

**Minutes of an Ordinary Meeting of the Parish Council held in The Baptist Church Hall  
Dunnington, on Wednesday 13<sup>th</sup> May 2015.**

**Present:** Councillors: K Littleford (Chairman), L Maude, D Penn, J R Stedman, L Wright, K James, A Green, T Littleford and P Dare.

**Also in attendance:** County Councillor M Brain, District Councillor M Cargill and three members of the public were present.

**11. Apologies for absence:** All Parish Councillors were present.

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

**13. 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.

Cllr. J Stedman declared disclosable pecuniary interests if discussed in Minutes 25(h) and (i).

Members were asked to declare any other disclosable interests in items on the Agenda and their nature.

Cllr P Dare declared disclosable interest if discussed in Minute 29(b).

**14. 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.** Mr John Bradfield observed that footways around the parish were becoming more and more narrowed as a result of growth into surface areas. Cllr Brain indicated that Highway maintenance of footways had reduced over time due to constraints on funding. However, whenever Health and Safety issues presented then these aspects would need to be addressed. There followed comment about disintegration of the B4088 footway near Hiller's Farm Shop. Cllr Brain advocated an audit of this particular footway and agreed to note this with the Locality Officer. Clerk to include this as an Item on the Council's Agenda for June 2015.
- c. **WCC Ward Member Report.** County Councillor Mike Brain summarized a sequence of WCC Highways activity in the parish. This had resulted in completion of :
  - New road surface markings throughout School Road
  - Replacement of one 30/40mph speed limit sign in Evesham Road with a second underway to complete the provision
  - Emptying of gullies in the vicinity of Marsh Farm Quarry
  - Repair of potholes in Tothall Lane
  - Road Safety Audit with agreement to implement enhanced signage and road safety markings in the vicinity of South Lodge Weethley

Additional tasks scheduled to be undertaken included:

- Side out work on the B4088 by a Community Pay Back Team
  - Footway resurfacing between the shop and Memorial Hall, School Road
  - Replacement of road warning sign outside Ainge Cottage Iron Cross
- d. **SDC Ward Member Report.** District Councillor Mark Cargill described that he was making good progress in regard to taking up his new appointment as Bidford West and Salford Ward Member. He would be attending a full Council meeting in the following week and very much looked forward to working with Salford Priors Parish Council.

**The Chairman closed the adjournment at 19.30hrs.**

**15. Acceptance of Minutes:**

a. The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 15<sup>th</sup> April 2015 at The Memorial Hall, Salford Priors, were proposed by Cllr L Wright and seconded by Cllr L Maude to be a true record of the meeting and signed by the Chairman.

b. The Chairman noted that the Minutes of the One Hundredth and Twenty-first Annual Parish Meeting held on Wednesday 22<sup>nd</sup> April 2015 at The Memorial Hall, Salford Priors had been available for read-through within the Member's Agenda pack. These Minutes would be formally presented at the next Annual Parish Meeting on 27<sup>th</sup> April 2016.

**16. Clerk's Progress Report:**

- a. **Street Lighting Ridsdale Close.** LED replacement to street lighting in Ridsdale Close had been completed. **Resolved**
- b. **Playing Field Solar Lights.** Playing Field solar light units had been repaired. **Resolved.**
- c. **Traffic Calmer Lighting.** The Clerk had located the original plans for traffic calmers drawn up by the WCC Department of Planning, Transport and Economic Strategy dated 11 June 2003. He had additionally contacted a previous Clerk requesting recall of arrangements agreed between WCC Highways (Lighting) and the Parish Council. Reference was made to Parish Council Meeting Minutes of 17<sup>th</sup> June 2003 relating to Traffic Calming Safety Audit recommendations and confirmed provision of street lighting on each narrowing. A later WCC Highways email (named staff 4 Jul 03) is understood to suggest that WCC had agreed to provide lighting as indicated. Recall of a subsequent conversation in 2012 with WCC Highways (named staff) informed that WCC would no longer be maintaining the lights. No official confirmation of this agreement is available. Council members debated allocation of responsibility for maintenance of the uppermost light units and electricity costs. It was agreed that overhead lighting of the traffic calmers was essential during winter months especially and that on the grounds of Health & Safety the issue must be resolved. The Council contended strongly that responsibility lay with WCC Highways.  
The Clerk was to research the WCC's Npower Mplan Number for street lighting supply and continue to address this issue with WCC Highways (Lighting).
- d. **Orbit Area Street Lighting.** The Clerk had written to Mr Richard Parkes, Area Surveyor Orbit Heart of England requesting confirmation of Orbit's current understanding about responsibility for maintenance, repairs and electricity charges for street lights located in

Orbit owned areas. The letter had been forwarded to the Orbit Estates Manager. Reply to the Clerk was awaited.

- e. **Defibrillator Apparatus.** Installation of Automatic External Defibrillators (AEDs) had been completed on 10<sup>th</sup> April 2015. Siting of the Dunnington AED was discussed with agreement for the apparatus to remain in situ on the external wall of the Baptist Church Hall, located between the Hall and the Baptist Church. Both AEDs had been registered with the West Midlands Ambulance Service with signed completion of a Memorandum of Understanding of responsibilities concerning maintenance and inspection. The Council was reminded of the longer term training opportunities available through the Avon Valley First Responder Team. In the first instance, the Clerk was to arrange and circulate details of initial Awareness Training for 2 groups of 12 persons and publicity to comply with conditions of the County Councillor Grant towards purchase costs. The Clerk would liaise with Councillor Mike Brain, the Parish Council Chairman and other invited persons regarding publicity arrangements.
- f. **Parish Noticeboards.** Remaining Parish Noticeboards (2) were now installed. **Resolved.**
- g. **Parish Office Noticeboards.** These items had been placed on order.

**17. Matters Arising from the Annual Parish Meeting:** Responses to these topics were addressed in the minutes of the Annual Parish Meeting. Further comments arising appear below.

- a. **Speeding Traffic in Station Road/Evesham Road.** District Cllr Mark Cargill commented on the success of an Alcester based volunteer 'Speed-aware' group trained by the Police. Adoption of this approach to deter vehicle speeding might be advantageous in Salford Priors. An Alcester group could be invited to carry out speed checks if that was considered desirable. Assembling a 'Speed-aware' group in Salford Priors may prove difficult since individual parishioners might be uneasy with undertaking responsibility of this nature. It was agreed to include the topic in the next Newsletter with a view to gauging volunteer response.
- b. **Police Parking Posters.** Police parking posters had been distributed at various points around the parish and had resulted in helpful improvement of parking activity.
- c. **Fly Tipping in New Inn Lane.** The Clerk commented that WCC Highways had previously reacted quickly to report of fly tipping incidents elsewhere in the parish. In response to a question concerning identification of persons responsible for illegal fly tipping, it was confirmed that the 'Street-scene' Team do seek identification. Unfortunately, the nature of items being dumped rarely leads to conclusive evidence. Incidents of fly tipping should be reported to the Clerk or direct to the WCC 'Street-scene' Team.

**18. Neighbourhood Development Plan (NDP).** Cllr James reported briefly on the current status of the Neighbourhood Development Plan.

The NDP) draft consultation document had been previously reviewed by the NDP consultation sub-group and by Kirkwells Planning Consultants. Following this procedure the draft document would be further evaluated by Consultation sub-group members who would carry out a 'sense check'. It was thought likely that the Parish Council would have sight of the document during the first or second week of June 2015.

Cllr Stedman enquired if the NDP Group were meeting with Bloor Homes. Cllr James stated that the NDP would be meeting with Bloor Homes. This meeting had not yet taken place, however, such a meeting would be reported upon.

**19. Planning General:** None

**20. Planning Applications:**

**a. 15/00902/FUL.** 15 Ban Brook Road, Salford Priors, Evesham. WR11 8XE. Proposed single story side extension. Details had been circulated. To meet submission date, with SPPC agreement, Clerk had submitted 'No Representation'. **Noted by Council**

**b. 15/01400/TREE.** Shady Nook, 5 Station Road, Evesham. WR11 8UX. Proposed G1: Sycamore X 3; Remove. For Ms Kathleen Lealan. SDC Case Officer Ruth Rose, Forestry and Landscape Officer. Comments due by 27 May 2015. Details had been circulated.

**Supported by Council. Clerk to submit response to SDC.**

**21. Planning Decisions:**

**a. 15/00653/Ful** – The Cottage, Bevington, Salford Priors, Evesham. WR11 8SJ. Single story extension. Documents circulated. Permission with Conditions. **Noted by Council.**

**22. Planning Appeals:** None

**23. 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. All work required to remove metal fencing had been undertaken. **Resolved.**

**24. Playing Field:**

**Weekly Inspection Reports**

**a. Skate Ramp.** Report of 2 original skate ramp ¼ pipe rivets missing and one upper platform rivet dislodged. The Clerk confirmed that these resulted from robust but fair usage. Cllr Penn agreed to obtain a rivet gun from the Amenity Contractor and to replace the missing rivet fasteners. Clerk to monitor progress.

**b. Fence Replacement.** Mr P Batacanin had previously carried out various agreed works to the playing field areas. The last of these was to replace a section of removable fencing adjacent to the Scout Hut area. This work would be undertaken in the week commencing 18<sup>th</sup> May 2015. Clerk to monitor progress.

**c. Junior Football Goalposts.** Anchor points had now been delivered. The Clerk will attend the site with the Lengthsman to support siting of goalpost and fitting of anchor points. Clerk to progress.

**d. Removal of Broken Rocker.** The Clerk had received alert during the evening of Saturday 18<sup>th</sup> April 2015 from a parent notifying a broken rocker in the U14 play area. The rocker spring had snapped during normal use by a child under direct parental supervision. There were no injuries arising. The broken rocker was immediately removed by the Clerk who

requested the Amenity Contractor to attend the site at the earliest opportunity to render the broken ground securing point safe. This work was completed on Monday 20<sup>th</sup> April 2015. The broken item would not be replaced in the immediate future. Clerk to arrange disposal of the broken rocker.

**e. Playing Field Equipment Upgrade.** Design and costing submissions had been provided by Evolution Skate Parks and HAGS SMP. Submission by EIBE was arranged for delivery on Tuesday 19<sup>th</sup> May. The Clerk would progress chase the Wicksteed submissions. Cllr Stedman commented on capital funds available to support the proposed projects. A Parish working party would meet separately to evaluate the returns. Clerk to liaise with the Chairman to agree a working party meeting date.

**e. Playing Field Equipment Annual Inspection.** The Clerk has repeated contact with ROSPA (Playsafety Ltd) to confirm costs and logistic arrangements for an Annual Inspection of Playing Field equipment. It was agreed by Council that inclusion of the Salford Priors Annual Playing Field Inspection was to be undertaken in conjunction with ROSPA (Playsafety Ltd) inspections scheduled for Warwickshire during September of each year. This would be a cost effective arrangement. Current cost of unaccompanied Annual Inspection was quoted as 2 X £65.00 and £3.00 extra for each item over 5 + VAT.

## 25. Highways, Amenities & Infrastructure:

- a. Lengthman's tasks** agreed for April (carry over to mid-May) were: cut back hedgerow behind solar light battery box on playing field; clear accumulated soil and debris and kerb top weed growth from Rushford Layby; reposition X 2 fallen wooden top spars into metal brackets Abbot Salford Green 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** agreed by Council for mid- May (carry over to mid-June); complete goal post anchor installation; clear debris and accumulated growth in Abbots Salford Layby; Apply coat of preservative to fencing at Abbots Salford Green; reposition 1 X fallen wooden spar into metal brackets Abbots Salford Green; clear growth and debris from vertical slab area School Road adjacent to Ban Brook Road turn.
- c. B4088 Footway Side Out.** Mr David Elliston WCC Highways confirmed agreement to employ Community Payback Teams to side out the footway along the main B4088 between Dunnington Crossroads and Mudwalls Farm drive. He had subsequently agreed to extend this task to include side out on the B4088 Footway from Dunnington Crossroads to Wood Bevington junction. See also Minute 14(c) above, WCC Ward Member's report.
- d. B439 Traffic Survey.** The Parish Council had requested general advisory comment on the results of a covert speed survey in the parish. This had been forwarded to the Principal Technical Advisor WCC Transport and Highways. Response from that department suggested relay of enquiry to the WCC Traffic Projects Group on specific issues arising. Regarding this topic, Council instructed promulgation of principle speeds recorded in each area in the next issue of the Parish Newsletter. See also Minute 17(a) above.
- e. Road Surfaces Broom Lane.** Response remained outstanding from WCC Street Works Inspector regarding reported concerns about Broom Lane road surfaces. Clerk to write requesting report of findings.

- f. Speed Limit Signs Evesham Road.** WCC Highways had installed one of the 30/40mph speed limit signs in Evesham Road. Mr David Elliston WCC Highways had contacted the Clerk to inform that arrangements to replace the remaining second sign was underway to complete the provision. Clerk to monitor progress.
- g. Traffic signage in vicinity of South Lodge Weethley.** WCC Transport and Highways Officer reported that engineers have now reviewed road markings and signing on both approaches to the Weethley junction. A safety review has also been completed. A revised signing and lining scheme, based on these assessments has been developed. It includes new signing from the Redditch direction, giving advanced warning of the bend, new road markings throughout the bend/junction, and red coloured surfacing with additional SLOW markings associated with the additional signing. An electronic copy of the scheme will be forwarded for information. Clerk to write to Mr Lea of Weethley Lodge to inform these arrangements. **Resolved.**

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

- h. 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 awaited. Clerk to progress.
- i. Allotment Area Preparation.** The Council debated allotment area preparation prior to new tenant takeover of plot. Previous discussion had determined that substantial preparation and soil turnover was not warranted. However, it was agreed that support should be made available to remove accumulated rubbish and spray off of weeds. In response to a subsequent request for a quotation for the Amenity contractor to carry out this work, Cllr Stedman had stated that each individual plot should be assessed separately since there was a considerable variation in condition. On a separate issue involving the Amenity Contractor, Council reiterated the decision which followed a Parish Council inspection of allotments on Wednesday 3<sup>rd</sup> September 2014. The grass strip on the eastern boundary of established plots should be cut 4 times per year (Minute 288 Appendix B dated Wednesday 17 September 2014). Clerk to advise the occurrence of new tenancies and to arrange a suitable date for meeting with current tenants.

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

- j. Pavement Repair School Road Salford Priors.** Mr David Elliston, Localities Officer WCC Highways had confirmed he would put in place arrangements to effect repairs required to the pavement in School Road on the walk from the shop in Ridsdale Close to the St Matthews Road turn. Clerk to monitor progress.
- k. Traffic Sign at Iron Cross.** Mr David Elliston, Localities Officer WCC Highways had confirmed he would put in place arrangements to replace a corroded traffic warning sign situated outside Ainge Cottage Iron Cross. Clerk to monitor progress.

## **26. Rights of Way:**

- a.** Cllr. Penn advised the Council of comment from a parishioner concerning footpath AL6. Clerk to liaise with Cllr Penn to identify what remedial response, if any, was required.
- b. Ragley Estates Footpath AL15.** Regarding installation of a 'kissing gate' at the entrance to footpath AL15. Farm Manager Mr Jon Parker of Ragley Estates had previously agreed to this arrangement and to undertake installation of the item supplied free of charge. After further discussion with the Clerk, Mr Richard Barnard (WCC Warwickshire Paths) had agreed to supply a kissing gate conditional to receiving written confirmation of acceptance of

responsibility for installation and maintenance of the gate thereafter. Clerk to liaise with Ragley Estates Officer to release the confirmation required and confirm either collection or delivery arrangements.

## **27. 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.** The Chairman instructed inclusion of Christmas tree order and Christmas Illumination Event 2015 on the Agenda for the June 2015 Parish Council Meeting.

**b.** The Chairman instructed inclusion of overhanging trees and hedgerows on the Agenda for the June 2015 Parish Council Meeting.

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

**a. Marsh Farm Quarry.** The Clerk read out a recent reply from Mr John May of CEMEX concerning Marsh Farm Quarry activity planned for 2015 and arrangements for an early Liaison Group Meeting. Mr May explained that two initial ecology surveys had proved clear so far but more would follow this month. These needed to be clear before being confident of reopening for infil. They will re-open very quickly after the all clear and indicated focus on finishing this year if they can achieve an appropriate balance between volume/price. He suggested a further review in 2-3 weeks. Clerk to contact prior to the Council meeting in June to receive and report update. Additionally, Clerk to request Marsh Farm Quarry Manager to arrange repair to fencing alongside the B4088 and bordering the CEMEX transport route.

**b. Playing Field Information & Safety Notes.** The Clerk awaited Evolution Skate Park recommendations concerning skate park safety signs. He would again prompt response and coincide this information with revision of entrance drive wall mounted notice.

**c. Parish War Memorial Survey.** Cllr Liam Maude reported that an increased number of responses to the on-line survey were required. The survey link would be repeated in E-News. An additional means of registering opinions would be made available in the form of a tear off slip to be issued in the next Parish Council Newsletter. Clerk to assist this provision.

**d. Dunnington Pumping Station.** The Clerk had contacted Mr James Swann who had taken over as Severn Trent Water Site Project Manager for Dunnington Pumping Station. The Project Manager had agreed in a telephone conversation on 12<sup>th</sup> May 2015 to email an update regarding progress. Response was awaited. Clerk to progress.

## **29. Consideration of Correspondence Received:**

**a. Local Parish Council Insurance – Renewal Quotations 2015/16.** Renewal quotations had been provided by AON, Hiscox and Zurich Insurance Groups. Each quotation illustrated costs for 1 and 3 year deals. For ease of comparison, a sheet showing breakdown of provision/cover was available and the various merits of each was debated by Council. It was proposed by Cllr Stedman, seconded by Cllr Wright and agreed unanimously by Council to take up the 3 year Long Term Agreement option offered by Zurich Local Parish Council Insurance. This policy premium was £882.69 and would commence on 1<sup>st</sup> June 2015. Clerk to liaise policy document receipt and payment.

In concert with the change of Insurance Company, arrangements for inspections of the playing field were to be amended. Weekly inspections would continue throughout June 2015. However, except for long duration summer school holidays (20 July to 4 September 2015) when inspections would continue on a weekly basis, inspections would otherwise be undertaken once per month. Clerk to advise Playing Field Inspector of these changes.

- b. Draft Loan Agreement of Domesday Book to Salford Priors Primary School.** A form of Draft Loan Agreement of the Domesday Book to Salford Priors Primary School was reviewed by Council. Council agreed the format and confirmed that it covered all aspects required to ensure the safe custody and care of the Domesday portfolio. Clerk to liaise with the Chairman of School Governors to arrange for formal agreement signing to coincide with the opening of the new school library.
- c. Parish Council Calendar of Meetings 2015/2016.** A table of Parish Council Meetings during 2015/2016 was provided. Arrangements to hold Parish Council Meetings on the third Wednesday of each month would continue.
- d. Revised EDF Electricity Tariff – TOPS Building.** The Council considered options around EDF Contract Renewal Information for electricity supply to the TOPS Building. A 3 year 'Fixed for Business' Contract offered some advantage. However, a long term contract might prove less beneficial overall. The Council agreed to continue with the current contract but directed a timely comparison with other Electricity Supplier options prior to the end of the current EDF Contract in 2016. Clerk to action this requirement.
- e. Neighbourhood Watch Scheme.** An email dated 3<sup>rd</sup> May 2015 received from Mr John Bradfield referred to the presentation about Neighbourhood Watch Schemes given by PCSO Beccy Morris at the recent Annual Parish Meeting. In the early 1990's a very successful scheme was underway and continued successfully for a number of years. Most individuals who assumed responsibility for arrangements had gradually moved away or had stood down and the scheme has therefore become inactive. The Council was asked to consider ways of reinvigorating interest with a view to getting the scheme up and running again. A key factor was to recruit interested individuals to undertake the roles of Head and Area Coordinators. As a means of gauging response for reintroduction of a Neighbourhood Watch Scheme in the Parish, a call for interested parishioners who would like to become involved in the organization and co-ordination of the scheme would be included in the next Parish Council Newsletter.

### 30. Correspondence for Information Only:

- a. West Midlands Ambulance Service – Memorandum of Understanding – Defibrillators
- b. WALC Statement on Standards of Service for Member Parish and Town Councils
- c. WALC Newsletter and Bespoke Guidance for Member Councils ADH/116/6/2015
- d. WALC – Local Government Ombudsman – What is in this for local councils?

### 31. Finance:

#### General

Appendix A and end of Financial Year 2014/15 finance documents were made available for the Parish Council Meeting on 13<sup>th</sup> May 2015.



- a. The Parish Council's end of financial years' accounts, budgets, balance sheet and bank reconciliation for 2014-15 had been proposed by Cllr Wright, seconded by Cllr Muldowney, agreed by all Councillors and signed by the Chairman at the previous Council Meeting held on 15 April 2015.
- b. Revisions to Lloyds Bank authorizing signatory list post Parish Council elections were considered. It was decided to maintain the existing 5 authorizing signees without change. Cllr James had provided a Lloyds Mandate Form Link for use by the Clerk, Mr P D Mills, to receive Bank Statements in his Capacity of RFO. Council agreed unanimously to these arrangements.
- c. The Council discussed the adoption of electronic banking arrangements using a Lloyds application and matters pertaining to changes in signatory regulations. Further investigation would be undertaken by Cllrs Stedman and James and the Clerk. Recommendations to the Council would follow.

### Payments

- d. 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
- e. It was agreed that Cllrs L Wright and K James would sign the cheques for payments as listed in Appendix A (Minute 34).
- f. The Council noted the bank account balance which was yet to be reconciled with the Lloyds Bank Current Account statement for April 2015.

**Lloyds Account:           £57,775.10**  
**Total Fund Balance   £57,775.10**

### 32. Date of Next Meeting:

- a. Council confirmed the date of the Parish Council Meeting at 7.00pm on Wednesday 17<sup>th</sup> June 2015 in The Memorial Hall, Salford Priors.

### 33. Closure of Meeting:

The Chairman closed the meeting at 21.40 hrs.

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

