

Minutes of the meeting held on Wednesday 16th July 2014 at Memorial Hall, Salford Priors

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

In Attendance: S Arble (Clerk), 7 members of the public and SDC Councillor Howse

Apologies The Council accepted apologies from Cllr. L. Maud.

227. 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. Councillor Muldoney declared an interest in item 6E, allotment charges. See minute 230e

228. Minutes:

- a. The Council did not approve the minutes of the meeting held 18 June due to receiving the minutes at a late date (updated minutes emailed to Councillors on 14 -6-14), two councillors declarations of interests omitted and there were 4, not 18 members of the public present. A councillor requested that there should be more detail in the minutes. ACTION: Clerk to resubmit corrected minutes at August meeting.
- b. On 10-6-14 the Chairman signed the minutes of the meeting held 4 June after verifying that the minute 164 was printed in black and not blue ink.

229. Chairman moved: The meeting now adjourned to hold Open Forum, notes of which are at the end of the minutes. SDC Councillor Howse requested permission to give his report out of agenda order for personal reasons. The Chairman granted permission.

230. Progress reports

- a. **Bank Account/Mandate:** Councillor James reported that the HSBC mandate has now been finalised.
- b. **Closure of Account number 3:** The Clerk has yet to determine why the payment of £25 per year into the John Coley Trust Fund had now been stopped by the trustees. Councillor Stedman could find no evidence trail concerning annual payments into the account the past few years. ACTION: Councillor James to investigate.
- c. **Annual Return:** The Annual Return was agreed by Council at the meeting on 4th June. Councillor Stedman reported that James Bennett of Grant Thornton has raised points of calcification regarding the Annual Return due to procedural changes to the presentation of the accounts. ACTION: Councillor Stedman the Acting Responsible Financial Officer to clarify and address the issues raised.

- d. **Salford Priors School & Bidford on Avon Health Centre Donations:** The Clerk spoke with Mr John Alexander- Head, Salford Priors School Chairman Board of Governors, on 3-7-14 and requested a donation acceptance letter. To date, no letter received.
- e. **To consider allotment garden charges**
- i. Having declared an interest, Councillor Muldowney left the room for this part of the meeting.
 - ii. Councillor Stedman reported that allotment garden charges are £26 per year and the total intake for 2013/14 was £295.
 - iii. The Council's concern for the lack of uptake for the allotments will be included in the next Council Newsletter.
 - iv. ACTION: Clerk to organize an early September date for Councillors to meet on site to discuss the matter. Also to be discussed is the Playing Fields Tree Survey.
 - v. ACTION: Clerk to issue invoices to tenants in August.

Councillor Muldowney returned to the meeting.

- f. **Road Sign at the junction of the B4088:** Only one sign replaced and the old sign is in the hedge. ACTION: Clerk to request D Elliston of Warwickshire County Council to replace the 50mpg roundel sign on right-hand side of the road as was previously the case.
- g. **Planters:** It was reported that some planters are not been maintained and concern was raise that the expenditure invested in them does not benefit the parish. Matter to be included in next Council Newsletter.
- h. **B4088 Traffic Survey Rushford:** The Clerk has not received the conclusions or recommendations of the report. ACTION: Clerk to contact County Highway officers to request conclusions and recommendations of the report.
- i. **Drop Kerbs at Perkins Close:** The Council alerted Ms Elizabeth Dixon disability coordinator and Mr D Elliston County Highways officer to progress the matter. The Clerk informed the concerned parishioner of his findings and how to progress an application for a dropped kerb or assisted access parking bay. No further Action by Parish Council.
- j. **B4088 Dunnington – BT Chamber Manhole Cover:** The Clerk requested an update from Warwickshire County Council highways; D Elliston reported the manhole cover is now repaired. ACTION: Councillor James to inspect.
- k. **Playing Field Car Park:** The Clerk reported that he was in discussions with Orbit Housing Association concerning the future management and control of the car park. The matter is now with the Association's solicitors who are drafting exchange documents for the Council's consideration. No update expected for some time.
- l. The footpath AL17 adjacent to Marsh Farm Quarry needs the hedgerows cutting back to make it passable. CEMEX to be ask to clear the path.

- m. Public footpath AL6 Vandalised Bridge: On 20-4-14 the Clerk reported damage to the footbridge crossing the brook on AL6 to WCC; ref #A00672. No work date scheduled. ACTION: Clerk to write a letter to the appropriate officer(s) explaining the path is very well used and that debris left in the water course could cause flooding issues during periods of excessive rain.
- n. Illuminated Christmas tree: A seven metre tall Norwegian Spruce has been ordered. The electrical supply has agreed been agreed with the contractor. The Council may consider a switching on event. ACTION: The Clerk to order LED Christmas Light Sets; Councillor James to advice.
- o. Notice Boards: Councillor Stedman reported that it is not practical to replace the pin boards on the old notice boards as there isn't enough space between the board and window.
Councillor Stedman reported on the receipt of a quotation by Mr A Stephens. The bus shelter notice board to comprise of a 12 mm thick plywood back with sundeala pin board face and framed with a decorative hardwood moulding. The size will accommodate 12 A4 notices arranged 6 wide and 2 deep with a 10mm space around each notice. The notice board are to have two coats of Osmo exterior oil. This quotation of £194 includes delivery to site.
The Council resolved to purchase the bus shelter notice board subject to using exterior sheet plywood back. ACTION: Clerk to place an order for the notice board. The location to be agreed
- p. Defibrillator: In a letter to the Memorial Hall Committee dated 26-6-14 the Clerk requested the Council be given permission to install a defibrillator on the front of the hall and allow an electrical hook-up to service the unit. The Chairman reported the Committee is happy to have a defibrillator installed on the front of the building subject to a suitable arrangement for the electrical supply. Councillor James suggested that perhaps two defibrillators could be purchased with one being installed in Dunnington. He also suggested there was an opportunity to request donations for the defibrillators at the Business Breakfast in September.
The issue will be included in the next Council newsletter.
- q. Action: Councillor James reported that the office BT telephone line connection was cancelled
Action: Clerk to forward NALC guidance for the destruction of old files.
- r. Emergency Parish Plan: Working Party formed of Councillors James, Stedman and Penn to produce an updated draft Plan in winter/spring.
- s. Photocopier: Councillor James reported that to upgrade to a new photocopier using the existing lease company would cost £47 per month. This is not a viable option. ACTION: Clerk to investigate purchase cost of a suitable office jet, printer which prints both sides.
- t. Council Newsletter: The Working Party (Councillors Littleford and James) presented a draft copy of the newsletter. Council agreed to a published in August.
- u. Public Footway on the B4088 between Hillier Farm shop and Wood Bevington junction: verge mowing now complete.

- v. Playing Field Mole Infestation: Treatment completed by contractor.
- 231. Bus shelter cleaning specification**
The Council resolved to approve the specification as presented by Cllr Stedman, the work to be carried out in September.
Action: Clerk to obtain quotation from approved parish contractors.
- 232. NDP Update:** Councillor James gave a verbal report on the group's current workload, the identification of potential sites. The drafting of policies and the vision statement for 2015-2031.
- 233. HMRC payment demand:** Councillor Stedman reported that this item should have been on the Agenda, but was omitted. He reported that Cotswold Accountancy reported that the HMRC demand is cancelled.
- 234. New Proposals**
- a. Council considered the maintenance and painting the iron cross bus shelter
Action: Councillor Stedman to inspect and report back to Council at its' August meeting on the shelters condition.
 - b. Council considered requesting cedar house owners to cut overhanging trees from the footway on school/station road junction as foliage is overhanging the public footway. ACTION: Clerk to request owners of the property to trim overhanging trees and foliage.
 - c. Donation to the over sixties club for the purpose of a day trip to Weston-Super-Mare Council resolved to make a donation of £100
 - d. Council considered the repair if the fence around the green at Abbots Salford The poor condition of the fencing potentially allows illegal access or occupation. The Council resolved to obtain a quote to repair and paint both sides of New Inn Junction. Action: Clerk to obtain a quote from P Batacanin.
 - e. Cllr Stedman requested the replacement of the old mercury lights in Perkins Close be placed on the next meeting agenda
- 235. Clerk's update reports**
- a. **Traffic speed indication sign at Abbots Salford:** The Clerk contracted County Councillor Brain requesting the sign be repaired and if is viable to reposition the sign. Action:: Clerk to make a formal request to Warwickshire County Council.
 - b. **B4088 Blocked Drains:** Clerk reported three blocked drains on the B4088, either side of Old Red Brick Cottage and the Old Cottage. . Warwickshire County Council reported that the drains are scheduled for pipe jetting.
 - c. **Lengthsman Worksheet issued on 2-6-14:**
 - i. -.Litter pick the playing field and check for dog fouling.
 - ii. C103 Broom Lane, Dunnington: cut back vegetation from footway between school car park to the cross roads.
 - iii. Abbots Salford: Check footway near bridge area for weeds and remove.
 - iv. New Inn Lane: Check all roadside grips and clear as necessary/check field boundary ditches and report as necessary

236. Playing Field

- a. Playing Field Swing Seats: Seats installed. Resolved
- b. Council considered a course of action regarding the inspection of the play equipment. The Clerk reported there is no required inspection for the playing fields. However, the insurance policy does require a weekly “walk-by” inspection for the play equipment. Dates and inspector should be recorded.

Councillor Stedman provided a report for dates 20 June, 2 July and 11 July.
Several Actions are required.

Action:: Clerk to request:

- i. Lengthsman replace Access track fence post.
- ii. Lengthsman cut back brambles on the north fence line.
- iii. Amenity Contractor to remove and repair 5 Aside goal post; ~9 inches of post missing.
- iv. Seek a quote from P Batacanin to act as the Salford Priors Parish Council Playing Fields Equipment Inspector. The role includes stone picking, litter and dog fouling removal, weekly visual inspection of playground equipment and accurate record keeping of inspections. A per visit limit was set whereby the Clerk has delegated powers to engage a contractor for the job.

237.**Planter on Highway verge:**

- a. On 22-6-14 the Clerk delivered a letter to Mr Greatrex requesting the proper permission is obtained or the planter is removed. Mr Greatrex contacted WCC Councillor Brain and it was suggested Salford Priors Parish Council add the planter to its assets subject to Mr Greatrex obtaining a license and taking care of the planter. During the meeting, Mr Greatrex confirmed that he is willing to take care of the planter. The Council is concerned about public liability and perhaps that the planter does not match the other planters in the parish. The Council resolved to meet Mr Greatrex on site to discuss the matter. Action:: Clerk to arrange meeting date between Councillors and Mr Greatrex.

238.**Tabled Correspondence Received (not previously noted)**

- a. Warwickshire County Councillor M Brain: Superfast Broadband Update – emailed to councillors. Noted.
- b. Mr Harrisson: email concern over safety of Queens Head Inn ACTION: Clerk to inform Mr Harrisson that the Queens Head Inn is a commercial property and not the responsibility of the parish council.
- c. Mr Harrisson: 7-7-14 email concerning possible connection to new Severn Trent Rushford/Iron Cross Sewage Works Scheme Action: Clerk to inform Mr Harrisson that he has not missed the Severn Trent sign up date. Severn Trent will at some point notify him of the impending scheme.
- d. SDC: New UBUS flyer Noted
- e. SDC: Free Training for helping councillors in role as consultee in planning process 23 September – Elizabeth House, Council Chamber 11 November – New Clarke House, Shipston-on-Stour 5 February 2015-The Grange Hall, Southam 2 March 2015-Studley Village Hall

- f. WCALC: Being a Good Councillor and Clerk Training 19 July 2014
- g. Cllr M Howse-SDC: Tablets-4-Teachers Initiative email: The Clerk forwarded the email to Salford Priors School. Action: Clerk to forward email to Dunnington School.

239. Planning

- a. 14/01164/FUL: Proposed conversion of adjoining garage to form living accommodation including raising height of the existing pitched roof. The Old Barley House, School Road, Salford Priors, WR11 8XD for Mr P Ralph
SPPC Comment: No objections.

Decisions

- b. 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. **Approved**
- c. 13/03271/LBC & 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 and administration block (amended plans received 10/03/14, 25/03/14 and 16/05/14). At Orchard school of Cookery, Evesham Rd, Salford Priors. For Mr Nicholas Burt. **Approved**
- d. 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. **Approved**
- e. 14/00916/FUL: Retention of temporary timber sectional building for a further temporary period. At St Matthews Church, Station Road, Salford Priors
Refused
Main reasons for refusal were:
The temporary structure has been unlawfully sited for nearly 7 years beyond the expiry of its original approval, with no obvious attempt to find a permanent solution
Temporary structure results in harm to the Grade I listed church
There was no Action cited to remove the temporary building.

240. SDC ENFORCEMENT

- a. The Clerk reported that he sent an email (3-7-14) to R Thatcher, SDC Enforcement Officer, requesting the caravans at Dunnington Heath Farm (06/02624/FUL) be removed by 1 September.

241. Finance

- a. The Council approved all payments listed in APPENDIX A: Payments
- b. Councillor Muldowney verified the accuracy of the 1st Quarter Bank Reconciliation Budget Report, Cash Book Payments and Income Analysis.
- c. Council agreed to transfer £5000 from HSBC to Lloyds bank account

242. Councillor reports and future agenda items

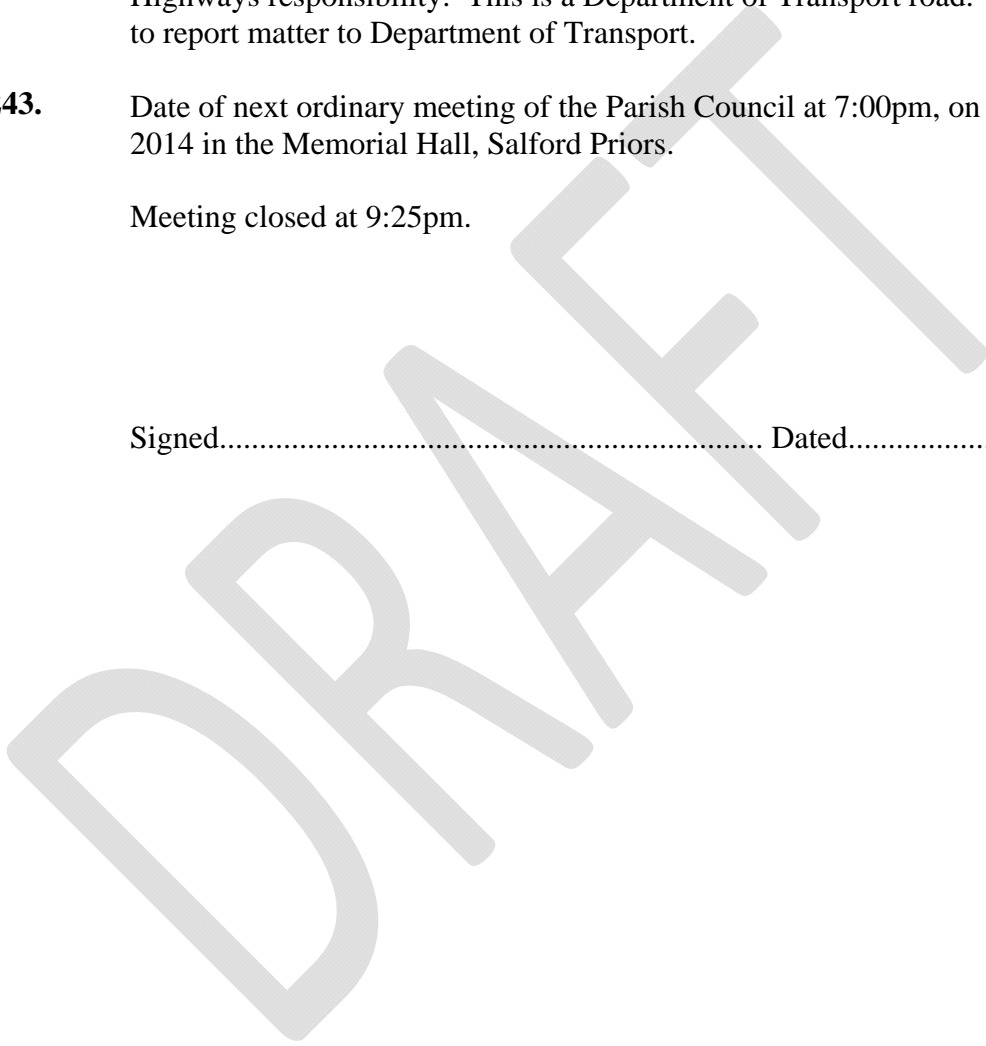
- a. The Chairman reported an issue with estate agent boards. On 3-7-14 the Clerk emailed T Lea and Griffiths and RA Bennett to request “for sale” boards on junction of School Road and School Avenue are placed within property boundaries. The Chairman reported the T Lea and Griffiths board not yet moved. Action: Clerk to contact T Lea and Griffiths and request the board is moved.

- b. The Chairman reported an issue with long grass to the right when approaching A46 from Station Road. The Clerk requested Warwickshire Highways to mow grass; Ref #371287. Councillor James reported the A46 is not Warwickshire Highways responsibility. This is a Department of Transport road. Action: Clerk to report matter to Department of Transport.

243. Date of next ordinary meeting of the Parish Council at 7:00pm, on Wednesday 20 August 2014 in the Memorial Hall, Salford Priors.

Meeting closed at 9:25pm.

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



APPENDIX A: Payments

Minute	Cheque	Payee	Details	Total	VAT	Net
	No.			Payment	Element	Payment
236aa	2860	Pete Batacanin	Swing Seats Installation	20.00		20.00
	2861	Limebridge RS	Amenity maintenance	793.20	132.20	661.00
	2862	Sean Arble	Clerks salary and expenses	576.52		576.52
	2863	Karen Littleford	Members expenses	12.60		12.60
230v	2864	Arden Pest Control	Mole control playing field	120.00		120.00
208	2865	Terry Hunt	Highway works	112.00		112.00
	2866	Salford Memorial Hall	Office rent	400.00		400.00
	2866	Salford Memorial Hall	Hall hire for meetings	350.00		350.00
	DD	Npower	Streetlight Energy	34.28		34.28
	DD	EDF Energy	TOPS Electricity	48.00		48.00
	2867	HMRC	Clerks PAYE	108.00		108.00
241c	2868	Salford Priors Parish Council	Account transfer to Lloyds	5,000.00		5,000.00
234c	2869	Salford Priors over 60s Club	Donation	100.00		100.00
				7,674.60	132.20	7,542.40

Appendix B Notes of Open Forum

SDC Councillor Howse Reported:

- a) Launch of UBUS Service. Flyers provided, the Clerk handed out to the members of the public present at the meeting.
- b) National Non-Domestic Rate Relief. 108 businesses benefited across the district. New occupation relief; reward of up to £1000 for re-opening business.
- c) SDC Updated market Policy. Received private market of the year award.
- d) £500,000 funding for new business centre which will provide training, conference facilities, information etc. Planned opening December 2015.

Other issues raised

- e) A Parishioner complained that June Minutes & July Agenda were not on the website.
- f) A Parishioner stated there hasn't been an ENews for several weeks.
- g) A parishioner reported the left side of the church gates has high weeds on footpath and that trees near the wall hang down over the footway. ACTION: Clerk to add jobs to July Lengthsman Worksheet.
- h) A parishioner requested hedges up School Road be cut. Councillor James stated the hedges can't be cut until 31 July this year 1 September in 2015.
- i) A parishioner complained about hedgerow growth over the footpath from Abbots Salford to Salford Priors, it needs to be cutting. ACTION: Clerk to send letter to land owner.