Seminar in January 2014; this would be supported by Cllr Brain. It was accepted that this location had not been the scene of any serious or fatal accidents in recent years which would normally activate such improvements, but were the consequence of one RTC which badly damaged a historical building, namely The Old Toll House.

At the same site meeting Cllr Brain said that, on behalf of the Parish Council, he had raised the issue of the black and white chequered warning sign opposite and at the junction of the B4088 (Dunnington Crossroad). The WCC officers had disagreed with the request to reduce the size of the sign with their rationale being that there had been a reduction in serious accidents occurring after its siting. Cllr Brain had responded that road usage had decreased since the opening of the A46 bypass, but they disagreed and stated that if it was reduced in size and a serious road traffic accident occurred they would be subject to heavy criticism - a fact which couldn't be disputed.

Members expressed their disappointment.

Following Cllr Brain's announcement of the County Councillors' Grant fund of £5,000 for his Division, he was pleased to report that two valid applications had been received from organizations within Salford Priors, which he was happy to support.

e. The Chairman closed the adjournment at 7.30pm.

#### 5. **Minutes**

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The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 18 September 2013 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

**6. Clerk's Report**

- a. Bus shelters. The bus shelters had been cleaned in mid September by Mr Hunt and an invoice for £30 received. The Chair stated that he was not happy with the work carried out and would like frames cleaned as well. Item to be included for discussion at the November meeting. Work Specification to be revisited with more exact details and also to include bus shelter at Iron Cross.
- b. Additional works in Churchyard (clear access track at extension). No response had been received from Mr Small despite several reminders and it was agreed that the task be given to the Lengthsman to carry out as part of his monthly duties.  
**Clerk to action.**
- c. Tothall Lane planning application: Jephsons Housing Association had made a second request for a meeting with the Parish Council to discuss the 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 Meeting of the Parish Council to allow representatives from the applicants to address the council. This has been scheduled for Wednesday, 30 October at 7.00pm in the Memorial Hall.  
**Clerk to action.**
- d. Bus shelter planting request. Cllr Stedman had stated at September's meeting that the ground was very poor and he wasn't sure what, other than possibly ivy, would grow. Cllr Stedman would take it upon himself to plant some ivy shrubs.  
**Chair to action.**
- e. The Clerk advised that the flood grant application (clear silt from under bridge over Ban Brook, Tothall Lane) had been submitted on 3 October and she had received notification from Stratford on Avon District Council that the bid had been successful. The Parish Council had been awarded a grant of £385.00  
**Clerk to action.**
- f. Purchase of mobile phone for use by the Clerk. The Clerk confirmed that she had purchased an unlocked pay-as-you-go mobile phone for £19. The service provider was O2 the signal coverage was good. £25 of credit had also been purchased. The Chair requested that the number be widely circulated as this would be the main contact number for the Clerk.  
**Clerk to action.**
- g. Grants for small rural businesses. The Clerk confirmed that details had been uploaded onto the Salford Priors website.

**7. Neighbourhood Plan**

- a. Members considered a report from Cllr James on the Neighbourhood Development Plan public presentation event which had been attended by around 75 residents. Michael Wellup and Louise Kirkup of Kirkwells Planning Consultants had given a presentation based on twelve modules.

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Prior to the event they had been shown around the Parish and looked at sites being considered by prospective developers. As a result of this event seventeen residents have expressed an interest in forming a Neighbourhood Development Plan Steering Group.

It was estimated that the cost of establishing a Neighbourhood Development Plan would be between £12,000 and £16,000 and although external funding is available a commitment in the region of £8,000 from Council resources was needed

Members were then asked to consider three different options available to them with regard to progressing a Neighbourhood Development Plan.

Option 1 was to proceed with an NDP as a parish Council initiative

Option 2 was to discount the idea.

Option 3 is to allow interested residents to form an independent forum to take the NDP forward and for the Parish Council contribute towards it.

After Members had considered and discussed their individual concerns as well as the points raised by Cllr James for the instigation of a Salford Priors Neighbourhood Development Plan Cllr Littleford proposed that Parish Council proceed with an NDP as a matter of urgency as Option one and Members voted unanimously in favour.

- i. The Parish Council formally appoints a NDP Strategic Steering Group consisting of councillors and residents.
- ii. The Parish Council formally appoints a Project Manager to oversee the process.
- iii. The Parish Council applies to the Stratford on Avon District Council for Designation of the Parish as a Neighbourhood Development Zone.
- iv. The Parish Council formally appoints Kirkwells as its Planning Consultants and Technical Advisors to provide professional support.
- v. The Parish Council formally approves £4,600.00 (Four thousand & six hundred pounds) from reserves as an initial budget to allow the plan process to start.
- vi. The Parish Council create a Neighbourhood Development Planning page on its Web-site
- vii. The Parish Council circulate a notice of its decision to each household.

Members of the public expressed their pleasure with this decision by a chorus of ‘hear, hear’.

To start the process Cllr James proposed the designation of the whole parish. This was seconded jointly by Cllr Wright and Cllr Littleford, a vote was taken and the designation carried unanimously.

The next step would be to arrange a meeting inviting residents who had expressed interest to attend plus anyone else wishing to come along.

### 8. Planning matters

- a. Mudwalls Farm, planning enforcement. Members agreed that the Clerk should write to Roger Thatcher at SDC and Mr Wicks requesting a day time meeting at the Parish Office to discuss District Cllr Spence’s written request to Mr Thatcher requesting the commencement of action enforcing conditions 4 (no caravan on the site shall be occupied between 21 November and 21 February in any one year) and 10 (no amplified or live

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music shall be played within the application site edged red on the approved plan at any time) of the notice with immediate effect regardless of any verbal intent that may have been received.

**Clerk to Action.**

**9. New Planning Applications**

a. **Planning Application Consultation 13/02196/LDE Active Power Solutions Ltd.**

Expiry Date for Standard Consultations 11 October 2013.

Under the Clerk's delegated powers the following observations were made to SDC. "Salford Priors Parish Council has no objection to the issue of a Lawful Development Certificate, this site has been used for a variety of uses within The Town and Country Planning (Use Classes) (Amendment) (England) Order 2010 namely B1, B2 & B8 exceeding ten years. This site is identified as a local industrial employment site within the adopted Salford Priors Parish Plan, the unit in question 9B has been in use within the designated classes since 1990 a planning application was made in May 1989 by the former Leasecontracts plc and subsequently granted. The site has been in continual industrial employment use since the 1950s."

b. **Planning Application Consultation 13/02289/VARY Alamo Group Europe Ltd.**

Expiry Date for Standard Consultations 16 October 2013

Under the Clerk's delegated powers the following observation was made to SDC. "No objection to the proposed variation of condition as it concurs with the site's operational times."

c. **Planning Application Consultation 13/02588/TREE St Matthew's Church**

Proposed: T1: Yew: Fell - T2: Yew: Fell - T3: Buxus: Fell

At: St Matthew's Church, Station Road, Salford Priors, Evesham WR11 8UX

For: Mr Peter Penney (Church Warden)

Cllr James expressed concerns re the felling of the Yew trees marked T1 and T2 as the applicant was using a report dated February 2004 and an observation made at Item M in that report. No new evidence had been provided that the trees were causing damage to the north entrance porch. Additionally Cllr James said that Yew trees were traditionally found in Churchyards and these trees fitted in with the landscape of the Churchyard and the Church, which was an Anglo Saxon building with a Norman Tower. They should be protected.

It was noted by Members that the Salford Priors Village Design statement says that trees should be preserved, maintained and numbers increased. No plans had been made for replacement planting.

Cllr Wright proposed an objection to the application be lodged and this was seconded by Cllr Littleford.

It was agreed the Clerk write to Ward members with the request they also make an objection as, in the case of trees, without a Ward member objection Planning Officers may act under delegated powers to authorise tree fellings if they so wish.

**Clerk to action.**

**10. Quotations for consideration**

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Cllrs. Stedman, James and Penn having declared an interest in four items namely a. b. c. & d they left the meeting during the debate.

- a. Allotments, A quote of £70 had been received from Limebridge Rural Services for spraying and turning over the two recently let allotments. Members considered this quote and agreed it should be accepted.  
**Clerk to action.**
- b. A quotation of £125 plus VAT for the replacement the damaged planter, to include cost of compost refill and structural materials, at 38 School Road had been received from Limebridge Rural Services. Members considered and agreed the quotation.  
**Clerk to action.**
- c. Quotation for. Limebridge had quoted £385 plus VAT for grave plot levelling works in the cemetery and after consideration, Members agreed that the quote should be accepted and the work go ahead.  
**Clerk to action.**
- d. A quotation of £125 plus VAT for the replacement the damaged planter, to include cost of compost refill and structural materials, at 38 School Road had been received from Limebridge Rural Services. Members agreed to accept the quotation.  
**Clerk to action.**

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

## 11. Quarter 2 Financial Report

- a. Clerk's report on budgets and account balances. The Clerk had circulated a detailed financial report which had been prepared by the previous clerk, Mr. Michael Philpot, at the half year which showed the forecast income and expenditure for the full year. The Chair said there were no surprises and provision had been made for any repairs in the amenities budget, future donations and potential projects. On the recommendation of the Chairman the Council agreed to adopt the report.
- b. Bank Reconciliation. The Clerk had circulated a bank reconciliation report, also prepared by the previous Clerk, Michael Philpot, at the half year. The Chairman inspected the bank statements and accounts during the meeting and as, in his opinion, they did not match the Chairman deferred confirming the reconciliation as correct.
- c. Annual Audit. The Clerk reported that the auditors, Grant Thornton had confirmed the audit of the Parish Council's accounts for 2012-2013. Mr Philpot was commended in his absence for his efforts in achieving this.
- d. VAT return. The Chair stated that consideration of the VAT return for Quarter 2 (circulated with agenda) was not a matter for Members but an administrative task to be carried out by the Clerk. The Clerk has now submitted the VAT return to the appropriate authorities.

## 12. Playing Field

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- a. Cllr Littleford was continuing with the weekly inspections of the Playing Field and confirmed that matters previously reported had now been dealt with. She reported that the Parish Council's streetlight on the corner of Prior Grange and the playing field was broken and the Clerk was asked to contact P D Long to arrange the repair. Members noted that the broken fence in the car park by the playing field was the property of Orbit Housing and they had been made aware. Despite monthly litterpicks by the Lengthsman litter was still proving a problem and Cllr Littleford offered to monitor the situation.
- b. Members agreed that the Lengthsman be asked to quote for carrying out weekly playing field inspections. It was estimated a full inspection took in the region of 30 minutes.

**Clerk to action.**

**12. Jubilee Fund Dispersal**

Cllr Littleford reported that the Picture Post book was currently being distributed around the Parish. She asked for help in covering Dunnington and Cllr Wright and two residents offered their assistance. Members thanked Cllr Littleford for all the work she had undertaken with this project.

**13. Highways and Amenities**

- a. The Clerk reported that Mr Barry Lee of The Old Toll House at Abbots Morton had requested Council support in his bid for raised kerbs outside his property following the collision of a car with the property. Members agreed this was a matter for WCC Highways and not SPPC.
- b. A faulty streetlamp outside 29 Perkins Close had been reported by a resident and the Clerk was asked to instruct P D Long to make repairs.

**Clerk to action.**

**14. Rights of Way**

Cllr Penn advised that there was nothing of importance to report.

**15. Matters raised by Councillors**

- a. Chairman – Members agreed that a letter expressing the strong concern of the council be sent to Orbit Housing Association requesting that they clear the footway and overgrown garden belonging to 23 St Matthews' Close.

**Clerk to action.**

- b. Members agreed that a suitable wreath be obtained for laying at the War Memorial on Remembrance Sunday and a donation made to the Royal British Legion. Cllr Wright suggested that the donation remain at the amount given last year and this was agreed.

The Council would make a donation of £100.00 and to purchase a wreath for £25.00

**Clerk to action.**

- c. Cllr. Stedman raised concerns over the safety of a dead ash tree located opposite the entrance of Dunnington School. Cllr Wright offered to furnish the Clerk with the name of the owner of the property concerned, the Clerk was asked to write to them asking that they take action to make it safe.

**Clerk to action.**

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- d. Cllr Stedman said he had received several requests made by residents for a Christmas tree to be placed on the School Road/Station Road island. It was generally agreed subject to the overall cost to be a good idea and subject to investigations into the infrastructure to support a tree, lighting etc.
- e. The Clerk was asked to notify Highways
  - i. that the 30 mile an hour sign between Abbots Priors and Salford Priors needed replacing as the wooden post was rotted;
  - ii. that one of the signs on School Road was leaning down at about 60 degrees.

**Clerk to action.**

**16. Consideration of Correspondence Received**

An email had been received from a Dunnington resident complaining of the nuisance caused by barking dogs. Members noted this but agreed it was not an issue the Parish Council could take up. Instead it is recommended the resident refer the matter to Environmental Health.

**Clerk to action.**

**17. Funding Request – Support for a Children’s and Adults Shared Reading Resource**

Members considered a request for financial support from Salford Priors Junior & Infant School for the planned children’s and adults’ shared reading resource. The applicant, Mr Alexander-Head, Chair of the Board of Governors was present at the meeting and spoke to the request outlining the benefits of reading for children and the need for good resources. The scheme would also be beneficial to parents and adults. He highlighted other funding requests being made by the School and said they were looking positive. The total cost of project was estimated at £6,200. Following debate Cllr James proposed a sum of £2,000 be donated and this was seconded by Cllr Stedman and supported by other Members. Cllr Muldowney offered her support to the project which was gratefully accepted by Mr Alexander-Head. It was suggested the School also approach the Waitrose Foundation Trust for possible funding.

**18. To Table**

No items were tabled.

**19. Finance**

Note: Cllr Stedman having left the meeting previously whilst the payments in which he had declared an interest were agreed and cheques signed, remained in the Chair.

Cllr Stedman had early in the day circulated an e-mail to all members with regard to the expenditure and expenses incurred by the Clerk with some administration issues relating to a claim for expenses containing both vatable and non vatable items.

The issues raised within the e-mail would be debated in closed session following the approval of payments as listed on the agenda except for the payments in question.

**Approval of the payments and transfers listed in Appendix A2.**

Cllr Littleford having declared an interest left the meeting.

Authorisation for payment with the exception of the payments in question namely Transactions 9116 & 9118 were proposed by Cllr James, seconded by Cllr Wright and carried.



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It was agreed that the Cheques would be signed by Cllr James and Cllr Penn.

Council considered and approved a proposal to transfer £4,000.00 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 as at 10 October in Appendix A4.

<b>A4.</b>	Account Balances at 10 October 2013	
	Community a/c	£2,285.64
	No.1 a/c	£66,881.82
	No.3 a/c	£214.23

**Cllr Littleford returned to the meeting.**

Cllr James requested that the BT telephone rental and broadband line was put on the next agenda for discussion as he felt that the council could explore alternative tariffs. **Agreed**

**20. Exclusion of the Public from the Meeting**

**The Chairman moved:** “That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw” **Agreed**

**Council agreed that Cllr. James would Chair this item**

The Clerk was absent from the debate, however, Cllr James had obtained verbal answers from the clerk on the issues raised, it transpired that the clerk had not received a copy of Cllr. Stedman’s e-mail forwarded to members.

a. Cllr Stedman raised several issues relating to financial aspects of the council’s business:

1. Had HMRC / NIC contributions been deducted? Cllr. James response where applicable Yes.  
Payment Transaction 9105 (18/09/13) £456.22 payment for S Harte & M Philpott.
2. Is the PAYE RTI up to date? Cllr. James response Yes where applicable.
3. Salary in accordance with agreed Spinal Colum Point? Cllr. James response Yes the salary with holiday entitlement was £631.86 per month in accordance with SLCC Model and agreed by e-mail with the Chairman on the 30<sup>th</sup> July 2013.
4. Expenses containing VAT & Non VAT Items – Agreed this was incorrect and two new transactions would be issued clearly identifying the items. Noted as an administrative error.
5. Mileage Claims – All claims for mileage were for official council business and authorised, in future all claims should be made on the agreed form and counter signed by the Chairman prior to the meeting. Noted.

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Following debate members agreed to approve the payments as adjusted to the Clerk.

Payment Transaction NOs: 9127 / 9128 / 9129

Councillors Littleford & Muldowney expressed their disappointment over the issue and felt that it could have been sorted out prior to the meeting.

On closing the debate Cllr. James said that the concerns raised had to be dealt with and the matter was now closed.

**Cllr. Stedman took the chair.**

**21. Date of Next Meetings**

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

**22. Closure of meeting**

The Chairman Cllr Stedman closed the meeting at 10.00pm

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**APPENDIX A – Finance****A1 Income transactions for approval.** No receipts had been received.**A2 Expenditure transactions for approval**

<b>Tn. No.</b>	<b>Cheque</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Details</b>
9109	d/d	18.99	2.83	16.16	Plusnet, Office Broadband
9110	d/d	56.00	2.67	53.33	EDF, TOPs Electricity supply
9111	102756	89.50	14.92	74.58	BT Phone Bill
9112	102757	117.14	0	117.14	Terry Hunt, Lengthsman
9113	102758	30.00	0	30.00	Terry Hunt, Cleaning of Bus Shelters
9114	102759	938.70	156.45	782.25	Limebridge Rural Services, Mowing contract
9115	102760	299.16	49.86	249.30	Kirkwells, Neighbourhood Plan Consultants
9117	102762	40	0	40	Arden Pest Control. Wasp's nest removal.
9119	102764	53.21	8.87	44.34	Digital Copier Systems Ltd
9120	102765	34.80	6.96	27.90	J Stedman, Expenses
9121	102766	525.00	0	525.00	Salford Priors Memorial Hall – Room hire
9122	102767	182.53	30.42	152.11	Npower Ltd, Street Lighting
9123	102768	35.05	5.84	29.21	Npower Ltd
9124	102770	330.00	0	330.00	Cllr Karen Littleford
9125	102771	360.00	0	360.00	Grant Thornton: Annual Audit
9126	102772	34.14	5.69	28.45	Cllr Karen Littleford
9127	102773	631.95	0	631.95	Clerk's salary for September 2013
9128	102774	44.00	8.80	35.20	Mobile Phone for Clerk's use
9129	102775	31.95	0	31.95	Clerk's travel expenses for September
<b>Totals</b>		<b>£3,909.57</b>	<b>£293.31</b>	<b>£3,616.32</b>	