

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall,  
Salford Priors, on Wednesday 17th September 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:** Twenty-seven members of the public District Councillor Maurice Howse and District Councillor Daren Pemberton.

Apologies had been received from County Councillor Mike Brain and District Councillor Jonathan Spence.

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

268. **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 272 (a) 275 (c) 276 (g)

Cllr. Muldowney declared disclosable pecuniary interest in minute 276 (g)

269. **Open Forum:** The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.

a. **Have your say:** *No under 18s were present.*

**Open Forum:**

b. The Chairman introduced Mr. Guy Wakefield of Hunterpage Planning and invited him to address the meeting on the proposed housing development scheme by Bloor Homes on land immediately south of Orchard Close Evesham Road Salford Priors.

Mr. Wakefield stated that following the recent public consultation exhibition held at the Memorial Hall in August that his client Bloor Homes had revised their proposed scheme to take into account representations that had been made by local residents the significant changes was to internal layout and the reduction of the number of dwellings from circa 30 to 27, the closing off of the access to the existing houses at Orchard Close giving Jasmine Cottage its own private access.

Properties situated behind Godiva Cottage would be one and half stories in height; they had also taken into account residents concerns over flooding issues caused through run off from adjacent agricultural land and were now proposing a scheme with gravel filled trenches (French Drains) and also to increase the capacity of the balancing ponds.

The net density of the site would equate to between 25/27 dwellings per hectare.

The proposed development site was approximately 1.23 hectares.

No street light lighting was being proposed to be keeping with the area.

On average there would be two parking spaces per dwelling.

The proposed area of open space would be maintained by a Management Maintenance Company.

The Highway's Authority had not raised any objection in consultation meetings over the proposed new access to the site.

On matters relating to the Conservation Area Mr. Wakefield referred to the National Planning Policy Framework section 134 and the commissioned heritage statement that had been prepared to support the planning application.

Mr. Wakefield responded to and answered a number of questions from members of the audience who raised concerns over the proposals during his presentation.

- i) restricted Access for Refuse Lorries
- ii) position of Refuse Wheelie Bins
- iii) traffic Speeds & Visibility Spay of Access
- iv) detrimental impact on the conservation area.
- v) more housing was not required.

The Chairman thanked Mr. Wakefield for his presentation who had also agreed to meet with residents in the Eddie Clarke Meeting Room adjacent to the main hall if anyone wanted to clarify other issues with him.

- c. Mrs. S Savage raised concerns for the safety of pedestrians walking the footway on the B4088 towards Wood Bevington due to overgrown vegetation. The Clerk was instructed to deal with the issue as a matter of urgency.

**Ward Members reports:** Apologies had been received from County Councillor Mike Brain and District Councillor Jonathan Spence.

**Stratford on Avon District Council** - Councillor Daren Pemberton reported on the progress of the adoption of the District Core Strategy and its submission to the Secretary of State. 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.

270. The Chairman closed the adjournment at 20.05hrs.

271. **Acceptance of Minutes:**

- a) The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 18<sup>th</sup> June 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 Wednesday 16<sup>th</sup> July 2014 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

**272. Clerk's Report:**

- a) Grave plot leveling works in the cemetery. The work is on the contractors work programme for the autumn. **Ongoing Issue**
- b) Illuminated Christmas Tree – The Clerk reported that he had ordered the LED Lighting Sets, Safety Cables and supply leads from Festive Lighting at a cost of £561.13. Following discussion the council agreed that a small ceremony to switch on the lights would be held on Saturday 29<sup>th</sup> November at 7:00pm. **Ongoing Issue**
- c) Damaged Road Signs – No progress, Clerk to follow up on this matter with the Warwickshire County Council Highways Department. County Councillor Mike Brain had also taken the issue up with County Officers. **Ongoing Issue**
- d) Parish Council Notice Boards – The council had agreed to purchase three new notice glazed notice boards (Abbots Salford, Dunnington and Rushford) and an open fronted notice-board for the Bus Shelter in School Road. The Clerk had received a quotation for the erection of the boards from Mr. A Stephens for the sum of £400.00. Council agreed for the Clerk to place an order for the erection of the notice-boards as quoted.
- e) Parish Office / Resource Centre. Change of Door Locks The council agreed to change the external and internal door locks to increase the security of the office. Cllr Stedman had obtained a quotation for a new colour printer / photo occupier / Scanner from Westhill Direct £351.56 Council agreed to the purchase of a Brother MFCJ-6920DW Printer.
- f) Provision of defibrillators for use within the Parish, the Clerk informed the meeting that he was obtaining quotations for defibrillators from suppliers; he would also be submitting a grant request to the Warwickshire County Council Councillor Grant Scheme.
- g) Overhanging Trees School Road Salford Priors – The Clerk reported that no progress had been made on this matter; he would make contact the householder to resolve the matter.
- h) Removal of redundant BT Telephone Pole Dunnington School. The Clerk reported that this matter was ongoing.

**273. Neighbourhood Development Plan:**

- a) Cllr. James as NDP Project Manager gave a brief verbal report the current progress of the Neighborhood Development Plan.
  - i) Call for Sites an exercise had been carried out seeking submissions of sites that were considered suitable for development the NDP Group were keen to encourage submissions from land owners with sites in the hamlets of the parish to come forward. This had resulted in ten potential sites being put forward, these sites would now be assessed for their suitability.
  - ii) Business Breakfast – The NDP Group had held a Business Breakfast Seminar for parish businesses on the 2<sup>nd</sup> of September with Mr. Paul Lankester Chief Executive of Stratford on Avon District Council making the keynote address.
  - iii) Draft Policies on Development, Commerce and the Environment were nearing completion.

**274. Planning General:**

- a) Dunnington Heath Farm Removal of Seasonal Worker Caravans from the site – The Clerk reported he had inspected the site, the remaining caravans had now been removed, the site was tidy and being returned back to an agricultural use, he had notified the Stratford on Avon District Council planning enforcement officer Mr. Roger Thatcher of his findings. **Resolved**

**Planning Applications**

- b) 14/02366/TREE Proposed: Ash T2 Fell Tree in Conservation Area. At: Slatters Mill Station Road Salford Priors Evesham WR11 8UX For: Mr. Walter Thomson. – Case Officer: Ruth Rose.  
**Parish Council Comment:** No objection
- c) Application Reference: 14/02413/FUL - Proposed: Single Storey Rear Extension – Alterations. At: Lytham Cottage Dunnington B49 5NX For: Mr. & Mrs. C Pick . Case Officer: Hazel Bailey.  
**Parish Council Comment:** No objection.

**Planning Decisions:**

- d) 14/02056/TREE: Proposed – Tree Works T1 Oak 20-25% crown thin T2 reduced cypress fell T3 Oak located in rear garden 10-15% crown thin. At: Berryfield Evesham Road Salford Priors WR11 8UU For: Mr. A Greatrex.  
**Decision:** Approved subject to Conditions

**275. Playing Field:**

- a) Weekly Inspection Reports – Received from the playing field inspector Mr. P Batacanin placed on file comments noted.
- b) 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.**
- c) Inspection of Playing Field on Wednesday 3<sup>rd</sup> September 2014. The Clerk presented a written report on the findings of the councillor's inspection; he had obtained quotations for the remedial works identified, following discussion it was agreed to proceed with all the works. Councillor Stedman took no part in the discussion on the quoted works. Report attached to the minutes as Appendix A **(Minute 287).**

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

- a) To note the jobs issued to the Lengthsman from the last meeting – The Lengthsman had cut back vegetation and trimming of shrubs at various locations during the month, checked the Grit Bins and loosened the grit for winter spreading a claim for 11.5 hours

had been submitted.

- b) To consider any future jobs/ tasks to be issued to the Lengthsman – Abbots Salford clearance of footway.
- c) B4088 Speeding Traffic –The Clerk advised the meeting that that the County Council Highways Department had issued its findings on the traffic speed survey carried out at Rushford – The survey concluded that the average percentile speed for this section of road was acceptable and therefore would not pursue the matter further.
- d) B439 Speeding Traffic –The Clerk advised that an e-mail had been received from a local resident requesting that he council take action with regard to the speed of traffic on Station Road / Evesham Road Salford Priors the e-mail also questioned the signage along the road was legal for speed enforcement. Clerk to seek clarification on the matter.
- e) B4088 Dunnington – BT Chamber Manhole Cover. Cllr. Wright had previously 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 reported that British Telecom had fitted a new cover. **Resolved.**
- f) B4088 Dunnington to Weethley Gate – The Clerk had reported blocked road gullies on the B4088 to County Highways and had e-mailed County Councillor Brain photographs of the gully locations. **Ongoing Issue**
- Note:** Cllr. Muldowney having declared an interest left the meeting for the following item.
- g) Inspection of Allotment Gardens on Wednesday 3<sup>rd</sup> September 2014. The Clerk presented a written report on the findings of the councilors' inspection; he had obtained quotations for the remedial works identified, following discussion it was agreed to proceed with all the works. Councillor Stedman took no part in the discussion on the quoted works. Report attached to the minutes as Appendix B (*Minute 288*).
- Note:** Cllr. Muldowney having left the room returned to the meeting.
- h) Cleaning of the Bus Shelters – An order had been placed for the cleaning of the Bus Shelters in School Road Salford Priors and for the repairs and repainting of the Bus Shelter at Irons Cross. **Ongoing Issue**
- i) B4088 Dunnington Complaints had been received regarding illegal signage, obstruction of the road junction of New Lane Dunnington and the B4088, and the unacceptable behavior by members of local cycling clubs urinating in public. Cllr. Wright addressed the council on this matter as residents had witnessed cyclists using the hedge at Dunnington School as a public toilet. The Clerk had written to the event organisers Stratford Cycling Club drawing their attention to the complaints; council noted the contents of the clerk's letter. **Ongoing Issue**

## 277. 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 bridge had now been repaired.
- c) AL 9 Kissing Gates Cllr Penn had inspected the Kissing Gates on AL9 following residents complaints no issues found.
- d) AL1 & AL2 a request had been received from residents for the councils Footpath Officer to inspect the bridleways within the Parish to ensure that there is a clear and unobstructed right of passage. Cllr. Penn to carry out inspection.

#### 278. 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.*

- a) Cllr. James asked the council to consider making a donation of £300.00 to the Alcester Dementia Café in memory of Former District Councillor Brian Slaughter in recognition to his life of public service. **Agreed unanimously.**
- b) Cllr. Littleford had been approached by a resident requesting consideration for a flower planter in Perkins Close; the resident had agreed to adopt the planter. The Planter at the junction of School Road and Tothall Lane would be re-located to Perkins Close. **Agreed.**
- c) Cllr Stedman informed the meeting that Mr. Hale had informed him he was unable to continue with looking after the planter in School Road due to ill health. The Council noted its appreciation to Mr. Hale for his long term commitment to maintaining the planter. The planter would be removed prior to the summer planting if no residents came forward to adopt it.
- d) Cllr Maude raised the matter of the Parish marking the anniversary of the First World War with a memorial of some kind not just marking this conflict but all conflicts that have taken place since where UK serviceman and civilians had been involved, council agreed to discuss the feasibility at the October meeting.

#### 279. 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. The Other Place salford the Management Committee had made a request for confirmation from the Council confirming the medium term future (5 years) of the building in relationship to the lease, Council confirmed that its commitment to the provision of the building remained unchanged subject to no major deterioration of the fabric.
- c. The Other Place salford Management Committee's Annual Report & Accounts, the clerk had circulated the TOPs annual report and accounts. Noted.

- d. The council confirmed the official turning on of the Christmas Tree Lights as Saturday 29<sup>th</sup> November at 7:00pm.
- e. Standing Order 3(L) The council agreed to amend Standing Order 3(L) and replace the wording with: “Deleted following the implementation of the Openness of Local Government Bodies Regulations 2014”

#### 280. Consideration of Correspondence Received:

- a) Warwickshire & West Midlands Association of Local Councils – NALC Circular Revised Legal Note on the introduction of the Openness of Local Government Bodies **Noted.**
- b) Stratford on Avon District Council – Letter from Mr. D Nash Planning Policy Manager – Site Allocations Plan in Accordance with Regulation 18 – Public Consultation. **Noted.**
- c) Warwickshire County Council – Community Computers. WCC has launched its community computer scheme for 2014, There are a total of 25 laptops per area available (25 for Stratford District and 25 for Warwick District) **Noted.**

#### 281. Correspondence for Information Only:

- a) Warwickshire & West Midlands Association of Local Councils – Annual Report 2013/2014

#### 282. Finance:

##### General:

- a) Cllr. Stedman Acting RFO requested that the council consider closing its Deposit Account No: 3 (John Coley Trust Fund) and transfer its balance into the general account, for accounting purposes the trust money would still be identified within the .general accounts. **Agreed.**
- b) Cllr. Stedman Acting RFO presented for consideration a statement of account for the Allotment Gardens. **Noted.**
- c) The Clerk requested that the council gave consideration to the purchase of a Royal British Legion Poppy Wreath for the Remembrance Day Service on Sunday 9<sup>th</sup> November at a cost of £20.00 **Agreed.**
- d) The Council agreed a donation of £200.00. to the Salford Priors RBL Branch Poppy Fund Appeal. **Agreed.**

#### Payments

- e) The council gave consideration and approval of the payments and transfers listed in Appendix C. (*Minute 289*) Proposed by Cllr. Wright seconded by Cllr. Muldowney.
- f) It was agreed that Councillors James and Wright would sign the cheques for payments as listed in Appendix C (*Minute 289*).
- g) To note the bank account balances.

Deposit Account: £32,522.07  
Current Account: £13,998.59  
Lloyds Account: £14,995.00

- h) Audit – To receive the council’s annual audit return - Council noted the external auditors annual audit return for 2013/2014. **Resolved.**
- i) Cllr. Stedman Acting RFO presented to the council the external auditor’s letter of comments were considered and resolved. **Resolved.**
- j) The Clerk confirmed that the statutory Notice of Conclusion of Audit for the accounts ending 31<sup>st</sup> March 2014 had been posted on the Parish Notice Boards.

**283. 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. James 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 the spinal column point at 18 the Council approved the contract for issue.
- d) The Council resolved to formally appoint Mr. Paul Mills as Clerk & Responsible Financial Officer with an employment start date of Monday 3<sup>rd</sup> November 2014.
- e) It was agreed that Cllr. James would assist Mr. Mills with the transition arrangements until Mr. Mills was settled in the role.

**284. Date of Next Meetings:**

- a) Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm, on Wednesday 15<sup>th</sup> October 2014 in The Memorial Hall, Salford Priors.

**285. Closure of Meeting:**

The Chairman closed the meeting at 22.15 hrs.

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

287. **Appendix A:****Inspection of the Parish Playing Field School Avenue Salford Priors on Wednesday 3<sup>rd</sup> September 2014.**

**Attendance:** Councillors K Littleford, K James, L Maud, M Muldowney, D Penn & J Stedman.

Councillors walked the perimeter of the field and inspected the boundary hedges, fences and trees.

**Action:** To obtain quotations for:-

- a) Hedge Cutting (*Visual Amenity*) - **£90.00 will allow for pushing back and lowering if required**
- b) Canopy Lift on boundary trees to a height of 2.5 metres (*Safety*) - **£100.00 hand pruning and remove arisings**

**Main Playing Area** - Poor condition heavy broad leaf weed infestation.

**Action:** To obtain quotations for:-

- a) Autumn feed & weed (*Maintenance*) - **£285.00 supply and apply sports field fertiliser and weed treatment**
- b) Spring surface dressing (*Maintenance*) - **£180.00**
- c) Thatch Removal De-compaction by slitting surface aerate to improve drainage – **£545.00**

**Boundary Trees** - No additional tree planting or replacements required

**Action:** To obtain quotations for:-

- a) To remove small oak tree in picnic area (*Maintenance*) - **£25.00 including disposal**
- b) Removal of one tree stump on fence line (*Safety*) - **£25.00 inc disposal**

**Children's Playing Area** - Damage to safety surface on double swing base.

**Action:** To obtain quotation for:-

- a) Repairs to safety surface (*Safety*)

**Fences** - Damage to children's play area fence

To obtain quotations for:-

- a) Repairs to fence removable panel (*Maintenance*) - **£20.00**
- b) Obtain padlock to secure panel - **£15.00 3 keys & chain**

**5-A-Side Football Posts**

To consider replacement of the existing heavy steel posts for more suitable lightweight posts and install 4 ground sockets marking out two 5-a-Side pitches across the field.

Pair of 4.88m x 2.13m x 60mm diameter 9x9 Heavyweight Goal Posts polyester powder coated white 60mm diameter white steel goal with fully welded crossbar joints manufactured to BS8462 - **£470.00** excluding VAT (£564.00) (Harrod UK Ltd)

To install 4 ground sockets - **£75.00**

## 288. Appendix B

**Inspection of the Parish Council Allotment Gardens off Ridsdale Close Salford Priors on Wednesday 3<sup>rd</sup> September 2014.**

**Attendance:** Councillors K Littleford, K James, L Maud, M Muldowney, D Penn & J Stedman.

Councillors walked the perimeter of the area and inspected the allotments, boundary hedges, fences and trees.

**Action:** To obtain quotations for:-

- a) Trim vegetation from boundary fence line (*Priors Grange*) - **£65.00 Hand work and remove the arisings**
- b) Spray off vegetation at base of eastern boundary wire fence - **£60.00**
- c) Strimming off plot 13 - **£15.00**
- d) Empty & clean water troughs x 2 - **£30.00**
- e) Cut back vegetation, trim Northern & Southern boundary hedges - **£70.00 inc clear boundary by 3-4 metres**
- f) Mow grass area (*final cut for 2014*) **£35.00**

**Recommendation:**

To continue to let 12 allotment garden plots keeping the eastern area as grass unless there is a future demand for letting.

To increase the mowing of the grass area to four cuts per annum. (March, May, July, September)

**Action:** To obtain quotation for:-

- a) New mowing schedule 4 cuts - **£140.00**

## 289. Appendix C – Finance:

Minute Ref:	Cheque Number:	Payee:	Details:	Total	VAT	Net Payment
275 (a)	2881	Mr. P Batacanin	Playground Inspections	46.00		46.00
	2882	Grant Thornton	External Audit	360.00	60.00	300.00
	2883	Mr. J R Stedman	Expenses Acting RFO	39.16		39.16
	2884	Limebridge Rural Services	Amenity Maintenance	811.50	135.25	676.25
113 (b)	2885	P D Long - Electrical	Christmas Tree Light Supply	336.00	56.00	280.00
	DD	EDF Energy August	TOPs Electricity	39.00		39.00
	DD	EDF Energy September	TOPs Electricity	39.00		39.00
	2888	Mr. Sean Arble	Clerks Salary & Expenses	640.06		640.06
	2890	HMRC	Clerks PAYE	118.80		118.80
273 (a ii)	2891	Mr. Paul Rigler	NDP event expenses	27.93		27.93
	2892	Salford Priors Parish Council	Account Transfer to Lloyds Bank	5000.00		5000.00
230 (t)	2893	Mrs. K Littleford	Newsletter Printing	60.00		60.00
230 (t)	2894	Miss. S Hyde	Delivery of Newsletter	35.00		35.00
276 (a)	2895	Mr. T Hunt	Lengthsman	161.00		161.00

**Note:** Cheque Numbers: 2886, 2887 & 2889 were all cancelled due to writing errors

Payments Received and Banked			
Received From:	Details:	Amount:	Banked:
Mrs. M E Allison	Allotment Rent Plot 3	26.00	05/09/14
Mr. G Howard	Allotment Rent Plot 8 (part year)	10.83	05/09/14
British Telecom	BT Account Refund (Closure)	17.35	02/09/14
AON Insurance	Insurance Payment Refund	817.22	16/09/14

Account Balances	
Deposit Account	32,522.07
Current Account	13,998.59
<b>Lloyds Account</b>	14,995.00
<b>Total Fund Balance</b>	61,515.66