

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors on Wednesday 19th October 2016.

Present: Councillors: K Littleford (Chairman), L Maude, D Penn, A Green, L Wright, County Councillor Mike Brain

Also in attendance: 8 members of the public.

117	Apologies for absence: District Councillor Mark Cargill Cllrs Stedman & James – away on holiday
118	The resignations of Councillors Tom Littleford & Pat Dare were noted. The Chairman made the following statement : “On behalf of the council I would like to take this opportunity to thank Tom Littleford and Pat Dare for all their hard work since joining the Council. They have both been a real asset to the Council and we are very sorry to see them leave us. The Council sends its best wishes to Pat and hopes her health improves. I’m sure my fellow Councillors will also join me in wishing Tom all the best in his pending house move and would wish to thank him for the thoughtful and encouraging words in his resignation letter which I am confident this Council will endeavour to complete.”
119	Register of Interests: Members were reminded of the need to keep their register of interests up to date
120	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. None Declared Members were asked to declare any other disclosable interests in items on the Agenda and their nature. b) Other Disclosable Interests. None.
121	Open Forum: The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed. Mr John Gray, Commercial Director, Steve Tinsley, Site Operations Manager & David Cuthbert, Technical Director of Angus Soft Fruits, attended in order to discuss a recent planning application which has been submitted for the Orchard Farm site. This is for a minor addition to one of the buildings at Orchard Farm. The plan is to add two loading docks to one of the two buildings which are used to allow efficient unloading of lorries – there are two loading docks at present. The site is 4760 m ² and the addition is 72 m ² which equates to 2.7% increase of the building and 1.5% increase of the entire site. Copies of the plans were handed to Councillors and members of the public. The Chairman asked if this would increase the use of lorries. Mr Gray stated that this is not the plan – it is merely to make the site more efficient. He confirmed the drivers’ facilities have been improved – there is now a toilet and they are trying to reduce the number of lorries on the site overnight. They are currently looking to produce berries in this area, as they would like to produce more fruit in the UK. There may be a further application in the future for protected cropping (poly tunnels

with a steel structure, on which the plastic covering would only be on the structure for 4 or 5 months of the year).

The Chairman thanked them for their time.

Minerals Plan

A resident raised the issue of the quarry. She was happy to note that The Chairman had attended the cabinet meeting with members of SPAGE. (Salford Priors Against Gravel Extraction) She raised a number of questions :

How can the Parish Council ensure it is fully informed on what is happening regarding the quarry?

Is there something that can be done to ensure the Parish Council are kept informed?

Is there a way that residents can be kept informed of what is happening regarding the quarry?

Could the Parish Council clarify what strategy they will use in going forward – SPAGE understand that the Parish Council made a tactical decision not to fight it to date.

Is the Parish Council going to wait for planning applications to be submitted?

Can all Members confirm they have read the document that went to the Cabinet?

At the Cabinet meeting there was no real discussion regarding the consultation or the mineral plan – the whole of the debating time was taken up with questions to the Chair. SPAGE are of the understanding that they will not be able make radical changes when it goes to consultation. Is this something the Parish Council can pick up?

One resident is disappointed that since the submission there has been no pro-active involvement from the Parish Council. He requested a separate meeting be held to discuss these points.

Hedge Cutting

It was pointed out that the hedge cutting in School Rd has only been partly completed, and the grass verges are overgrown, restricting the width of the footway. County Councillor Mike Brain will look into this and see if it is Highways who are responsible for this. If not he will endeavor to find out who is responsible and write to them direct.

Speeding

Speeding issues in School Rd – this is being addressed. Some residents have been on a training course and School Rd and Station Rd have been identified as problem areas. Clerk has been requested to see if the local Police will carry out a speed check along the roads, although they have been present in Station Rd and it was found that 90% of speeding cars were residents. Clerk to discuss with Mark Cargill.

A resident has reported that 2 stone sets have become dislodged at Corner Cottage, School Rd which has been caused by lorries mounting the footpath. Clerk to send photos to County Councillor Mike Brain who will follow this up.

a) Have your say. No under 18s were present.

b) County Council Member's Report –

County Councillor Mike Brain reported :

1. The Community Grant Scheme has been extended to 23rd October. He has had many applications and it may take some time to sort through them.
2. The Smart Start Community Grant is available until 11th November. This is a grant which is available for organisations and groups who directly support 0-5 families, to run small local projects in Warwickshire.
3. He has received a report regarding dangerous dogs around the playing field in Salford Priors and has made the Dog warden aware.

	<p>4. The speeding issues along School Rd is a problem that is seen throughout all villages. He stated that there is a problem with obtaining equipment and people being trained. More volunteers are required.</p> <p>5. He has also received an email regarding dangerous dogs in the vicinity of the playing field. This is being looked into.</p> <p>The Chairman closed the adjournment at 19.25 hrs.</p>
122	<p>Acceptance of Minutes: The Minutes of the Ordinary Parish Council Meeting held on Wednesday 21st September 2016 at The Memorial Hall, Salford Priors were agreed by the Council to be a true record of the meeting and signed by the Chairman.</p>
123	<p>Clerk's Progress Report:</p> <p>a) Salford House Care Home Wall – Clerk telephoned Building Control at Stratford District Council and left a message which has not yet been returned. <i>Clerk to monitor</i></p> <p>b) AL15 Kissing Gate installation – There are 2 pipes beneath the ground where the gate is to be sited and as a result a different type of gate surround needs to be acquired. As this is a bigger job than initially thought this has caused a further delay. <i>Clerk to monitor</i></p> <p>c) Damaged Road Sign outside Hillers Farm – David Elliston (Localities Officer) has chased this matter as it is now overdue. <i>Clerk to monitor</i></p> <p>d) Road surface repairs Broom Lane/Road sweep Cock Bevington – Clerk has received an email to confirm the Cock Bevington sweep was carried out on 19th October. <i>Clerk to check</i></p> <p>e) Speed sign cleaning - David Elliston (Localities Officer) has chased this matter as it is now overdue. <i>Clerk to monitor</i></p> <p>f) Hedge overhang on School Rd – whilst most of these have now been cut back there is still one hedge that is overgrown. This particular property has put in for planning permission to remove the hedge and replace it with a wall. <i>Clerk to write regarding the hedge again</i></p> <p>g) Update on insurance claim re streetlight – All quotes have now been received and forwarded to Zurich Insurance. <i>Clerk to monitor</i></p> <p>h) Severn Trent Water sewerage update – Matt Idziak from Severn Trent Water has been in contact with several residents individually over matters raised at the last public meeting. <i>Clerk to monitor</i></p> <p>i) Severn Trent Water Dunnington pumping station update – Clerk has been in contact with Sarah Greenhalgh (Solution Manager Waste) from Severn Trent Water who has informed that the risks at Dunnington have been escalated within the business however Severn Trent Water's position remains unchanged and the plan is to continue with tankering in the medium term. She appreciated that this won't be welcome news and will contact the Clerk should the position change. She is aware that the Operational Teams have been undertaking some flow surveys to see if there is anything that can be done to reduce tankering levels and minimise the impact to customers. <i>Clerk to chase on a regular basis</i></p> <p>j) Clerk computer back up plan – Clerk discussed back up plans and the email address. Cllr Maude confirmed the email address is able to be accessed from any computer. Clerk suggested using Google Drive and Cllr Maude requested that she be in contact with WALC to see if there is a protocol to follow. Cllr Wright proposed that a new laptop is bought as a back up, Cllr Maude seconded this. <i>Clerk to obtain quotes, budget £500 – liaise with Cllr Maude.</i></p> <p>k) Dog fouling signs – these have now been received and placed at the top of School Avenue, and by the school. <i>Noted and Closed</i></p> <p>l) A resident has queried the lack of streetlighting in Perkins Close/Ridsdale Close. This will be discussed at the next Streetlight working group on Wednesday 26th October at 7pm in the Parish Office.</p>
123	<p>Planning Matters: Applications Considered:</p> <p>a) 16/03249/TREE – T1 : European Larch : Proposed to remove at Berryfield, Evesham Road, Salford Priors, WR11 8UU by Mr Anthony Greatrex. Mr Greatrex requested that Members consider that the tree is less than 2 meters from the wall of the house and is lifting the block paving to the side</p>

	<p>of the house which was laid only 3 years ago and is creating a trip hazard. He also stated that he is more than happy for any Member to visit the property to look at the damage the root system is causing. The Council has no objection to the application.</p> <p>b) 16/03139/FUL : Proposed erection of 2m high boundary wall at The Bungalow, School Rd, Salford Priors, Evesham, WR11 8XD by Mr William Cox . Objection by Council. Clerk to submit the comments “not in keeping with the street scene” by 1 November.</p> <p>c) 16/03119/LBC : Proposed windows to upper level of hayloft at Church House, Station Rd, Salford Priors by Mr & Mrs Burns. The Council has no objection to the application</p> <p>Planning Applications Noted :</p> <p>d) 16/02361/FUL – Two storey extension and garage at front of The Garage, Salford Rd, Rushford, WR11 8SL by Mr Simon Upstone. This application has now been withdrawn.</p> <p>Planning Decisions Noted :</p> <p>e) 16/01763/FUL – Proposed erection of detached garage at Lodge, Pitchill, Evesham, WR11 8SN by Mr Alan Morrison. <i>Permission granted subject to conditions.</i></p> <p>f) 16/02317/FUL – Proposed change of use of land from disused railway line to site compound associated with caravan site (Sui Generis) and erection of storage shed at Willow Park, Station Road, Salford Priors, WR11 8UP by Broadway Park Homes Ltd. <i>Permission granted subject to conditions.</i></p> <p>g) Ragley Quarry Amendment to Restoration Works x 2 Applications granted (committee reports sent via email 4.10.16)</p> <p>h) A letter was noted which was received by a Councillor from a resident regarding a future planning matter. These plans have not currently have been submitted and it was suggested she contact Councillor Mark Cargill.</p>
125	<p>Playing Field:</p> <p>a) The monthly inspection for September was carried out with no issues.</p> <p>b) Mr Batacanin has been too busy to replace the fence posts to date.</p> <p>c) As requested by Members at the previous Parish Council meeting, the Clerk has been in contact with a number of Companies regarding obtaining quotes for the treatment of the playing field sward maintenance. Unfortunately there has been no interest. Cllr Wright proposed the quote from Limebridge be accepted. This was seconded by Cllr Maude, Clerk to action the works</p> <p>d) Working group meeting to be arranged to discuss the tendering process for the MUGA. Clerk to organise.</p>
126	<p>Highways:</p> <p>a) Mr Hunt (the Lengthsman) was given the job of cutting back the brambles from the Sandfields hedge along School Rd to Ban Brook Rd. This has been completed.</p> <p>b) It was decided that should anything come up that is urgent then Clerk to contact Mr Hunt.</p>
127	<p>Community:</p> <p>a) The Chairman’s report on the Ban Brook streetlight replacement. “I met twice with Mr Greg Bruner at his home regarding the Street Light installation outside his home. Mr Bruner was courteous on both occasions and was just as eager as the Council was to resolve the situation. I agreed that the Clerk would write a letter of apology to him for the Council’s handling of the situation, which in hindsight, was not fully thought through and not in the best interest of community relations. In return he agreed to ensure his vehicle was not in the way of the lighting contractors when they return on the 27th October.</p> <p>During our conversation it was suggested that in future maybe the Council should keep residents informed of any work being carried out close to their properties. The taking of photographs of resident’s property without the owner’s permission was also discussed and this was thought to be an invasion of an individual’s privacy. The Council does need to be mindful of taking and storing of personal information without the individuals consent and this would include photographs.</p>

As a Council we should not leave ourselves open to any criticisms and should overall be acting in the best interest of the residents of this Parish”

A discussion was had regarding where the onus of informing the resident lies. Cllr Green suggested that perhaps residents could be advised on which streetlights will be replaced next by the Clerk but that the contractors should make arrangements with the residents. It was decided that when the next selection of streetlights are replaced that the Clerk request on the Purchase Order that the contractor informs the residents of the date the works will take place.

b) The Chairman reported on the WCC Cabinet meeting that took place on 6th October

“I attended this meeting along with around 40 residents from the parish. Four residents and Councillor Mark Cargill were each given 3 minutes to make the case for Site 7 to be removed from the plan. All the speakers spoke well with well-founded reasons for this site to be removed.

The Cabinet Members themselves did not really debate the publication or the issues raised by speakers but spent the time asking for clarity on the subsequent process. In the end the cabinet voted in favour of its publication once they had gained reassurance that there would be an opportunity to review it further and make substantial changes if necessary.

One Councillor actual said we have a duty to quarry, if we take a site out we will need to find one to replace it. In other words let’s save time and energy and leave it as it is regardless of what is right.

The plan will go out to a further 6 week consultation with the Submission of the plan in July 2017 and examination in public set for October 2017.

The SPAGE group believe that the WCC Councillors were misled at the meeting and that they will not be able to take sites out during the next stage, any substantial changes will mean it needs to be started again.

At the Parish Council Meeting in March 2016 minute 282 refers: costings for various assessments were obtained.

Transport Assessment at three locations on School Road / Tothall lane. Circa £5000 plus VAT
Noise Assessment. Circa £2000 plus VAT.

Environmental Impact Assessment. An Environmental Impact Assessment is capable of examining, interacting and balancing a wide range of environmental issues. It's only by "scoping out" the irrelevant environmental issues that the EIA becomes manageable and viable as a planning document that carries weight. The type of issues to be "scoped in" the resultant Environmental Statement are: i. Planning policy ii. Air quality and vibration iii. Ecology iv. Landscape and visual impact v. Socio-economics 1784 vi. Agricultural land classification vii. Hydrology and flood risk viii. Archaeology and cultural heritage ix. Lighting

The Transport Assessment and Noise Assessment can be commissioned as "stand alone" documents or just as chapters in an Environmental Statement or both. An EIA involving gravel extraction will cost in the region of £40,000 plus VAT

Recommended consultants:

Ramboll UK Ltd - large environmental multi-disciplinary practice.

M-EC, Ibstock LE67 6HP - Highways and Noise

David Tucker Associates - Transport Resound Acoustics”

Cllr Wright is concerned at the timing of any objections, he stated that it would be beneficial to leave it for the time being as objections will carry more weight if Warwickshire County Council are not aware what the objections are, in order to countermand them. Cllr Green proposed that quotes are obtained for November’s meeting to be in a position to be able to discuss this, especially as the experienced Councillors who have experience of fighting mineral plans will be back for the November meeting. Cllr K Littleford confirmed that none of the Councillors are in

	<p>favour of the quarry going ahead and maybe the Parish Council should start to look to be more pro-active. Cllr Wright stated that a very good argument is required and it is best left until the planning application is submitted. Cllr Maude proposed forming a working group for mineral extraction at the next meeting. This was approved.</p> <p>Cllr Maude stated that it is very difficult to put something on the Salford Priors website – it is on the Warwickshire County Council website and there seems little point in duplicating this and the possibility of information being out of date.</p> <p>c) The Chairman reported on the Christmas Tree light switch on - Saturday 26th November 2016. Unfortunately, The Chairman is unavailable this year due to a prior commitment to help with this event. Councillor Kim James, Mr Tony Greatrex and Mr and Mrs Saville are available that date. No new volunteers have come forward to help this year and it really does need extra people to ensure the event runs smoothly. Last year’s attendance and donations were down from the previous year which may have been due to the weather. The Chairman recently spoke to Cllr James about this event and agreed with his thoughts that this year we switch the lights on without any event and wait to see if there is a reaction from the parishioners. Perhaps then more people might be willing to join a committee to organise it. At the June meeting it was agreed to continue with a Christmas tree for a further 3 years and to use the existing contractor for this period as well. It was also agreed to purchase some lights to go round the church tower if the church was agreeable at a cost of £100 approx. This has not been done as yet.”</p> <p>Clerk to contact PCC to see if they would be happy to have lights fitted around the tower. The Parish Council will fund the cost of the lights and obtain a quote for fitting them on the tower. Clerk to contact Cllr James regarding what is required for the switching on of the Christmas lights and switching off of the streetlight.</p> <p>d) Postcode Marking Equipment – it was decided to set a date in the future for this to take place, perhaps alongside another event.</p> <p>e) Owing to the two resignations mentioned before The Chairman is the only member left in the Communications working group. Cllr Green is concerned that a welcome pack needs to be put together for the new home owners moving into the village. Cllr Green, Cllr Maude to come on the group. Clerk to arrange a meeting.</p>
128	<p>Rights of Way:</p> <p>a) Cllr Penn had nothing to report.</p> <p>b) Cllr Green stated that the AL17a footpath has been restored completely to a very high standard.</p> <p>c) Clerk to make enquiries of Bovis regarding the AL17 footpath diversion to find out what their intentions are regarding the footpath when the development is completed. Clerk to contact Dean Fox, Site Manager to ascertain.</p>
129	<p>Matters raised by Councillors: The following matters were raised by Council Members:</p> <p>a) A letter has been received from Mr Eric Mitchell who organises the poppy wreaths for Remembrance Sunday. The wreath has been ordered for a donation of £18.50. Last year an additional donation was given of £200. This year Cllr Wright proposed £250 is donated, Cllr Green seconded. Clerk to arrange.</p> <p>b) The litter bin is damaged by the bus stop at the end of School Rd. Clerk to contact Stratford District Council to arrange repair.</p>
130	<p>Consideration of Correspondence Received: (Yellow papers)</p> <p>a) A letter has been received from the Salford Priors Memorial Hall Management Committee regarding a war memorial proposal – it has been suggested to remove the lime tree which has</p>

	<p>now grown too big and use the area to install a war memorial. Cllr Penn suggested contacting the people who donated the tree before cutting it down. Cllr Green suggested looking into the 106 monies. Cllr Maude agreed. It was decided to place the allocation of the 106 monies on to the November agenda.</p> <p>b) Salford Priors Fete Committee have requested the use of the playing field on Saturday 24th June and have also asked whether the Parish Council's insurance can be used. The Clerk has been in contact with Zurich Insurance who state that the Fete Committee will have to provide their own insurance to cover all activities and a full risk assessment must be provided to the Parish Council. Proof must also be provided prior to the event going ahead that insurance has been obtained. A Risk Assessment must also be undertaken by the Parish Council to ensure the field is acceptable for use before and after the event.</p> <p>Members confirmed they are happy for the use of the playing field.</p>
131	<p>Correspondence To Note:</p> <p>a) Thank you letter from Salford Priors Youth Club</p>
132	<p>Finance:</p> <p>General:</p> <p>a) Audit Report Year Ended 31 March 2016. The Clerk reported Grant Thornton (External Auditor) observations on the Audit Report Year ended 31 March 2016. Regarding financial management and records, there were no observations, however there were observations on the following :</p> <ol style="list-style-type: none"> 1. Accounting statements – the figure of £79,963 was recorded incorrectly as an un-presented cheque of £56 had not been taken into account. The figure should have read £79,907. It was noted that the Council should restate the 2016 figures on next year's Annual Return and write "restated" beneath the £ sign on the 2016 column. 2. Bank Transfer – There is no need to include any transfers between the Council's own accounts within receipts and payments. 3. HMRC Query – the Council have been informed that Grant Thornton should be kept informed of the progress of the query and ensure any appropriate action is taken when the situation is resolved. 4. Total Borrowings in Box 10 should read "nil" <p>b) Consideration of the second quarterly account balances, budgets and bank reconciliation and balances. Acceptance of these documents was proposed by Cllr L Maude, seconded by Cllr A Green and agreed by all Councillors.</p> <p>c) The Clerk initially was requesting that membership of the Society of Local Council Clerks be bought at the annual fee of £141 however has since been offered 6 months free membership.</p> <p>d) The Clerk confirmed the pension arrangements had all been set up and payments will take place with effect from November, the first payment being £6.94. The Declaration of Compliance has been commenced.</p> <p>e) Clerk has received a letter from HMRC confirming that PAYE account has now been adjusted to clear any charges with no further action required.</p> <p>f) Cllr Wright proposed, Cllr Maude seconded to accept Peter Long's slightly increased charges.</p> <p>Payments</p> <p>g) The council gave consideration and approval of the payments listed in Appendix A.</p> <p>h) Proposed by Cllr L Wright, seconded by Cllr Green and agreed by all Councillors.</p> <p>i) It was agreed that Cllrs Maude and Wright would sign cheques for payments listed in Appendix A (Minute 135).</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 31 and Deposit Account Statement 11 issued 1st September 2016 :-</p>

	Lloyds Deposit Account: £ 50,020.83 Lloyds Current Account £ 70,087.45 Total Fund Balance £120,108.16
133	Date of Next Meeting: Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 16 th November 2016 at 7.00pm in the Memorial Hall, Salford Priors.
134	Closure of Meeting: The Chairman closed the meeting at 20.55 hrs

Chairman: _____ Date: _____

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APPENDIX A: FINANCE

Payments Authorised			Gross	Net
Cheque				
Number	Payee	Details	Payment	Payment
DD	Lloyds Bank	Bank Charges to 9 Aug	17.40	17.40
DD	EDF Energy	TOPS Electricity	45.00	45.00
270	Warwickshire CC	Emergency streetlight	287.03	287.03
271	Kirkwells Ltd	NDP Exam & Mods	720.00	600.00
272	Limebridge Rural Services	Amenity Contract	894.00	745.00
273	PD Long	Service Visit to Lights	55.20	46.00
274	Digital Copier Systems	Photocopier Printing Charges	36.37	30.31
275	Peter Batacanin	Playing Field Inspection	10.00	10.00
DD	CF Corporation	Photocopier Rental	42.00	35.00
276	Bidford Computers	Laptop repair	80.00	80.00
277	Mrs D Bowles	Clerk Salary and Expenses	#####	#####
278	HMRC	Clerks PAYE & NIC Oct	20.64	20.64
279	Mr J Speight	Refund part deposit allotment	15.00	15.00
280	Grant Thornton UK LLP	Grant Thornton Annual Return	360.00	300.00
281	Warwickshire CC	Lease TOPS Building	168.75	168.75
			3486.91	3135.65