

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

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

**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:** Thirteen members of the public County Councillor Mike Brain. District Councillor Maurice Howse. Apologies had been received from District Councillors Daren Pemberton, and Jonathan Spence.

88. **Apologies for absence were accepted from:** Councillor L Wright.

89. **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 93a, 93b, 93c, 93h, 97h if discussed and 103g.

Cllr. James declared a disclosable interest in 103a if discussed.

90. **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 Stephen Bullen to address the meeting on “Cycling Initiatives in the Vale”. Mr. Bullen represents H-BUG (Honeybourne Bicycle Users Group) the groups vision is to reclaim cycling as a normal activity, for any person of any age or level of fitness by creating safe / safer cycling environments, he would like to see local villages in the Vale of Evesham form similar groups with the aim of linking them together in a series of safe cycling routes. He outlined his thoughts on how Salford Priors could get involved.

Provide an environment where children (and adults) can learn to ride in traffic-free conditions.

Introduce families (and individuals) to safe on road cycling

Encourage off road cycling

The aim is to give cyclists a voice.



Mr Bullen concluded his presentation in asking that the Parish Council would promote the idea and encourage someone in the community to become “Champion” to form a group in Salford Priors. Cllr. Maude agreed to raise this issue with the Neighbourhood Plan Environmental Group.

The Chairman Cllr. Stedman thank Mr. Bullen for an informative insight to the work of H-BUG and wished the group every success with its aims.

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.

- c. Mrs. P Dare asked when would the Parish Council be publishing a newsletter as residents would like to be kept informed of what’s going on there is so much rumour about housing developments. Mrs. Dare was advised that the Neighbourhood Development Plan Group would be circulating its first newsletter within two weeks inviting parishioners to attend an exhibition and surgery on the Neighbourhood Plan, the Parish Council would be publishing a newsletter as soon as the Clerks vacancy was filled, however, a regular e-news was circulated to one hundred and sixty households, the local press, ward councilors and the Member of Parliament.

Mr. John Bradfield asked about the proposed development sites and the total of houses proposed exceeds one hundred and eighty. District Councillor Howse replied that the number of houses for a Local Service Centre like Salford Priors had not been formalized and currently the figure is seventy-five there is pressure on the local authority governed by the National Planning Policy Framework (NPPF) to meet its 5-year land supply targets. The District Council was facing enormous pressure through the cumulative effects of the NPPF, regular changes to government policy and Planning Inspectors on behalf of the Secretary of State overruling the Local Planning Authority on planning Appeals. Cllr Howse stated that the current housing waiting list total for the district was 3700 of which 50 were in urgent need.

Mrs. Savage raised the matter of the bridle way on Marriage Hill (AL18) being blocked, the Clerk would report the matter to the Clerk of Bidford on Avon Parish Council for action as the bridleway in question falls within the jurisdiction of the Parish of Bidford on Avon.

**Ward Members reports:** Apologies were received from District Councillors Daren Pemberton, and Jonathan Spence. The Clerk had received an e-mail from Cllr. Spence explaining that due to a new work related role in London that he would have difficulty in attending Parish Council meetings held on Monday, Tuesday or Wednesday evenings, however, he remained contactable by telephone or by e-mail and that is fellow ward councillors Cllrs. Howse and Pemberton would continue to maintain full coverage to service ward issues that arise on a day to day basis on those days on his behalf..

**Warwickshire County Council** – Councillor Mike Brain gave an overview on the County Council’s Budget for 2014/15 and pressures faced by the council to make savings of some £92 million pound or 26% of the county’s overall budget over the next 4 years. However he was pleased to report that he had secured various grant funding for local projects.

£2,600.00 for the Salford Priors School Library Project.

£1,500.00 for the new Health Centre Bidford on Avon (Heart Monitoring Equipment)

£900.00 for Bidford on Avon Youth Club.

£1,500.00 for Wixford Parish Council 20 mph road safety scheme.

Joint funding with the neighbouring County Councillor Mike Gittus for safety improvement work to the B4088 at Dunnington / Weethley.

Stratford on Avon District Council - Councillor Maurice Howse gave an overview on the District Council's Budget for 2014/15 and the pressure that the council found itself in however maintaining one of the lowest district council tax bands in the country. Cllr. Howse gave a resume of the decision taken on the Grieg Centre at Alcester and the proposed managed transition of its management to the District Council, he also spoke of the grant of £25,000.00 made to the hostel refuge at Stratford upon Avon a much valued provision.

91. The Chairman closed the adjournment at 19.40hrs.

**92. Acceptance of Minutes:**

a. The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 19<sup>th</sup> February 2014 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

**93. Clerk's Report:**

- a) Silt clearance, Ban Brook Bridge, Tothall Lane. The work has now been completed with approximately eight tonnes of silt and debris removed from the brook. The Clerk had issued a claim for payment of the Stratford on Avon District Council Flood Defence Grant of £385.00 **Resolved**
- 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. **Ongoing Issue**
- c) Illuminated Christmas Tree – Clerk to report back at the April meeting. **Ongoing Issue**
- d) Damaged Road Signs – No progress, Clerk to follow up on this matter with the Warwickshire County Council Highways Department on this matter. **Ongoing Issue**
- 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. **Ongoing Issue**
- f) 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 Issue**
- g) Sandbags. The Clerk advised the meeting that the current store at Limebridge would not be available from April. The provision of sandbags by the Parish Council would be formally withdrawn as of the first of April 2014, there would be a statement in the e-newsletter and the web-site. **Resolved**
- h) Repairs to Playing Field Goal Areas / removal of Goal Post(s) Spraying of the field for the control of weeds. Clerk reported that the works had been completed by the contractor.

**Resolved**

- i) B4088 Overhanging Dead Tree at Limebridge Bank Clerk reported that the tree had been removed. **Resolved.**
- j) St. Matthews Church Planning Application 13/02710/FUL. The Clerk reported that he had received an e-mail from the Churchwarden Mr. Peter Penny apologizing for misinforming the council on whether it was St. Matthews' PCC's intention to remove the pews in the south aisle in order to increase the meeting room space. Mr. Penny stated at the February meeting it wasn't where in fact he should have said the opposite that the PCC was in discussion with the relevant Coventry Diocesan Authorities with a view of removing the pews. Cllr. James referred to correspondence from English Heritage to the Diocesan Authorities with regard to the toilet extension quoting "that the parish should not dismiss the option of a detached building for the lavatories" "a simple, but elegant timber structure could fulfill the purpose. It would require an appropriate site and associated footpath and with discrete lighting"

Cllr. James also referred to the various disingenuous comments made against the Parish Council and the residents who live in the parish who oppose the scheme, he quoted from Luke ch8 v17/18. "For there is nothing hidden that will not be disclosed and nothing concealed that will not be known or brought into the open. Therefore consider carefully how you listen".

- k) Parish Council Notice Boards – The Clerk reported on the condition of the noticeboards there is a need to replace the notice board at Dunnington which is in a poor state of repair. The council agreed to the replacement and to purchase a further two new notice boards to be sited at Rushford and Abbots Salford.  
Cllr. Stedman to obtain the cost for three new notice boards. **Ongoing Issue**
- l) Parish Officer Photocopier – The clerk informed the council that he was seeking proposals for its replacement with a more up to date machine that would be capable of duplex photocopying. Clerk to report back to a future meeting. **Ongoing Issue**

**94. 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 would be considered by the Stratford on Avon District Council on the 16<sup>th</sup> June 2014.
- c) The NDP Group had organized an Exhibition and Surgery on Saturday 5<sup>th</sup> April from 1:30pm to 4:00pm this would be the first public consultation exercise of the project, the three developers currently proposing sites within the village have been invited to attend. A newsletter promoting the event will be distributed to all households within the Parish.
- d) Following a proposal from Kirkwells it was agreed to appoint them as the NDP's group's Planning Consultants, the group/council will call on their services where and when necessary.

**95. Planning General:**

- a) Angus Soft Fruits Salford Priors, Enforcement Case No: 14/00032/COND. Clerk reported that no further updates had been received.

**Ongoing**

**Issue.**

- b) Stratford on Avon District Council on Avon District Council – Core Strategy Focussed Consultation 2011-2013 Housing Requirements and Strategic Site Options, The Clerk reported that he had received no comments from members therefore no response had been submitted. Some members stated that they had not received the circulated document therefore did not have the opportunity to make comment. The Clerk said this matter should be addressed and a process approved for circulation of documents in the future.
- c) 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 **Ongoing Issue.**
- d) Complaints from resident of Garrard Close with regard to excessive lighting causing a nuisance from the Alamo Engineering Site Station Road Salford Priors. The Clerk informed members that all the lighting around the new building had been approved by the Local Planning Authority, however, he would contact the company to see if they would consider some improvements remedial measures to help improve the environmental impact.

### **Planning Applications**

- e) 14/000456/FUL: Proposed: New vehicle access and gate. At: Dunnington Lodge Dunnington Alcester B49 5NY For: Mr. Alan Burgess. The application was discussed by members however there was a difference in the views, it was agreed that members would view the site individually and make their observations known to the Clerk who would formalise the council's response. **Ongoing Issue**

**Planning Decisions:** No planning decisions had been received.

### **96. Playing Field:**

- a) Weekly Inspection Report – Received from Cllr. Stedman placed on file comments noted.
- b) Future Inspections – This matter would be finalized on the appointment of a permanent clerk, Cllr. Stedman agreed to continue to carry out the next month's inspections.
- c) Playing Field Car Park – The Clerk reported that he had received complaints that a neighbouring boundary property's fence has been damaged on a number of occasions by users of the car park, the Clerk was in discussions with Orbit Housing Association on how to try resolve this situation and would report back to a future meeting. **Ongoing Issue.**

**97. Highways, Amenities & Infrastructure:**

- a) To note the jobs issued to the Lengthsman from the last meeting – No new jobs had been issued during the month, there are still outstanding job requests – 1. Clearance of the B4088 footway between Mudwalls Farm Drive and Dunnington Crossroads.
- b) New Inn Lane Drainage Grips. Clear and re-instate field drainage grips. Work to be programmed
- 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 tankering 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 –The Clerk had requested that the County Council Highways Department now programme the speed survey as the civil engineering works being carried out locally had been completed. **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 had contacted the District Council for increased surveillance, Environmental Health Officers had made visits to area, and the Clerk had received additional signage and was still waiting for 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. The Clerk had written to the occupant of the property who had then telephoned the Clerk stating that he had no trees obstructing the footway. Councillor Stedman to confirm the correct address and the Clerk would write again advising the property owner of the council's concerns. **Ongoing Issue.**
- g) Request for Drop Kerbs at Perkins Close – Assisted Access. The Clerk reported that he had spoken with Orbit Housing who advised that this was an adopted road and that the matter should be referred to Warwickshire County Council, Clerk to progress. **Ongoing Issue.**
- h) Winter Planter Contract – The Clerk gave a verbal report on a proposal to alter the winter planter contract to take into account the nature the recent winters within the last three years the winter planting had suffered with heavy snow and this year continuous rain therefore it was being proposed that the council should change its planting schedule to a bulb based display to give a more vibrant display with mixed crocus, Tête-à-tête, tulips, Hyacinths, various daffodil varieties. A new planting scheme would enable an earlier planting of the summer flowering plants. There would be no increase on the agreed contract values. Following consideration of the Clerks proposals the council agreed to the variation of contract, Clerk to pursue the matter with the landscape contractor. **Resolved.**

**98. Rights of Way:**

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

**99. 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. No matters were raised*

**100. Strategic & General Issues:**

- 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. Annual Parish Meeting Wednesday 30<sup>th</sup> April 2014 at 7:30pm the Clerk reported that County Councillor Mike Brain had agreed to talk on the subject of Unitary Authorities and what it would mean for Warwickshire.
- c. 100<sup>th</sup> Anniversary of the First World War, the council agreed to establish a fund to commemorate the anniversary on a proposal from Cllr James and agreed this would be taken from the clerk's monthly salary budget for the months of December 2013, January February and March 2014.

The council would plant Flanders poppy seeds at the following locations: Abbots Salford, School Road and School Avenue Salford Priors, Traffic Island A46T Salford Priors. The council also discussed the proposal of obtaining land for establishing a tranquil memorial area planted with wild flower seeds native trees and fruit trees an area off Tothall Lane would be pursued. Clerk to investigate. **Ongoing Issue.**

**101. Consideration of Correspondence Received:**

- a) Stratford on Avon District Council Register of Electors 2014/15 (1191 electors) **Noted.**
- b) Npower Electricity Price Standing Charge £5.50 / month Unit Rate 23.33p /kWh **Noted.**
- c) Invitation from the Chairman of Warwickshire County Council to his "Open Evening" at Shire Hall, Warwick on Saturday, 12th April 2014, 6.30 - 8.30pm. Councillors to advise the Clerk if they wish to attend.
- d) Stratford on Avon District Council – Appointment of Parish Council representative to the Standards Committee. It was proposed that Cllr. James should be nominated for consideration by Cllr. Stedman agreed. Clerk to advise SDC Monitoring Officer.
- e) Alcester Café Letter of appreciation for Donation of £300.00 **Noted.**
- f) Avon Valley Community First Responder Scheme – e-mail of appreciation for Donation of £1000.00. **Noted.**

- g) Salford Priors RBL Notice of branch event cancellation 23/06/2014 **Noted.**
- h) Freedom of Information request made by Mr. M Bright of Holly Rise School Road Salford Priors titled Destruction of the Parish of Salford Priors letter received on the 19<sup>th</sup> March 2014 Clerk to reply.

**102. Correspondence for Information Only:**

None Tabled

**103. Finance:**

**General:**

- a) Cllr. Stedman Acting RFO reported on the HMRC demand for underpayment of £227.08 for 2013/14, he advised members that he was in the process of challenging this demand and would report back at the April meeting of the council. **Ongoing Issue.**
- b) The Clerk had recommended at the February 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 had agreed to cancel the account as of the 1<sup>st</sup> April 2014 despite writing to the company no progress had been made, the Clerk had asked Mr. Philpot to write to the company to confirm that he was no longer employed by the council.  
The Clerk advised members that it was his intention that this matter would be resolved by the April meeting of the council. **Ongoing Issue.**
- c) The Clerk reported an additional payment for authorization BT Account Office Line Rental and Call costs £84.97
- d) The Clerk reported on the EDF Energy Charges for TOPs for the period of 10/05/13 to 12/03/14
- e) Cllr. Stedman Acting RFO reported that he had forwarded the SWT Water Rate demand to the TOPs Management Committee for payment as the bill was made out in the name of the committee therefore the Parish Council could not make payment.
- f) Cllr Stedman Acting RFO reported on the repeal of Section 150 of the Local Government Act 1972 with regard to HMRC not accepting cheque payments agreed to discuss at the May meeting.

Note: Cllr. Stedman having declared an interest in 102 (g) left the meeting Cllr. James took the chair.

- g) The council gave consideration and approval of the payments and transfers listed in Appendix A. Agreed unanimously.
- h) It was agreed that Cllrs. James and Penn would sign the cheques for payments as listed in Appendix A minute 106.

Note: Cllr Stedman returned to the meeting and took the chair.

- i) To note the bank account balances.

Current Account: £5,643.75  
Deposit Account £52,881.85

**104. Staffing Matters:**

- a) In the absence of Cllr. Wright a verbal progress report was given by Cllr. Maude on the progress report on the appointment of a Clerk & Responsible Financial Officer. Interviews were scheduled week commencing Monday 24<sup>th</sup> March 2014 an executive report on the interviews would be made to the council at the April Meeting.

**105. Date of Next Meetings:**

- j) Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm, on Wednesday 16<sup>th</sup> April 2014 in The Memorial Hall, Salford Priors.
- k) Council confirm the date of the Annual Parish Meeting at 7.30pm on Wednesday 30<sup>th</sup> April 2014 in The Memorial Hall, Salford Priors.

**106. Closure of Meeting:**

The Chairman closed the meeting at 21.40 hrs.

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

## 107. Appendix A – Finance:

## Payments Authorised

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
2817	Blackhill Leisure Ltd	TOPs Fire Escape	378.00	63.00	315.00
2818	J Stedman	RFO Postage & Expenses	30.50		30.50
DD	EDF Energy	TOPs Electricity	56.00	2.67	53.33
DD	Plusnet	Office Broadband	18.99	2.83	16.16
2819	Limebridge Rural Services	Ban Brook Clearance	462.00	77.00	385.00
2820	Westhill Direct	Stationery	109.42	18.24	91.18
2820	Westhill Direct	Stationery	4.78	0.80	3.98
2821	BT Business	Office Telephone Account	84.47	14.08	70.39
2822	Arrowscape	Web-site maintenance	145.80		145.80
2823	Westhill Direct	Stationery	71.20	11.87	59.33
2824	Salford Priors Memorial Hall	Office & Hall rent	690.00		690.00
			<b>2,051.16</b>	<b>190.49</b>	<b>1,860.67</b>

Account Transfer			
Payments received and banked			
Received From	Details	Amount	Banked
SDC	Flood Defense Grant	385.00	14/03/14
<b>Total:</b>			

Account Balances	
Current Account	£5,643.75
Deposit Account	£52,881.85
<b>Total Fund Balance:</b>	<b>£58,252.60</b>

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