

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall,  
Salford Priors, on Wednesday 18<sup>th</sup> March 2015.**

**Present:** Councillors: K Littleford (Chairman), L Maude, D Penn, J R Stedman & L Wright

**Also in attendance:** Three members of the public were present.

Apologies had been received from Warwick County Councillor Mike Brain recovering following an operation and District Councillor Maurice Howse in London.

**411. Apologies for absence:** Councillors K James and M Muldowney who were both unwell.

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

**413. 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 if discussed in Minute 416 (f, g,h,i).

**414. 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.
- b. **Other Comments/Reports.** There were no comments or reports arising.
- c. **Ward Members Reports.** There were no reports arising.

**The Chairman closed the adjournment at 19.15hrs.**

**415. Acceptance of Minutes:**

- a. The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 18<sup>th</sup> February 2015 at The Memorial Hall, Salford Priors, were proposed by Cllr Wright, and seconded by Cllr Maud to be a true record of the meeting and signed by the Chairman.
- b. The Minutes of the Extraordinary Meeting of the Parish Council held on Tuesday 10<sup>th</sup> March 2015 at the TOPS Building, Salford Priors were proposed by Cllr Maude and seconded by Cllr Littleford to be a true record of the meeting and signed by the Chairman.

**416. Clerk's Report:**

- a. **Parish Street Lighting.**
  - i. LED replacement to street lighting in Ridsdale Close had been identified and costed at £421+VAT plus fitting charge of £46. The item remained on order. The Parish Electrical Contractor had agreed to carry out the replacement. Clerk to monitor progress.

- ii. Playing field solar lights had been reported unserviceable. The Parish Electrical Contractor agreed to inspect these items and report findings. Clerk to monitor.
  - iii. WCC Highways (Street lighting) representative Ann Mackie had conducted a site visit to discuss allocation of responsibility for School Road traffic calming bay street lighting. She confirmed that WCC Highways were responsible for the maintenance of give way signs and their illumination but indicated that responsibility for the maintenance of the overhead street lights in these locations remained with the Parish Council. Anecdotal report suggested that this arrangement had been agreed at the time of installation. Members of the Parish Council challenged this statement. Clerk to seek assistance from Cllr Mike Brain to discover documentary confirmation of arrangements for responsibility.
  - iv. The Clerk had received diagrammatic illustration of ORBIT street lighting areas in the Parish. Parish Cllrs wished to view a copy of this document.
- b. Defibrillator Apparatus.** Prior to installation of defibrillators, site surveys had been carried out by the Parish Electrical Contractor at Dunnington Baptist Hall and the Memorial Hall. The quotation for installation of both defibrillator units was £320 + VAT. This expenditure was proposed by Cllr Stedman, seconded by Cllr Penn and agreed by all Cllrs. Clerk to liaise with respective parties to agree an installation date.
- c. Parish Office.** A quotation for manufacture and installation of noticeboards in the Parish Office was awaited. Purchase of an A4 Office Trimmer from Westhill direct was authorized. Clerk to deal with the latter purchase routinely as an office stationery item.
- d. Domesday Book Loan.** On behalf of the Governors and staff of Salford Priors Primary School Mr Alexander-Head, Chairman of School Governors, had welcomed the Parish Council's offer of a long-term loan of the Parish's official copy of the Domesday Book for exhibition in the school's new library facility. This was anticipated to be opened post Easter 2015. The Clerk had agreed to preview loan arrangements prior to the proposed formal presentation by the Chairman of the Parish Council. The Chairman of School Governors had explained that this was an ideal opportunity to forge close links between the Parish Council, the primary school and the wider community. Clerk to action E-news and Newsletter coverage and liaise with respective parties re' publication of event in the local press.
- e. Parish Noticeboards.** The manufacture of the remaining two parish noticeboards on order was underway with delivery and installation anticipated in mid to late April 2015. Clerk to monitor progress.
- Cllr John Stedman had declared an interest in the following 4 items. All were noted as resolved and required no discussion. He was therefore not required to leave the room.*
- f. School Road Bus Shelter.** Work to clear growth and stabilize the bank to the rear of the bus shelter in school road had been completed. **Resolved.**
- g. Molehill Levelling Parish Amenity Areas.** Levelling works on parish amenity areas had been carried out. **Resolved.**

Clerk to monitor evidence of resumed significant mole activity (if any) and initiate targeted pest control measures as required to a maximum spend of £150. Clerk to monitor and initiate as required.

**h. Hedge Cutting Evesham Road.** Hedge cutting, debris clearance, verge levelling and re-seeding in Evesham Road opposite Berryfields had been completed. **Resolved.**

**i. Grass Verge Adoption.** Grass verge adoption into the Amenity grass cutting contract 'Greensleeves' to 'Homelands' Evesham Rd was concluded at a cost of £20. **Resolved**

#### **417. Neighbourhood Development Plan (NDP):**

Cllr Littleford gave a verbal report about current issues regarding the Neighbourhood Development Plan:

**a.** A power point presentation explaining progress of the Neighbourhood Development Plan will be given by Mr Alan Green and Dr Tom Littleford at the Annual Parish Meeting in April. A leaflet advertising the meeting and emphasizing the purpose and importance of the NDP will be circulated around the parish.

**b.** The Draft NDP would be reviewed by Kirkwells and was on target for consultation in May 2015. Salford Priors Parish Council would be given opportunity during the month of April 2015 to review the NDP prior to public consultation.

**418. Planning General:** None

#### **419. Planning Applications:**

**a.** **15/00013/ADJCON** – Wychavon District Council Reference. Westland Nurseries Offenham. Proposed removal of redundant glasshouses and proposed extension to glasshouses. Details had been circulated. With SPPC agreement, Clerk had submitted '**No Representations**'. This action was noted.

#### **420. Planning Decisions:**

**a.** **14/03350/FUL.** Retention of existing mobile home for a temporary 3 year period at Old Dunnington Farm, Dunnington, Alcester. B49 5NU. Permission with conditions. Details had been circulated. Cllr Wright questioned monitoring responsibility. Clerk to note anniversary of 3 year period in electronic diary.

#### **421. Enforcement Issues:**

**a.** **14/02546/FUL** – Removal of metal fencing on boundary of Corner Cottage, Evesham Road, Salford Priors. SPPC noted update from the Clerk relayed by the SDC Planning Enforcement Officer regarding SDC agreement to work being carried out later in the year beyond end March 2015 when prevailing weather and ground conditions were more suitable to undertake the task. The Planning Enforcement Officer would continue to monitor progress. Clerk to retain 14/02546/FUL on meeting Agendas.

#### **422. Playing Field:**

**a.** **Weekly Inspection Reports.** Principle observation from recent inspections continued to be related to the damaged ¼ pipe Skate Board Ramp. Rigid security barriers remained in place. A representative from Evolution Skate-Parks had inspected the damaged ramp and all other skateboard ramps on Tuesday 10<sup>th</sup> March 2015. A quotation for maintenance

repairs for these items was £475.50 (ex VAT). The Clerk raised the subject of Annual Inspections of playing field equipment. Cllrs agreed to delegate a sum of £100 to cover the cost of inspection subject to the Clerk obtaining 2 quotations from ROSPA and Wicksteed. Inspection was to be carried out prior to instructing Evolution Skate-Parks to determine the efficacy of carrying out maintenance repairs.

- b. Upgrade to Playing Field Equipment.** In concert with debate concerning the feasibility of replacing damaged skate board ramps, discussion was widened to include options for upgrading existing equipment in the U14 play area and the additional provision of a MUGA. To assess the level of likely costs involved and to progress enquiry about matched funding support, the Clerk was instructed to liaise with 3 leading Sports/Playing field equipment providers seeking on-site appraisal of existing facilities and submission of recommendations and quotation of costs for upgrading each of the areas identified.
- c. Junior Football Goalposts.** Cllr Stedman provided details of a Supplier and costs of providing ground securing anchors for the junior football goalposts. Clerk was given delegated authority for expenditure of £120 and was to submit a Requisition Order for provision of 4 X ground securing anchors with request for proforma invoice response.
- d. Dog Fouling.** Increased dog fouling warning signs had been placed within playing field boundary areas. **Noted and closed.**

#### 423. Highways, Amenities & Infrastructure:

- a. Lengthsman Tasks:** February task identified was to undertake debris clearance from kerb areas of School Road traffic calming bays to clear white lines and to wash down reflector posts. This action was completed. Future tasks agreed were side-out of footway Tothall Lane Corner to Iron Cross and installation of 8 X ground securing anchors to junior goal posts on the playing field.
- b. B4088 Side Out.** The Clerk had contacted WCC Highways (Mr Matthew Austin) to enquire about the feasibility and associated costs of using a 'Road Sweeper' vehicle for clearance of side-out spoil on a stretch of footway between Mudwalls Drive and Dunnington crossroads. This enquiry was relayed by Mr Austin to Mr David Elliston who had agreed to enquire about employing Community Payback Teams to carry out the task. Response was awaited. Clerk to follow up.
- c. Repairs to Water Leakage School Road.** Severn Trent engineers had attended to leakage and road repairs in School Road opposite Park Hall Mews. **Resolved.**
- d. Land Ownership- Junction at Iron Cross.** Cllr Brain had kindly agreed to make enquiry through WCC concerning ownership of land to north side of B4088 junction at Iron Cross. Clerk to progress.
- e. B439/School Road Speed Survey.** Request for installation of a 5 unit covert radar black box traffic speed survey had been progressed with the Principal Technical Advisor WCC Transport & Highways. The Clerk circulated a copy of the area map submitted showing required placement locations. Installation was anticipated in the latter half of March. Clerk to receive results and advise Parish Councillors of results.
- f. Water Course at Pitchill.** To facilitate clearance of water course blockages, the Clerk had contacted Mr P Rimen (Drainage Engineer, Flood Risk & Water Management

Officer WCC) requesting details of the landowner of the water course immediately south of Field View Cottages Pitchill. Additionally, having visited the site, the Clerk alerted leakage of contaminated 'grey water' into the adjoining water course. WCC response was awaited regarding stream blockages. The Clerk was to contact WCC Environment Dep't to report leakage of 'grey water' immediately behind the layby at Pitchill and subsequent watercourse contamination.

- g. Road Surfaces Broom Lane.** Response remained outstanding from WCC Street Works Inspector Mr Guy Shand regarding reported concerns about Broom Lane road surfaces and about repairs to road surface area surrounding a large drain cover in Broom Lane at the Dunnington boundary. Clerk continue to progress.
- h. Damaged Road Signs – Repairs.** Repairs/replacement of damaged or missing road signs at Wood Bevington and Iron Cross had been completed. Replacement of speed limit signs at Evesham Road Salford Priors and damaged railings at the layby in Abbots Salford remained outstanding. WCC Highways had been contacted to progress these matters. Apology for delay was received with assurance that these matters were in hand. Clerk to continue to monitor and progress,

#### **424. Rights of Way:**

- a.** Cllr. Penn advised that he had received no reports of problems on Rights of Way.
- b.** Cllr Wright enquired if the Clerk had received response from Ragley Estates Office regarding an earlier letter which emphasized maintenance of unhindered public access on footpaths within Ragley Estates. The Clerk stated that he had not received a reply. The Clerk was to write to Mr Alan Granger CEO Ragley Estates to enquire if he would agree to Ragley Estates Staff installing a 'kissing gate' at the entrance to footpath AL15 if this item was supplied free of charge.

#### **425. 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 Maude commented on arrangements concerning update report of opening schedules and notification of liaison meetings relating to Marsh Farm Quarry activity in 2015. Clerk to contact Mr John May of CEMEX to enquire about these aspects requesting an early date, preferably before August, for a Liaison Meeting.

#### **426. Strategic & General Issues:**

- a. Parish Office & Resource Centre.** Previously a standing item, the Clerk was instructed to omit from the Agenda archiving of information and clearance and destruction of material unless a specific action was to be notified.
- b. WCC/SDC Lengthman's Scheme.** At SDC invitation, Cllr Stedman and the Clerk had attended an exploratory meeting Chaired by Jenny Murray WCC held on 2<sup>nd</sup> March 2015 at Elizabeth House Stratford on Avon regarding the introduction of a Lengthsman Scheme in Warwickshire. A pilot scheme was already underway in North Warwickshire. Parish representatives gave SPPC report of what was essentially a fact finding discussion about such a scheme, its parameters of operation and financing, and the main

observations arising from the pilot scheme. Bidford on Avon and Salford Priors Parishes might be invited to join the pilot project. A further meeting was to be held at Elizabeth House on 16<sup>th</sup> April 2015.

- c. **Tree Preservation Order.** Earlier submission sought a Tree Preservation Order to be applied to a Cedar Tree located at Orchard Farm Salford Priors. The WCC Forestry and Landscape Officer had been provided with photographic information and comment supporting the rationale for a formal protection order. Most recently, the Clerk had been requested to provide name and contact details of the land owner. Clerk to action.
- d. **Vehicle Access to Playing Field.** A revised draft instruction policy relating to vehicular access to Salford Priors playing field areas was reviewed and approved by SPPC. Clerk to incorporate changes and submit for inclusion in the Community Website.
- e. **Parish War Memorial Survey.** Cllr Maude proposed the use of an on-line survey to invite parish-wide opinions on proposals for a Parish War Memorial. He agreed to issue a draft for comment prior to the next planned Parish Council Meeting.

#### 427. Consideration of Correspondence Received:

- a. **Election Awareness – Revised Election Timetable 2015. Guidance for Local Councils** Change of Parish Councillor nomination start date from 16<sup>th</sup> to 23<sup>rd</sup> March 2015 noted.
- b. **Revised Parish/Town Emergency Plan Template.** A Revised Parish/Town Emergency Plan Template was available to update existing documents. Clerk to commence infl exchange from old to new and submit for SPPC consideration.
- c. **South Lodge Toll House.** Telephone request had been received from Mr Lea of South Lodge Toll House Weethley for installation of a solar powered speed control sign on B4088 approaching his house. He had previously spoken to Amanda Burroughs, Road Safety Office WCC. As with the response from WCC, SPPC thought it unlikely that the control item requested would be agreed in view of the barrier installation and the Considerable number of signs already in place. Greater hazard was thought to be presented from other directions of approach to the toll house junction.  
Clerk to respond to Mr Lea but also to contact the WCC Road Safety Office to request an audit of signage at this location.
- d. **Strategic Housing Land Availability Assessment.** Document and contents noted.
- f. **Foundation Level Council Award Scheme Grant.** A cheque for £250 had been Received as a Grant (without conditions) for SPPC joining the new Local Council Award Scheme at Foundation Level. The ARFO had received and paid this sum into Parish Council funds.

#### 428. Correspondence for Information Only:

- a. Electoral Review of Warwickshire: Final Recommendations.
- b. NALC Legal Briefing L01-15 Freedom of Information DATASETS (Feb 15).

- c. NALC Legal Topic Note LTN1 14E Byelaws (England) (Feb 15).

#### 429. Finance:

**General:** None raised.

#### Payments

- a. The council gave consideration and approval of the payments and transfers listed in Appendix A. Proposed by Cllr L Wright and seconded by Cllr L Maude
- b. It was agreed that Cllrs K Littleford and L Wright would sign the cheques for payments as listed in Appendix A (Minute 433).
- c. The Council noted the reconciled bank account balances.

**Lloyds Account:       £64,787.19**  
**Total Fund Balance   £64,787.19**

#### 430. Staffing Matters:

- a. None raised. Previously a standing item, the Clerk was instructed to omit Staffing Matters from the Agenda unless a specific issue was required to be notified or discussed.

#### 431. 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> April 2015 in The Memorial Hall, Salford Priors.
- b. Council confirmed the date of the Annual Parish Meeting at 7.00pm, on Wednesday 22<sup>nd</sup> April 2015 in The Memorial Hall, Salford Priors.

#### 432. Closure of Meeting:

The Chairman closed the meeting at 21.20 hrs.

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





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

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