

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall,
Salford Priors, on Wednesday 15th April 2015.**

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

Also in attendance: Ten members of the public were present.

Apologies had been received from Warwick County Councillor Mike Brain and District Councillor Maurice Howse.

434. Apologies for absence: All Parish Councillors were present.

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

436. 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 447(i)(j).

437. 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.** Cllr J Stedman raised the question of compliance with an earlier SDC Enforcement Order concerning removal of metal fencing on the boundary of Corner Cottage, Evesham Road, Salford Priors. He expressed unease at the absence of a definitive date by which the metal fencing should be removed and advocated that the Clerk should write to the SDC Enforcement Officer to reiterate this concern.
- c. **Ward Members Reports.** There were no reports arising.
- d. **Messages of Appreciation.** Cllr James wished to propose and place on record an official vote of thanks and appreciation to District Councillors Darren Pemberton, Maurice Howse and Jonathan Spence. Imminent changes creating a Bidford and West Ward would see the departure of these Councillors who had represented the parish of Salford Priors for 12, 5 and 3 years respectively, providing much valued support during their periods of office. Additionally, on behalf of parish councillors and parishioners, he expressed thanks and appreciation to Parish Councillor Melanie Muldowney who was standing down from the Council at the forthcoming election. He cited Melanie's considerable and respected contribution as a Councillor, particularly in regard to youth and education issues and for her honest alternative views during debate. Cllr Wright seconded these proposals which were unanimously accepted.

The Chairman closed the adjournment at 19.15hrs.

438. Acceptance of Minutes:

The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 18th March 2015 at The Memorial Hall, Salford Priors, were proposed by Cllr Maude and seconded by Cllr Muldowney to be a true record of the meeting and signed by the Chairman.

439. Clerk's Report:

- a. **Street Lighting Ridsdale Close.** LED replacement to street lighting in Ridsdale Close had been identified and costed at £421+VAT plus fitting charge of £46. Delivery had been confirmed during week commencing 20th April 2015. Replacement would be completed by the Parish Electrical Contractor. Clerk to monitor progress.
- b. **Playing Field solar lights** nearest to the TOPS Building had been repaired. The Parish Electrical Contractor had carried out exploratory inspection and repair work with interim funding of up to £100 for parts having been agreed with the Chairman. The contractor, Mr P D Long had reported findings. Costs were £126.00 + VAT to repair the solar light (TOPS End). Further costs to complete repairs to the solar light (Scout Hut end) were: Charge Controller £11.00; 135AH Battery (5 year life) £135.00 Labour plus 2 site visits £100.00. **Total Sum of £246.00 +VAT.** Expenditure proposed by Cllr Wright and seconded by Cllr Maude. Clerk to monitor progress.
- c. **Traffic Calmer Lighting.** The Clerk reported that this matter had not been progressed further. He was to seek supportive enquiry with WCC Highways (Lighting) through WCC Cllr Mike Brain.
- d. **Orbit Area Street Lighting.** The Clerk had distributed diagrammatic illustration of ORBIT street lighting areas in the Parish. Parish Cllrs wished to investigate further the responsibility in Orbit Estate areas for streetlight maintenance, repair and payment of electricity supply. Clerk to write to Mr Richard Parkes, Area Surveyor, Orbit Estates.
- e. **Defibrillator Apparatus.** Installation of defibrillators had been completed on 10th April 2015. Clerk was to arrange: (1) Registration with the West Midlands Ambulance Service, copying the Memorandum of Understanding to the Ordinary Meeting Agenda 13th May 2015. (2) WCC Grant Publicity. (3) Initial Awareness Training Sessions. Discussion concerning opportunities for higher level training would follow.
- f. **Parish Noticeboards.** Two remaining Parish Noticeboards were anticipated to be in place by the end of April 2015.
- g. **Mole Pest Control Parish Amenity Grass Areas.** With no discernable mole activity after levelling and grass cutting, the Pest Control Operative had not been called in. 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. **Resolved**

440. Neighbourhood Development Plan (NDP). Cllr James gave the following report about current issues regarding the NDP.

- a. The Neighbourhood Development Plan draft pre-submission document (revision 3) is currently being reviewed by both the NDP consultation sub-group and by Kirkwells Planning Consultants, this is to ensure that any text errors, unclear statements, incorrect tree species, listings or maps are corrected and that policy statements read correctly before the document is signed off.

It is also being cross-referenced to the Secretary State's Inspectors letter on the interim conclusions of the core strategy where it concludes that the Core Strategy is not sound as it stands.

The NDP cross referencing centres especially on pages 55-59 where it addresses housing in local service villages, currently the revised figure of 2000 being proposed by the District Council has to be justified and sustainable.

We have observed and will continue to observe the Purdah protocol until May 8th.

Whilst the target date was early May the pre-submission document will not be released until the group is content that the document is "fit" for consultation, it will be issued in advance to the Parish Council together with the consultation statement.

On an agreed date once public notices are served it will then be published for the six week consultation to the statutory consultees by e-mail and published for public consultation.

Following the consultation the draft pre-submission document will undergo any moderations and before submission the modified plan will be presented to the Parish Council for comment.

Once the document is submitted to the District Council that is when local control is lost therefore it is extremely important to ensure time and care is taken to produce the document.

441. Planning General: None

442. Planning Applications:

- a. **15/00653/FUL.** The Cottage, Bevington, Salford Priors, Evesham.WR11 8SJ. Proposed single story side extension. Details had been circulated. To meet submission date, with SPPC agreement, Clerk submitted '**No Representation**'.

443. Planning Decisions:

- a. **15/00110/VARY** – Salford Lodge, Salford Road, Pitchill, Salford Priors. WR11 8SN. Variation of Planning Permission 14/02463/FUL to extend the lifetime of the solar farm by one year. **Permission with Conditions.**
- b. **14/02857/FUL** – The Engine House, The Orchards, Evesham Road, Salford Priors, Evesham. Conversion of former agricultural barn (with Class B1 use) to dwelling (Cass3). **Permission with Conditions.**
- c. **14/02858/LBC** – The Engine House, The Orchards, Evesham Road, Salford Priors, Evesham. Conversion of former agricultural barn (with Class B1 use) to dwelling (Cass3). **Permission with Conditions.**

444. Planning Appeals:

- a. **APP/J3720/W/15/3004694.** The Coach House, Bevington Hall, Bevington, Salford Priors, Evesham. WR11 8SJ. Details had been circulated. To meet submission date, with SPPC agreement, Clerk submitted '**Support**' comment.

445. Enforcement Issues:

- a. Enforcement directive preceding 14/02546/FUL** –Erection of wooden fence to side boundary at Corner Cottage, Evesham Road, Salford Priors. WR11 8XD.
This issue was commented on in Minute 437(b) above. The Clerk was to write to the SDC Enforcement Officer to seek clarity of timescales regarding removal of the metal fence and disseminate this information to residents in neighbouring properties.

446. Playing Field:

- a. Weekly Inspection Reports.** There were no reports of damage to playing field equipment. The Playing Field Inspector had carried out tidying of kerb side growth in the entrance drive, a deep litter pick in the hedgerow and had completed painting of items in the U14 play area. Surface re-pointing repairs in the skate park area were also completed. Replacement of the removable fencing panel giving Amenity Contractor access to the Scout Hut area remained to be completed at the time of report.
- b. Skate Ramp Repairs.** Skate ramp maintenance repairs had been carried out by the Evolution Skate Parks Engineer on Thursday 9th April 2015. He had agreed to provide information about standard cautionary notices for skate parks and submit details of a second design type for revised skate park layout. **Repairs resolved.**
- c. Junior Football Goalposts.** Proforma invoice had been submitted for purchase of anchor points. When the items are received, the Clerk will attend the site with the Lengthsman to support/advise siting of goalpost and fitting of anchor point. Clerk to progress.
- d. Playing Field Equipment Upgrade.** In addition to earlier design and costing submissions provided by Evolution Skate Parks, three other major playing field equipment providers, EIBE, Wicksteed and HAGS SMP, had attended to receive an outline brief on requirements and to survey the playing field area. Designs and reports to follow in late April or May 2015. It was considered important to target enhancement of facilities in proportion to need. Whilst researching a complete ‘package’ was helpful to better understand the scale and nature of provision, each individual component (Skate Park, MUGA, and Play Area) should be identified and costed. During planning, consideration should be given to consultation with youths/school children in the Parish. Cllr Melanie Muldowney expressed an interest in undertaking liaison/communication with these groups. Funding discussion related to New Homes Bonus Schemes on a matched funding basis. Mention was also made of ‘Dr Play’ a specialist grant which supported liaison/negotiation related to research into funding options.
- e. Playing Field Equipment Annual Inspection.** The Clerk was to repeat contact with ROSPA (Playsafety Ltd) and Wicksteed to confirm costs and logistic arrangements.

447. Highways, Amenities & Infrastructure:

- a. Lengthman’s tasks** agreed for March (carry over to mid-April) 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. Work completed except anchor securing equipment for which delivery is awaited.
- b. Lengthman’s tasks** considered for mid- April (carry over to mid-May); re-securing 2 fallen fencing rails in Abbots Salford, clearance of accumulated growth & debris in Rushford layby, clearing hedge growth to a solar battery box on the playing field and fitting of ground securing anchors to football goalposts.

- c. **B4088 Footway Side Out.** Mr David Elliston WCCV Highways confirmed agreement to employ Community Payback Teams to side out the footway along the main B4088 between Dunnington Crossroads and Mudwalls Farm drive. Cllr James suggested that this work be extended to include side out on the B4088 Footway from Dunnington Crossroads to Wood Bevington junction. Clerk to seek agreement from WCC Highways for this extension of task.
- d. **Water Course at Pitchill.** Stream blockages had been cleared. **Resolved.**
- e. **B439/School Road Speed Survey.** Results of this survey had been circulated to all Parish Councillors. Several Cllrs remarked about a 30mph instead of a 40mph designation in Abbots Salford survey records. Cllr James advocated contact with Mr Roger Harding Principal Technical Advisor Transport & Highways WCC for his opinion of result implications. Clerk to progress contact.
- f. **Road Surfaces Broom Lane.** Response remained outstanding from WCC Street Works Inspector Mr Guy Shand regarding reported concerns about Broom Lane road surfaces. Repairs to road surface area surrounding a large drain cover in Broom Lane at the Dunnington boundary remained without progress. The damage appears to have inspected this since it is now marked with white paint. Clerk continue to progress.
- g. **Speed Limit Signs Evesham Road.** WCC Highways contacted again for progress chase. Apology received but replacement remains outstanding. Clerk to seek WCC Cllr Mike Brain's support to expedite installation.
- h. **Traffic signage in vicinity of South Lodge Weethley.** Request for traffic survey had been submitted to Carolyn Burrows WCC Transport and Highways. Clerk continue to progress.

Councillor J Stedman left the meeting hall prior to discussions of items (i) and (j)

- i. **Removal of Planter in School Road.** Removal of a planter and restoration of the grass bank in School Road close to the Banbrook Road turn was debated along with proposal to carry out watering of planters in the parish as required in the current dry spell. Proposed by Cllr Littleford, seconded by Cllr Wright. Clerk to issue Works Order requesting the Amenity Contractor to carry out School Road planter removal, grass bank restoration and watering of parish planters on an as required basis.
- j. **Allotment Area Preparation.** The clerk submitted request for consideration of allotment area preparation prior to new tenant takeover of plot. Discussion determined that substantial preparation and soil turnover was not warranted. It was agreed that support should be made available to remove accumulated rubbish and spray off of weeds. Markers showing plot numbers should be installed. Proposed by Cllr James, seconded by Cllr Littleford. Clerk to issue Works Order requesting the Amenity Contractor to carry out the work described in preparation for new tenants to take over an allotment.

Councillor J Stedman returned to the meeting hall after discussions of items (i) and (j)

448. Rights of Way:

a. Cllr. Penn advised that he had received no reports of problems on Rights of Way.

b. Ragley Estates Response Footpath AL15. Regarding installation of a 'kissing gate' at the entrance to footpath AL15 if this item was supplied free of charge. Farm Manager Mr Jon Parker of Ragley Estates kindly agreed to this arrangement. The Clerk had subsequently been advised by Mr Richard Barnard (WCC Warwickshire Paths) that it was not normally policy to provide a kissing gate unless it was to replace an existing style. However, Mr Barnard agreed to visit Dunnington AL15 to inspect and report.

449. 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 commented on concerns regarding progress of an earlier Severn Trent Planning Applications linked to the Pumping Station at Dunnington. He requested that this topic be included on the Ordinary Meeting Agenda for 13th May. He would provide the Clerk with contact details for a Severn Trent Regional Engineer to gain a first insight into planning progress. Clerk to progress.

b. Cllr Penn reported marked subsidence of a footway in School Road Salford Priors en route between the shop and the Memorial Hall. Clerk to request WCC Highways to inspect and repair.

450. Strategic & General Issues:

a. Marsh Farm Quarry. The Clerk read out a reply to his earlier letter to Mr John May of CEMEX requesting information about Marsh Farm Quarry activity planned for 2015 and arrangements for an early Liaison Group Meeting. Mr May explained that the site currently remained closed. Opening was delayed on ecology grounds and he estimated that it will be mid/late May at best before the site is commercially opened again. He proposed a Liaison Group meeting in early June 2015. Clerk to contact again later in May to learn of progress and to copy Bidford on Avon Parish Council Clerk into correspondence.

b. WCC/SDC Lengthsman Scheme. Cllr Stedman gave a brief resume of meetings currently underway to establish a Lengthsman Scheme in Warwickshire. Communication between groups was underway with some differences evident in the service needs of individual parishes. A further meeting was due to be held in Elizabeth House on 16th April. On that date Cllr Stedman and the Clerk were due to be at an Annual External Audit Briefing and that took higher priority on this occasion. SPPC will continue to receive updates on the scheme's progress. These will be reported to the Parish Council.

c. Playing Field Information & Safety Notes. Clerk will await Evolution Skate Park recommendations and re-draft entrance drive wall mounted notice.

d. Parish War Memorial Survey. Cllr Liam Maude had created an on-line War Memorial survey which had been distributed via E-news and was now available on the community website. He planned to promote its availability further at the forthcoming APM.

e. EDF Electricity Tariff TOPS Building. The Clerk explained a revised EDF electricity tariff available a one year contract for supply to the TOPS building. Charges were significantly reduced under the small businesses arrangement. Acceptance of the one year contract by the Clerk was agreed by members of the Parish Council.

f. Local Councils Insurance. Salford Priors Parish Council Local Councils Insurance was due for renewal on 1st June 2015. The current 3 year contract with Came & Co ends on 31st May 2015. The Clerk had requested renewal quotes from Came & Co and Zurich and would request a further quotation from AON. Clerk to present renewal quotations for consideration at the Ordinary Parish Council Meeting on 13th May 2015.

451. Consideration of Correspondence Received:

- a. Grey Water Pollution Rushford.** Report had been submitted to and acknowledged by WCC Environment Department. Noted by the Parish Council
- b. Highway maintainable at Public Expense NE side of B4088 Junction at Iron Cross.** A schematic map forwarded by Mr David Elliston WCC Highways depicted areas of Highways responsibility which did not include maintenance of the area described. Noted by the Parish Council
- c. Parish Council Representative – Youth Club.** A letter received from Mrs Pat Dare requested agreement to appoint a Parish Council representative on the Salford Priors Youth Club Committee. Clerk would include this request on the Agenda of the Ordinary Parish Council Meeting to be held on 13th May 2015.
- d. Provision of Parish Office Noticeboards.** A quotation from Mr Adam Stephens for the manufacture and installation of 2 noticeboards in the Parish Office amounted to £160.00. Proposed by Cllr James and seconded by Cllr Muldowney. Clerk to issue Works Order for supply as described.

452. Correspondence for Information Only:

- h. Affordable Rural Housing – A Practical Guide for Parish Councils**

453. Finance:

General

Appendix A and associated finance documents were available for the Parish Council Meeting on 15th April 2015. The following procedures were applied:

- a.** Consideration of the fourth quarterly account balances, budgets and bank reconciliation and balances.
- b.** Consideration of appointment of Mr Geoff Bradley as Internal Auditor for the Parish Council's 2014-15 accounts.

Acceptance of these Items was proposed by Cllr Wright and seconded by Cllr Muldowney. The Parish Council agreed these proposals.

Payments

- c. The council gave consideration and approval of the payments and transfers listed in Appendix A. Proposed by Cllr Wright and seconded by Cllr Maude
- d. It was agreed that Cllrs M Muldowney and L Wright would sign the cheques for payments as listed in Appendix A (Minute 456).
- e. The Council noted the reconciled bank account balances.

Lloyds Account: £63,873.85

Total Fund Balance £63,873.85

The AFRO explained that he was awaiting the latest Lloyds Bank Statement. He would meet with the Chairman to obtain signature when this was available. This arrangement was agreed by the Chairman, Cllr K Littleford.

454. Date of Next Meeting:

- a. Council confirmed the date of the Annual Parish Meeting at 7.30pm on Wednesday 22nd April 2015 in The Memorial Hall, Salford Priors.

455. Closure of Meeting:

The Chairman closed the meeting at 21.20 hrs.

Chairman: _____ Date: _____

456. APPENDIX A - FINANCE

Cheque	Payee	Details	Total	VAT	Net
No.			Payment	Element	Payment
66	Pete's Handyman Services	Playing Field Inspections	40.00		40.00
67	Limebridge RS	Amenity Contract	1,518.00	253.00	1,265.00
68	Warwickshire CC	Allotment site rent	100.00		100.00
69	Westhill Direct	Stationery	80.33	13.39	66.94
70	Severn Trent Water	TOPS water bill	28.86		28.86
71	Ground Bolt Ltd	Goalpost anchors	99.20		99.20
72	Karen Littleford	A5 leaflets for NDP	25.00		25.00
73	Paul Mills	Clerk salary and Expenses	682.60		682.60
DD	Npower	Streetlight energy	411.14	68.52	342.62
74	WALC	WALC annual fees	456.00		456.00
DD	Lloyds Bank	Service Charge	14.10		14.10
DD	EDF Energy	TOPS Electricity	48.00		48.00
DD	Npower	Streetlight Energy	197.40	32.90	164.50
75	P D Long	Defibrillator installation	384.00	64.00	320.00
Totals			4,084.63	431.81	3,652.82

Received From	Details	Amount	Banked
TOPS	Electricity charges to March 15 (Invoice TOPS 001/24.03.15)	333.00	
Total Receipts		333.00	

Payments & Balances
Agreed

Chairman
Apr 15

All Paid Up Bank Accounts	
DEPOSIT ACCOUNT	0.00
CURRENT ACCOUNT	63,873.85
Total Fund Balance	63,873.85

Chairman _____ Date _____