

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall Salford Priors, on Wednesday 16th September 2015.

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

Also in attendance: 6 members of the public were present.

112. Apologies for absence: Parish Councillor - K James - Unwell
County Councillor M Brain
District Councillor M Cargill

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

114. 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.

- a. Pecuniary Interests.** Cllr J Stedman declared disclosable pecuniary interest in Minute 125 (d) (e) & Minute 126 (a) (b) (c) (d).
- b. Dispensations.** The Parish Council granted dispensation to Cllr J Stedman's application to participate and vote in discussion relating to mineral extraction matters on Warwickshire County Council or Ragley Estate owned land in Salford Priors for a period of 4 years or until May 2019.
Proposed: Cllr L Wright, seconded by Cllr T Littleford and agreed by all Councillors.

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

- c. None**

115. 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.** Mrs P Seville identified need for attention to tidy/cut back growth in front of the church wall in Station Road and adjacent areas and remarked on attention which had been given to maintain the flower display on the green near the junction of Evesham Road and School Road. Work required in these areas would be undertaken by the Lengthsman.
- c. District Council Member Report.**

District Councillor Mark Cargill submitted by email the following notes regarding the Combined Authorities Debate.

There has been a significant amount of discussion over whether we should enter into a partnership with the West Midlands Combined Authority (WMCA) which comprises 7 authorities and 3 Local Enterprise Panels. The WMCA would control the budget for all new infrastructure work in its region. There would have to be an elected mayor. There is no new money; this is promoted as a cost saving exercise by government.

The debate at Council revolved on whether it would be advantageous to Stratford District Council (SDA) to enter into such an agreement. There are three categories of member to the WMCA, full (county, borough or city), district (full member with limited voting rights), district (non-voting). We are not able to become a full member as we are a district. We would not have voting rights and could only be an associate member. We would not be bound to a certain extent on the decision by Warwickshire as the lead authority. Debate revolved around whether we should 'follow the money' as the main source of infrastructure funding is via the LEPs or to go it alone perhaps in association with a neighbouring authority. The feeling of council was that there was insufficient information at present to make a final decision. The final vote was in favour of attending the WMCA board meetings as observers but not to commit further at this stage. Also, it was agreed that SDC should explore other options and ascertain the views of neighbouring authorities as to whether they would wish to merge into a new CA. It should be noted that whatever option is adopted, a decision is required in the New Year.

The Chairman closed the adjournment at 19.20hrs.

116. Acceptance of Minutes:

The Minutes of the Ordinary Parish Council Meeting held on Wednesday 19th August 2015 at the Memorial Hall Salford Priors were proposed by Cllr T Littleford and seconded by Cllr P Dare to be a true record of the meeting and signed by the Chairman.

117. Clerk's Progress Report:

- a. **Damaged street sign Ridsdale Close.** Replacement awaited. Clerk to progress chase.
- b. **Side out footway School Lane.** Work completed. **Resolved**
- c. **Speed limit sign Evesham Road.** Work completed. **Resolved**
- d. **LED Streetlight School Road build out.** Switch on awaited. Clerk to progress
- e. **Road surface Broom Lane.** Street works inspector reports delay. Clerk to monitor
- f. **Angus Soft Fruits.** Letter of complaint. Response received from Operations Manager with action to address concerns. **Resolved**

118. Neighbourhood Development Plan (NDP). No specific report was submitted. The SDC Cabinet will evaluate the NDP and make a decision anticipated on 28th September 2015. The Cabinet will process the document from that point.

119. Planning General: None

120. Planning Applications:

a. **15/02964/FUL.** Proposed demolition of existing industrial building; erection of one detached dwelling house with associated curtilage and amenity land; formation of new access drive to serve new dwelling house and adjacent agricultural land; and all other associated works. At Depot Rough Hill, Low Road, Church Lench, Evesham WR11 4UH. For Mr John Ranson. Cross Border application with Wychavon District Council - W/15/01971/PN. Comments being due by 17th September 2015, documents were circulated to Council by prior email. Submission of '**No representation**' **Noted by Council.**

b. **15/02957/FUL.** Proposed replacement and enlargement of dormer windows to front and rear elevations. Provision of first floor balcony to front. At Berryfield, Evesham Road, Salford Priors, Evesham WR11 8UU. For Mr Anthony Greatrex. Document circulated prior to

the meeting and a copy of application was available at the Parish Council Meeting. Summary: Council objected to the design features of cladding, inclusion of a balcony and lack of symmetry with different sizes of dormer windows to front elevation. The application was considered not to be in keeping with the conservation area and aesthetics of the local area. Clerk to submit **'Objection'** by 21st September 2015

c. 15/02811/TREE. The Gables, Station Road, Salford Priors, Evesham. WR11 8UX. For Mr John Barlow. Prior circulation and discussion at previous Council meeting. Submission of **'No Objection'** on 25th August 2015. **Noted by Council.**

121. Planning Decisions:

a. 15/02160/FUL. Proposed detached garage. The Old Church House, Abbots Salford, Evesham. WR11 8UT. For Mr Malcolm Hughes. Document circulated. **'Permission with Conditions'**. **Noted by Council.**

b. 15/02508/COUQ. Change of use and conversion of an agricultural building to a single dwelling use Class C3. Bevington Hall Farm, Salford Priors, Evesham. WR11 8SJ. For Mr and Mrs Bomford. Document Circulated **'Prior approval not required'** **Noted by Council**

c. 14/01126/OUT. Outline planning application (all matters reserved except for access) for up to 60 residential dwellings, new access onto Station Road (including demolition of existing building to accommodate new access), internal access roads, open space, drainage features and associated works. Land west of ALAMO Group Europe Ltd, Station Road, Salford Priors, Evesham. WR11 8SW. Submitted by Mr R. Ward. Document circulated. **'Outline Permission'**. **Noted by Council**

122. Appeal Decisions: None

123. Enforcement Issues: None

124. Playing Field:

a. Weekly Inspection. From the end of the school summer holiday period, playing field weekly inspections by Mr Peter Batacanin had reverted to once per month. ROSPA Playsafety would conduct an Annual Inspection of playing field equipment in September 2015. Mole damage was evident on two areas of the playing field. Clerk to contact Arden Pest Control to provide a pest control quotation.

b. Playing Field Equipment Upgrade. Arrangements for playing field equipment upgrade consultations with children, youth and adult parishioners had been amended to take place in the TOPS Building on Friday 23rd & Saturday 24th October 2015. Consultations would focus on identifying which of the 3 main proposals, MUGA, U14 area upgrade, Skate-park facility, received priority.

- The Communications Development Group agreed to generate notice of consultation events and a response form in an Autumn Edition of the Parish Council Newsletter.
- The Clerk would commence process of researching funding from external sources

125. Highways:

- a. **Lengthsman Job Progress.** Clearance of debris and accumulated growth in Abbots Salford Layby had been progressed. Completion was anticipated early October. This would receive priority over other tasks.
- b. **Lengthsman Tasks September into October.** The Lengthsman would be asked to complete outstanding work in Abbots Salford Layby. Other tasks to be considered were: Growth clearance at Abbots Salford bridge, in Rushford layby and in front of St Matthew's Church wall. Speed sign realignment had been discussed with the Locality Officer and would be considered for future Lengthsman attention. Clerk to monitor progress.
- c. **WCC Lengthsman Scheme.** Mr Dan Green, Localities and Partnerships Group Manager Communities Group had acknowledged the Parish Council's expression of interest in participating in the scheme. Further information was awaited.

Cllr Stedman left the meeting hall

- d. **A46 Roundabout.** The Parish Council agreed to mowing/clearance of the unmaintained central area of the A46 roundabout, a prominent entry point to the village, by the Amenity Contractor at a cost of £38.00. Agreed by Council
- e. **Final (End of season) verge mowing of amenity areas.** Clarification of requirement required. Decision deferred.

126. Amenities:

- a. **Autumn 2015 tree planting New Lane Dunnington.** Decision deferred for further discussion and confirmation of budget allocation
- b. **Garden Allotment and playing field hedges.** Decision deferred for further discussion and receipt of quotation for playing field hedge height reduction. (As distinct from removal of annual growth included in Amenity Contract).
- c. **Renewal of broken fence – Garden Allotment entrance.** Fence alongside the Ridsdale Close entrance to the Garden Allotments is failing due to rotting upright posts. Quotation of £185 (exc VAT) for supply and installation of 5 new fence posts/3 rails and disposal of old fencing: Proposed by Cllr Maude, seconded by Cllr Wright and agreed by Council.
- d. **Renewal of Amenity Contracts.** Cllr Green gave report of the Amenity Contract Renewal working Group following its initial meeting held on 9 September 2015. Discussion focused on 2 Amenity Contracts (Amenity and Verge Mowing and Miscellaneous Works & Provision of summer and Winter Flower Displays and Miscellaneous Landscaping Maintenance) each due renewal in early 2016. Resulting from Working Group discussion, three aspects were identified for discussion by Council:
 1. To extend both existing contracts for a period of one year
 2. To precede formal tendering planning with an initial advertisement calling for expressions of interest
 3. To decide upon either a 3 or 4 year contract at a time when a formal tendering process is undertaken

Proposed by Cllr K Littleford, seconded by Cllr Wright and agreed by all Councillors, that the Amenity Contract Working Group should establish, as soon as possible, if the current amenity contractor would consider an extension of both existing contracts for a period of one year. If this proposal is agreed, Clerk to obtain details of revised costings

applicable to a 2016/17 contract year for evaluation by Working Group members prior to reporting to the Parish Council.

Cllr Stedman returned to the meeting hall

127: Community:

- a. **HM The Queen – 90th Birthday Celebrations.** Cllr K Littleford gave report of a meeting of a Parish Working Group for HM The Queen - 90th Birthday Celebrations held in the Eddie Clark Suite on Monday 14th September 2015. The Working Group agreed that the Salford Priors Celebration Event would be held on Saturday 11 June 2016. Regarding event funding, Cllr K Littleford explained that fund raising would be undertaken to cover costs. Parish Council support was sought to cover up-front deposits etc. to secure advance booking for essential items such as Hire of Marquee and Portable toilets. Proposed by Cllr Wright, seconded by Cllr Dare and agreed by all Councillors, that a sum of £2,000 be allocated to secure essential services for the 90th Birthday Celebration Event.

- b. **Christmas Tree Illumination event 2015.** Cllr K Littleford gave report of a meeting held on Tuesday 25th August 2015 to discuss arrangements for the Christmas Tree Illumination event 2015. It was agreed that the event would be held on Saturday 28th November at 7.00pm with light switch on at 8.00pm. The venue would remain the same as for 2014, located on the green at the junction of Evesham Road and School Road. Parish Council support was sought to cover the costs of mulled wine and soft drinks and the possibility of providing decorative lights as a backdrop on St Matthew's Church. Discussion also highlighted road and area safety arrangements and the need to alert police and local residents, including invite to Care Home residents. Proposed by Cllr Wright, seconded by Cllr T Littleford and agreed by all Councillors that the sum specified be allocated by the Parish Council to cover the costs of mulled wine and soft drinks - £200.

- c. **Parish War Memorial.** Discussion outlined the possibility of promoting Parish War Memorial proposals during November 2015 in conjunction with anticipated British Legion activities. Cllrs Maude and K Littleford indicated that they were shortly due to meet Mr Eric Mitchell, the local British Legion Representative, and agreed to explore this possibility with him.

- d. **Defibrillator Awareness Training.** The Clerk had been in contact with Mr John Barlow who had kindly agreed to liaise with his colleagues from the Avon Valley First Responder Scheme regarding provision of Defibrillator Awareness Training. Clerk to alert parishioners who had registered an interest in undertaking training to venues/dates when details were known.

- e. **Neighbourhood Watch Scheme.** The Clerk advised that the Property Marking Event intended to mark the re-launch of the Neighbourhood Watch Scheme had been deferred to take place in the Memorial Hall on Wednesday 28th October 2015. Clerk to liaise with PCSO Beccy Morris and local volunteer NW Representatives regarding attendance and to provide details of the Property Marking Event in the forthcoming issue of the Parish Council Newsletter.

128. 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.

129. 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.

Cllr K Littleford asked that current Working Group reports be included as standing items on future Agendas.

130. Strategic & General Issues:

- a. **Marsh Farm Quarry.** Cllr L Wright summarized discussion of the Marsh Farm Quarry Liaison Group Meeting held in the Eddie Clark Suite on Wednesday 16th September 2015. The WCC Minerals Officer, senior representatives from CEMEX and Ragley Estates and Bidford on Avon Parish Councillors attended the meeting. The WCC Minerals Officer had carried out a 6 monthly site inspection on the day of the meeting. He reported no major changes evident since his last inspection. Restoration processes had been delayed earlier in the year by a combination of ecology constraints, road issues relating to inclement weather and market conditions linked to purchase/provision of a required 70 cubic tons of infill material. The southern end of the site is partially completed with restoration work at the northern end envisaged being undertaken last. Drainage work north of Broom Lane had been progressed such that Ragley Estates envisaged sowing winter wheat whilst planned retention of the existing haulage road post restoration would be helpful in reducing farm vehicle transit on Dunnington roads. A hedge would be planted to screen the haulage road fence alongside the B4088 fence and a belt of trees, wider than originally anticipated, would be planted alongside the A46. Restoration activity is now largely curtailed until spring 2016 with a completion target set at late summer 2016. The next Marsh Farm Quarry Liaison Group Meeting would be held in May 2016. Clerk to maintain liaison with respective agencies regarding meeting date.
- b. **Orbit road adoption Priors Grange.** In response to Parish Council enquiry about road adoption in Priors Grange, the Clerk had received a letter from the Orbit Homes Contracts Manager (based in Coventry) in which he made comment about a survey of drains highlighting some significant areas of damage that required remediation. The Contracts Manager indicated ongoing communication between Severn Trent and Orbit Legal Services to address these issues. He added apology for inconvenience suffered by residents over an extended period and gave assurance that the matter will be concluded as soon as possible. A copy of the letter was circulated to Parish Councillors. Clerk to maintain a dialogue with Orbit Contracts Manager and, additionally with the Orbit Estates Department in Stratford upon Avon.
- c. **WCC Minerals Plan Consultation.** At a Community Forum Meeting held in Bidford on Avon of Tuesday 8th September 2015, two Members of Warwickshire County Council (WCC) Estates & Smallholdings Resources gave a presentation about the WCC Minerals Plan, due publication in October 2015. Two Parish Councillors and the Clerk attended the meeting and were alerted to proposals about mineral extraction in the parish of Salford Priors. Report of the Community Forum presentation, together with further details obtained from the WCC Estates & Smallholdings Department were later relayed by the

Clerk to members of the Parish Council. Parish Councillors were unanimous in their decision and strongly objected to all the mineral extraction proposals outlined. The Clerk was instructed to write to Warwickshire County Council (WCC) Estates & Smallholdings Resources stating the very strong objection to proposals. The Parish Council decided not to enter into any discussion before the WCC Minerals Plan consultation process in October 2015 after which time it will consider any formal planning application when and if received.

131. Consideration of Correspondence Received:

- a. Orbit Adoption Priors Grange.** See Minute 130 (b) above.
- b. Salford Priors Parish Council Community Grant Scheme – Terms & Conditions**
- c. Salford Priors Parish Council Community Grant Scheme – Application Form.**

Regarding Minute 131 (b) (c) above. Proposed by Cllr Wright, seconded by Cllr Maude and agreed by Council that the Terms & Conditions and Application Form for the Salford Priors Community Grant Scheme be adopted without amendment and that both documents be published on the Community Website for the information of parishioners. Clerk to inform Arrowscape.

- d. Letter from TOPS Building Management Committee.** See Minute 134 below.

132. Correspondence for Information Only:

- a. SLCC National Conference Hinkley Island Hotel Leicestershire. Thursday 15th to Saturday 17th October 2015.** **Noted by Council.**

133. Finance:

General: Appendix A was circulated to all members of the Parish Council prior to the meeting on 16th September 2015.

- a. Lloyds Instant Access Deposit Account.** The Clerk informed Parish Councillors that a Lloyds Instant Access Deposit Account had been opened in the name of Salford Priors Parish Council.
- b. Lloyds Phone Bank for Business Banking.** To facilitate transfer of funds between current and deposit accounts the Clerk requested Parish Council authority for Clerk registration for Lloyds Phone Bank for Business Banking. Proposed by Cllr K Littleford, seconded by Cllr Stedman and agreed by all Councillors. Clerk to submit registration application form.

Payments

- c.** The council gave consideration and approval of the payments listed in Appendix A. Proposed by Cllr T Littleford, seconded by Cllr P Dare and agreed by all Councillors.
- d.** It was agreed that Cllrs L Wright and J Stedman would sign the cheques for payments as listed in Appendix A (Minute 137).

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

Lloyds Account: **£71,302.63**
Total Fund Balance **£71,302.63**

134. Contract/Leasing Matters.

- a. **TOPS Building Lease Renewal.** See Minute 131(d) above. The Clerk was instructed to liaise with Cllr K James before writing to Warwickshire County Council Estates & Smallholdings Resources to progress Ground Lease renewal for the TOPS Building. Clerk to contact Zurich Insurance Company to confirm continuity of insurance cover.

135. Date of Next Meeting:

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

136. Closure of Meeting:

The Chairman closed the meeting at 21.40 hrs.

Chairman: _____ Date: _____

137 Payments Authorised			APPENDIX A - FINANCE	
Cheque Number	Payee	Details	Gross Payment	Net Payment
125	Digital Copier Systems	Parish Office Printing	10.74	8.95
126	Dunnington Baptist Church	Church Hall Hire	20.00	20.00
127	Pete's Handyman Services	Playing Field Inspections	40.00	40.00
128	Limebridge RS	Amenity contract	1,392.00	1,160.00
<i>DD</i>	CF Corporation	P'Copier September Rent	42.00	35.00
129	Champion Knight Graphics	No parking signs X 3	54.00	45.00
<i>DD</i>	Lloyds Bank	Bank Charges	17.98	17.98
130	Mrs R Burns	Allotment deposit return	50.00	50.00
131	Paul Mills	Clerks Salary and Expenses	***	***
132	Arrowscape	Website Maintenance	169.65	169.65
133	Terry Hunt	Lengthsman	84.00	84.00
<i>DD</i>	EDF Energy	TOPS Electricity	48.00	48.00
<i>0</i>	0	0	0.00	0.00
<i>0</i>	0	0	0.00	0.00
<i>0</i>	0	0	0.00	0.00
<i>0</i>	0	0	0.00	0.00
<i>0</i>	0	0	0.00	0.00
<i>0</i>	0	0	0.00	0.00
<i>0</i>	0	0	0.00	0.00
<i>0</i>	0	0	0.00	0.00
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	0	Total Receipts	50.00	