

## SALFORD PRIORS PARISH COUNCIL

### Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 19<sup>th</sup> February 2014.

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

**Acting Clerk:** in the absence of a paid Clerk, Cllr Kim James took the unpaid role of Acting Clerk for the meeting. Minute references to “The Clerk” in these minutes relate to Cllr Kim James.

**Also in attendance:** Sixteen members of the public Apologies had been received from County Councillor Mike Brain. District Councillor Maurice Howse, Daren Pemberton, Jonathan Spence

65. **Apologies for absence:** None

66. **Register of Interests:** Members were reminded of the need to keep their register of interests up to date.

**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 disclosable pecuniary interests in minutes 70a, 70b, 70h, 70j, 70i 72i if discussed and 80c, if discussed.

Cllr James declared a disclosable interest in 81b if discussed.

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

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

#### **Open Forum:**

b. The Chairman Cllr. Stedman invited Mr. Andrew Wilkins Managing Director of Lone Star Land LPP to address the meeting with a presentation on “Alternative options for the delivery of the Salford Priors Future Housing Requirement” Mr. Wilkins was acting on behalf of his client Mr. Mycroft Perry owner of the land at Orchard Farm fronting School Road Salford Priors. Mr. Wilkins presented a planning scenario of developing a site with approximately 70 dwellings in a low density setting whilst delivering community benefits by working together with the Parish Council and residents. In the District Council’s Core Strategy Salford Priors will have to deliver 75 dwellings, however, the draft strategy is promoting small development sites, with this approach scope for community gain is very limited. He was dismissive that the Neighbourhood Development Plan currently being worked on could protect the parish from inappropriate development, there is no designation of the land, the parish does not have the protection as a village in the Green Belt. With the Mycroft Perry proposal there is no third party land owner to deal with, a scheme on this site will deliver good design, low density and has no impact on the Conservation Area. The Orchard Farm complex has caused issues with local residents, the lease on the industrial buildings expires in three to four years this is an

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opportunity to review this site and the possibility of replacing the complex with two large dwellings in the style of farm houses. A scheme on this land would have an impact on the proposed Orchard Close development by Bloor Homes, if the community worked with us we can seriously put together a strong case for any planning inspector to take in to consideration should the Bloor Homes development get refused planning permission and subsequently went to appeal. Mycroft Perry owned a substantial area of land, some of which could well be gifted to the Parish Council to develop Community Facilities. Mr. Wilkins answered resident's questions during his presentation. Mr. Wilkins concluded by saying it was imperative that we should work together over the next few months. The Chairman thanked Mr. Wilkins for the presentation and invited him to meet with the Neighbourhood Development Plan Housing Development Group at its next meeting. The Clerk advised Mr. Wilkins that he would formally invite him to attend the group's meeting on Monday 3<sup>rd</sup> March 2014.

- c. The Chairman, Cllr. Stedman, invited members of the public to raise any other issues of concern or to ask questions on items on the meeting's agenda.
- d. Mrs. P Sharpe addressed the council on her concerns with regard to the planning application submitted on behalf of St. Matthews Church for an extension on the North Elevation of the church for new toilet facilities. Mrs. Sharpe questioned the need for this development and suggested that the existing toilet block could be refurbished.  
Mr. R Stokes stated he had serious concerns about building on the front of the church it will have an impact on the visual character of the area, another way needs to be found.  
The Clerk to the Parish Council read a letter received from Mrs. P Seville also raising serious concerns with regards to the application.  
Mr. Peter Penny Churchwarden addressed the meeting stating that the Parochial Church Council had looked long and hard at the design and the project, English Heritage had been consulted and were in favor of the scheme. Mr. Penny answered questions from both councilors and residents on various aspects of the proposal.
  - a. The porch is around 140 years old.
  - b. The sewage disposal will be by a "Trench" soak-away system to Glebe Land parallel to the retaining boundary wall.
  - c. Plans to extend the church room into the South Aisle no pews will be removed.
  - d. 60% of the congregation are from outside the parish.
  - e. The average congregation is around 60.

The Chairman thanked Mr. Penny for taking and answering questions

**Ward Members reports:** Apologies were received from Warwickshire County Councillor M Brain and Stratford on Avon District Councillors Maurice Howse, Daren Pemberton, and Jonathan Spence. No reports received.

68. The Chairman closed the adjournment at 19.55hrs.

### 69. Acceptance of Minutes :

- a. The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 15<sup>th</sup> January 2014 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.
- b. The Minutes of the Extraordinary Meeting of the Parish Council held on Wednesday 05<sup>th</sup> February 2014 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

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70. **Clerk's Report:**

- a. Silt clearance, Ban Brook Bridge, Tothall Lane. The work is on the contractors work programme and will be completed within the next four weeks the reason for the delay is the reluctance of the tenant farmer to allow access due to the adverse weather conditions.
- b. Grave plot leveling works in the cemetery. The work is on the contractors work programme however due to the prevailing rain and ground conditions the work had not started to avoid unnecessary damage.
- c. Illuminated Christmas Tree – The Clerk reported that the following projected project costs:
  - a) Installation of 16amp IP rated electrical supply with RCBO / Time Switch £280.00.
  - b) Installation of Christmas Lamps wired from top of lighting column £180.00 per annum.
  - c) Hire of four number galvanized barriers (Highway Authority Condition) from HSS £524.16.
  - d) Installation of 1000mm x 1150 steel tube socket with cap £275.00.Following discussion members agreed that the Clerk would look at alternative options, to explore costs for lighting sets, the cost of a 6/8 metre tree Clerk to report back at the April meeting.
- d. Damaged Road Signs – No progress, Clerk to follow up on this matter with Warwickshire County Council Highways Department on this matter.
- e. Bank Mandate – Clerk reported that he was waiting for Lloyds TSB to make formal contact with details of the bank mandate for members to sign the form of authority.
- f. TOPs Repair to door & replacement fire escape – Clerk reported that the second hand set of galvanized metal steps from Blackhills Leisure Gower Ltd Swansea had been received. Council agreed to authorize the payment for the sum of £315.00 excluding VAT on receipt of the invoice. **Resolved**
- g. Parish Office / Resource Centre. The Clerk had advised the Chairman of the Memorial Hall Management Committee Dr. Foster of the Council's proposed action to change 3 door locks, also as of January the services of the Hall's cleaner will no longer be required for cleaning the Parish Office. Dr. Foster had replied that he was to raise the matter at the next meeting of the Management Committee and would advise thereafter. **Ongoing**
- h. Sandbags. The Clerk advised the meeting that following demanding requests by residents for the delivery of sandbags including one made on Christmas Eve that the current store at Limebridge would not be available from April. Councillors questioned the need to continue to store sandbags and the ongoing cost. It was agreed the provision of sandbags by the Parish Council would be formally withdrawn as of the first of April 2014.
- i. Repairs to Playing Field Goal Areas / removal of Goal Post(s) Spraying of the field for the control of weeds. Clerk reported that the order for the works had been placed with the contractor Limebridge Rural Services.

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- j. Playing Field Removal of Dead Horse Chestnut Tree – contractor had completed the works **Resolved.**
- k. School Road / School Avenue Salford Priors request to Warwickshire County Council for a mechanical sweep of fine loose grit / chippings following the recent surface dressing of the road, County Highways had completed the sweep. Clerk reported that he had requested the Parish Lengthsman to sweep the footway alongside School Road to remove the fine grit deposited on the footway. **Resolved.**
- l. Tothall Lane Dunnington / water leak reported to Severn Trent Water Plc. Following investigation it was confirmed that this was not a mains water leak but a flow from a land drain from adjacent farm land this was diverted into adjacent field ditch. **Resolved.**

### 71. Neighbourhood Development Plan:

- a. Cllr. James as NDP Project Manager gave a brief verbal report the current progress of the Neighborhood Development Plan.
- b. Members were informed that the application for the area designation of the parish had been published by the Stratford on Avon District Council for public consultation.
- c. That an application for a grant of £7,000.00 had been approved by the DCLG Community Development Foundation to meet professional costs and expenses of the project estimated at £16,010.

### 72. Planning General:

- a. Mud Walls Farm Dunnington – Removal of caravans and compliance with planning conditions Cllr Wright reported that there was still some caravans remaining on site due to the prevailing weather conditions, councillors to monitor progress and report to the June Meeting of the council.
- b. Angus Soft Fruits Salford Priors, Enforcement Case No: 14/00032/COND. Clerk reported that no further updates had been received. **Ongoing.**
- c. Stratford on Avon District Council on Avon District Council – Core Strategy Focused Consultation 2011-2013 Housing Requirements and Strategic Site Options, Cllr. James gave an overview of the purpose of the consultation, members agreed that the document would be circulated and for comments to be forwarded to the clerk who would formulate the Parish Council's response.
- d. Stratford on Avon District Council Gypsy & Traveller Local Plan for the Stratford on Avon District intention to prepare a local plan regulation 18 consultation. Cllr. James gave an overview of the purpose of the consultation, members agreed to comment on the document circulated by the Clerk all comments would be forwarded to the clerk who would formulate the Parish Council's response to the District Council by the submission deadline 28/03/14.
- e. Chris White MP – Planning Issues Predetermination Rules Guidance provided by a Government Summary Members noted the contents.
- f. Alamo Engineering Ltd. a meeting request had been received from the company to meet with the Parish Council to update councilors on the progress of their proposed planning submission for a development of circa 70 dwellings on company owned land. Members

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agreed to hold an extraordinary meeting of the Parish Council on Monday 10<sup>th</sup> March 2014 at 7:00pm normal meeting procedures would apply.

### **New Planning Applications:**

- g. Planning Consultation: 13/03205/LBC: Proposed –Reconstruction of front and side facing elevations including internal chimney and stack. Re-fitting and repair of windows.  
At: South Lodge Evesham Road Weethley B49 5ND For: Mr. Barry Lea

#### **Parish Council Comment: No Objection.**

- h. Planning Consultation: 13/02710/FUL: Proposed – Erection of single-storey extension to the northern elevation adjacent to the existing porch to provide ambulant and disabled toilet facilities together with the installation of a glazed door to the porch/entrance lobby.  
At: St Matthews Church Station Road Salford Priors. For: Mr. Peter Penney

Parish Council Comment: Objection. – Salford Priors Parish Council strongly object to the proposed single storey extension to the northern elevation for the following reasons;

- a) Detrimental harm to the visual setting of the church tower and the aesthetics of the elevation by obscuring one of the main Gothic Arch windows.
- b) The introduction of a fully glazed door will be detrimental to the visual setting of the porch.
- c) No proven need for the provision new toilets, the existing toilet block (within 50 metres of the porch) could be refurbished to provide facilities for the 60 strong congregation.
- d) The foul drainage trench soak-away system has been designed for low use, however, the Churchwarden at the Parish Council meeting (19/02/14) stated there were plans to increase the social use of the building by extending the current Church Room into the South Aisle, therefore, concern is raised whether the proposed system is fit for purpose.
- e) The argument that the Church Porch is only approximately 140 years old and therefore not worthy of consideration is not sound.
- f) The proposed extension would create an incongruous feature on a building of both architectural and historic interest.

In conclusion while the endeavours by the PCC to increase the use of the church is fully commended, it is not possible to support a scheme due to the substantial harm it will have on the significance of the parish church, its tower, and its surroundings.

**Note:** Cllr Stedman having declared an interest in item 72i left the meeting, Cllr Wright took the chair.

- i. Planning Consultation: 14/000171/FUL: Proposed: Erection of Tractor Shed. At: Land and buildings opposite Rose Cottage Iron Cross Salford Priors. For: Mr. Earnest Betteridge

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**Parish Council Comment: No Objection.** – Support for the proposal, materials to be in keeping with the existing building.

**Note:** Cllr Stedman having declared an interest in item 72i returned to the meeting and took the chair.

**Planning Decisions:** The following planning decisions received were noted:

- j. 13/03047/FUL Proposed: Erection of agricultural building for a biomass energy store and plant room with hard standing to the front. At: Salford Lodge Farm Pitchill Salford Priors For: Mr. Malcolm Hughes.  
**Decision: Approved subject to conditions.**
- k. Planning Consultation W/13/02508/PN: Proposed Erection of 1 No Wind Turbine. At: Froglands Lane Cleeve Prior Worcestershire For: Mr. & Mrs. D Dyson – Wychavon District Council Notification.  
**Decision: Application withdrawn.**
- l. Planning Consultation: 13/03113/LBC: Proposed Reinstatement of lead flashing replacement of UPVC gutter with aluminum. At: Church House Station Road Salford Priors. For: Mr. & Mrs. M Burns.  
**Decision: Approved subject to conditions.**
- m. Planning Consultation: 13/03240/ELEC: Proposed -Evesham Road Salford Priors Diversion of existing overhead power lines involving fewer poles and the removal of some from garden areas of properties. Routine Maintenance and land owners request. For: Western Power Distribution  
**Decision: SDC – No objection.** (*Stratford on Avon District Council Consultee Only*)

### 73. Playing Field:

- a. Weekly Inspection Report – Received from Cllr. Stedman placed on file comments noted.
- b. Future Inspections – Clerk to progress the matter, Cllr Stedman agreed to carry out the next month's inspections.
- c. Playing Field Trees Cllr. Stedman had inspected the trees on the playing field he had not observed any issues but recommended that councilors meet at the field and discuss future planting and maintenance matters.
- d. Complaints of Dog Fouling, the Clerk reported that he had received complaints from residents about instances of dog mess on the field, Cllr. Stedman commented he had not observed any dog fouling on the weekly inspection. Council to monitor.

### 74. Highways, Amenities & Infrastructure:

- a. To note the jobs issued to the Lengthsman from the last meeting – Two new jobs had been issued during the month – 1. Clearance of the B4088 footway between Mudwalls Farm Drive and Dunnington Crossroads. 2. Sweep Footway School Road Salford Priors.
- b. New Inn Lane Drainage Grips. Landowner contacted to clear and re-instate field drainage grips.

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- c. Dunnington Sewage Pumping Station – Severn Trent Area Manager Mick Jones had contacted the Clerk and provided an update on the ongoing problems of the failed pumping Station at Dunnington, the treatment catchment pit had collapsed STW were tinkering waste from the site on a weekly basis. A capital works scheme had been put forward for consideration, i) new package pumping station at Dunnington, or, ii) to divert the sewage main from Dunnington to the Bidford pumping station (SWT Assets preferred option) the work would be scheduled for 2015 to coincide with the Rushford / Iron Cross scheme however both schemes would be subject to gaining planning consent from the local authority.

**Ongoing**

**Issue.**

- d. B4088 Speeding Traffic –e-mail from local resident requesting lowering of the speed limit from 50 mph to 40 mph. The Clerk had requested a speed survey at a cost of £427.27 by the Highways Department of Warwickshire County Council. The Clerk reported that he would not progress the matter further until the civil engineering works being carried out locally were completed as these works are having an impact on the average speed of traffic on the B4088,

**Ongoing Issue.**

- e. Complaints of Dog Fouling School Avenue / Ridsdale & Perkins Close Salford Priors Complaints had been received from local residents about the increased dog fouling in these areas. Clerk to contact the District Council Dog Warden for increased surveillance, additional signage and the cost of a new litter bin for the area.

**Ongoing**

**Issue.**

- f. Trees reducing the width of the footway at 1 Cleeve View Salford Priors. Cllr. Stedman reported that overgrowing trees were reducing the width of the footway causing pedestrians to step off the footway into the carriageway. Council agreed that the Clerk should write advising the property owner of the council's concerns.

### 75. Rights of Way:

- a. Cllr. Penn advised he had nothing to report on Rights of Way matters within the parish.

### 76. Matters raised by Councillors:

*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.*

- a. Cllr. Stedman – Complaints from resident of Garrard Close excessive lighting causing a nuisance from the Alamo Site Station Road Salford Priors
- b. Cllr. Stedman Request for drop kerbs made by Mr. Mander Ridsdale Close Salford Priors –
- c. Cllr. Penn – Dead tree overhanging B4088 Limebridge Bank Clerk to write to tenant farmer.
- d. Cllr James – 100 Year Anniversary of the First World War – Parish Council to mark the anniversary establishing a fund from savings made by not having a paid clerk.

Items a) b) d) will be included on the agenda for discussion at the March meeting of the Parish Council.

### 77. Strategic & General Issues:

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- a. Future use of Parish Office & Resource Centre this item will be held in abeyance until the post of Clerk to the Council is appointed.
- b. The Clerk gave a verbal report on the number of requests that have been made for information requested under the Freedom of Information Act, all but one fell outside the requirements of the act, however, the clerk had provided the information for openness and transparency but time was spent addressing these requests. Members agreed that in future all requests that fall within the charging schedule would be charged for.

### 78. Consideration of Correspondence Received:

- a. Warwickshire Association of Local Councils – No capping of Parish Councils had been circulated. Noted.
- b. Warwickshire Association of Local Councils News Items circulated. Noted
- c. AES Europe Aquatic Environmental Solutions – circulated. Noted.
- d. Stratford on Avon District Council – Individual Electoral Registration paper from Cllr. Maurice Howse. Noted.
- e. Warwickshire Association of Local Councils – Letter from Warwickshire County Council – Debate on Unitary Authority for Warwickshire. Noted.
- f. Warwickshire Association of Local Councils – Boundary commission review of Warwickshire County Council Ward Boundaries – Noted
- g. Tower Mint – World War One Remembrance Medal – Noted

### 79. Correspondence for Information Only:

- a. Alcester & Bidford Local Community Forum Tuesday 11<sup>th</sup> March 2014/
- b. The Clerk magazine

### 80. Finance:

- a. Council noted the bank account balances.  
Current Account £7,489.45 / Deposit Account £46,189.55  
Total fund available £53,679.00.
- b. Cllr Stedman as acting Responsible Finance Officer asked the council to consider paying the Npower Street Lighting Account by Direct Debit. **Agreed.**

**Note:** Cllr Stedman having declared an interest in payments left the meeting, Cllr Wright took the chair.

- c. Council approved the payments and transfers as listed in Appendix A. Proposed by Cllr. Littleford & Seconded by Cllr. Maud. Agreed.
- d. It was agreed that the Cheques would be signed by Cllrs. James, and Penn as authorised signatories.

**Note:** Cllr Stedman having declared an interest in payments returned to the meeting and took the chair.

- e. Donations approved at the January Meeting:  
Bidford Health Centre £3000.00  
Avon Valley Community First Responder Scheme £1000.00  
Alcester Dementia Café £300.00



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The clerk had informed all three grant recipients of the council's decision following the January meeting all three had expressed their sincere thanks to the council for the generous donations.

- f. The Clerk recommended to the meeting that the Plusnet Broadband account for the office should be cancelled as it did not represent value for money and the difficulties that were being experienced in getting Plusnet to change the account details since the departure of the former clerk Mr. Philpot. Members agreed to cancel the account as of the 1<sup>st</sup> April 2014.

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### 81. Staffing Matters

- a) Cllr Stedman reported that he had checked the council's account on the status of HMRC payments for its former employees and this was in order.

**Note:** Cllr James having declared an interest in the appointment of a clerk left the meeting,

- b) Cllr Wright made a verbal report on the actions taken to appoint a Clerk & responsible Financial Officer.

Stage1 28/01/2014 - Review Applicants

12 Applicants CV's reviewed for suitability based on experience and locality.

4 were A listed and put forward to Stage 2

3 were B listed as possibilities for consideration should none of the A list result in a placement

5 were deemed not suitable

Stage 2 13/02/2014 - Ranking

A list candidates were ranked based on WALC criteria

3 were selected to be put forward for interview

Stage 3 to be arranged from 3<sup>rd</sup> week in March - Interviews

Interviews to be arranged to be held in Memorial Hall.

Cllr Littleford has offered to facilitate the process

Staffing Group: Cllr L. Wright, Cllr M. Muldowney, Cllr L. Maude

### 82. Date of Next Meeting

- a) Council confirmed the date of the extraordinary of the Parish Council as Monday 10<sup>th</sup> March 2014 in The Memorial Hall, Salford Priors at 7:00pm.
- b) Council confirmed the date of the next Ordinary Meeting of the Parish Council as Wednesday 19<sup>th</sup> March 2014 in The Memorial Hall, Salford Priors at 7:00pm

### 83. Closure of Meeting:

The Chairman closed the meeting at 22.17 hrs.

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

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## 84. Appendix A – Finance:

## Payments Authorised

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
2805	Salford Priors Memorial Hall	Rent & Hire Charges	550.00		550.00
2806	NALC	Local Councils Explained	49.99		49.99
DD	EDF Energy	TOPs Electricity Supply	56.00	2.67	53.33
DD	Plusnet	Office Broadband	18.99	2.83	16.16
2807	P D Long	Street Lighting Maintenance	93.60	15.60	78.00
2808	Warwickshire County Council	TOPs Lease 3 months	145.75		145.75
2809	Bidford Health Centre	Donation towards Bus Shelter	3,000.00		3,000.00
2811	Avon Valley First Responders	Donation for Defibrillator	1,000.00		1,000.00
2812	Npower	Street Lighting Energy	35.05		35.05
2813	Npower	Street Lighting Energy	182.54	30.42	152.12
2814	Mr. Terry Hunt	Lengthsman January	70.00		70.00
2815	Limebridge Rural Services	Amenity Maintenance	223,80	37.30	186.50
		<b>Total:</b>	<b>5725.72</b>	<b>88.82</b>	<b>5636.90</b>

<b>Account Transfer</b>

<b>Payments received and banked</b>			
Received From	Details	Amount	Banked
TOPs Committee	Electricity Bill	426.64	19/01/14
	<b>Total:</b>	<b>426.64</b>	

<b>Account Balances</b>	
Current Account	£7,489.45
Deposit Account	£46,189.55
<b>Total Fund Balance:</b>	<b>£53,679.00</b>

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_