

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall,
Salford Priors, on Wednesday 16th April 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: Four members of the public County Councillor Mike Brain. District Councillor Maurice Howse. Apologies had been received from District Councillors Daren Pemberton, and Jonathan Spence.

108. **Apologies for absence:** There were no apologies all parish councilors present.

109. **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 113a, 113b, 113k, if discussed in detail and 127.

Cllr. James declared a disclosable interest in 124 if discussed and 127.

110. **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. Mrs. P Sharpe enquired on the status of the complaint that Public Bridleway AL18 was obstructed at Marriage Hill the Clerk stated that he had reported 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 had been received from District Councillors Daren Pemberton, and Jonathan Spence.

Warwickshire County Council – Councillor Mike Brain reported that the Local Government Boundary Commission is undertaking a review of the electoral arrangements of Warwickshire County Council.

Stratford on Avon District Council - Councillor Maurice Howse reported on the Local Government Boundary Commission’s final recommendations for the new electoral

arrangements for the Stratford on Avon District Council, it was proposed that the number of District Councillors would be reduced to 36 and these councillors should represent 36 single-member wards across the district. The Bidford & Salford Ward would be divided East & west with Salford Priors being in the West represented by one councillor, the current three councillors would be reduced to two. The Commission in delivering its report to the District Council believes its recommendations will: i) Deliver electoral equality for voters ii) Reflect local community interests and identities iii) Promote effective and convenient local government.

The new arrangements will be implemented in May 2015 subject to parliamentary approval

111. The Chairman closed the adjournment at 19.12hrs.

112. Acceptance of Minutes:

- a) The Minutes of the Extraordinary Meeting of the Parish Council held on Monday 10th March 2014 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.
- b) The Minutes of the Ordinary Meeting of the Parish Council held on Monday 19th March 2014 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

113. Clerk's Report:

- a) Grave plot leveling works in the cemetery. The work is on the contractors work programme for May **Ongoing Issue**
- b) Illuminated Christmas Tree – The Clerk presented a detailed paper to the Council outlining three options for consideration following discussion the council resolved to:
 1. To install a 16a IP rated electrical hook up unit / install a RCBO time switch & switch spur in the base of the street lighting column for £280.00
 2. To Fabricate and install a ground 185mm socket for the tree for £275.00
 3. For the provision for three years of a 7 metre tall Norway Spruce Christmas Tree with safety barriers and for the contractor to install the council supplied decorations for £395 in Year 1 and at £383.15 in Years 2 & 3.
 4. To purchase Christmas LED Lighting sets up to the sum of £400.00.

The Clerk would place orders with the various suppliers, the Council would look for sponsorship from the businesses within the Parish to offset the overall cost of the illuminations for future years.

- c) Damaged Road Signs – No progress, Clerk to follow up on this matter with the Warwickshire County Council Highways Department on this matter. County Councillor Mike Brain will also take the issue up with County Officers. **Ongoing Issue**
- d) Bank Mandate – Clerk reported that he had received the Lloyds Bank mandate for councillors to sign the form of authority. All those named on the form signed in the presence of the Chairman. The Clerk would submit the form of Authority to Lloyds Bank.

HSBC Bank Mandate the Clerk reported that he had been advised by HSBC that it would be in the best interests of the council to submit a new mandate to ensure that the council could operate its accounts effectively, Council agreed that the signatories would be any two of the named councilors on the mandate. The Clerk would progress the matter and advise councilors when they were required to attend and sign the new mandate, all councilors would have to attend a branch of HSBC to verify their identity. **Ongoing Issue**

- e) Parish Office / Resource Centre. Change of Door Locks and Purchase of a Document Safe this matter was left in abeyance until the appointment of a new Clerk to be discussed at the June Ordinary Meeting of the council when the council would consider the future of the Parish Office and Resource Centre.

Ongoing

Issue

- f) Parish Council Notice Boards – The council had agreed to purchase a further three new notice glazed notice boards (Abbots Salford, Dunnington and Rushford) The Chairman asked that the Clerk's proposal that an open fronted noticeboard for the Bush Shelter in School Road is purchased members approved this proposal. It was agreed that Councillors Stedman & James progress the matter.

Ongoing

Issue

- g) Parish Officer Photocopier – The clerk informed the council that he was still 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

- h) Freedom of Information Request by Mr. M Bright, following the Freedom of Information Request made by Mr. Bright of Holly Rise School Road Salford Priors with regard to the various housing development proposals being put forward by developers the Clerk read the council's response, subsequently Mr. Bright had replied requesting that his original questions had not been addressed and made various comments around probity issues and comments that could be considered in breach of the Equalities Act 2010. After discussion members agreed that Mr. Bright's original questions had been answered and that no response would be made to his second request, however, should further correspondence of the same nature and tenure be received from Mr. Bright, the Clerk was instructed to forward it to the appropriate authorities for them to decide if legal action should be taken.

- i) Stratford on Avon District Council – Appointment of Parish Council representative to the Standards Committee – The Clerk reported that the nomination papers for Cllr. James had been forwarded to the Mr. Phil Grafton Monitoring Officer at the District Council for consideration.

- j) Bridleway AL18 Marriage Hill Bidford on Avon - The Clerk confirmed that he had reported 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.

Resolved

- k) Trees Tothall Lane / School Road –The Clerk reported that he had instructed the council's amenity contractors to carry out pruning works to various roadside trees for highway safety reasons, the Clerk had also requested that the contractor remove the mole hills alongside the B4088 at Rushford, remove the stones and debris and mow the verge, the council confirmed the Clerk's actions.

Resolved

- l) Warwickshire Police & Crime Commissioner – The Clerk confirmed that all information, notices of meetings were being disseminated through the community web-site, the parish noticeboards or the e-newsletter. **Resolved**
- m) SDC Grass Cutting Contribution – The Clerk informed the meeting that the council had failed to submit a claim in October for a contribution towards the costs incurred for cutting the grass to amenity areas within Salford Priors, he had written to Mr. Matthew Austin Stratford on Avon District Council Environmental Maintenance Officer submitting a late claim and had confirmed that the appropriate maintenance of the areas was carried out in accordance with the required standards of the District Council.

Ongoing Issue**114. Neighbourhood Development Plan:**

- a) Cllr. James as NDP Project Manager gave a brief verbal report the current progress of the Neighborhood Development Plan.
- b) The NDP Group had organized an Exhibition and Surgery on Saturday 5th 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 attended. A newsletter promoting the event was distributed to all households within the Parish and over 100 people had attended on the day.
- c) Cllr James confirmed that Kirkwells had been appointed as the NDP's group's Planning Consultants, the group or the council will be able call on their services where and when necessary.

115. Planning General:

- a) Angus Soft Fruits Salford Priors, Enforcement Case No: 14/00032/COND. Clerk reported that no further updates had been received. The Clerk had forwarded further photographs taken by Cllr. Stedman to the case officer.

Ongoing**Issue.**

- b) Stratford on Avon District Council Gypsy & Traveller Local Plan for the Stratford on Avon District intention to prepare a local plan regulation 18 consultation. The Clerk had received comments from Cllr. Maude and James on the consultative questions and these had been forwarded to the District Council for consideration.

Resolved

- c) 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 had contacted the company to see if they would consider some improvements remedial measures to help improve the environmental impact. As there was no breach in planning regulations members considered that no further action should be taken. **Resolved**

Planning Applications

- d) 14/00897/TREE: Proposed: T1: Ash fell, – T2: Ash prune overhanging branch, - T3: Apple prune overhanging branch, - T4: White Bullace fell, - T5: White Bullace cut back

overhang on road boundary. At: Slatters Mill, Station Road Salford Priors For: Mr. Walter Thomson.

Parish Council Comment: No objection to the proposed tree works as submitted.

Planning Decisions:

- e) 13/02995/FUL: Proposed – Erection of two poultry units (to house up to 52,000 broiler hens each) with a linked control room, four feed bins and two Biomass Boiler Houses. At: Salford Lodge Farm Pitchill Nr. Evesham Worcestershire WR11 8SN For: P Hughes Ltd.
Decision: Approved subject to Conditions
- f) c) 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
Decision: Approved subject to conditions.
- g) d) 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
Decision: Application Withdrawn.
- h) e) Planning Consultation: 14/00171/FUL: Proposed – Erection of Tractor Shed At: Land and Buildings opposite Rose Cottage Iron Cross Salford Priors. For: Mr. earnest Betteridge.
Decision: Approved subject to conditions.

116. Playing Field:

- a) Weekly Inspection Report – Received from Cllr. Stedman placed on file comments noted.
- b) Future Inspections – This matter would be finalised 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 was in discussions with Orbit Housing Association the future management and control of the car park and would report back to a future meeting.
Ongoing **Issue.**
- d) Cllr. Stedman reported that a concrete fence post requires replacing on the Car Park boundary fence. Clerk to request the Lengthsman to undertake the repair.

117. 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) To consider any future jobs/ tasks to be issued to the Lengthsman – **See minute 116d.**
- c) Dunnington Sewage Pumping Station – No further updates from Severn Trent on the ongoing problems with the pumping station, Clerk would seek further clarification for the June meeting of the council. **Ongoing Issue.**
- d) B4088 Speeding Traffic –The Clerk advised the meeting that that the County Council Highways Department have now programme the speed survey using covert radar as it will be unobtrusive and less likely to affect driver behavior this will be carried out during school term time to maximize the number of vehicles using the road.
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. The Clerk had obtained a cost of £320.00 including installation from the District Council for a new litter bin. After discussion members agreed not to proceed with a new bin at this time but to increase the use of publicising the District wide bylaw and the fine of up to £1000.00 for dog owners who allow their dogs to foul public areas within the Parish.
Resolved.
- f) Trees reducing the width of the footway at 1 Cleeve View Salford Priors. Cllr. Stedman reported that overgrowing trees had been trimmed the footway was no longer obstructed.
Resolved.
- 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 has now been referred to Warwickshire County Council. Clerk to progress.

Ongoing**Issue.**

- h) B4088 Dunnington – BT Chamber Manhole Cover. Cllr. Wright reported that a hole big enough for a foot to go through had appeared in the concrete cover of an old GPO manhole chamber adjacent to the footway south of Dunnington Crossroads. The Clerk had informed Warwickshire County Highways of the issue on the 1st April.
Ongoing Issue.
- i) Rushford / Iron Cross Severn Trent Plc Sewage Capital Works Scheme – The Clerk provided an update on the latest timetable for the works that he had obtained from Severn Trent Plc.
- a) April 2015 – End of Feasibility Study.
 - b) January 2016 – Completion of detailed design.
 - c) April 2016 – Construction to start.
 - d) April 2017 – Handover of site from the contractor to Severn Trent Plc. The scheme will be fully operational and customers who have opted to be connected to the system by Severn Trent will be connected by this date.

Severn Trent cannot progress the scheme until planning consent has been given, therefore they would look to submit a Planning Application by August/September 2016. The Clerk advised that this was an indicative programme, these dates could slip for technical, legal, planning or civil engineering matters.

- j) Ragley Quarry Marsh Farm Dunnington – The Clerk informed the meeting that he had written to CEMEX and Warwickshire County Council concerning the mud and debris on the B4088 and Tothall Lane from the landfill operations that were taking place, he had requested a mechanical sweep of the highway. The matter would be raised at the Marsh Farm Quarry Liaison Group meeting on Thursday 8th May by Cllr Stedman.

118. Rights of Way:

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

119. 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

120. 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. 100th Anniversary of the First World War – The Clerk advised the meeting that orders had been placed with the council's amenity contractor to sow Flanders Poppy seeds at the locations agreed by the council, Abbots Salford, School Road and School Avenue Salford Priors, Traffic Island A46T Salford Priors.
The council had also discussed the proposal of obtaining a parcel of 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 progress. **Ongoing Issue.**
- c. Neighbourhood Watch Signage – Cllr Wright informed the meeting that the installation of Neighbourhood Watch Area signs had been installed at various locations within Dunnington. **Noted.**

121. Consideration of Correspondence Received:

- a) Information Commissioners Office – Renewal Notice £35.00 Direct Debit Registration Reference Z7887022 Registration Start Date: 09 May 2003 Registration Expiry Date: 08th May 2015. **Noted.**
- b) Warwickshire & West Midlands Association of Local Councils Renewal of Membership 2014/15 – Annual Fee £448.00. Members agreed to the continuation of Association membership.
- c) Warwickshire County Council Community Flood Resilience Workshop 16th June 2015 – Agreed that Councillors James & Penn would represent the council at the workshop.
- d) Warwickshire & West Midlands Association of Local Councils Training Event Programme had been circulated with the agenda. **Noted.**

- e) Invitation to join Rural Sounding Board on various issues Fuel Poverty, Rural Broadband and Rural Transport. **Noted.**
- f) Warwickshire Fire & Rescue Service – Shaping the Future Consultation Survey had been circulated for members’ information, any concerns to be raised with the Clerk for the next council meeting agenda.
- g) Stratford on Avon District Council – Notice of Election for one District Councillor, Clerk advised that he had posted the notice on all parish noticeboards.
- h) Stratford on Avon District Council – Notice of European Election Clerk advised that he had posted the notice on all parish noticeboards.
- i) Local Government Boundary Commission – Review of the Stratford on Avon District Council. The review report had been discussed earlier in the meeting during District Councillor Maurice Howse ward members report. **Noted**

122. Correspondence for Information Only:

None Tabled

123. 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 had lodged a zero returns for the months that the council had operated without the post of paid clerk this should now right the account with HMRC.
- b) Plusnet Broadband Account - The Clerk informed the meeting that the Plusnet Broadband Account had now been terminated a cancellation fee of £30.00 had been paid by the clerk using his debit card. The Clerk had advised HSBC to cancel the monthly Direct Debit payments.
Resolved
- c) The Clerk recommended the cancellation of BT Account for the Parish Office it was agreed that a decision would be made following the appointment of a new clerk at the June meeting of the council.
- d) Cllr. Stedman Acting RFO reported that he had received the External Auditor’s Annual Return Documentation and advised the council he would be submitting the council’s accounts to the internal auditor for audit. Prior to presenting the council with the final statement of account for the financial year ending 31st March 2014 for approval.
- e) Lloyds Bank – The council approved the transfer of £5,000.00 from the council’s HSBC Bank account to the new Lloyds Bank account on its activation.
- f) Council considered and agreed the acting RFO’s last quarterly account balances, budget headings and bank account reconciliation, Cllr Wright signed the report as a

true record.

Payment

Note: Cllr. Stedman having declared an interest at minute 109 left the meeting Cllr. Wright 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 127.

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

i) To note the bank account balances.

Current Account: £52,881.81

Deposit Account: £6,679.69

124. Staffing Matters:

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 public and press be temporarily excluded and that they are instructed to withdraw” Agreed.

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

Cllr. Wright a verbal progress report on the progress report on the appointment of a Clerk & Responsible Financial Officer. Interviews had been held and one applicant had been shortlisted and would be offered the position subject to the agreement of terms and conditions to the satisfaction of all parties it was hoped that the new Clerk and RFO would be in post on the 1st May 2014. Council agreed to the Staffing Groups recommendation. Cllr Wright would write to the preferred candidate.

Note: Cllr. James returned to the meeting and resumed as Clerk.

125. Date of Next Meetings:

- a) Council confirmed the date of the Annual Meeting of the Parish Council at 7.00pm, on Wednesday 20th May 2015 in The Memorial Hall, Salford Priors.
- b) Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.30pm, on Wednesday 20th May 2015 or at the completion of the Annual Meeting in The Memorial Hall, Salford Priors.
- c) Council confirm the date of the Annual Parish Meeting at 7.30pm on Wednesday 30th April 2014 in The Memorial Hall, Salford Priors.

126. Closure of Meeting:

The Chairman closed the meeting at 22.00 hrs.

Chairman: _____ Date: _____

127. Appendix A – Finance:

Payments Authorised

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
2825	Stratford on Avon Herald	NDP Event Advert	60.00	10.00	50.00
2826	WALC	WALC Membership 2014/15	448.00		448.00
2827	Limebridge Rural Services	Amenity Maintenance	1525.50	254.25	1271.25
2828	Mr. Terry Hunt	Lengthsman Work	224.00		224.00
2829	Warwickshire County Council	Allotment Site Rent	100.00		100.00
DD	Information Commissioner	Data Protection Registration	35.00		35.00
2830	Mrs. Karen Littleford	NDP Exhibition Expenses	76.76		76.76
2831	Mr. Kim James	Clerk Expenses	58.94		58.94
2832	Digital Copier Systems	Office Photocopier Maintenance	55.87	9.31	46.56
2833	Miss S R Hyde	NDP Leaflet Delivery	35.00		35.00
2834	Mr. Liam Maud	NDP Exhibition Expenses	54.49		54.49

Account Transfer

Payments received and banked			
Received From	Details	Amount	Banked
Total:			

Account Balances	
Current Account	52,881.85
Deposit Account	6,679.69
Total Fund Balance:	59,561.54

Chairman: _____ Date: _____