

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall Salford Priors on Wednesday 20th January 2016.

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

Also in attendance: District Councillor M Cargill and 12 members of the public.

219. Apologies for absence: Councillor T Littleford – Away on Business
Councillor L Wright – Police Commendation Presentation
County Councillor M Brain – Area Planning Committee

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

221. 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 224 (a) (b) (c) (d) and (k) (l) if discussed.

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

b. Other Disclosable Interests. None.

222. Open Forum: The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.

- a. Cronin Development Consultancy.** Mr Andy Cronin, Technical Consultant Cronin Development Consultancy, explained that potential development proposals on land adjacent to Evesham Road Salford Priors were embryonic. He welcomed this informal opportunity to address the Parish Council and residents and invited comments and suggestions embracing all topics of interest and concern.

An illustration of development layout/design was available to provide indication of proposals. Mr Cronin remarked upon maintenance of the existing line of views towards the church, car parking provision for current and new residents and a recreation area. A record of questions and answers (not verbatim) is included at Minute 312 APPENDIX B.

- b. Have your say.** No under 18s were present.

- c. Neighbourhood Watch Scheme.** Mr J Bradfield enquired about progress of the Parish Neighbourhood Watch Scheme (NWS). He had not received routine NWS reports since the launch evening in October 2015. The Clerk advised that he had submitted volunteer representative's registration forms to the Central Co-ordinator in Leamington Spa Police Station but had been unsuccessful in making contact with the co-ordinator since that time. The Clerk would continue approaches to facilitate relaunch of the NWS in Salford Priors Parish.

- d. **Planning Application 15/04346/TREE.** Mrs Jill Staples-Grantham made enquiry regarding her application to Stratford District Council for removal of a Conifer tree in front of her house. The Chairman explained that Parish Council submission had been actioned and was noted at under Planning Applications in the meeting Agenda.
- e. **District Council Member Report.** District Councillor Mark Cargill commented on the following matters:
- **Budget Process.** SDC Budgeting provision was currently satisfactory but future diminishment of funds was anticipated. He advocated careful consideration and inventiveness of future Parish Council expenditure
 - **Core Strategy.** Core strategy debate continues with a mixture of influences arising. He remarked about Welford Airfield proposals. The area would remain as an airfield but business leasing had now ceased
 - **Land Supply.** There was currently a 5.2 year land supply. A number of appeals had been suspended but would be re-heard in 2 months.
 - **New Developments.** Reiterated that there was a cap in numbers of houses for new developments. There may be a desire in some areas for greater numbers promoting consideration regarding sustainable development
 - **Primary School Letter.** Had received a letter from Salford Priors C of E Primary School regarding street lighting provision. This was part of a democracy study in school. Cllr Cargill would reply to the letter. He was aware of the financial constraints on such provision

The Chairman closed the adjournment at 19.45hrs.

223. Acceptance of Minutes:

- a. The Minutes of the Ordinary Parish Council Meeting held on Wednesday 16th December 2015 at the Memorial Hall Salford Priors were proposed by Cllr L Maude and seconded by Cllr A Green to be a true record of the meeting and signed by the Chairman.

224. Clerk's Progress Report:

- a. **Road surface Broom Lane.** Street Works Inspector reports ongoing traffic management discussion regarding either road closure or use of mobile traffic lights. Anticipate remedial activity during February 2016. Clerk to monitor.
- b. **Height reduction – playing field hedge.** **Resolved**
- c. **Planter area in Orbit car park.** Debris and growth cleared. Await drier weather for topsoil and planting. Clerk to monitor
- d. **New Lane Dunnington- Autumn 2015 tree planting.** Two trees planted, a third awaiting delivery. Delayed by wet conditions. Clerk to monitor
- e. **New Lane Dunnington – Fence repair.** **Resolved**
- f. **St Matthews Close/Ridsdale Close – Footway Work** resume in 2016. Clerk to monitor.
- g. **Ridsdale Close – Shop/PO External Light.** **Resolved**
- h. **B4088 Bus Shelter Repair.** **Resolved**
- i. **Fly Tipping New Inn Lane.** Reported Refs: 698344 & 702920. Clerk to monitor.
- j. **D5492 Wood Bevington Lane.** Drainage Works **Resolved**
- k. **Playing Field Post Inspection Works.** Await dry surface conditions. Clerk to monitor
- l. **Playing Field Canopy Lift/leaf clearance.** Await dry surface conditions. Clerk to monitor
- m. **Solar Light Battery Installation.** Await dry surface conditions. Clerk to monitor

225. Neighbourhood Development Plan (NDP). Cllr K James reported that the Draft NDP had been amended and subsequently proof read by the appointed solicitors. Cllrs L Maude and T Littleford would additionally undertake required digital mapping work. Account had been taken of comments and observations made at the Parish Council meeting held in December 2015. A pre-consultation phase study of the NDP would be carried out by Stratford District Council within the next 2 to 3 weeks.

226. Planning General: None

227. Planning Applications:

- a. **15/03699/OUT.** Proposed: Outline application for the erection of 5 no. dwellings (all matters reserved). At: Heath Cottage, Dunnington, Alcester. B49 5NW. For: Mr Jeremy Gascoine. Council **Support** submitted 17 Dec 15. **(See Planning Decision Minute 227(e) below).**

Submission document circulated

Noted by Council

- b. **15/03761/FUL.** Erection of a single story extension to the rear of the church to provide meeting room facilities. At: St Matthews Church, Station Road, Salford Priors. For: Mr Peter Penney. Council **Objection** submitted 17 Dec 15.

Submission document circulated

Noted by Council

- c. **15/04346/TREE.** Proposed: T1: Conifer: remove. At Periwinkle Cottages, Jack Thomson Croft, Salford Priors. For Mrs Jill-Staples Grantham. Council **No representation** submitted 17 Dec 15.

Submission document circulated

Noted by Council

Amendment Application

- d. **15/04012/FUL.** Proposed: Erection of 1 no. dwelling with vehicular access off Ridsdale Close. At: 15 School Avenue, Salford Priors. WR11 8XB. For: Mr D Faulkner. Design amendment received to exclude use of cladding and inclusion of brickwork in keeping with adjacent properties. Council agreed delegation of approval decision to SDC Planning Authority. Confirmation of Council **Delegation of Decision** submitted 17 Dec 15.

Submission document circulated

Noted by Council

Planning Decisions

- e. **15/03699/OUT.** Proposed: Outline application for the erection of 5 no. dwellings (all matters reserved). At: Heath Cottage, Dunnington, Alcester. B49 5NW. For: Mr Jeremy Gascoine. **Principle of development considered unacceptable.** Planning Officer requires confirmation that the Parish Council does wish the application to be determined at Planning Committee. *(SDC Planning Officer's letter circulated).*

15/03699/OUT –Council observations:

- In response to the Planning Officer's earlier comments about the NDP, the Clerk had relayed to the Planning Officer that the Designated Area of the NDP is the whole parish which includes the settlement of Dunnington. The Plan was currently undergoing some modification following its Pre-Submission Neighbourhood Plan Regulation 14 Consultation (Neighbourhood Planning (General) Regulations, 2012. NDP anticipated to be with the District Council for the final six week Public Consultation by 28 Feb 16

- Facilities in Dunnington include an extensive high quality shop facility, a primary school and an active church. There is regular bus service support. These components compare very favourably with facilities at other nearby settlements
- Against a background of clear explanation for earlier exceptional flooding occurrence, there was no strong planning reason for objection on the grounds of flooding hazard
- Application 15/03699/OUT merited strong support as a sustainable development

Proposed by Cllr A Green, seconded by Cllr J Stedman and agreed by all Councillors that the Parish Council does wish the application to be determined at Planning Committee.

Cllr K James agreed to attend the Planning Committee meeting to represent the Council. Clerk to inform the Planning Officer of this decision.

- f. 15/03937/TREE.** Proposed: - T1: Alder: fell .At: The Old Forge, Station Road, Salford Priors, Warwickshire WR11 8UX. For Mr Paul Rigler. **No Objection**

Submission document circulated

Noted by Council

228. Enforcement Issues: None.

229. Playing Field:

a. Monthly Inspection. Inspection carried out on 4th January 2016. Report of some mole activity in the area of the goal posts nearest the Scout Hut end of field.

b. ROSPA Annual Inspection. A ROSPA Playsafety Ltd Annual Inspection of playing field equipment had been carried out on 30th September 2015. Acknowledgement of request for explanation of toggle entrapment had been received. Explanatory feedback from the inspecting officer (W Slater) was awaited.

- c. Playing Field Equipment Upgrade.** Notes from the Playing Field Working Group meeting on Wed 13th January 2016 were circulated to Council Members. Initial focus on provision of a MUGA had debated funding considerations, determined General Design Characteristics and noted the Procurement/Website Contract Finder process. SDC Planning had confirmed that a planning application would be required for MUGA installation. To provide an indication of costs the Clerk would contact HAGS-SMP, EIBE and Wicksteed requesting a revised quotation by end February 2016 for (single) provision/installation of a MUGA facility. CDM Regulations 2015 were to apply.

230. Highways:

a. Lengthsman Job Progress. Continue side out School Road footway from the school to Ban Brook Road turn; clear growth and debris playing field entrance road; litter pick Orbit car park and accessible hedge car park side; Straighten Priors Grange mounted sign; clear debris from gutters and kerb stones, wash down reflector posts and ensure white line visibility school road build outs; clear 4 X gullies junction School Road/Evesham Road.

b. Lengthsman Tasks January into February. Continue side out School Road footway; clear any accumulated stones, mud and debris from public footway at entrance to farm drive opposite turning to Orchard Farm/Angus Fruits; clear out litter, accumulated soil and leaves/debris from 5 Bus Shelters including the wooden bus shelter opposite Queens Head Pub

231. Amenities:

- a. Street lighting School Avenue Salford Priors.** Questionnaire results (21 from 32) regarding the principle of provision of Street lighting in School Avenue Salford Priors: Support (YES) - 19; Support (NO) - 1; Abstain - 1

Clerk to progress feasibility and cost of provision of Street lighting in School Avenue.

- b. Concrete Streetlight Post Replacement.** The WCC Highways (Lighting) representative had agreed to attend a site visit early in 2016 to identify accurately factors which would ultimately determine costs. Confirmation of on-site visit date was awaited.
- c. Street Light Working Group.** Proposed by Cllr A Green, seconded by Cllr P Dare and agreed by all Councillors, that a Street Light Working Group be formed to identify a 5 year rolling programme of street light replacement. Working Group members were: Cllrs, A Green, K Littleford, J Stedman, P Dare and the Clerk.

d. Garden Allotments.

- i. Garden allotment Plot 1 had been taken over by Mrs S Parrott
 - ii. Garden allotment Plot 8 had been taken over by Mr P Clarke
 - iii. Clerk to include review of garden allotment rental charges as an Item on the Parish Council meeting Agenda for February 2016
 - iv. Clerk to write to tenant of garden allotment plots 4 & 5 concerning removal of accumulated storage of unauthorized material/paving slabs
- e. Amenity Contract Working Group.** The Amenity Contract Working Group would next meet on a date to be notified in March or April 2016.

232. Community:

- a. The Queen – 90th Birthday Celebrations.** The 90th Birthday Celebrations Working Group held a meeting on Mon 11th Jan 16. Cllr K Littleford reported on arrangements in progress including Temporary Event and Small Lottery Licenses, involvement of various local groups and clubs in running stalls and activities, communication with local businesses, matters relating to car parking arrangements and insurance and Health & Safety issues. The next Working Group meeting would be held on Mon 1st Feb 16.
- b. Communication Development Group.** Cllr L Maude explained the advantages of transferring the salfordpriors.gov.uk domain from its current domain holder to names.co.uk. This would result in the Parish Council being in control of its domain reregistration and DNS updates. The domain transfer arrangements described were proposed by Cllr J Stedman, seconded by Cllr K James and agreed by all Councillors. Clerk to write to the previous Registrant, Mr M Philpott, to arrange authorization of the domain transfer and change of Registrant details.

233. Rights of Way:

- a. Cllr D Penn advised the Council that during the preceding period he had not received report of difficulty concerning Rights of Way.

234. Matters raised by Councillors:

- a. Cllr D Penn advised that a number of drains on the B4088 between Dunnington Crossroads and the Toll House were overgrown. Clerk to alert WCC Highways.

235. Strategic & General Issues:

- a. **WCC Minerals Plan Consultation.** The Clerk informed Council Members that he had received from WCC (Planning) confirmation of receipt of The Salford Priors Parish Council Statement of Objection relating to the Warwickshire Minerals Plan Consultation. Comments would be analysed and reviewed prior to being published online. Contact details will be put on the WCC consultation database. Salford Priors Parish Council will be automatically consulted at the next stage of the plan.
- b. **Perkins Educational Foundation.** The Clerk had received a copy of the Charity Commission Scheme for the Perkins Educational Foundation. Section 3(1) Governors confirms that four of the eight Representative Governors will be appointed by Salford Priors Parish Council. Representative Governors will hold office for a period of 3 years. Having confirmed authority to do so, Council members agreed to the appointment of Mrs Sally Staley – Head Teacher Salford Priors C of E Primary School - as Perkins Educational Foundation Representative Governor. Clerk to contact Dr Steven Roberts, Chairman Perkins Educational Foundation, to confirm this appointment.
- c. **Meeting with Bovis Homes Representatives.** Council members agreed to an update meeting with Bovis Homes representatives regarding the ALAMO development, Station Road, Salford Priors. The meeting would take place in the Eddie Clark Suite at 7.30pm on Wed 27 Jan 16.

236. Consideration of Correspondence Received.

- a. **Ground Lease renewal options TOPS Building.** WCC Senior Estates Surveyor – Gillian Blackford – had forwarded notice of Conditions relating to ground lease renewal options for the TOPS Building. Conditions had been circulated by email to Council Members (7 Jan 16) outlining Length of Term, Break Options, Rent and Access. Acceptance of the Conditions indicated for a 5 (five) year renewal of the protected ground lease was proposed by Cllr K James, seconded by Cllr J Stedman and agreed by all Councillors. Clerk to liaise with WCC Senior Estates Surveyor informing this decision and to progress formal ground lease renewal procedures.
- b. **The Future of Audit Procurement and the Sector Led Body.** The National Association of Local Councils (NALC) has set up an organisation, the sector led body (SLB), to let the contracts for external audit of parish and town council which will succeed the present contracts which end in 2017. The response date to ‘opt in’ had been extended to 31st March 2016. Council members received explanation about the advantages of opting in to the SLB scheme compared to stand alone arrangements. Council acceptance of opting in to the SLB scheme was proposed by Cllr J Stedman, seconded by Cllr K James and agreed by all Councillors. Clerk to inform SLB of opt in acceptance.

- c. **Course Fee - End of Year Financial Procedures.** Authorisation of payment of £30 for Clerk attendance on WALC Training Course *End of Year Financial Procedures* was proposed by Cllr K Littleford, seconded by Cllr J Stedman and agreed by all Councillors.
- d. **Workplace Pensions Changes.** The Clerk outlined notice of changes of workplace pensions under the Pensions Act 2008 which determines when an employer has to provide a pension scheme. The conditions applicable to Salford Priors Parish Council (SPPC) are such that SPPC is not currently liable to provide a pension scheme but still has duties. Declaration of compliance is required within 5 months of the staging date, notice of which will be issued through' www.tpr.gov.uk/elect Clerk to liaise with Chairman as the person responsible for making sure that legal duties are met.
- e. **Royal Garden Party – May 2016.** The Council had received invitation to submit nominations for 2 persons to attend the Royal Garden Party at Buckingham Palace on Tuesday 24th May 2016. **Noted by Council**

237. Correspondence for Information Only.

- a. Parish Meetings, Parish Councils and Town Councils in relation to Community Governance Reviews
- b. Letter of thanks for Donation – Avon Valley Community First Responders

238. Finance:

General: Appendix A and documents showing third quarterly bank reconciliation, account balances and income and expenditure budgets were circulated to all members of the Parish Council prior to the meeting on 20th January 2016.

- a. **Third quarterly account balances, budgets and bank reconciliation and balances.** Acceptance of these documents was proposed by Cllr K James, seconded by Cllr P Dare and agreed by all Councillors.

Cllr J Stedman advised Council members that, for clarity of understanding, he would amend Grant receipt presentation in SPPC finance excel sheets.
- b. **Interim Internal Audit Report.** Mr Geoff Bradley had carried out an interim internal audit of the Parish Council accounts 2015/16 during December 2015. Audit findings concerning financial management and recording practices were satisfactory. He advocated update/revision of Financial Regulations by the end of FY 2015/16.
- c. **HMRC Response to PAYE. No further response had been received** from HMRC Dispute Team concerning their Letter dated 4th December 2015 re' PAYE underpayment FY 2013/14

Payments

- b. The council gave consideration and approval of the payments listed in Appendix A. Proposed by Cllr A Green, seconded by Cllr L Maude and agreed by all Councillors.
- c. It was agreed that Cllrs K Littleford and J Stedman would sign cheques for payments listed in Appendix A (Minute 241).

The Council noted the Lloyds Bank Deposit Account opening balance and Current Account balance reconciled with the Lloyds Bank Current Account statement Number 20 and Deposit Account Statement 2 issued 29th December 2015.

| | |
|-------------------------|--------------------------|
| Lloyds Deposit Account: | £50,001.99 |
| Lloyds Current Account | <u>£39,873.50</u> |
| Total Fund Balance | £89,875.49 |

239. Date of Next Meeting:

- a. Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 17th February 2016 at 7.00pm in The Memorial Hall Salford Priors.

240. Closure of Meeting:

The Chairman closed the meeting at 20.50 hrs.

Chairman: _____ Date: _____

| 241 | Payments Authorised | APPENDIX A - FINANCE | | Gross | Net |
|---------------|------------------------------|------------------------------|----------------|----------------|------------|
| Cheque | | | | | |
| Number | Payee | Details | Payment | Payment | |
| 169 | Bidford Dementia Café | Parish Council Donation | 400.00 | 400.00 | |
| 170 | CAB Stratford on Avon | Parish Council Donation | 350.00 | 350.00 | |
| 171 | P D Long | Streetlight Maintenance | 122.40 | 102.00 | |
| 171 | P D Long | Streetlight Maintenance | 55.20 | 46.00 | |
| 171 | P D Long | Streetlight Maintenance | 124.80 | 104.00 | |
| DD | EDF Energy | TOPS Electricity | 39.00 | 39.00 | |
| DD | CF Corporation | P'Copier January Rent | 42.00 | 35.00 | |
| 172 | Warwickshire CC | Lease TOPS Building | 145.75 | 145.75 | |
| 173 | Pete's Handyman Services | Playing Field Inspection | 10.00 | 10.00 | |
| 173 | Pete's Handyman Services | Bus Shelter Repair | 10.00 | 10.00 | |
| 174 | TOPs | TOPS Building Hire | 60.00 | 60.00 | |
| DD | Lloyds Bank | Bank Charges to 9 Dec | 21.52 | 21.52 | |
| 175 | Paul Mills | Clerks Salary and Expenses | *** | *** | |
| 176 | HMRC | Clerks PAYE | 392.49 | 392.49 | |
| 177 | Limebridge RS | Amenity contract | 579.60 | 483.00 | |
| 178 | Westhill Direct | Office Supplies | 72.62 | 60.52 | |
| 179 | Terry Hunt | Lengthsman | 122.50 | 122.50 | |
| 180 | Salford Priors Memorial Hall | Hire of Hall & Parish Office | 595.00 | 595.00 | |
| 0 | 0 | 0 | 0.00 | 0.00 | |
| 0 | 0 | 0 | 3,431.73 | 3,265.63 | |
| | TOPs | 42377 | 241.85 | | |
| | 0 | 0 | 0.00 | | |
| | 0 | 0 | 0.00 | | |
| | 0 | 0 | 0.00 | | |
| | 0 | 0 | 0.00 | | |
| | 0 | 0 | 0.00 | | |
| | 0 | 0 | 0.00 | | |
| | 0 | 0 | 0.00 | | |
| | 0 | 0 | 0.00 | | |
| | 0 | 0 | 0.00 | | |
| | 0 | 0 | 0.00 | | |
| | 0 | 0 | 0.00 | | |
| | 0 | Total Receipts | 241.85 | | |

242. APPENDIX B. Potential Development Proposals - Evesham Road Salford Priors

(AC) Mr Andy Cronin - Cronin Development Consultancy

Questions and Answers

(Q) Cllr. JS. Enquired about the position of the public footpath through the proposed area; measures to protect archeological findings – potential Roman area detected; traffic calming measures associated with proposed development; previous calming measures had been removed.

(A) AC. *Not an intense development; would emphasize maintenance of church views throughout design; archeological finding area remains open public area; very aware of flood plain issues; would consider alternative features to advise 30mph speed limit.*

(Q) Cllr. AG. Reiterated importance of maintaining public right of way.

(A) AC. *Aware of this importance; repeated will work in line with view of church.*

(Q) Cllr. JS. Raised subject of Public Open Spaces; linked to number of properties; question of whether this was anticipated to be taken on by local authority; all question for later date.

(Q) Cllr. PD. Enquired about location of principal entry to the site and potential where necessary for private drive access; allocation of social housing.

(A) AC. *Not yet engaged with Planning Officer; social housing at 35% but not yet formally identified.*

(Q) Cllr. KL. How many houses envisaged? AG. Site area 4.23 hectares; referred to NDP re' site opposite Cleeve View

(A) AC. *Exact number not yet determined? Open scheme/ low density.*

(Q) Resident. Enquired about who approached the owners of the site; commented/described the position of the flood plain and the old sewage outfall at the bottom of the site under discussion.

(A) AC. *The area was in Flood Risk Zone 2. Flood risk and drainage assessment will be carried out.*

(Q) Cllr. JS. Has pre planning discussion taken place with the Planning Officer?

(A) AC. *No.*

(Q) Cllr. MC (Ward Member). Question regarding the number of houses envisaged. Nearby ALAMO development of 60 houses. Also comment about social housing, noting that eg. ORBIT Housing Assn would not be interested in taking on management of small numbers. Advocated Cronin research and discussion with social housing management companies to consider local needs, rented or shared ownership, numbers with local connection to keep persons in the village.

(A) AC. *Accepted this advice; would widen consultation before further planning.*

(Q) Resident. Raised a specific question about location of building immediately behind the resident's property.

(A) AC. *The illustration of layout was an indication of layout which can be changed.*

(Q) Cllr AG (?). Commented on need in any further stage of progress for more detailed information and advantage of public consultation before any Planning Application

(A) AC. *Remarked working towards sympathetic development; taking into account aspects of car parking/speed awareness and affordable housing*

(Q) Cllr KL. Commented on housing development already identified in the Core Strategy as 84, leaving a requirement of 20 after the Station Road ALAMO development.

(A) AC. *Unable to answer this question fully. Cronin Development were looking at the requirement for housing in the district at large.*

(Q) Resident. Comment regarding commuter activity, limited/no local demand, no work to drive this demand. Described strong swell of opinion against potential development in the area under discussion adjacent to Evesham Road Salford Priors.