

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall Salford Priors, on Wednesday 15<sup>th</sup> July 2015.**

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

**Also in attendance:** County Councillor M Brain and five members of the public were present.

**58. Apologies for absence:** Councillor L Maude – Holiday  
District Councillor M Cargill – attending a planning meeting

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

**60. 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 interest in Minute 70 (b) & 72 (b) (c) (d)  
Cllr. T Littleford declared disclosable pecuniary interest in Minute 72 (a) (b) (c)

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

Cllr. K Littleford declared an interest in Minute 72 (d). Owner/resident of Priors Grange.

**61. 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**

- i. Mrs S Savage enquired if public footpaths in the parish were subject to regular inspection regarding obstructions and described overgrowth of AL16a and dislodgement of sign post at its access/egress point onto the Alcester Road west of Amen Corner. It was explained that there were no regular formal inspections of footpaths. Reported obstructions were investigated. The Clerk and Cllr James would undertake a site visit to inspect AL16a.
- ii. Mr C Beamish arrived after the designated Open Forum Period. At the Chairman's discretion, his report of concern was presented. Mr Beamish expressed his disquiet about 'wash out' of agricultural spraying apparatus being undertaken on a Dunnington Court Farm field and described recent occasions when occupants of properties lying to the west of the farm were aware of a 'chemical like' smell. On occasions, they perceived what was thought to be spray/mist drifting downwind from cleaning/washing out of agricultural apparatus. Mr Beamish wished to be assured that an open air swimming pool located at the rear of a property was not at risk of being contaminated by the possibility of noxious chemical issue. He also brought along a dead bat he had discovered in the vicinity of his property. Clerk to contact the County Environmental Health department and pursue investigation of the activities described

**c. District Council Member Report.** District Councillor Mark Cargill was unable to attend on this occasion but had provided an emailed report. To avoid duplication of report, County Councillor M Brain asked the Clerk to read the District Councillor's comments:

- 23 May 15. Attended a WALC meeting on traffic calming at Elizabeth house. This was very interesting as many methods of traffic calming were mentioned, some that worked and some that did not. There are 16 methods of traffic calming available. See [www.warks.gov/roads](http://www.warks.gov/roads) and travel section for more information.
- 27 May 15. Attended the Armed forces day at St Nicholas church. A very well attended event. There was a garden party afterwards at the old rectory which raised funds for the Royal British Legion
- Had distributed a number of forms to the volunteers for speed aware training. Hopefully we can get the training organised as quickly as possible and get the patrols out onto the streets.
- 6 July 15. Attended a Passivehaus presentation on high energy efficient homes. These homes can offer significant fuel savings. For example a 3 bed semi or terrace home, heated to a constant 20 deg C all year costs about £150 - for the year. The homes so far being considered in the district are affordable homes where the cost of energy can push people into fuel poverty. This is a good solution not just for affordable homes but homes in general. Interesting to note that over 22,000 Passivehaus homes have been built in Europe, but only 22 in the UK.
- 9 Jul 15. Attended the Salford a Priors Youth Club evening. Enjoyable time, even winning at the skittles! It was an excellent evening for the club.
- It's been a busy time for planning applications, catching up on the backlog from the election period and new ones as well.  
15 Jul 15. SDC approved a significant section of the Core Strategy which means that we are in fact ahead of a number of Local Planning Authorities who have had theirs rejected. The revised housing numbers have been initially released with various figures being bandied about in the press. It looks like we will have to take an increase across the district of around 3000 additional homes over the plan period. For those that may not be aware, the increase in numbers is mainly due to the inspectors interpretation of industrial land use, employment opportunities and the associated housing required. Up until now assessments have been made using figures including cross-border working, however, that has been overturned by the Secretary of State of late, hence the revised figures. There is an SDC full council meeting on 20 July 2015 to approve the final figures.
- Bidford Bridge Damage. Repairs are ongoing but are expected to take from 4 to 6 months. It was a catastrophic accident and is now being investigated by the police.

**d. County Council Member's Report.** County Councillor M Brain explained that his Wednesday evenings would involve him frequently in planning meetings. However, he would remain close liaison with Salford Priors Parish Council. He reported:

- His involvement in matters relating to the repair of the damaged 600 year old Bidford on Avon Bridge, an incident now under police investigation. He echoed the District Councillor's report of timescale and suggested that a longer time period may be necessary. The bridge would require careful reconstruction and there would be unhelpful impact on local businesses and surrounding villages.  
Cllr Stedman enquired if WCC was considering a longer term strategy to provide a permanent alternative crossing point. He considered this to be an important feature of planning. Notwithstanding current circumstances, in quite recent times there had

been 3 other closures of Bidford on Avon Bridge all resulting in long distance diversions for residents and businesses south of the river. Such difficulties in the future would be compounded by the increased provision in housing in those areas. An example of a workable solution alongside an existing old bridge could be seen in Pershore. Other possible alternative sites might be usefully investigated.

In reply Cllr Brain explained that building alongside existing bridges at Bidford and Welford would not be feasible. He remarked about emerging plans to create a western relief route into Stratford on Avon. Ultimately, this may involve construction of a new bridge in the vicinity of Stratford on Avon.

- Cllr Brain commented on his liaison with the Highways Localities Officer. They had discussed the subject of survey and resurfacing of the footway alongside the B4088 near Hillers Farm Shop. However, the cost of carrying out this work meant that this was a remote likelihood, but it might be possible to consider this task in next year's Highways budget. It was noted that the road marking and signage changes previously agreed for the approaches to the Weethley Toll House junction had not yet been carried out.
- The WCC County Councillor's Grant Fund of £5K had been launched on 13 July 2015. Applications were open to Parish and Town Councils with deadline for submission of applications being 9<sup>th</sup> October 2015. Amanda Wilson-Patterson Localities & Communities Officer WCC will hold a workshop to explain the format of applications in September 2015
- Parish Councillors were advised that an 'App' had been launched today to deal with incidents of fly-tipping, dead animals etc. The App was available for download from the SDC Website.

*The Chairman agreed to bring forward Agenda Item 10(c) -Report of Lengthsman Meeting*

- Cllr Stedman wished to bring the County Council Member's attention to a meeting he had attended at Shire Hall on 19<sup>th</sup> June 2015. The meeting concerned the adoption of a Lengthsman Scheme by WCC. A brief report of the meeting had been initiated by 3 Clerks attending. Their consensus of opinion was that the attitude of the WCC member towards implementation of the scheme was negative and failed to take into account important liability issues such as safety training and work on highways. Cllr Brain commented that the prerequisites of introducing a lengthsman scheme demanded proper consideration. He agreed to look into the matter and report back at the next meeting. Cllr Stedman's Notes of Meeting are attached at Appendix B. Clerk to email a copy these notes to Cllr Brain.

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

## **62. Acceptance of Minutes:**

The Minutes of the Ordinary Parish Council Meeting held on Wednesday 17<sup>th</sup> June 2015 at the Memorial Hall Salford Priors were proposed by Cllr K James and seconded by Cllr L Wright to be a true record of the meeting and signed by the Chairman.

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

- a. **Bus shelter window repair – Hedges Close School Road.** Earlier quotation for glass replacement and installation when Queensbury Team next in area had been approved. Installation was awaited. Clerk to progress.
- b. **Damaged street sign Ridsdale Close.** Reported to Streetscene with accompanying photographs. Waiting time of several weeks for repair was advised. Clerk to progress.
- c. **Removal of planter/grass restoration in School Rd.** **Resolved**
- d. **Pavement repair School Rd Salford Priors.** Work completed. **Resolved**
- e. **CEMEX fence repair adjacent to B4088.** Work completed **Resolved**
- f. **Horse Chestnut tree trunk removal in Park Hall Mews.** Completion of work by Taylor Wimpey planned for Thursday 16<sup>th</sup> July. **Resolved**
- g. **Replacement of broken planter School Avenue Salford Priors.** Ordered for Autumn
- h. **Overhanging trees Ragley Estate/Iron Cross.** Alerted with follow-up Ragley Estates Manager and WCC Localities & Community Centre (Forestry Section). Clerk to monitor.
- i. **Overhanging trees School Rd/Evesham Rd junction.** Letter to owner. Clerk to monitor.
- j. **Parish Office Noticeboards.** Items supplied and fitted. **Resolved**

**64. Neighbourhood Development Plan (NDP).** Cllr James gave report concerning Salford Priors Parish Pre-Submission Neighbourhood Plan Regulation 14 Consultation (Neighbourhood Planning (General) Regulations, 2012).

Start of public consultation: 29th June 2015. Report Period Week 3 – 13/07/15 to 19/07/15

a. The draft NDP and comment forms have been circulated to the following:

Statutory Consultee – 132 copies  
 Parish Businesses – 43 copies  
 Residents – 61 copies  
 Local Groups – 5 copies

b. Public Notices have been placed:

Stratford Herald – Newspaper  
 Parish Council Notice Boards x 7

c. Hard copies are available at:

Parish Council Office Rear of the Memorial Hall Salford Priors  
 Bidford on Avon Library  
 The draft NDP has been posted on the Parish Web-site

d. Six statutory consultees have returned comments.

The Coal Authority  
 Network Rail  
 Warwickshire Police Traffic Management  
 Sport England  
 Stansgate Planning  
 Nadhim Zahawi MP

e. All homes in the Parish approximately 600 have been circulated with a newsletter detailing the consultation process.

f. Public drop in sessions have been arranged for:  
Saturday 18th July – Memorial Hall Salford Priors 11am to 1pm  
Wednesday 22nd July – Dunnington Baptist Church Hall 7pm to 8:30pm  
Wednesday 5th August – Parish Office Salford Priors 7pm to 8pm  
1 resident has viewed the documents in the Parish Office

g. The District Council will make their formal corporate response following the meeting of the Cabinet on the 7th September.

**65. Planning General:** None

**66. Planning Applications:**

a. **15/00017/ADJCON.** Froglands Farm, Froglands Lane, Cleeve Prior, Evesham WR11 8LB  
Erection of a wind turbine with a tower hub height of 29.5m and a blade diameter of 24m.  
(Resubmission of application W/1302508/PN). Connect W/15/01004/PN - Stratford District  
Council response of objection forwarded to Wychavon District Council.  
Document circulated and **Noted by Council.**

b. **15/02160/FUL.** Proposed detached garage at the Old Church House, Abbots Salford,  
Evesham WR11 8UT for Mr Malcolm Hughes. Case Officer: Linsey Young. Document  
Circulated. Clerk to submit **No Representation** by 27th July 2015.

**67. Planning Decisions:**

a. **15/01731/FUL.** Proposed two story rear extension at Halfway House Cottage, Evesham  
Road, Weethley, Alcester, B49 5ND. For Mr Liam Maude and Ms Brigitte Puhl. **Permission  
with Conditions.** Document circulated and **Noted by Council.**

**68. Appeal Decisions:**

a. **APP/J3720/W/15/3004694.** East Barn, Bevington Hall Farm, Salford Priors. WR11 8SJ.  
Appeal failed. Document circulated and **Noted by Council.**

**69. Enforcement Issues:** None

**70. Playing Field:**

a. **Weekly Inspection.** The playing field weekly inspection schedule had been revised. The  
next planned inspection would take place on 24<sup>th</sup> July and would continue at weekly  
intervals until the end of school summer holidays. The Clerk reported 2 separate occasions  
when substantial amounts of soil and stones had been thrown from the adjoining field  
onto the tarmac area of the skate park. Additionally, large stones had been distributed on  
grass areas throughout the playing field. These obstructions had been removed on each  
occasion. It was not known who was responsible for these occurrences.

*Cllr J Stedman left the meeting hall*

b. **Fence Access Point.** The Amenity Contractor had quoted £30.00 for provision of a  
chain/padlock arrangement allowing access for grass cutting machinery via removable  
fencing adjacent to the Scout Hut area. Clerk to proceed with a Requisition Order for this  
service.

*Cllr J Stedman returned to the meeting hall*

- c. Playing Field Equipment Upgrade.** Exploratory project design, equipment proposals and costings available from EIBE, Hags SMP, Evolution Skate Parks and Wicksteed had been broadly evaluated at an initial Parish Council Working Group meeting held in the Eddie Clark Suite of the Memorial Hall on 1<sup>st</sup> July 2015. Consensus of opinion supported proposals for Cllr local area visits to view in situ installations by the named Companies and to facilitate consultations with schoolchildren, youths and adults resident in the parish regarding proposals and design of playing field equipment upgrade. Consultation arrangements were likely to be best targeted towards the end of the first term after school holidays. Cllr J Stedman had placed an entry in CALC Weekly News seeking comment about experiences/opinions of other Parish Councils regarding provision of outdoor adult exercise equipment. Clerk to liaise with Cllr Dare regarding links for consultation with Salford Priors Primary School and TOPS users and its facilities.
- d. Playing Field Annual Inspection.** Playsafety (ROSPA) had confirmed inclusion of Salford Priors Playing Field in the routine schedule of Playsafety ROSPA inspections in September 2015. Clerk to monitor and report this event.

## **71. Highways:**

- a. Lengthsman Job Progress.** Clearance of growth and debris from vertical slab area School Road adjacent to Ban Brook Road turn; clearance of weeds: on 2 bridges (Station Road and Abbots Salford); clearance of weeds on School Avenue Island and in entrance road to the playing field and clearance of verge grips in Bevington Hall Lane; all completed. Clearance of debris and accumulated growth in Abbots Salford Layby and application of preservative to fencing at Abbots Salford Green partially completed.
- b. Lengthsman Tasks July into August.** Completion of outstanding work listed in 71(a) above. Additionally, wash down windows and clear floor and surrounding areas of all bus shelters within the parish. Clerk to monitor progress.
- c. Lengthsman Meeting.** The Lengthsman meeting held in Shire Hall on 19<sup>th</sup> June 2015 was discussed at Minute 61(d) above.
- d. B4088 – Resurfacing of Footways.** Resurfacing of footways in the vicinity of Hillers Stretch of the B4088 was discussed at Minute 61(d) above.
- e. Side-out of Footway in School lane.** The WCC Highways Localities Officer had agreed to arrange for side-out of the School Lane footway to be carried out by the Community Payback Team between Tothall Lane Corner and Iron Cross. Clerk to monitor progress.
- f. Road Surfaces Broom Lane.** The Clerk had attended 2 on-site meetings with the WCC Highways Street-works Inspector to discuss repairs to Broom Lane road surfaces. Work to repair damaged surfaces immediately surrounding a major manhole drainage cover had been carried out by Severn Trent Water. It was agreed that Severn Trent would be tasked with repair/restoration of 3 road surface areas rated as being unacceptable after earlier Severn Trent works. Two other remaining areas of repair were rated as being within tolerance levels. This item is partly resolved but is subject to remaining repairs being completed. Clerk to maintain liaison with the Street-works Inspector regarding progress.
- g. Speed Limit Sign Evesham Road.** Provision of second sign awaited. Clerk to Liaise with Localities Officer and monitor progress.
- h. Traffic Sign at Iron Cross.** Provision of replacement of a corroded traffic warning sign awaited. Clerk to liaise with Localities Officer and monitor progress.
- i. Traffic Calmer Lighting.** WWC Highways (Lighting) had written to confirm that 3 street lights (1 at Memorial Hall and 2 at School locations) positioned to illuminate traffic

calmers in School Rd Salford Priors, would be added to the WCC's inventory. Arrangements for the lights to be fully functioning again would be undertaken. Clerk to write to thank WWC Highways (Lighting) for their support. **Resolved.**

## 72. Amenities:

*Cllr T Littleford left the meeting hall*

- a. Garden Allotments Tenant's Meeting.** An informal meeting of Garden Allotment Tenants was held in the Eddie Clark Suite on 15<sup>th</sup> June 2015. The Clerk outlined the principal points of discussion. Notes from this meeting are attached at Appendix C.

*Cllr J Stedman left the meeting hall*

- b. Replacement Fence.** The Amenity Contractor had submitted a quotation of £45 to carry out work to revise the configuration of fencing separating Parish Council Garden Allotments from the adjacent allotment tenancy. Proposed by Cllr James and seconded by Cllr Green. Clerk to submit formal Order Form to Amenity Contractor.
- c. Spray-off/clearance Allotment Plots 2 and 11.** Allotment Plots 2 and 11 required spray-off and clearance prior to takeover by prospective new tenants. The Amenity Contractor had submitted a quotation of £60 for plot 2 and £30 for plot 11. The latter reflected preparatory strimming costs only. Further quotation would follow when the underlying conditions of plot 11 were revealed by cutting back overgrown areas. Proposed by Cllr James and seconded by Cllr Penn.

*Cllr T Littleford returned to the meeting hall*

- d. Planted Areas in Priors Grange & Allotment Hedge Line.** Questions were tabled regarding maintenance of planted areas in Priors Grange and the substantial hedge line separating the allotment gardens from Priors Grange/Ridsdale Close. There was conjecture about maintenance of planted areas being included in the Amenity Planting Contract. The dividing hedge described was owned by Orbit Estates. Matters relating to road adoption etc. in Priors Grange remained outstanding. These topics were to be raised as Agenda Items for the next Parish Council meeting in August. In the interim, the Clerk was to write to Orbit Estate departments requesting an on-site meeting to discuss matters of planted area and hedge maintenance and to seek update of progress about lighting and road adoption in these areas.

*Cllr J Stedman returned to the meeting hall*

## 73: Community:

- a. Christmas Tree Illumination Event 2015.** Mr Reg Stokes, Mrs Yvonne Hartiss and Mr Tony Greaterix had kindly expressed interest in being involved in arrangements for the Christmas Tree Illumination Event for 2015. On this next occasion, organisation and location of the event would be based on earlier 2014 arrangements as the practical infrastructure was already prepared in situ. There was consensus of opinion that involvement of school age children/youths in this year's event would be a positive element. The Chairman agreed to arrange a meeting of event organisers.
- b. Parish War Memorial.** There had been a small response to the very recent Summer Newsletter invitation to register comments and to become involved in Parish War

Memorial proposals. Cllr Wright expressed the point of view that November 2018 would be a significant date line to commemorate parishioners who had served in the Armed Forces and in a range of other occupations during past conflicts. This item would be retained as an Agenda Item for the next parish Council meeting.

- c. **Defibrillator Awareness Training.** A total of 14 parishioners had so far registered an interest in undertaking defibrillator awareness training. The Clerk would continue to receive responses and target arrangement of 2 training sessions (1 daytime; 1 evening) in September 2015.
- d. **Neighbourhood Watch Scheme.** To date five expressions of interest in becoming involved in regeneration of a Neighbourhood Watch Scheme had been received. This would enable a start-up programme in 3 principal areas of Dunnington, Abbots Salford and Salford Priors with, hopefully, the expectation of increased numbers of participants over time. Clerk to arrange an exploratory meeting of those persons who had registered interest. The local SNT Representative, PCSO Beccy Morris, would be invited to attend.
- e. **Speed Aware Team Volunteers.** Seven parishioners had so far indicated their wish to volunteer for Speed Aware Training which is delivered by Warwickshire Police. Application/Security Forms required to enter training will be forwarded to Stratford on Avon District Councillor Mark Cargill who has kindly agreed to liaise with police authorities regarding arrangements for training.

#### 74. Rights of Way:

- a. Cllr Penn advised the Council that during the preceding period he had not received report of difficulty concerning Rights of Way matters.
- b. Report concerning AL16a is discussed at Minute 61(b) (i) above.
- c. Cllr Green commented upon his experience connected with the Rambler's Association and their use of footpaths on a regular basis and enabling 'protection of rights of way'. Other comments arising remarked about the possibility of a community 'get together' when, as in the past, walking parish footpaths had been promoted positively. He advocated encouragement of this approach through coverage in the next issue of the Parish Council Newsletter.

#### 75. 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. **Memorial Hall PA System.** The Chairman agreed to discuss this Item under Matters Raised by Councillors. The Memorial Hall Management Committee were considering an upgrade to the current audio enhancement system in the building. This was intended to provide a more convenient system for users to replace the hand-held wireless microphones currently available. Mr John Bradfield had provided a detailed written explanation of proposals and enquired if revised PA arrangements would be consider beneficial for Parish Council meetings and other presentations in the Hall.

Discussion ranged widely to include a variety of points of view based on personal needs and preferences and information based on experience of PA systems in use elsewhere. mirroring some of the suggestions put forward for the Salford Priors Memorial Hall. Cllr Stedman explained that for the purpose of Parish Council meetings, when relatively few members of the public were present, a revision of practical layout of tables and chairs



would be advantageous and would not require PA system support. In contrast, during public presentations/consultations with increased numbers of persons attending, an effective PA system would enhance communication. In these circumstances the use of fixed microphones were preferred to other arrangements requiring multipart set-up procedures.

**b. Items requested for inclusion on the Agenda for the August 2015 Parish Council Meeting:**

- Cllr Dare - Community Fund
- Cllr James - Autumn Tree planting on the green at the junction of the B4088 and New Lane Dunnington
- Cllr Penn - Arrangements for the Queen's 90<sup>th</sup> Birthday in 2016.

**76. Strategic & General Issues:**

**a. Marsh Farm Quarry.** The Clerk had received email response from Mr Tony Rowley of Rowley Associates concerning arrangements for a liaison meeting with the CEMEX Management Team at Marsh Farm Quarry. The email response was read out to Councillors. Briefly, Mr Rowley explained that since he is acting on behalf of Ragley Estates, a conflict of interest would arise should he also acted on behalf of Salford Priors Parish Council. However, he would be pleased to keep Salford Priors Parish Council properly informed about quarry restoration progress and would be happy to meet with Council members if that was thought to be helpful. Parish Councillors considered it crucial to become more directly involved in debate on Marsh Farm Quarry restoration issues. It was proposed that a meeting of all interested parties should be independently instigated to involve Parish Council Marsh Farm Quarry Liaison Group Representatives, with invitation to attend being extended to Mr John May of CEMEX and, essentially, to Mr Matthew Williams, Minerals Planning Officer, Planning and Development Group, Warwickshire County Council. Clerk to progress, firstly with Mr Matthew Williams. Bidford on Avon Parish Clerk was to be copied into relevant communication.

**b. TOPS Building Lease.** Councillors discussed arrangements concerning renewal of the Warwickshire County Council Ground Lease, shortly due for formal renewal, for the TOPS Building located adjacent to the playing field in Salford Priors. Cllr James gave insight into the long history of arrangements regarding the TOPS Building and indicated that lease renewal arrangements should remain on hold currently. Further debate about renewal arrangements would be prompted on receipt of the next Ground Lease Invoice.

**c. Orbit Areas – Street Lighting.** The Clerk related details of a telephone conversation held with Mr Liam Hague of Orbit Estates in which Mr Hague explained consensus of opinion within his Department that street lighting within designated Orbit Areas of Salford Priors remained outside Orbit responsibility for repair, maintenance and electricity charges. He acknowledged that he did not have the benefit of referring to formally agreed hand-over arrangements arrived at in the distant past which might serve to clarify those aspects of ownership and responsibility under current discussion. He did agree that whilst several defined car park areas were owned by Orbit, the roads, pavements and street lighting arrangements came under WCC Highways authority and he presumed responsibility for street lighting was devolved to the Parish Council. To record this response beyond a telephone conversation, the Clerk had asked Mr Hague if he would return these details in a letter. Mr Hague indicated he would seek advice about this from his Line Manager. See also Minute 72(d) above.

**77. Consideration of Correspondence Received:**

- a. Layby Barrier at Abbots Salford.** Mr Peter Batacanin (Pete's Handyman Services) had submitted a quotation for £130.00 to carry out preparation and repainting of barriers and supporting posts alongside the layby at Abbots Salford. Proposed by Cllr James, seconded by Cllr Wright. Clerk to progress formal Works Order Form.
- b. Planning Training for Councillors.** Stratford on Avon District Council planning Department had published details of several seminars designed to provide Parish/Town Councillors with planning training. The Clerk had earlier circulated Council members by email to provide details of dates and venues. Cllrs Karen Littleford (Chairman), Alan Green and Pat Dare indicated their wish to attend the Planning Training session to be held at Elizabeth House Stratford on Avon on 24<sup>th</sup> September 2015. Clerk to submit returns and copy to named Councillors.

**78. Correspondence for Information Only:**

- a.** Stratford on Avon District Council – Guidance for displaying promotional posters and other material; Fly Posting Legislation and General Waste Management Arrangements.

**79. Finance:**

**General:** Appendix A and associated finance documents were circulated to members of the Parish Council prior to the meeting on 15<sup>th</sup> July 2015. The following procedures were applied.

- a.** Consideration of the first quarterly bank reconciliation, account balances and income and expenditure budgets. Acceptance of these Items was proposed by Cllr Wright, seconded by Cllr James and agreed by all Councillors.
- b.** Consideration of Lloyds Business Account Arrangements. Matters relating to bank charges and opening of a Salford Priors Parish Council deposit account were debated. It was suggested that alternative Current Account arrangements might make it possible to avoid bank charges. It was recommended that a Deposit Account be opened and that the business Current Account balance should be set at £20,000. Clerk to liaise with the Manager of Lloyds Bank Bidford on Avon Branch to arrange for nominated Councillors to meet with a Business Manager. Proposed by Cllr James, seconded by Cllr Stedman and agreed by all Councillors.

**Payments**

- c.** The council gave consideration and approval of the payments and transfers listed in Appendix A. Proposed by Cllr James, seconded by Cllr Wright and agreed by all Councillors.
- d.** It was agreed that Cllrs L Wright and K James would sign the cheques for payments as listed in Appendix A (Minute 82).

- e. The Council noted the bank account balance reconciled with the Lloyds Bank Current Account statement for June 2015.

Lloyds Account:       **£74,398.48**  
Total Fund Balance   **£74,398.48**

**80. Date of Next Meeting:**

- a. Council confirmed the date of the Parish Council Meeting at 7.00pm on Wednesday 19<sup>th</sup> August 2015 in The Memorial Hall, Salford Priors.

**81. Closure of Meeting:**

The Chairman closed the meeting at 21.40 hrs.

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

82.

## APPENDIX A FINANCE

PAYMENTS TO BE AUTHORISED

Jul-15 Meeting

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
99	Wark's Training Partnership	Induction Training	135.00		135.00
100	John Stedman	County Hall Meeting Travel	20.70		201.70
101	Adam Stephens	Parish Office Noticeboards	160.00		160.00
102	Pete's Handyman Services	Playing Field Inspections	20.00		20.00
103	Westhill Direct	Office Supplies	36.52	6.09	30.43
104	Stratford District Council	Uncontested Election Fee	100.00		100.00
105	Digital Copier Systems	Parish Office Printing	14.04	2.34	11.70
106	Limebridge RS	Amenity contract	1,190.40	198.40	992.00
DD	CF Corporation	P'Copier July Rent	42.00	7.00	35.00
DD	EDF Energy	TOPS Electricity	48.00		48.00
107	Paul Mills	Clerks Salary and Expenses	395.11		395.11
108	HMRC	Clerk's PAYE	392.49		392.49
DD	Lloyds Bank	Bank Service Charge	17.45		17.45
109	Salford Priors Youth Club	Parish Council Donation	500.00		500.00
110	Mrs S Hyde	Newsletter delivery	35.00		35.00
111	Terry Hunt	Lengthsman	140.00		140.00
			<b>3,246.71</b>	<b>213.83</b>	<b>3,032.88</b>

Receipts			
M E Allison	Allotment Rent 2015/16	26.00	22/Jun
G M Beamish	Allotment Rent 2015/16	26.00	22/Jun
G Howard	Allotment Rent 2015/16	26.00	22/Jun
J Speight	Allotment Deposit 2015/16	50.00	2/Jul
P Clarke	Allotment Rent 2015/16	26.00	2/Jul
R Rigler	Salford 7 Ladies P'Copying	20.00	7/Jul
<b>Total Receipts</b>		<b>174.00</b>	

Account Transfers	
Payments & Balances Agreed	All Paid Up Bank Accounts
	DEPOSIT ACCOUNT 0.00
	CURRENT ACCOUNT 74,398.48
Chairman Jul-15	<b>Total Fund Balance 74,398.48</b>

**83.****APPENDIX B****Lengthsman meeting****Held at Shire Hall Friday 19<sup>th</sup> June 2015 @ 3.00 pm****ATTENDEES:**

- **Phil Evans – WCC**
- **Dan Green – WCC**
- **Vaughan Owen – WALC**
- **David Close – Wellesbourne PC**
- **John Stedman - Salford Priors PC**
- **Elisabeth Uggerloese – Bidford on Avon PC**

The main points of the meeting were:

- WCC to send a letter to John Crossling (WALC) to be sent out to all member Parish and Town Councils before the end of the month (June)
- The letter to invite all Parish and Town Councils to express an interest in a Lengthman Scheme before **31<sup>st</sup> August 2015**. Any expression of interest received after this date will not be contemplated
- WCC is willing to hold face to face talks with any Parish/Town Council that has expressed an interest
- It was made clear that finance was scarce: any Parish or Town Council interested in the scheme should base it on having to pay for it from its precept. As a bonus, there may be a contribution from WCC, but this would be for a maximum of 2 years if at all
- Phil Evans made it clear that WCC would not be officially writing to any participating Parish or Town Council transferring the service from WCC to the local council. However, he stated WCC would be “turning a blind eye” on the work carried out, and this could include filling potholes. His phrase was “just get on with it”

I will report further at the July Parish Council meeting

John Stedman

84.

## APPENDIX C

**Allotment Holder's Meeting****Held in the Eddie Clark Suite at the Memorial Hall on 15<sup>th</sup> June 2015 at 7.30 pm****ATTENDEES:**

Cllr Karen Littleford  
 Cllr Liam Maude  
 Cllr Tom Littleford – Plot 6  
 Mr John Speight – Plot 2 (designate)  
 Mrs Marion Allison – Plot 3  
 Mr Jackie Hunt – Plot 3  
 Mr P Clarke and Ms S Mean – Plot 7  
 Mrs Melanie Muldowney – Plot 9  
 Mr Graeme Beamish – Plot 12  
 Mr Paul Mills – Clerk

Principal points arising were:

- **Main Area Grass Cutting.** Discussion regarding cutting of grass areas by the Amenity Contractor. It was confirmed that 4 cuts were authorised to take place in *March, May, July and September of each year.*
- **Grass Strips.** Further discussion arose regarding cutting of the grass strips between plots. The Amenity Contract might be extended to include cutting grass between strips; this would increase cost. This remained the responsibility of individual plot holders with *general consensus favouring retention of separation.*
- **Overgrown Plots.** Dispersal of seeds/weeds was exacerbated if individual plots remained unattended. Plot 11 was particularly overgrown. The Amenity Contractor would be approached to quote on individual plots for preparation prior to handover to incoming tenants. Consensus that *Plot 11 clearance should go ahead in advance of prospective incoming tenant*
- **Rubbish Disposal.** Disposal of spoils/dead vegetation noted as ongoing requirement. *Provision of a skip was thought unnecessary*
- **Storage of Tools.** Proposal for central lock-up facility; *not supported universally*
- **Water Supply.** Discussion about extra water tank to facilitate ease of supply to all plots. Cost thought to be in the region of £600. *Clerk to investigate but not for immediate action.*
- **Cleaning Water Butts.** Question arose concerning emptying and cleaning water butts by the Amenity Contractor
- **Soil Improver.** Supply of top dressing- soil improver. Several years previously a bulk supply of soil improver had been provided. This might be repeated with *costs of provision to be determined by Clerk. Additional enquiry locally to Hillers*
- **Mechanical Tractor.** Options for hire of small tractor for ground preparation.
- **Tenant Committee.** Discussion broached subject of forming a Tenant's Committee with appointment of a Co-ordinator to promote communication/meetings at quarterly intervals. A website link was suggested as being helpful in this regard. *Mrs S Clarke indicated an interest in fulfilling this role.*
- **Allotment Rent.** Allotment rent currently at £26.00 pa waived for incoming tenants in first year. A refundable deposit of £50.00 is applied. Overall aim was for allotment provision to be cost neutral. *Increase in annual fees could be considered.*
- **Vacant Plots.** Target was for all plots to be taken up. Advertisement of vacancies would be promoted in the forthcoming Newsletter. *(See Note 1 below)*
- **Administration.** It was felt that administration and uptake following enquiry by prospective tenants was taking too long. *Clerk agreed to progress enquiries within less than one week*

Note 1. Subsequent to the meeting, Mr John Speight took over Plot 2. A further enquiry is being progress for Mr Adrian Pattison. *Projected that one vacant plot remains.*