

Minutes of the One Hundredth and Twentieth Annual Meeting of the Salford Priors Parish Council held in Salford Priors Memorial Hall on Wednesday 21st May 2014 at 7.00pm.

Present: Councillors, J R Stedman (Chairman), K James, K Littleford, L Maude, M Muldowney and 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: District Councillor M Howse and ten members of the public.

128. Election of Chairman

Cllr. Stedman proposed, Cllr. Wright seconded, that Cllr. Karen Littleford be appointed Chairman of the Council for the municipal 2014/2015. There being no other nominations, Cllr. Karen Littleford was elected to the position of Chairman unopposed.

130. Declaration of acceptance of Office by Chairman

Cllr. Littleford signed the declaration of acceptance of office witnessed by the Acting Clerk to the Parish Council.

131. Election of Vice-Chairman

Cllr. Write proposed, Cllr. Stedman seconded, and it was agreed unanimously, that Cllr. Liam Maude be elected Vice-Chairman of the Council for the municipal year 2014/2015.

132. Apologies for absence

Council considered and accepted apologies of absence from Cllr. D Penn who was delayed.

133. 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.

134. Register of Interests:

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

a) Dispensations

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

b) 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 were 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.

No interests were declared.

135. Appointments**a) Rights of Way Inspector**

Council agreed that Cllr. Penn should act as Rights of Way Inspector.

b) Playing Field Inspector

Council agreed that the Clerk to the Parish Council on appointment should act as Playing Field Inspector.

136. Appointment of Staffing Consultative Panel.

Cllrs. James, Littleford and Stedman were nominated to serve as the Staffing Consultative Panel.

137. Appointment of Staffing Appeals Panel

Cllrs. Muldowney, Penn and Wright were nominated to serve as the Staffing Appeals Panel.

138. Appointments to Outside Bodies**a) Memorial Hall Committee**

Cllr. Wright was nominated and agreed.

b) TOPS Management Committee

Cllrs. Wright and Littleford were nominated and agreed.

c) Perkin's Educational Foundation

Council noted that the Council's current representatives on the Perkin's Educational Foundation were Mrs Janet Satchwell, Mrs Dilys King, Dr. Stephen Roberts, and Dr Susan Juned.

d) Marsh Farm Sand and Gravel Liaison Group

Cllrs. Stedman and Wright, were nominated and agreed.

e) Warwickshire Association of Local Councils

Cllr. James was nominated and agreed.

f) Salford Priors Parish Neighbourhood Development Plan Consultative Working Group

Cllrs. James, Littleford, Maude and Muldowney were nominated and agreed.

139. Approval of the Council's Regulatory Documents

The Clerk said that the Council's Regulatory documents comprised of; Standing Orders, Financial Regulations, Risk Management, and the Health and Safety Policy. At the Council meeting on the 19th December 2012 it was agreed that, to ensure consistency, these documents should be formally reviewed and approved at the Annual Meeting of the Parish Council each year.

a) Standing Orders – The Acting Clerk had circulated to all members of the council a copy of the new draft NALC Standing Orders, Cllr Stedman briefed members of the significant changes he drew the council's attention to a proposed addition to Standing Order 5g "A Councillor will not hold office of Chairman for more than three consecutive years" members agreed to this addition. Proposed by Cllr. Wright seconded by Cllr. Maude that the Standing Orders as amended be adopted, agreed unanimously.

b) **Financial Regulations** - The Acting Clerk had circulated to all members of the council a copy of the new draft NALC Financial Regulations, Cllr Stedman briefed members of the significant changes, following discussion it was agreed that the wording of Regulation 5.1 should read [The councils bank shall seek credit references in respect of members or employees who act as signatories] members agreed to this change. Proposed by Cllr. Stedman seconded by Cllr. Wright that the Financial Regulations as amended be adopted, agreed unanimously.

c) **Risk Management** - The Acting Clerk had circulated to all members of the council a copy of the Council's current Risk Management Policy. Proposed by Cllr. Stedman seconded by Cllr. Wright that the Risk Management Policy as circulated be adopted without change, agreed unanimously.

d) **Health & Safety Policy** - The Acting Clerk had circulated to all members of the council a copy of the Council's current Health & Safety Policy. Proposed by Cllr. Stedman seconded by Cllr. Maude that the Health & Safety Policy as circulated be adopted without change, agreed unanimously.

140. **Closure of the Annual Meeting**

The Annual Meeting of the Council was closed by the Chairman at 19:20hrs

Signed.....

Date.....

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall,
Salford Priors, on Wednesday 21st May 2014.**

Present: Councillors: K Littleford (Chairman), K James, L Maude, M Muldowney, D Penn, J R Stedman, 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: Ten members of the public District Councillor Maurice Howse. Apologies had been received from County Councillor Mike Brain and District Councillors Daren Pemberton, and Jonathan Spence.

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

142. **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 146a, 146b, 146i , 146j, 146l, 161 as a contractor to the council and 149e as a Trustee of the land.

Cllr. Penn declared disclosable pecuniary interest in 149e as a Trustee of the land.

143. **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 Dare spoke of her concerns for the safety of residents crossing the B439 to catch the 28A Bus Service back to Salford Priors when using the new Bidford on Avon Health Centre the traffic on this road travels at high speed and something needs to be done to protect the public when crossing the road. Mr. Anthony Quiney also spoke on this matter stating that there is still confusion over when the bus shelters were to be installed it could be another six months. The Chairman thanked both residents for highlighting their concerns and these will be taken into account when the council discusses the matter later in the meeting.

Mrs. P Seville raised the issue of land to the rear of the bus stop in School Road above Hedges Close, it was overgrown covered in Ivy and looked a mess. The Chairman said this matter would be taken forward to a future agenda.

Mr. C Wilson addressed the meeting concerning the terrible state of the open are within Perkins Close. The Clerk would write to Orbit Housing Association on this matter.

Mr. J Bradfield asked what the relationship was between the Draft Core Strategy and the consultation on the Draft Minerals Plan by Warwickshire County Council. The Clerk replied there was no conflict, the two issues were completely different and both authorities had a duty to produce their respective policies, however this did not stop the Environmental Group of the Neighbourhood Development Plan Consultative Group discussing and addressing the impact of the draft policies of the Minerals Plan on the Parish.

Ward Members reports: Apologies had been received from County Councillor Mike Brain and District Councillors Daren Pemberton, and Jonathan Spence.

Stratford on Avon District Council - Councillor Maurice Howse reported on the adoption of the draft core strategy by the full council on the 12th of May 2014 the proposal had cross party support and will now be formally published before going forward for a test of soundness following an examination in public presided over by a member of the Government's Planning Inspectorate (Pins). The District Council had assessed its housing need as 10,800 new homes between 2011 and 2031. With a sensible practical programme to deliver the related infrastructure.

The Clerk had circulated to members the District Council's Leaders Cllr. Chris Saint's Press Release relating to the Core Strategy on behalf of Cllr. Howse and also Cllr. Howse's Annual ward report, the Clerk informed the meeting that the annual report had been posted on the web-site.

144. The Chairman closed the adjournment at 19.40hrs.

145. Acceptance of Minutes:

- a) The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 16th April 2014 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

146. 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 reported that he had placed purchase orders for the electrical works, the tree ground socket and the purchase and installation of a 7 metre tall Norway Spruce Christmas Tree with safety barriers for 2014 /2015 / 2016. The only item left to order was the LED Christmas Lighting Sets.
- 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 had also taken the issue up with County Officers. **Ongoing Issue**
- d) Bank Mandate – Clerk reported that he had submitted the form of Authority to Lloyds Bank.

HSBC Bank Mandate the Clerk reported that he had submitted a new mandate to ensure

that the council could operate its accounts effectively, previously the Council had agreed that the signatories would be any two of the named councilors on the mandate.

The Clerk reported that six councilors had verified their identity with HSBC but until all named signatories had submitted their documents the bank could not progress the new mandate. Cllr. Penn said he would visit a branch of HSBC within the next few days. To verify his identity as he had been away on business in Europe. **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 July 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) and an open fronted noticeboard for the Bush Shelter in School Road Councillors Stedman & James progress the matter. **Ongoing Issue**
- g) Parish Officer Photocopier – The clerk had previously 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) Stratford on Avon District Council – Appointment of Parish Council representative to the Standards Committee – The Clerk reported that Cllr. James had been shortlisted for an interview by the District Council for the position on Monday 9th June 2014
- i) 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 Oak Trees (planted by the Parish Council) South of Brookside House Tothall Lane will be pruned and shaped by the contractor in the autumn. **Ongoing Issue.**
- j) Verge Mowing – The Clerk reported that he had requested the Council’s amenity contractors to carry out verge mowing at various locations for highway safety visibility reasons. The request for verge mowing and the weeding of the footpath at the bridge in Abbots Salford reported to the Clerk by Cllr. Littleford had been forwarded to the contractor as an amendment to the contract, this had previously been agreed by the council in July 2013 but had not been actioned by the Clerk at this time, however it has now been rectified. **Resolved.**
- k) SDC Grass Cutting Contribution – The Clerk informed the meeting that the council had received the contribution towards the costs incurred for cutting the grass to amenity areas within Salford Priors. Stratford on Avon District Council had reimbursed the Parish Council the sum of £1,766.55. **Resolved.**
- l) Planters – The Clerk informed the meeting that a review of the flower planters had been undertaken, concern had been expressed that at least two had been neglected, it was agreed that an announcement would be made that if any planter was found to be neglected then the planter would be removed and relocated to areas where residents were committed to looking after them. Currently three planters had been put at risk of removal.

- m) The Clerk reported that he had authorized a inter account transfer of £7,000.00 from the Deposit Account to the Current Account to meet the ongoing business commitments of the council. **Agreed.**

147. Matters Arising From the Annual Parish Meeting

- a) Speeding Traffic Station Road / Evesham Road Salford Priors. Residents had raised concerns to the ongoing issues with speeding traffic through Salford Priors, members considered to investigate the possibility of forming a community Speedwatch group and instructed the Clerk to investigate. **Ongoing Issue.**
- b) Provision of a defibrillator for use in the Parish. The Clerk was instructed to obtain further information and the cost of providing a defibrillator. **Ongoing Issue.**
- c) Poor Broadband Download Speeds – Residents had complained about poor broadband service especially the download speeds, the Clerk had contacted BT on this issue and was waiting a reply. **Ongoing Issue.**
- d) Synergy between the Core Strategy / Neighbourhood Plan / Minerals Plan – The issue concerning the inter relationship of these draft documents had been raised the Clerk had explained the process at the Annual Parish Meeting and re-iterated the synergy between the documents, members noted the action taken. **Resolved.**

148 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 a seminar and training session with the groups planning consultants Kirkwells on Saturday 6th June from 12:30pm to 4:30pm

149. 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 – The Clerk reported the receipt of a notification of a planning enforcement investigation Enforcement Case No: 14/00230/HHENF on a fence erected in the curtilage of a Grade 2 Listed Building namely Corner Cottage School Road Salford Priors. **Ongoing Issue.**
- c) Ragley Quarry Marsh Farm – Complaints of Traffic Routing Violations & Dust Issues posing a threat to Public Health – The Clerk reported on e-mails received from Dunnington residents concerning possible Heavy Goods Vehicles using Tothall Lane to access the quarry, however following investigation these claims were unfounded as the vehicles in question were accessing the Severn Trent Pumping Station, the Clerk had taken up the issue of dust on the highway in the vicinity of Dunnington School with the

County Council within two hours CEMEX had deployed a mechanical road sweeper and had cleaned the carriageway of the B4088, council agreed to monitor the situation and report back any further concerns or issues.

Resolved.

- d) Ragley Quarry Marsh Farm Liaison Group Meeting – Cllr Stedman as Chairman of the Liaison Group presented the report of the group's meeting held on Thursday 8th May (report circulated by the Clerk with the agenda) the report details the finalization of the restoration programme and the anticipated cessation of the import of inert waste into the quarry for the landfill operations. Cllr Stedman stated that CEMEX had indicated that the landfill operations should be complete by the end of August 2014. The final restoration phase for the land north of Broom Lane (C103) will be completed in 2015 when extensive tree planting has been carried out. Ragley Estate Farms intend to plant arable crops on some of the site in the autumn of 2014. Members noted the comprehensive report.

Planning Applications

Note: Cllrs Penn & Stedman having declared an interest in 149e left the meeting.

- e) 14/01048/FUL Proposed: Single storey flat roof extension to form additional facilities at existing Scout Hut. At: Parish Playing Fields School Avenue Salford Priors For: Mrs. Jane Lawton.

Parish Council Comment: No objection to the proposed extension subject to conditions relating to external noise and the removal from site of the existing metal storage container.

Note: Cllrs Penn & Stedman having declared an interest in 149e returned to the meeting.

- f) Application Reference: 14/01126/OUT - Proposed: Outline planning application (all matters reserved except for access) for up to 60 residential dwellings, new access onto Station Road (Including demolition of existing building to accommodate new access), internal access roads, open space, drainage features and associated works. At: Land West of Alamo Group Europe Ltd, Station Road, Salford Priors. For: Mr. Richard Ward. **(Received 20/05/14)** To confirm details of an extraordinary meeting of the Parish Council.

Parish Council Comment: An extraordinary meeting of the Parish Council will be held on Wednesday 4th June at 7:00pm in the Memorial Hall to discuss the application in detail.

The Clerk would make arrangements to display the plans and associated documents on the evening of Thursday 29th May between 7:00pm and 9:30pm in the Memorial Hall.

- g) Application Reference: 13/03271/LBC – Proposed: Conversion of existing redundant farm buildings to extend residential cookery school, demolition of existing lean to and the additional provision of a new teaching, residential accommodation (including managers flat) and administration block (amended plans received 10/03/2014, 25/03/2014 and 16/05/2014). At: Orchard School of Cookery Evesham Road Salford Priors For: Mr. Nicholas Burt. **(Received 19/05/14)**

- h) Application Reference: 13/03267/FUL – Proposed: Conversion of existing redundant farm buildings to extend residential cookery school, demolition of existing lean to and the additional provision of a new teaching, residential accommodation (including managers flat) and administration block (amended plans received 10/03/2014, 25/03/2014 and 16/05/2014). At: Orchard School of Cookery Evesham Road Salford Priors For: Mr. Nicholas Burt. (**Received 19/05/14**)

Items g & I the amended plans refer to site & location minor amendments the Parish Council support the application in principle and raise no objection.

- i) Application Reference: 14/00916/FUL – Proposed: Retention of temporary timber sectional building for a further temporary period. At: St Matthews Church Station Road, Salford Priors For: Mr. Peter Penney (Salford Priors PCC) (**Received 21/05/14**)
Parish Council Comment: No objection subject to a three year condition with no further extension to the period of time.

Planning Decisions:

- j) 14/00456/FUL: Proposed – New vehicle access and gate. At: Dunnington Lodge Broom Lane Dunnington B49 5NU For: Mr. Alan Burgess.
Decision: Approved subject to Conditions

150. Playing Field:

- a) Weekly Inspection Report – Received from Cllr. Stedman placed on file comments noted.
- b) Future Inspections – All future inspections will be carried out by the Clerk to the Parish Council week commencing Monday 9th June 2014.
- 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 the matter was now with the Association's solicitors who were drafting exchange documents for the council's consideration. **Ongoing Issue.**

151. 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 – Litter pick up Playing Field / verge at Dunnington Crossroads (C103).
- c) 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.

- d) 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 would now be referred to Warwickshire County Council. There were drop kerbs serving this area of housing, a dedicated parking bay would require planning permission Clerk to seek advice from Miss Elizabeth Dixon Disability Advisor for the Stratford on Avon District Council.

Ongoing

Issue.

- e) 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.

- f) Bus Service 28A New Medical Centre Bidford on Avon – The Clerk had received an e-mail for a parishioner expressing concern for parishioners using the New Medical Centre by public transport and crossing the road to catch the 28A bus back to Salford Priors (*Minute 134b refers*) Councillors agreed that there were road safety issues for pedestrians and that these concerns should be raised with the highway authority as there has to be a practicable solution available. Clerk to raise the matter with County Councillor Mike Brain.

152. Rights of Way:

- a) Cllr. Penn advised he had nothing to report on Rights of Way matters within the parish.
- b) Public Footpath AL6 Vandalised Footbridge – The Clerk reported that the footbridge crossing the brook on AL6 had been vandalized he had reported the matter and the location of the bridge to Warwickshire County Council on the 20th April 2014.

Ongoing Issue.

153. 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 had been raised at the time of the agenda publication, however at the discretion of the Chairman the following issues were raised.

- a) Cllr. Wright – Dunnington Heath Farm removal of Agricultural Workers Caravans, no further progress with their removal. Clerk to contact Planning Enforcement and provide an update for the June Meeting.
- b) Cllr. Muldowney – Unattended Allotments require mowing Clerk to notify contractor.
- c) Cllr. Maude – Playing Field Tree Survey – Meeting to be arranged to inspect the Playing Field in September.

154. 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.**

155. Consideration of Correspondence Received:

- a) Local Government Boundary Commission for England – Electoral Review of Warwickshire papers circulated with the agenda. **Noted.**
- b) Warwickshire & West Midlands Association of Local Councils – Chairmanship Training Event Saturday 28th June at Alderminster Village Hall – Cllr. Littleford to attend. Attendance Fee £30.00. **Approved for Payment.**
- c) Salford Priors 1st Scout Group (*Jane Lawton GSL*) Submission of Planning Application. Minute 149 e refers.
- d) Warwickshire & West Midlands Association of Local Councils Invitation to the Area Committee Meeting Thursday 26th June at 5:30pm Elizabeth House Stratford upon Avon – Members commented that the start time of the meeting is not convenient. **Noted.**
- e) e-mail from resident concerning increase of an alleged increase in drug dealing in the car-park St. Matthews Church Station Road Salford Priors. Clerk had written to Warwickshire Police on the matter, members requested that the Clerk inform the Parochial Church Council drawing their attention to the matter. **Ongoing Issue.**
- f) Perkins Educational Foundation – Notice of 2014/2015 Grant Awards. Notices placed on Noticeboards and uploaded on to the Community web-site. **Resolved.**
- g) JANET (UK) Renewal of the **salfordpriors.gov.uk** domain name from the 16/05/2014 to 15/05/2016. **Resolved.**
- h) Stratford on Avon District Council - Flood Defense Assistance Grants 2014 - To be considered at the June Meeting. **Ongoing Issue.**

156. Correspondence for Information Only:

- a) Parish Matters Spring 2014 Came & Company
- b) Clerk & Councils Direct

157. Finance:

General:

- a) Cllr. Stedman Acting RFO reported that he and Cllr. James had met that afternoon with the Internal Auditor to address various issues raised by the audit, these had been answered satisfactorily the Auditor would now finalise his report for Council Consideration. Subject to its receipt the report would be considered at the extraordinary meeting of the council on Wednesday 4th June 2014.
- b) The Clerk had circulated two quotations he had received with regard to the Council's Insurance Cover for 2014/2015 the councils current provider AVIA through Came & Company had quoted £1,238.47 , AON had quoted £868.30 the cover was identical. Following discussion Cllr. Stedman proposed and Cllr. Wright seconded that the Council accept the proposal from AON agreed unanimously. The Clerk was instructed to progress the matter with AON.

Resolved.

- c) Cllr. Stedman Acting RFO reported on the ongoing issues with the HMRC underpayment demand with regard to the council's PAYE he sought councils permission to engage a Tax Consultancy to progress the matter, council agreed to the proposal to engage Cotswold Accountancy Ltd.

**Ongoing
Payments****Issue**

- d) The council gave consideration and approval of the payments and transfers listed in Appendix A. (*Minute 161*) Proposed by Cllr. Wright seconded by Cllr. Muldowney.
- e) It was agreed that Cllrs. James and Stedman would sign the cheques for payments as listed in Appendix A (*Minute 161*).
- f) To note the bank account balances.

Deposit Account: £42,881.85

Current Account: £8,772.12

- g) Audit – this item was adjourned until the meeting of the 4th June minute 157a refers

158. Staffing Matters:

- a) 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.
- b) Cllr. Wright gave a verbal progress report on the appointment of a Clerk & Responsible Financial Officer.
- c) Cllr. Stedman had circulated a draft contract of employment after consideration and with a minor change to reflect obtaining the Cilca standard within a period of twelve months the Council approved the contract for issue.
- d) The Council resolved to formally appoint Mr. Sean Arble as Clerk & Responsible Financial Officer with an employment start date of Monday 2nd June 2014.

- e) It was agreed that Cllr. James would assist Mr. Arble with the transition arrangements until Mr. Arble was settled in the role.

159. Date of Next Meetings:

- a) Council confirmed the date of the Extraordinary Meeting of the Parish Council at 7.00pm, on Wednesday 04th June 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 18th June 2015 in The Memorial Hall, Salford Priors.

160. Closure of Meeting:

The Chairman closed the meeting at 22.10 hrs.

Chairman: _____ Date: _____

161. Appendix A – Finance:

Minute Ref:	Cheque Number:	Payee:	Details:	Total	VAT	Net Payment
	DD	EDF Energy	TOPs Electricity	48.00	2.30	49.70
	2834	Mr. Liam Maude	NDP Expenses	54.49		54.49
	2835	Npower	Street Lighting Energy	146.81	24.46	122.35
	2836	Npower	Street Lighting Energy	34.28	5.71	28.57
	2837	Champion-Knight Graphics	A Board Insert - NDP	55.00		55.00
	2838	Westhill Direct	Stationary	69.46	11.58	57.88
	2838	Westhill Direct	Stationary	7.79	1.30	6.49
	2839	Warwickshire County Council	TOPs Lease 01/04-30/06	145.75		145.75
	2840	Limebridge Rural Services	Amenity Maintenance	1267	211.25	1056.25
151(a)	2842	Mr. Terry Hunt	Lengthsman's Duties	91.00		91.00
146(m)	2843	Lloyds Bank Plc	Account Opening Transfer	5000.00		5000.00
155(b)	2844	WALC	Chairmanship Training	30.00		30.00

Payments Received and Banked			
Received From:	Details:	Amount:	Banked:
Stratford on Avon District Council.	1 st Precept Payment	23,950.00	25-Apr
Stratford on Avon District Council.	Grant – Amenity Mowing	1766.35	06-May

Bank Account Transfers				
Minute Ref:	Date:	Amount:	From:	To:
146 (m)	22-05-14	7,000.00	HSBC Deposit	HSBC Current Account

Account Balances	
Deposit Account	42,881.85
Current Account	8,772.12
Total Fund Balance	51,653.97

Chairman: _____ Date: _____