

**Minutes of the meeting held on Wednesday 18<sup>th</sup> June 2014 at the Memorial Hall, Salford Priors**

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

In Attendance:

S Arble (Clerk), 4 Members of the Public, WCC Councillor M Brain and SDC Councillor M Howse

173 Apologies The Council accepted apologies from Councillor Muldoney.

174 **Disclosure of Interests**

- a) Members were reminded of the need to keep their register of interests up to date.
- b) 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. None declared.
- c) Members were asked to declare any other disclosable interests in items on the Agenda and their nature.
- d) Cllr Littleford declared a disclosable pecuniary interest in payments number 2857
- e) Cllr Stedman made the following statement on declaration of interest: -  
Disclosable pecuniary interest's declaration in payments for agreed contract services are not necessary as the council has agreed the contract and therefore agreed any payments relevant to the contract, no declaration of interests are needed for such payment.

175 **Minutes:** The Council resolved to approve:

- a) the minutes of the Annual Parish Meeting held on Wednesday 21<sup>st</sup> May 2014.
- b) the minutes of the Ordinary Meeting held on Wednesday 21<sup>st</sup> May 2014.
- c) the minutes of the Extra Ordinary Meeting held on Wednesday 4<sup>th</sup> June 2014 subject to the ink colour on minute 164 being altered from blue to black. **Action:** Clerk to obtain signature of the Chairman on the issue of new set of minutes.

**The Chairman moved:** The meeting now adjourned to hold Open Forum, notes of which are at the end of the minutes.

**Progress Reports:**

176 **Bank Account/Mandate:** Lloyds Bank account now fully operating. Previous HSBC mandate outdated; new mandate form to be signed by all councillors.

177 **Closure of HSB Bank Account No 3: Action:** Clerk to ascertain the payments made by the John Coley Trust donated money to Salford Priors Parish Council. The matter of closing the account to be pursued at a later date.

- 178 **Annual Return:** Return completed at 4 June meeting and posted to the External Auditors Grant Thornton on 06-6-14.
- 179 **HMRC PAYE Under Payment Demand**  
Cllr Stedman reported that the outstanding account demand from HMRC for PAYE had been passed to Cotswold Accountancy at Iron Cross, Salford Priors to reconcile as access to the Parish Council's HMRC account was not possible due to the lack of information. Cotswold Accountancy had agreed to deal with HMRC over the matter and their maximum fee would be £100. Council approved the course of action being taken.
- 180 **Salford Priors School & Bidford Doctor's Medical Centre Donations:** The Bidford Surgery confirmed receipt of the donation. **Action:** Clerk to contact Mr John Alexander-Head, Chairman of the School Governors, to obtain confirmation of donation receipt.
- 181 **Allotment Garden Charges:** To be considered at July meeting. **Action:** Councillor Stedman to supply financial information.  
**Action:** Councillors to carry out an inspection of the allotments.  
**Action:** Item regarding the uptake of the allotment gardens to be included in next Council Newsletter.
- 182 **Damaged Highway Signs:** WCC Councillor Brain reported that all signs replaced. However, 50mph sign on School Road by Queens Head may still be in the hedge.
- 183 **Planters:** Some planters were being neglected and their future maintenance would need to be considered, one not planter had not been planted by the contractor as it had been neglected during the last year. **Action:** Item to be included in next Council Newsletter.
- 184 **B4088 Speeding Survey:** Surveys received and discussed in meeting. There does not appear to be a speeding problem. The Clerk requested WCC Councillor Brain to forward the conclusions and recommendations of the report.
- 185 **Drop Kerbs at Perkins Close:** The Council alerted Miss Elizabeth Dixon, Disability Co-ordinator and D Elliston of WCC to the issue. **Action:** Clerk to write a letter to parishioner who requested action. Parishioner must formally apply to WCC for a dropped kerb.
- 186 **B4088 Dunnington – BT Chamber Manhole Cover:** On 1-4-14 the Clerk reported to WCC Highways that a large hole had appeared in the concrete cover of a British Telecom manhole chamber adjacent to the footway south of Dunnington Crossroads. The Clerk requested an update by phone on 6-6-14; there was no record of the report. *Issue reported again; ref #369211.*
- 187 **Trees Tothall Lane/School Rd:** The Clerk instructed the Amenity Contractor to carry out pruning works to trees for highway safety reasons. The Oak trees south of Brookside House, Tothall Lane will be pruned and shaped in the autumn.  
**Resolved**



**Action:** WCC Councillor Brain to investigate the issue. He recommended the parish hold a fundraising/awareness evening.

**Action:** Clerk to write to the Secretary of the Village Hall and request permission to install a defibrillator on the front of the hall and for electrical connection to unit.

**Action:** The Chairman to investigate the idea of holding a fundraising event.

198 **Poor Broadband Download Speed:** BT responded that average download speed in Dunnington is 1.1 MB; which is acceptable. No plans to upgrade until fibre optic launch. The matter may be addressed in the NDP Group by using Airband as the provider. *Resolved*

199 **Pedestrian Road Crossing For Bus Service at New Bidford Medical Centre:** WCC Councillor Brain reported that the situation is not entirely satisfactory, but two Highways safety audits have been conducted and no safety issues were flagged. No further action by Parish Council. *Resolved*

200 **Parish Office Resource Centre: Action:** To be considered at July meeting.

201 **SDC Flood Defence:** Measured boards for a door cost £400 per door. There are cheaper, but less effective boards available. Very few properties in the parish flood, but Councillor James updated WCC with information and WCC will investigate. The Council will not to pursue a flood defence grant this year. *Resolved*

The matter of Emergency Plan was raised during the discussion; Plan not updated since 2008. The Council resolved to form a Working Party (**Action**) to produce an updated draft Plan in the autumn; members are Councillors James, Stedman and Penn. There is also the possibility of an evening event with the Coventry Solihull and Warwickshire Council's Resilience Team.

202 **Parish Office Photocopier: Action:** To be considered at July meeting. Councillor Maude cautioned that the hard drive should be destroyed and that the leasing company should provide a certificate of destruction.

### **New Proposals**

203 **To consider forming a working party to investigate the possibility of producing a monthly parish magazine.**

The Council resolved to form a Communications Working Party consisting of Councillors Littleford and James. **Action:** Working Party to draft outline Council News for July Meeting. Items to be included: Parish Magazine, planters, stones on playing field and Allotments.

204 **To consider cleaning the bus shelters**

**Action:** Councillor Stedman to draft contract specification.

**Action:** Clerk to request quote from P Batacanin.

**New Amenity Contract, Handyman or Lengthsman Matters:**

205 **To consider requesting Amenity Contractor to cut path from Hillier's Farm Shop entrance to the Wood Bevington junction.**

The Council resolved to cut the footway in question. **Action:** Clerk to forward works order to the Amenity Contractor.

206 **To consider mole infestation at both ends of the playing field.** The Council resolved to engage Arden Pest Control to carry out works ASAP. **Action:** Clerk to forward works order to Arden Pest Control.

**Clerks Update Report**

207 **B4088 Blocked Drains:** On 4-6-14, the Clerk reported three blocked drains on the B4088, either side of Old Red Brick Cottage and the Old Cottage. Ref #372017.

208 **Lengthsman Worksheet 2-6-14:** The Clerk instructed Mr Hunt to:

- Litter pick the playing field and check for dog fouling.
- C103 Broom Lane, Dunnington: cut back vegetation from footway between school car park to the cross roads.
- Abbots Salford: Check footway near bridge area for weeds and remove
- New Inn Lane: Check all roadside grips and clear as necessary/check field boundary ditches and report as necessary.

To date, very little work had been carried out. The Lengthsman doesn't seem to be fulfilling his 10 hours per month. **ACTION:** The Chairman to request an update from Mr Hunt.

209 **Replacement Swing Seats:** Seats purchased and received. **ACTION:** Clerk to request P Batacanin to install the seats on the junior swings.

210 **Tabled Correspondence Not Yet Replied To (not previously noted)**

a) **SDC – D Nash:** Proposed Submission Core Strategy Independent Examination consult comments due 17-7-14; emailed to Councillors on 5-6-14; noted.

**Planning:****For Parish Council Consideration**

211 **14/01387/TREE:** T1: Cherry: Reduce height and width of crown by 1.5m. T2: Cherry: Reduce height and width of crown by 1.5m. At Jasmine Cottage, Evesham Rd, Salford Priors, WR118UU.

**SPPC Comment:** No objection.

212 **14/01206/FUL:** Retrospective application for the erection of fence to the boundary of Corner Cottage, School Rd,

**SPPC Comment:** The Parish Council objects to the retrospective erection of the fence for the following reasons.

The fence is constructed from sheet metal cladding. This is an inappropriate material for fencing to use within a designated conservation area and in the grounds of a listed building. Therefore, the proposal forms an incongruous feature in relation to the visual aspect of the area.

At a height of 2.4 metres the fence has an adverse effect on the setting of Corner Cottage, a listed grade 2 building

The visual impact on the immediate neighbour (1 School Road) is unacceptable, due to the choice of fence material, height and fence posts set on the wrong side of the fence.

Whilst the fence has been painted dark green on the Corner Cottage boundary, it has been left bare metal on the neighbouring property's boundary, therefore, having both a detrimental visual impact on the neighbouring property and public views of the conservation area from School Road.

In conclusion as the site lies within the Conservation Area, it is considered that this proposal would prejudice the preservation, enhancement, appearance and the character of the area, planning permission should therefore be refused.

### **Planning Enforcement**

213 **Dunnington Heath Farm:** Removal of agricultural workers caravans. On 6-6-14 the Clerk spoke with the Enforcement Officer, R Thatcher. Half the caravans removed, slow progress due to poor weather. Not aggressively pursuing the issue. **Action:** Clerk to email R Thatcher requesting caravans be removed by 1 September 2014.

214 **Angus Soft Fruits, Salford Priors, Enforcement Case 14/00032/CON:** No update. **Action:** Clerk to email R Thatcher; as of 18-6-14, company in breach of planning conditions subject to email being sent, **Resolved.**

215 **SDC Enforcement Case 14/00230/HHENF:** Fence erected in the curtilage of a Grade II Listed Building, Corner Cottage, School Road, Salford Priors. See minute 212. **Resolved**

### **Finance**

216 **Bank Balances** Council noted the bank balances as presented by the Acting RFO. – Appendix A

217 The Council approved all payments as payment schedule – Appendix A.

### **Councillor Reports & Items for Future Meetings**

218 On 4-6-14 Councillor Stedman reported children have thrown hundreds of stones over the eastern boundary of the Playing Field, thereby causing damage

to mowing machinery. **Action:** Matter to be addressed in Council Newsletter.  
**Resolved.**

219 The Chairman reported a planter on Verge of Berryfield to Clerk on 3-6-14.  
**Action:** Clerk to write a letter to home owner and request planter is removed.

220 **Flashing Traffic Sign Evesham Rd:** 40 mph sign not working, cover may be broken. The Clerk reported the matter to WCC Councillor Brain during the meeting.

221 The Chairman raised issue of parishioner concern that there is no footpath from Tower Hill Bidford to the new health centre. **Action:** The Chairman to inform parishioner that it is not financially feasible to build a footway to the medical centre at this time. Minute 199 refers. **Resolved**

222 The Chairman raised the issue of Chairman's Allowance. The Chairman requested Councillors James and Stedman to leave the meeting as they could have a disclosable pecuniary interest in the business to be considered they returned after the matter was discussed. The Council is considering taking the unusual step of spending well beyond the £100 Chairman Allowance budget. Due to the past year being quite unusual, the Chairman would like to offer thank you gifts to a few parishioners who have been extremely helpful in maintaining Council business without a Clerk. **Action:** Clerk to investigate the matter.

223 Councillor James reported that the Council is in the last year of a three year contract with Came & Company. Therefore, the Council is legally obligated to continue the contract and cancel the business with AON. As a matter of emergency to ensure the Council's insurance did not lapse, Councillors Stedman and James signed and posted a cheque to continue insurance with Came and Company. **Resolved**

As a consequence, the issue of Playing Field weekly inspections was raised. A brief inspection of the Aviva policy did not reveal a compulsory need to check the field on a weekly basis. **Action:** To consider at July meeting.

224 Councillor Maude offered his apologies for the July and August meetings for business reasons.

225 Date of next ordinary meeting of the Parish Council at 7:00pm, on Wednesday 16<sup>th</sup> July 2014 in the Memorial Hall, Salford Priors.

226 The Chairman closed the meeting at 10:25pm.

Signed..... Dated.....

## Appendix A

## PAYMENTS AUTHORISED

Cheque		Payee	Details	Total	VAT	Net
No.				Payment	Element	Payment
2848		Severn Trent Water	Allotments Water 11 to 04	14.46		14.46
2849		Limebridge RS	Amenity maintenance	2,117.93	352.99	1,764.94
2850		Web Culture Services	Annual web site fee	250.00		250.00
2851		Geoff Bradley	Internal Audit	180.00		180.00
2852		Westhill Direct	Stationary	23.36	3.89	19.47
2852		Westhill Direct	Stationary	78.70	13.12	65.58
2852		Westhill Direct	Stationary	17.94	2.99	14.95
DD		Npower	Streetlight Energy	34.28		34.28
DD		EDF Energy	TOPS Electricity	48.00		48.00
2853		Fenland Leisure Products	Two cradle Swing Seats	290.40	48.40	242.00
2854		WTP	Training partnership	30.00		30.00
2855		Terry Hunt	Highway works	98.00		98.00
2856		The Bell	NDP seminar catering	144.00	24.00	120.00
2857		Karen Littleford	NDP seminar catering	14.84		14.84
2858		BT Business	Telephone bill	4.90	14.15	70.75
2859		Kirkwells	NDP administration	1,488.00	248.00	1,240.00
				4,914.81	707.54	4,207.27

Account Transfers		Amount	Date
Received from	Description		
HMRC	VAT refund to 30-03-13	914.89	
	Total	914.89	

Bank Account Balances	
Deposit Account	62,522.07
Current Account	6,109.10
<b>Total Fund Balance</b>	<b>68,631.17</b>
NDP ring fenced fund	4,266.93
<b>Revenue Available</b>	<b>64,364.24</b>



**Appendix B****Clerks Notes of Open Forum Discussion:**

- a) Flashing Traffic Sign damaged.
- b) Parish Council were thanked for their efforts in arranging for the tidying up of a bungalow frontage at Perkins Close.
- c) WCC Councillor M Brain reported the following
  - i. B4088 Traffic Survey at Weethley carried out, requested conclusions and recommendations.
  - ii. The County Councillor's Grant Fund Request to be launched 21 July. There will be a workshop on 16 September, more information available on WCC website.
  - iii. Signs replaced, apologised for Station Rd sign delayed replacement.
  - iv. Not satisfied with bus stop arrangement at new medical centre, but two safety audits conducted which reveal no safety issues.  
SPPC concerned bus stops not opened when the Council made a £3000 donation specifically for the bus stops.  
WCC Councillor Brain expects Dr Shackley to sign Sec 278 of the Highways Act agreement to discharge the planning conditions for the bus stop.
  - v. Footpath to medical centre would be very expensive and very unlikely to be built.
- d) SDC Councillor M Howse reported the following
  - i. 2nd annual business conference very successful.
  - ii. Salford Priors Area Neighbourhood Plan Designation approved on the 16<sup>th</sup> June.
  - iii. Five weeks remain for Core Strategy consultation. If all goes well, plan should be adopted in May 2015.
  - iv. SDC Councillor Spence for business commitments has stood down from the cabinet as Planning Portfolio Holder ; SDC Councillor Howse will remain as the Cabinet Portfolio Holder for Enterprise Housing & Revenues
  - v. Councillor James will be appointed SDC Standards Committee Parish Council Representative subject to SDC full council approval.
  - vi. Housing report emailed to the Clerk. The Clerk requested report is emailed again.