

## Salford Priors Parish Council

### Minutes of an Ordinary Meeting of the Parish Council held in Baptist Church Hall, Dunnington on Wednesday 15<sup>th</sup> June 2016.

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

**Also in attendance:** Mr Tony Wall, Director of Ragley Hall Game Fair, Mr Scott Johansen of Severn Trent Water Team Manager, Stratford and Warwick, Mrs Sarah Greenhalgh and 15 members of the public.

**33. Apologies for absence:**

- County Cllr Mike Brain – planning meeting
- District Cllr Mark Cargill – away on holiday
- Cllr Tom Littleford – away on holiday
- Cllr Pat Dare - illness
- Cllr- Lindsay Wright - away on business

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

**35. 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 John Stedman – 38 j, l, m & n (if discussed)

Cllr K James – Planning 40b

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

**b. Other Disclosable Interests.** None.

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

- a.** Mr Tony Wall – Director of Game Fair, taking place at Ragley Hall 29<sup>th</sup> – 31<sup>st</sup> July 2016 explained the local traffic plan intended for use during that period.

The Fair hopes to attract 120-140,000 people over 3 days which will mean an extra 15,000 cars per day. They have taken into account the views of the police, local highways authority, Highways England and any other representatives who have an opinion or view of why things should be done differently. They are aware there will be an inconvenience however on the balance of interests the Fair brings £20-40,000,000 into the community over the 3 days. He assured members of the public they do try to lessen the impact for the local people. This

year the fair is taking place in the school holidays so it means less local traffic around at the beginning and end of the school day.

He identified the entrances that will be used and provisions that have been made to keep the traffic moving. He stated that there will not be a one way system around the area as there had been in the past as this had proved to be confusing.

There will be a couple of members of the police who will act as first responders and the Parish Council will be given a telephone number should there be an issue with event control.

He then asked for questions from the public. The main concern was whether Dunnington residents would receive free tickets – Mr Wall confirmed Dunnington residents would not be receiving free tickets.

A question was also raised as to whether there any road cleaning facilities have been put in place – Mr Wall confirmed that they have.

Mr Wall stated that he is happy for anyone to look at the plans.

- b. Mr Scott Johansen and Sarah Greenhalgh representing Severn Trent Water for this area, provided an update about Severn Trent Water project proposals for a Dunnington pumping station.

Mrs Greenhalgh informed the residents that Severn Trent Water are going to continue with the current operation of tankering and requested feedback.

Cllr James stated that the Parish Council had been assured that £3m has been committed to replace the pumping station at Dunnington. Tankering had increased over last 12 months – there can now be 4-6 tankers per day coming into the village.

A resident asked whether it is against building regulations to put storm water into the sewerage system. Mrs Greenhalgh replied that new housing developments have separate sewer systems put in place however existing housing doesn't have the same regulations.

It was stated that some sewerage flows onto the public footpath. Mr Johansen declared he would work with residents as to how to best control the cesspit and overflow and ensure sewerage is not flowing out onto the road. There are already some ideas in place to ensure levels are monitored.

Cllr James Kim confirmed that an alarm system was already in place.

It is part of Severn Trent's routine to check Dunnington's sewerage level. Cllr James stated an engineering scheme had already been put in place to provide a pumping station with 2017 being the deadline. He was insistent that tankering is not an option – a pumping station is what is required for Dunnington. Mrs Greenhalgh said she would take these thoughts away and look into it however tankering is proving to be the most cost effective for Dunnington.

She also said that although the plans were drawn up and proposals put forward there is limited funding available – there are other requirements that have been prioritised.

A member of the public requested to speak with the person who had made the decision.

Mrs Greenhalgh will go back and look at prioritisation plan. She requested that residents record dates when sewerage causes a problem. Cllr James identified that the movement of the tankers is the evidence. Every journey is logged and that should prove to be the evidence. The tankers have to be brought in because the sewerage runs onto the crops. Mr Johansen specified the tankers come to remove sewerage regardless of whether it is overflowing or not.

Cllr James requested the proposed long term solution for Dunnington as it currently stands is carried out. Mr Johansen detailed that without the money available tankering will be reviewed on an annual basis. Package treatment plan to be put in place should the money be available.

Discussions followed regarding how much the extra tankers cost compared with a more modern installation which would remove the problem. Tankering costs Severn Trent Water £261 to empty the cesspit per load which is carried out once or twice per week amounting to £12,500 compared to £2-3 million for package treatment plant.

These figures were not agreed with and Cllr James stated that Stratford District Council have not acted against Severn Trent Water at present as they have taken the Parish Council's minutes as evidence that Severn Trent Water are looking to provide a solution via a pumping station.

Cllr Maude requested the prioritisation schedule be made available to the Parish Council. However Severn Trent Water are not subject to Freedom of Information Act and as such are not obligated to provide this information.

The Parish Council will make enquiries to Offwatch to find out where it stands with this issue. They will progress the matter through the Environmental Department at Stratford District Council to bring about a better solution as the Severn Trent Water proposal is unacceptable.

Mrs Greenhalgh & Mr Johansen stated they would go back to the office and come back for a further meeting once they had looked into matters and the Minutes are provided from previous Parish Council meetings confirming the agreement by Severn Trent Water to provide a pumping station are forwarded to them. Clerk to research and forward previous Minute copies.

Mr Johansen apologised for being bearers of bad news. On behalf of the residents Cllr James thanked them for attending and being honest in representing Severn Trent Water arrangements for Dunnington.

Cllr James thanked the residents and assured them the Parish Council would continue to look into this unacceptable proposal.

Mrs Greenhalgh & Mr Johansen left the meeting.

A resident is concerned about street lighting especially in the winter when there are a lot of children walking to and from the school in the dark. He requested that some form of lighting with switches that are triggered by the dark be looked into.

Cllr K Littleford informed the residents that the Parish Council had recently carried out a survey in School Avenue, Salford Priors; once it was costed out it proved to be too expensive, however she did say that each individual area can be looked at as an individual cost. The resident requested a survey be carried out. Street Light Working Group will discuss this at their next meeting.

- c. **Have your say.** No under 18s were present.
- d. **County Council Member's Report** – None

**The Chairman closed the adjournment at 19.45 hrs.**

### **37. Acceptance of Minutes:**

- a. The Minutes of the One Hundredth and Twenty-second Annual Meeting of the Salford Priors Parish Council held on Wednesday 18<sup>th</sup> May 2016 at the Memorial Hall Salford Priors were proposed by Cllr James and seconded by Cllr Stedman to be a true record of the meeting and signed by the Chairman.
- b. The Minutes of the Ordinary Parish Council Meeting held on Wednesday 18<sup>th</sup> May 2016 at the Memorial Hall Salford Priors were proposed by Cllr Green and seconded by Cllr Stedman to be a true record of the meeting and signed by the Chairman.

### **38. Clerk's Progress Report:**

- a. **Road Surface Broom Lane. No progress to date** – Street Works Inspector confirms continued contact with Severn Trent contractors. Clerk to monitor
- b. **Playing Field Solar Light Battery Installation.** Installation completed. **Resolved.**
- c. **B4088 Gullies Wood Bevington turn to Weethley Lodge.** Repeat request to Localities Officer. Cllr Mike Brain copied in, Clerk inspected the area on Sunday afternoon but it is unclear if jetting has taken place. Clerk to progress with Localities Officer.
- d. **B4088 Extension of Footway to Wood Bevington Turn.** Cllr Mike Brain had agreed to investigate costs. Currently no response. Clerk to progress with Cllr Mike Brain and Localities Officer. Cllr James confirmed it has been inspected and a cone has now been installed where there is a danger of falling.
- e. **AL15 Kissing Gate Installation.** Currently no delivery. Clerk has progress chased this requirement with Elaine Bettger and Richard Barnard, WCC Rights of Way Officers and Hamish Stewart, Ragley Estates Farm Manager. Clerk to monitor

- f. **Vacated vehicles** – St Matthews Close car park. **Resolved.**
  - g. **Willows Caravan Park** – signage – Clerk repeat enquiry with Roger Thatcher, SDC Enforcement Officer. Response awaited. Clerk to monitor
  - h. **Road sweep/clean Cock Bevington.** Clerk has contacted David Elliston, Localities Officer who had agreed to look into possible options. Also direct contact with Hamish Stewart, Ragley Estates Farm Manager – he agreed to consider use of tractor with forward bucket but this agreement would be subject to Ragley Estate priorities.
  - i. **Dunnington BT Cable exposure.** Remains with Open Reach Ref: CM5HDE85. Clerk to monitor
  - j. **Garden Allotment – Boundary fencing installation** – Costings agreed. Fence installation awaited. Clerk to monitor
  - k. **Preservative application – Parish Noticeboards** – works order and preservative issued to Peter Batacanin. Completion awaited. Clerk to monitor
  - l. **Grass cut on Garden Allotment areas** – Work completed. **Resolved.**
  - m. **Highway verges in parish areas** Work completed. **Resolved.**
  - n. **Grass areas both sides junction Dunnington New Lane & B4088** – request to keep these areas short forwarded to Amenity Contractor. **Resolved.**
- 39. Neighbourhood Development Plan.** Subject to 6 week consultation being carried out by District Council. Salford Priors Consultation Statement and Strategic Environmental Assessment have not yet been able to be put on website due to website controller being on holiday. These will appear after 21<sup>st</sup> June 2016.

#### 40. Planning Matters:

##### Planning Application

- a. **SDC/16CM009.** Proposed: Construction of a vacuum pumping station with associated works and improved vehicular access to the B4088. Location: Land off the B4088 Salford Priors. WR11 8SP. For: Severn Trent Water Ltd. Case Officer: Mr T Evans Senior Planner. Observations requested before 21 June 2016.

There could be possible objections from County Council because of the proposed gravel pit. Letter also shown to Cllrs regarding an objection from a local resident. Whilst Cllrs understand the gentleman's objections the Council fully support this application. Cllr James agreed to compile a return before 21<sup>st</sup> June.

- b. **16/01450/FUL.** Proposed: Erection of two storey rear extension. At: 10 Conway Croft, Dunnington Road, Dunnington. B49 5NY. For: Mr and Mrs Mark Edkins. Case Officer: Lindsey Young. Comments due by 15<sup>th</sup> June 2016. *Document circulated by email 1st June*

2016. Following consultation with Council Members, under Clerk's delegated powers 'No Representation' submitted on 8<sup>th</sup> June 2016.

### Planning Decisions

- a. **16/01187/HHPA.** Proposed: Construction of a single storey rear extension. At: Shamba, Evesham Road, Salford Priors, Evesham. WR11 8UU. Foe: Mr Brian Cobb. Case Officer: Richard Bergman. **Prior Approval Refused** *Noted by Council*
- b. **16/00057/VARY.** Proposed: Variation of condition 4 of approval S92/0496 to allow the use of the site as a holiday park for 11 months (11 month holiday season). At: Willow Park, Station Road, Salford Priors, Evesham. WR11 8UP. For: Broadway Park Homes. Case Officer: David Jeffery. **Planning permission granted subject to conditions.**  
*Noted by Council*

### 41. Playing Field:

a. **Monthly Inspection.** During the playing field inspection carried out on 27<sup>th</sup> May 2016 mole activity was noted in the tree area near the north east corner of the field. Noted that frequency of inspection will increase to once per week during school summer holidays. Overall responsibility for inspection remains with the Clerk. Mr Peter Batacanin will continue to carry out the inspections including during the summer holidays.

b. **Playing Field Equipment.** A Playing Field Working Group meeting, attended by Mr Trevor Bury, Architect, was held on Wednesday 1<sup>st</sup> June 2016. Notes of the meeting and other documents were circulated by email to the Playing Field Working Group. Mr Trevor Bury had forwarded indication of his costs (not exceeding £1,000) and a property questionnaire for consideration by the Council. Cllr Stedman stated there is a finite amount of money to support the project and wondered whether the supplier of the MUGA can appoint an individual to provide specifications which will reduce the costs. Can they also provide assistance with planning permission? Cllr James feels a negotiated restricted tender should occur. Put notice out now with basic specifications and choose 3 tenderers to talk to, negotiate with and for them to come back with final costs. Technical assistance should be part of the process. It needs to be built to a suitable standard which will last for some years. Cllr James feels suppliers can carry out ground tests and necessary checks. He will forward Cllr Stedman a Pre Qualification Questionnaire for amendment, invite for tenderers. Keep Mr Bury on record but initially should look to see if suppliers can carry out the works he proposes.

Cllr Stedman proposed that this procedure be delegated to Clerk. The outgoing Clerk asked that guidance is given to the new Clerk to carry out this process. Document to be sent, the requirements to be put on the specification. It was confirmed a decision will be made by the August meeting. Set the criteria award being quality and price, one has to be under the other for regulations – it can't be 50/50. 60/40 was suggested on price.

Cllrs unanimously approved to delegate to Clerk – Clerk stated advice is required – Cllr James & Stedman happy to advise. Cllr James proposed, Cllr Stedman seconded, unanimous approval for 60/40 on price.

### 42. Highways:

- a. Lengthsman Job Progress.** The Lengthsman had completed weed and debris clearance on the lower island in School Avenue; weed and debris clearance in the entrance road to the playing field and the gate retaining bar on the garden allotments has been painted for higher visibility.
- b. Lengthsman Tasks June into July.**
1. Sideout/clear hedge side School Road from Ban Brook Road turn to bus stop;
  2. Clear growth/debris Station Road church wall and remove overhanging low branches
  3. Clear white lines and kerb debris and wash down reflectors and bollards on both traffic calmers in School Rd;
  4. Clear growth and debris Rushford layby;
  5. Clear large verge grip at water works corner, Broom Lane. Lengthsman confirmed it needs a radical dig out. Clerk to be in contact with Localities Officer.
  6. Overgrowth on new footpath from Dunnington school gate to crossroads – Clerk to organise.
  7. Overgrowth from hedge onto footpath from Dunnington crossroads to Hillers – Clerk to organize.
- c. Report concerning 4 x street light columns and LED down lighting installation Ban Brook Road, Sanders Road & Garrards Close areas Highways (Lighting).** Annette Mackie, WCC Highways (Lighting) confirms that all paperwork is processed and that contractors are looking to undertaking the work in late June/early July 2016.

#### **43. Amenities:**

- a. Garden Allotment Invoices.** Clerk confirmed invoices for 2016/17 had been issued at the revised charge of £30.00 pa

#### **44. Community:**

- a. Queen's 90th Birthday Working Group concerning the event held Saturday 11<sup>th</sup> June 2016.**

##### **Queens 90<sup>th</sup> Birthday celebrations June Final Report**

The Chairman of the 90<sup>th</sup> Birthday Celebration Working Group reported :

The afternoon fete was well supported and the weather was kind to us with just the odd very light shower of rain. The party in the Park was blessed with a rain free evening and was very well supported with people turning up with their picnics and rugs to enjoy the music and fireworks. Both Matt Bowen and Nostalgias Finest keep the crowds entertained. The firework finale was an excellent and breath taking display; everyone commented on the quality. Our thanks and appreciation goes to Ultimate Fireworks.

I would like to take this opportunity to thank the working group and everyone who helped on the day setting up and running stalls and to all the local business and individuals who supported the event, not forgetting everyone who came and supported the event. Putting

on events like this is a long tiring process but the reward when you see so many residents of the parish coming together and enjoying themselves proves the effort is worth it. It reminds you why you love living in this parish.

The Parish Council originally allocated a £2,000 budget to secure essential services for the event, my last act as Chair of this working group is to ask the Parish Council to approve the covering of the shortfall between the Income and Expenditure on this event.

Because it was so well supported it has been decided that a fete committee will be set up in order to carry out regular fetes for the future. It was felt 150-200 people were there during the day with more people turning up for the firework display in the evening.

**b. Communication Development Working Group – Termination of Webculture contract.**

The Clerk spoke with Mr Wayne Steele of Webculture who confirms that Salford Priors Parish Council data is deleted but has asked for an email to confirm that the Council do not wish Webculture to retain backup data. Members unanimously approved the Clerk to send email.

**c. Meeting arrangements with Angus Soft Fruits.** Mr Steve Tinsley, Angus Soft Fruits Packing Station Manager has returned after illness and has requested suggested meeting dates in July 2016. Cllr K Littleford suggested the earlier in July the better. Clerk to suggest dates to Councillors – use Eddie Clarke suite.

**d. Marsh Farm Quarry Liaison Group Meeting arrangements 23<sup>rd</sup> June 2016.** An on-site meeting will take place at 2pm, an agenda and the minutes of the last meeting have been distributed. Cllr Stedman asked if any Cllrs had any questions. Cllr Maude asked for infill figures to be provided.

**45. Rights of Way:**

**a.** To receive report from Cllr Penn on the Public Rights of Way within the Parish. AL4 has been looked at – long grass is a problem however County Council will not get involved with this. It is still accessible.

AL11 - landowner is responsible for boundaries. Clerk to forward general letter to all landowners requesting control of long grass on public rights of way footpaths on their land.

Cllr K Littleford suggested a walking group to walk public rights of way September 2016.

**46. Matters raised by Councillors:** The following matters were raised by Council Members:

None

**47. Consideration of Correspondence Received: (Yellow papers)**

**a. Youth Club Open Evening –** Playing Field Area use Thursday 7<sup>th</sup> July 2016 – no objections.

**b. Gypsy & Traveller Site Survey –** Cleeve Prior Neighbourhood Plan. It was felt that is not enough sufficient knowledge to make informed comment

- c. **104 Agreement, Alamo site off Station Road Salford Priors** – Balance Pond Adoption by the parish council was given Full consideration given and the adoption rejected on the grounds of no amenity value and ongoing maintenance costs.
- d. **Parish Council funding support for Queen’s 90th Birthday Celebration held 11<sup>th</sup> June 2016** – Cllrs had been provided with an income and expenditure sheet. There is a shortfall of £1,336.68 (there may also be a further donor coming in, amount unknown). Cllr K Littleford requested the Parish Council make up the shortfall of income. Cllr James proposed that any shortfall be made from parish funds. Cllr Steadman seconded as the short fall was within the set budget. Unanimous approval.
- e. **Attendance SLCC National Conference 13<sup>th</sup> to 15<sup>th</sup> October 2016** – New Clerk may possibly attend next year when she is more experienced.

Cllr Stedman having declared an interest left the meeting hall

- f. **Dual control switch installation – Christmas tree illumination.** Cllr James indicated that this is the last year of funding and requested this be discussed.

This has proved to be very popular but could be made better. It has been Parish Council driven and led. Cllr James suggesting expanding the illuminations and lights if it was decided to go ahead with a Christmas tree for the next 3 years. He proposed the same contractor carry these works out for 2017, 2018 & 2019. Cllr K Littleford informed that there had been local business support for this event.

The Communications Group will meet to discuss how to gain residents interest with a view to coming onto the Christmas Illuminations Committee.

Cllr James proposed that the Christmas tree is continued with for a further 3 years. To purchase, subject to the Church’s authority, lights to be put around St Matthews tower at a cost of approximately £100 for the lighting which Cllr James has looked into. Cllr Green seconded, unanimous approval given.

Cllr Stedman returned to the meeting hall.

- g. **Mobile phone contract authorisation in order for the Clerk to have a dedicated contact number.** The Clerk has looked into the price of mobile phone contracts and suggested a £20 pm package will be adequate for what is required. Cllr James proposed and Cllr Stedman seconded with unanimous approval.

#### **48. Correspondence for Information only. Manual Not Provided**

- a. Warwickshire Housing Related Support – News Update
- b. House of Commons Library- Fly-tipping – the illegal dumping of waste
- c. Warwickshire, Coventry & Solihull Local Biodiversity Action Plan – Progress report

**49. Finance:****General:**

- a. **Report of response (if received) resulting from HMRC Letter dated 4<sup>th</sup> December 2015 re PAYE underpayment FY 2013/14.** This item to be removed from agenda. The Parish Council is waiting for HMRC to respond – no further action until response received. Cllr James is concerned that the Parish Council will need to declare the debt. Clerk to check with auditor.

**Payments**

- b. The council gave consideration and approval of the payments listed in Appendix A. There are 2 more cheques to be signed against invoices which will show on July's sheet. Proposed by Cllr Green, seconded by Cllr Maude and agreed by all Councillors.
- c. It was agreed that Cllrs K James and L Maude would sign cheques for payments listed in Appendix A (Minute 53).
- d. The Council noted the all paid up Lloyds Bank Deposit and Current Account balances :-

Lloyds Deposit Account:	<b>£50,012.41</b>
Lloyds Current Account	<b><u>£45,980.74</u></b>
Total Fund Balance	<b>£95,993.15</b>

**50. Staffing and Confidential Matters.**

- a. The new Clerk's contract was signed by Cllr K Littleford & Mrs Donna Bowles. It was proposed by Cllr James that the Clerk be paid £15 per month for working from home expenses. This is to cover use of the internet, heating, lighting and house phone use. Cllr Maude seconded. Agreed by all Councillors.
- b. Mr Paul Mills, the outgoing Clerk confirmed all HMRC PAYE payments due were completed on 15<sup>th</sup> June 2016.
- c. Cllr James proposed that a resolution be passed to allow Salford Priors Parish Council access to the Council pension scheme. Cllr Stedman seconded, unanimous approval.

**51. Date of Next Meeting:**

- a. Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 20th July 2016 at 7.00pm in the Memorial Hall, Salford Priors.

**52. Closure of Meeting:** The Chairman closed the meeting at 21.15 hrs

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

53.

**APPENDIX A: FINANCE**

<b>Payments Authorised</b>			<b>Gross</b>	<b>Net</b>
<b>Cheque</b>				
<b>Number</b>	<b>Payee</b>	<b>Details</b>	<b>Payment</b>	<b>Payment</b>
225	Warks' Training Partnership	WALC Induction Training	45.00	45.00
225	Warks' Training Partnership	WALC Precept Training	30.00	30.00
226	Shakespeare Marquees	HM Queen Chair Hire	180.00	150.00
227	Pig on The Hill Ltd	Pig Roast Balance HM 90th	800.00	800.00
228	HM 90th Performers	Cash payments HM Queen	650.00	650.00
229	Cheque 229 Cancelled	Detail Error	0.00	
DD	EDF Energy	TOPS Electricity	45.00	45.00
230	PD Long	Streetlight Repairs	295.20	246.00
231	Limebridge Rural Services	Amenity Contract	2679.60	2233.00
232	Peter Batacanin	Playing Field Inspection	10.00	10.00
232	Peter Batacanin	TOPS Repairs	200.00	200.00
DD	CF Corporation	Photocopier Rental June	42.00	35.00
233	Westhill Direct	Office Supplies	29.88	24.90
234	Paul Mills	Clerks Salary & Expenses	442.77	442.77
235	HMRC	Clerk PAYE	261.66	261.66
DD	Lloyds Bank	Bank Charges to 9.5.16	20.05	20.05
236	Miss S Hyde	Leaflet Delivery	100.00	100.00
236	Miss S Hyde	Leaflet Delivery	5.00	5.00
237	Ultimate Fireworks Ltd	Firework Display HM 90th	1000.00	1000.00
			<b>6836.16</b>	<b>6298.38</b>