

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall,
Salford Priors, on Wednesday 17th December 2014.**

Present: Councillors: K Littleford (Chairman), K A James, L Maude, D Penn, J R Stedman, L Wright, M Muldowney.

Clerk: The Chairman opened the meeting and welcomed those present. Minute references to “The Clerk” in these Minutes relate to Mr P Mills.

Also in attendance: Four members of the public were present.
District Councillor M Howse was in attendance.

Apologies had been received from County Councillor Mike Brain.

333. Apologies for absence: There were no apologies. All Parish Councillors were present.

334. Register of Interests: Members were reminded of the need to keep their register of interests up to date.

335. 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.

There were no disclosures of pecuniary interests in items on the Agenda.

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

Have your say. No under 18s were present.

Other Comments/Reports

- a. **Damage to Protected Tree.** A member of the public informed the meeting of damage caused during ALAMO activities to an individual walnut tree situated in a field north of Station Road and east of Garrard Close Salford Priors. This tree is subject to a Tree Preservation Order (TPO 214 Jan 1993). Cllr Stedman offered to inspect the tree prior to the Clerk contacting the SDC Planning Enforcement Officer.
- b. **Parish Christmas Tree Illumination.** There was much positive feedback regarding the Parish Christmas Tree Illumination Ceremony held on 29th November 2014. This subject is discussed further in Paragraph 337(c) below.
- c. **Avon Valley Community First Responders Scheme (AVCFRS).** On behalf of AVCFRS, Mr John Barlow kindly offered support of appropriate training and advice in regard to the proposed purchase and siting of defibrillators in the Parish. He stressed the importance of ‘mobile’ response and the role of Community First Responders and outlined the nature and duration of training elements. Literature was available for use in e-news and Newsletters to explain the role of and promote recruitment of Community First Responders. Councillor James explained that confirmation of specific defibrillator models to be purchased was awaited. The Chairman welcomed AVCFRS proposals and indicated that further positive liaison between interested parties would be undertaken.

d. Ward Members Reports:

Stratford on Avon District (SDC) Councillor Maurice Howse reported:

Two documents enabling the calculation of a five and half year land supply were now available for use by the Neighbourhood Development Planning Group.

The SDC's Corporate Strategy Consultation identifies the vision and key objectives over a five year period. The current strategy is coming to an end in March next year and the Council has been busy in developing a replacement. Returns from the Draft Consultation were due return for scrutiny by 5th January 2015.

SDC has been undertaking joint working with South Northants and Cherwell DCs and has approved continuation of joint activity in Legal and Information Technology Departments. Arrangements to put in place other Ltd Services are currently avoided due to extra layers of bureaucracy involving Ward Members acting as Directors of Ltd Company's. Further investigation of these issues is due alongside the wider 'devolution' debate. Discussion will continue and upheaval to some Service arrangements may be anticipated. In the meantime SDC will continue to work towards maintaining sovereignty of its services.

e. Questions to Ward Members

Cllr James enquired about progress of bus shelter facilities at Bidford on Avon Health Centre. Cllr Howse described the continuing difficulties in reaching agreement between solicitors representing the two parties; WCC/Health Centre. Ward members were aware of the impasse. He would be pleased to facilitate agreement by mediating if at all possible. and will continue to promote progress. In the interim, he highlighted transport support available through the Volunteer Driver Scheme. Cllr Howse agreed to forward details of this scheme to the Clerk for Newsletter publication.

The Chairman closed the adjournment at 19.30hrs.

337. Acceptance of Minutes:

a. The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 19th November 2014 in The Memorial Hall, Salford Priors, were proposed by Cllr Wright, seconded by Cllr Maud and approved and signed by the Chairman.

338. Clerk's Report:

- a. Grave plot leveling works in the churchyard.** This task remains on the contractor's work programme. Inclement weather during the autumn period resulted in especially soft surfaces which prevented progress.
- b. Pruning of trees in Tothall Lane and School Road.** Programmed for end November/early December. Work completed. **Resolved**
- c. Christmas Tree Illumination Ceremony.** See earlier comment (Paragraph 336(b) above). The event held on Saturday 29th November 2014 was attended by around 150 Parishioners, had drawn much laudatory comment and had received donations totaling

£425 towards the Parish Defibrillator Fund. A very big thank you was due to all those who attended to support the event. Letters of thanks for their valuable hands on support had been forwarded to Evesham Road residents Mr and Mrs Seville and Mr and Mrs Greatrex and to Mr Peter Reed. The Clerk was also to write to Mr and Mrs Brown of Kenley Cottage for their generous donation to the defibrillator fund and to Ultimate Fireworks for providing free of charge the safety control barriers and the wonderful pyrotechnic display which accompanied the light-up ceremony. To build on this year's success it was agreed to promote arrangements to form a Parish Christmas Lights Committee for December 2015. The Clerk was to include information about this promotion in an early 2015 Newsletter. In addition, the Clerk was to contact P.J. Long to request reconnection on 6th January 2015 and cleaning of the Evesham Road triangle street light.

- d. **Damaged Road Signs.** Clerk's enquiry with WCC Highways Department: (i) B4088; damaged road sign (50mph/National Speed Limit) at Irons Cross. (ii) Station Road signage. (iii) Traffic calming bays in School Road. Replacement of the damaged sign at Irons Cross is unresolved. The item remains in the hedgerow on the Alcester side of the B4088 junction. A comprehensive audit of Station Road signage has been suggested through liaison with WCC Traffic Projects, a discussion already opened by County Councillor Mike Brain with County Officers and intended for discussion in a proposed Parish Focus Group in February 2015. Maintenance of School Road traffic calming bays (white lining, kerbs and posts) requires attention. Clerk to follow up on the matters highlighted with the WCC Highways Department.
- e. **Provision of Defibrillators.** Connect report in paragraph 336(c) above. Clerk to: (i) request provision of relevant literature for use in e-news and Newsletters to explain the role of and promote recruitment of Community First Responders. (ii) Liaise with Cllr James regarding advice from West Midlands Ambulance Service (WMAS) concerning the most suitable model available for general public use, best type of external cabinets, and registration of apparatus with WMAS. It is intended to hold informal training / familiarization events for interested residents through the local Community First Responder Group.
- b. **Overhanging Trees School Road.** Some clearance work may still be required. Clerk to connect this matter with replacement and re-siting of Parish Noticeboard at the junction of Evesham Road with School Road.
- g. **Parish Office - Printer facility.** Councillors debated the performance and costs associated with installation of a Konica Minolta Bizhub C220 full colour copier/printer/scanner. Councillors received a Resume of performance and rental charges, the proposed Service Contract and a point brief comparing running costs with the existing Brother printer. Cllr J Stedman proposed arrangement of a 12 month contract with DCS Ltd to install a Konica Minolta Bizhub C220; seconded by Cllr L Wright. Clerk to contact DCS Ltd to progress service Contract and installation arrangements.
- c. **Replacement of Parish Noticeboards.** Proposed by Cllr K James, seconded by Cllr L Wright; confirm Quotation for supply and issue Requisition to Adam Stevens for supply and erection of 2 replacement Parish noticeboards. Clerk to progress for completion in Spring 2015. See also paragraph 338(f) above.

- d. **Vehicle Parking Issues.** The Clerk reported his observations across Parish areas concerning parking issues and the general comments arising from his telephone conversations with Sgt R. Shaw Warwickshire Police SNT on 4th and 11th December 2014. A meeting is planned (29th December 2014) with PCSO B. Morris, to discuss broad aspects of parking issues and to gain an understanding of how other Parish Councils are approaching this contentious topic. The overall approach advocated is to achieve education and positive influence through e-news /Newsletter. Clerk to compile appropriate information for publication in the New Year.

339. Neighbourhood Development Plan (NDP):

Cllr. James as NDP Project Manager gave a verbal report about the current progress of the Neighbourhood Development Plan. Three NDP Group Consultations took place in November 2014: Salford Priors Memorial Hall on 15th October with subsequent venues in Salford Hall Hotel and the Baptist Hall Dunnington. As on the first occasion, the latter venues received healthy attendance (Salford Hall 20 – Dunnington Baptist Hall 20).

Housing and Environment Groups had received helpful public feedback and progress overall was developing quite quickly. A meeting with Kirkwells was planned for mid-January 2015. This would be followed by presentation of a draft Consultation Plan to the Parish Council later in the month. A funding requirement of circa £700 was anticipated to take the NPD group through the phase described here. Recent contact from the SDC Neighbourhood Planning Officer focused on potential development sites and environmental assessment of the Salford Priors NDP in advance of his presentation of SDC Core strategy submissions.

Cllr Stedman considered more NDP funding might be available from Locality and the Clerk will make enquires accordingly

340. Planning General: None

341. Planning Applications

- a. **14/02558/UL**– Proposed Change of use of redundant packing shed to form 1 (one) holiday cottage and all associated works including drainage system (renewal of planning permission 12/00139/FUL) at New Inn Lane Nurseries, Pitchill, Evesham, WR11 8SN for Mr And Mrs New. Case Officer: David Addison. **Observation due by 17 December 2014.** (Previous Planning Permission 12/00139/FUL was supported by SPPC). Under the Clerk's delegated powers; No Representations. (Submission circulated)
(Previously supported by SPPC. No adverse comments).
- b. **14/02857/FUL - 14/02858/LBC**– Proposed conversion of former agricultural barn (with Class B1 use) to dwelling (Class C3). Including demolition of machine shop, reception and office. Construction of a single story extension to form drawing/bedroom, garage and boot room. Insertion of new windows doors and re-roofing at The Engine House, The Orchards, Evesham Road, Salford Priors Evesham for Mr & Mrs N & R Bomford. Case Officer: Joanne Long. **Observation due by 17 December 2014** – Under the Clerk's delegated powers; No Representations. (Submission circulated)
(No objections raised).
- c. **14/03000/FUL** – Proposed demolition of existing buildings and construction of new building to include toilet block, launderette, workshop, staff room and storage area along with associated car parking, yard area and minor alteration to road layout at Abbots Salford Caravan Park, Abbots Salford for Mr Ashton Hall. Case Officer: Eleanor Bass. **Observation due by 26 December 2014.**

(Replacement of original building circa 1930's with appropriate attention to flood risks and access by wheelchair users/disabled persons. No objection. Full support).

- d. 14/03123/FUL** – Proposed replacement shed (retrospective) at Teme Cottage, 2 Church Cottages, Station Road, Salford Priors Evesham for Mr Steven Hale. Case Officer: Hazel Bailey. **Observation due by 31 December 2014.**
(No adverse observations. Supported).

342. Planning Decisions:

- a. 14/02546/ FUL** – The Stratford on Avon District Council, having considered the application for permission to develop land at Corner Cottage, School Road, Salford Priors, Evesham WR11 8XD received by the Council on 25th September 2014 hereby give notice that planning permission is granted for the following development namely: Erection of replacement wooden fence to side boundary subject to conditions.
(Conditions circulated)

343. Enforcement Issues:

- a.** Council noted an update report from the Clerk of complaints from residents regarding the leasing of a mobile home by Sanders & Sanders situated at Old Dunnington Farm Broom Lane Dunnington. SDC Enforcement Case Ref: 14/00592/CARENF

(Comment: It was understood from the District Council that the owners of the mobile home had been given a period of time to regularize affairs by submitting planning application for consideration of permission regarding the mobile home).

NB: Following Notification Received after publication of December Agenda

14/03350/FUL - Proposed retention of existing mobile home for temporary 3 year period at Old Dunnington Farm, Dunnington, Alcester, B49 5NU for Mr George Bomford

Comments due by: 14 January 2015. Case Officer: David Addison.

(Parish Council Discussion concluded that retention of existing mobile home based on security grounds is fundamentally flawed. Council objected to this application).

344. Playing Field:

Weekly Inspection Reports.

- a.** A total of 3 rivets were missing from the surface of one of the skate ramps. Clerk has submitted request to Amenities Contractor for repair.
- b.** Small area of safety surface repair to swing bank required. Clerk has contacted Area Sales Manager Wicksted to identify repair kit. Progress repair when kit is available.
- c.** Existing 5 A Side goalposts old and deteriorating. Clerk to investigate replacement items.
- d.** WALC had organized a Playground Inspection Course aimed at updating/raising awareness of Health and Safety issues affecting playground areas and equipment. To be held in Bidford on Avon Parish Council Meeting Room on Saturday 21st March 2015 at 9.15am. Clerk to attend.

e. Report received about damage to playing field surface caused by car delivering sound equipment to TOPS. Clerk to: (i) write to TOPS management to express disappointment at serious misuse of facility and failure to observe policy of no vehicular access. (ii) request Amenity Contractor to replace existing lock to access gate with a combination lock. Surface repair requirements to be assessed.

345. Highways, Amenities & Infrastructure:

a. Lengthsman. Clerk had spoken to Lengthsman by telephone a.m. 17th December 2014.

None of the Lengthsman's tasks agreed on 4th December had been undertaken. Tasks included weed clearance from area of School Road traffic calming out build, and at Dunnington Crossroads into School Lane and footpath edging from Mudwalls to Dunnington Crossroads. Lengthsman stated these would be attended to during the remaining period of December. Tasks indicated for January 2015 included clearance of immediate area of road signs where hedgerow growth had not been cleared by mechanical means.

- Clerk to inform Lengthsman of requirement to inform times and location of his activity when on site in the Parish
- Clerk to determine task priorities
- Chairman and Clerk to meet with Lengthsman at earliest opportunity in Jan 2015

b. Flash Flooding. Clerk to seek input of parishioners and monitor reports of regular localized flash flooding on the roads throughout the Parish.

c. B4088 Dunnington to Weethley Gate. The Acting Clerk had previously reported blocked road gullies on the B4088 to County Highways. The County Council had carried out extensive work in these areas, particularly between Iron Cross and Dunnington Crossroads. Some work remained outstanding on the Hillers stretch. Clerk to progress this with Cllr Brain.

d. B439 Focus Group. An Open Forum to consider B439 speeding traffic and parking issues in Station Road and Evesham Road Salford Priors would be held in the Memorial Hall during February 2015. Cllr's Stedman and James would facilitate discussion with a Powerpoint presentation illustrating traffic signage in these areas. Clerk to liaise with Chairman regarding suitable dates and advertise the event through e-news and Newsletter.

e. Future Management of Playing Field Car Park. Cllr James had spoken with the Orbit Housing Officer for Salford Priors. The matter of management/ownership was still in the hands of solicitors with no definitive progress. This item remains on the SPPC Agenda.

346. Rights of Way:

a. Cllr. Penn advised that there were no reported problems on Rights of Way matters within the Parish.

347. Matters raised by Councillors:

Matters raised by Councillors are considered under this item. 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 had received a request from an Evesham Road resident to replace a previously collapsed planter for positioning opposite 'Amethyst'. Cllr James proposed that this replacement should proceed at a cost of £120. Councillors supported this proposal. Cllr Stedman did not participate in this debate. Clerk to place Requisition with the Amenity contractor.
- b. The meeting was informed that Severn Trent were in the process of surveying the B4088 in preparation for new sewerage connection.
- c. A complaint had been received about fast food litter being deposited at Irons Cross in the triangular grass area on the Alcester side of the B4088 junction. Provision of a 'no litter' sign had been requested. Debate determined that it was in fact a no parking area and a sign to that effect was already in place. Clerk to contact WCC Highways to ascertain ownership of the triangular area.
- d. Cllr Wright commented on the untidy state of the hedgerow bordering Dunnington School playing field. The hedge belongs to the school. Consensus was that SPPC had no authority to instruct on this matter.
- e. Cllr Muldowney commented on lack of progress in repairing potholes in Tothall Lane. A marking system (yellow) is normally applied to indicate that repair requirement has been notified. Consensus was to pursue notification to WCC Highways Department via the weblink reporting system.

348. Strategic & General Issues:

- a. **Parish Office & Resource Centre.** Timings proposed for opening hours of the Parish Office and Resource Centre from January 2015 were: Tuesdays 9.30am to 12.30pm and Thursdays 1.30pm to 4.30pm. This arrangement was subject to completion of refurbishment agreed at the end of October 2014 but not yet carried out. Clerk to progress: decoration start date, quotation for carpet replacement, door signage and temporary storage arrangements request made to the Village Hall.
- b. **Parish War Memorial.** An exploratory meeting of Councillors and interested parishioners would be held in the Memorial Hall early in 2015. Its purpose would be to identify arrangements for the provision of a dedicated War memorial within the Parish ready for 2018. Clerk to liaise with Chairman regarding suitable dates and advertise the event through e-news and Newsletter. The Chairman kindly offered to instigate the production of a Flyer to promote this event.

349. Consideration of Correspondence Received:

- a. E-mail from representative of Avon Valley Community First Responders Scheme. Discussed at Paragraphs 336(c) and 338(e) above.
- b. Stratford on Avon and District Citizens Advice Bureau – Request for donation. Cllr Wright proposed a donation of £350; seconded by Cllr James and agreed by all Councillors
- c. WALC – Parish Clerk and Town Council Induction Day 24th January 2015. Clerk to attend. Course fees of £40 approved by all Councillors.

- d. Stratford on Avon District Council Draft Corporate Strategy Consultation – Noted
- e. Self-help House Building in the Parish. This aspect, together with Fast Track Planning Applications, noted by the NPD Group
- f. Salford Priors Community Website. Policy regarding inclusion of web links to be carefully scrutinized with priority being allocated to businesses/activities directly related to Salford Priors Parish. Clerk to: (i) Liaise with Bidford on Avon Parish Clerk to ascertain Webmaster links. (ii) arrange a face to face meeting with TJ (Arrowscape) and Councillors to discuss Service Level Agreement.
- g. NALC – Modernising Parish Polls Regulations – Proposed changes to Parish Polls. Noted.

350. Correspondence to Note:

Items of ‘Correspondence to Note’ were provided in a Circulation folder available to all Councillors during the Parish Council Ordinary Meeting on 17th December 2014. Individual copies of correspondence are provided for retention if required.

351. Finance:

General:

- a. **Electricity Direct Debit Mandates.** The Clerk confirmed receipt of written notice that Direct Debit Mandates for EDF Energy and NPOWER had been transferred from HSBC to Lloyds Bank. Transfers were effective from December 2014.
- b. **Closure of HSBC Accounts.** All Councillors agreed the closure of accounts held with HSBC and the transfer of all funds to Lloyds Bank. Cllr’s Stedman (Acting RFO), Littleford (Chairman) and James would sign a formal letter to effect the closure and transfer described.
- c. **Information Commissioner’s Office.** The Clerk was to contact the Information Commissioner’s Office to ensure registration payment of £35.00 made by direct debit is transferred from HSBC to the new Lloyds account.
- d. **Parish Precept and Budget Proposal for 2015/16.** Salford Priors Parish Council Precept and Budget Proposal for 2015 had been discussed in much careful detail during a preparatory budget meeting held in the Memorial Hall on 3rd December 2014. A very conscious process of consideration had been applied to hold increases down. At the Ordinary Parish Council Meeting on 17th December 2014, each Parish Councillor was provided with a copy of the Budget Proposal tabling forecast of: Receipts, Payments net of VAT and New Policy Expenditure considerations for the next financial year. The proposed Parish Council Precept for 2015/16 was **£50,000 (fifty thousand pounds)**. Acceptance of the various headings tabled and the resulting Precept identified was proposed by Cllr K James, seconded by Cllr Littleton and agreed by all Councillors.
- e. **Notification Of Precept.** The Clerk was to submit notification of Salford Priors Parish Council Precept for 2015/16 to SDC Head of Enterprise, Housing and Revenue by no later than 31 January 2015.

Payments

- f. The council gave consideration and approval of the payments and transfers listed in Appendix A. Proposed by Cllr James; seconded by Cllr Penn.
- g. It was agreed that Cllr's Wright and James would sign the cheques for payments as listed in Appendix A (Item 355). Lloyds Bank Account Cheques.
- h. The Council noted the reconciled bank account balances. Proposed by Cllr James and Seconded by Cllr Maud.

Deposit Account:	55,980.38
Current Account:	5,564.50
Lloyds Account:	17,352.18
Total Fund Balance	78,897.06

352. 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". The Chairman agreed that all members of the public had left the room.
- b. The Clerk stated that any matters of concern had been raised during the course of the Ordinary meeting. He was thanked by Cllr's Stedman and Wright for his work to this point.

353. Date of Next Meeting:

- a. Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm, on Wednesday 21st January 2015 in The Memorial Hall, Salford Priors.

354. Closure of Meeting:

The Chairman closed the meeting at 21.59 hrs.

Chairman: _____ Date: _____

355. Appendix A: Finance:

APPENDIX A: FINANCE						
PAYMENTS AUTHORISED				Dec-14	Meeting	
Min	Cheque	Payee	Details	Total	VAT	Net
No.	No.			Payment	Element	Payment
	2896	Salford Priors Parish Council	Account transfer to Lloyds	10,000.00		10,000
	30	Paul Mills	Clerks Salary and Expenses	624.93		624.93
	31	Severn Trent Water	Allotments Water standing Charge	14.03		14.03
	32	Pete Batacanin	PF inspection & Handyman	40.00		40.00
	33	Pam Seville	Xmas tree event expenses	18.18		18.18
	34	Terry Hunt	Lengthsman work	112.00		112.00
	34	Terry Hunt	Lengthsman work	70.00		70.00
	35	Limebridge RS	Amenity maintenance & planters	3,453.60	575.60	2,878.00
	36	Kirkwells	NDP site assessment	1,200.00	200.00	1,000.00
	DD	EDF Energy HSBC acc	TOPS Electricity	39.00		39.00
	37	CAB	CAB SonA donation	350.00		350.00
			Totals	15,921.74	775.60	15,146.14
		Received From	Details	Amount	Banked	
		SPATS	Spats Closure donation to PC	1,000.00	20-Nov	
		Donations from Tree Light	Cash collected	325.00	1-Dec	
		Donations from Tree Light	Cheque from Mr JA Browne	100.00	16-Dec	
			Total Receipts	1,425.00		
			Account Transfers HSBC to Lloyds	10,000.00	19-Nov	
		Payments & Balances	All Paid Up Bank Accounts			
		Agreed	DEPOSIT ACCOUNT	55,980.38		
			CURRENT ACCOUNT	(585.26)		
			LLOYDS ACCOUNT	17,352.18		
		Chairman	Total Fund Balance	72,747.30		
		Dec-14				

Chairman; _____ Date: _____