

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors on Wednesday 15th February 2017.

Present: Councillors: K Littleford (Chairman), L Maude, K James, D Penn, A Green, T Shale, W Godwin, District Councillor Mark Cargill

Also in attendance: 3 members of the public.

216	<p>Apologies for absence: County Councillor Mike Brain Cllr Stedman – unwell Cllr Quiney - unwell</p>
217	<p>Register of Interests: Members were reminded of the need to keep their register of interests up to date</p> <p>The Council considered dispensations for Councillors who are involved with the running of the Memorial Hall. Council approved the following resolutions :</p> <p>“This Council hereby grants a dispensation to Cllr David Penn to enable the said Parish Councillor to participate and to vote in any discussion relating to the Memorial Hall, Salford Priors, for a period of four years until February 2021”</p> <p>“This Council hereby grants a dispensation to Cllr Kim James to enable the said Parish Councillor to participate and to vote in any discussion relating to the Memorial Hall, Salford Priors, for a period of four years until February 2021”</p> <p>“This Council hereby grants a dispensation to Cllr K Littleford to enable the said Parish Councillor to participate and to vote in any discussion relating to the Memorial Hall, Salford Priors, for a period of four years until February 2021”</p> <p>The reasons for granting these dispensations were :</p> <ol style="list-style-type: none"> 1. Without the dispensations the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business, and 2. Granting the dispensations is in the interests of persons living in the Council’s area.
218	<p>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.</p> <p>Cllrs James & Penn – Minute Number 228 b, c & d – Discussion regarding the planter contract</p> <p>a) Pecuniary Interests.</p> <p>Members were asked to declare any other disclosable interests in items on the Agenda and their nature.</p> <p>b) Other Disclosable Interests. None.</p>
219	<p>Open Forum: The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.</p> <p>The following points were raised :</p> <ol style="list-style-type: none"> 1. There is a distinct lack of support from the public at Parish Council meetings.

	<p>2. Residents who responded to the Minerals Plan consultation via letter are receiving correspondence from Warwickshire County Council, requesting that a full consultation document is filled out. County Councillor Mike Brain has been looking into this. Officers are stating the letters are valid and will be taken into account, however the Legal Department are insisting that the form is completed. A challenge has been made back to Warwickshire County Council stating they are not cooperating in the spirit of consultation.</p> <p>a) Have your say. No under 18s were present.</p> <p>b) County Council Member's Report – District Councillor Mark Cargill reported :</p> <ol style="list-style-type: none"> 1. The budget is now being proposed with a 2% increase being requested at District level. 2. 2 years ago funding was stopped for the Council Tax Reduction Scheme although Stratford District Council decided to continue this for 2 years. This is now coming to an end although there is an emergency fund for people if needed. 3. There is only a 3.4% take up on Universal Credit, although the milestones have now been relaxed. There are a new set of questions for people who are looking to migrate from their current benefits system and a number of people are being excluded. 4. He recently attended an open evening at Arden Quarter – old cattle market sites have been taken over and turned into a multi-faceted development with social rental, affordable housing, extra care and market rate properties with café etc. This has been a £40M development. 5. London Midland are currently refurbishing the old Stratford train station and are keen to encourage people to use this. There has been a fourfold increase in traffic on that line. 6. He gave his congratulations on getting the NDP through to the next stage. 7. The speed gun has now been ordered and will be operational in the very near future. <p>The Chairman closed the adjournment at 19:15 hrs.</p>
220	<p>Acceptance of Minutes: The Minutes of the Ordinary Parish Council Meeting held on Wednesday 18th January 2017 & Wednesday 1st February 2017 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>
221	<p>Minerals Plan Response : It was confirmed the Clerk had sent the Minerals Plan consultation response via email to Warwickshire County Council on Friday 3rd February, and confirmation of receipt had been received. The Chairman also handed in a hard copy on Friday 3rd February. Cllr James proposed that a letter is sent to Warwickshire County Council stating that the Parish Council are disappointed that the residents who have put the time and effort to write to them have received such a beaurocratic reply which defeats the object of public engagement. It was also requested that a written response be received as to whether the letters will be taken into consideration. Clerk to forward letter.</p>
222	<p>Clerk's Progress Report:</p> <ol style="list-style-type: none"> a) Damaged Road Sign outside Hillers Farm - these works were instructed to be carried out in November by David Elliston, Localities Officer and have been chased once more. Clerk to monitor. b) Road surface repairs Broom Lane – these works were due to be carried out at the end of January. A Councillor stated that these had not been carried out. Clerk to look into. c) Speed sign cleaning – this job is still outstanding. Clerk to monitor. d) Stone kerb setts at the bottom of School Rd - these works were instructed to be carried out in November by David Elliston, Localities Officer and have been chased once more. Clerk to monitor. e) Insurance claim re streetlight – DAC Beachcroft LLP have been appointed by Zurich Insurance PLC to investigate the possibility of recovering their expenditure following a claim on their insurance policy.

	<p>f) Severn Trent Water Dunnington pumping station update – no further update.</p> <p>g) Streetlights Perkins Close – the streetlight by the washing line area has now been repaired. Clerk is still waiting to hear from Liam Hague regarding the overgrown trees. Clerk to monitor</p> <p>h) Bin by bus stop, Station Road – Still awaited. Clerk to monitor</p> <p>i) Streetlight opposite 7 Ban Brook Rd – Clerk has been unable to ascertain whether this light is now working. Clerk to monitor</p> <p>j) Dunnington Crossing bollards – these are now working. Noted and closed</p> <p>k) Willow Park Caravan Park – it was confirmed these gates have been closed as per planning permission. Whilst a light has been seen during the evening it was pointed out that the Site Manager is on site. Noted and closed.</p> <p>l) Orchard Farm signage – Clerk has received quotes from Warwickshire County Council for the design and installation of the proposed new signage for Orchard Farm. These have been sent on to Steve Tinsley at Angus Fruits. Awaiting a response. Noted and closed</p> <p>m) Extend the 30mph zone on Station Rd – an email has been received from Jo Edwards, Principal Road Safety Engineer to say that she will not be able to recommend lower speed limits where the speed limit policy will be contravened. Noted and closed. It was decided to set up a working group to look at the safety issues of the A46. Cllrs Maude, James and Littleford to meet to discuss this.</p> <p>n) It has been decided to request that the Community Payback team clean and side out the footway at Iron Cross to top end of Salford Priors. Clerk to arrange.</p> <p>o) Clerk confirmed that Cllr Godwin's wife, Katie Kavanaugh is happy to take on this role. Her details have been forwarded to Stephen Roberts. Cllr James proposed Katie Kavanaugh, Cllr Maude seconded – unanimous approval. Noted and closed.</p> <p>p) Clerk's laptop – this has been discussed before – it is failing more than it is working on remote access, USB ports. Cllr James proposed that a new laptop is bought as it is an essential part of the office. Cllr Maude requested further costs, including Office with a budget of £1,000. Clerk to email to Members once received.</p>
223	<p>Neighbourhood Development Plan: Cabinet have confirmed that the NDP is to be sent to referendum. Democratic Services are now deciding when that will take place. Graham Raspin thinks mid-late March. Four weeks' notice must be given. Polling cards are required which cost £800 although it is understood that Stratford District Council will be sending out these cards and there is no requirement for the Parish Council to pay for this. Once details have been finalised information to go on website.</p>
224	<p>Planning Matters: Planning Application:</p> <p>a) 17/00292/LBC – Plastering & insulation of garage floor and conversion of brick garden store. Resubmission of application 13/0911/LBC at Church House, Station Road, Salford Priors by Mr & Mrs Burns. There appears to be no change to these plans which were applied for in 2013 to which the Parish Council made no representation at that time. No objection or comments.</p> <p>Planning Decisions:</p> <p>b) 16/03933/TREE – 20% crown reduction of Acer at 1 Church Cottages, Station Road, Salford Priors by Mr Adam Willington. Consent with Conditions</p>
225	<p>Playing Field:</p> <p>a) The monthly inspection has taken place with no issues, except the tree work that is due to be carried out.</p> <p>Report on Works Carried Out</p> <p>b) Wicksteed carried out the necessary repair work to the playground items, as instructed per minute number 170, 21st December 2016</p> <p>c) The Lengthsman has replaced the necessary fence posts on the scout hut side which were loose.</p>
226	<p>Highways: It was decided to issue the Lengthsman with the following jobs :</p>

	<ol style="list-style-type: none"> 1. To clear gutters of leaf/soil debris, expose and brush to reveal white lines and wash down white and reflectors on bollards at the 2 traffic calmers nearest the school and Memorial Hall. 2. To clean the sign at Limebridge Bank towards Salford Priors.
227	<p>Communications Update :</p> <ol style="list-style-type: none"> a) Cllr Maude confirmed that once Namesco has received a cheque the e-mails can be configured, although he has pointed out that he will be on holiday for a short period so these may not be set up immediately. b) Cllr Green has spoken with the dog warden regarding a health & safety sign regarding dogs. It was proposed that the Clerk contact the dog warden to obtain a kit that she is currently in the process of putting together. A note to go on the next newsletter regarding disease etc. Clerk to contact PCSO to see if she will visit the school to discuss hygiene around dogs etc. c) The Welcome Pack is in the process of being delivered across the parish and has been very well received. Clerk to arrange for a note to go on the website that these are also available from the Parish Office.
228	<p>Amenities:</p> <ol style="list-style-type: none"> a) Clerk to contact Pete Batacanin regarding a problem with the lock on the noticeboard by the shop. <p>Planter Contract:</p> <p>Cllrs James & Penn left the room.</p> <ol style="list-style-type: none"> b) All Members confirmed they were happy with the response from Limebridge regarding the possibility of negotiating the percentage increase for 2019/2020. Cllr Green proposed this is accepted with Cllr Maude seconding. Unanimous approval. c) It was decided that the Parish Council will not plant the planters throughout the winter months but to offer the residents an “adopt a planter scheme throughout the winter months”. Clerk to arrange adverts. d) A quote has been received from Limebridge Rural Services Ltd for the summer flowering contract. There is a slight error in the costings, as well as the number of planters. The percentage increase for 2019/2020 has been reduced to 2% from 2.8%. Cllr Maude proposed these new figures, Cllr Green seconded with unanimous approval. Clerk to send out new form with 13 planters on for completion and return. Once this has been returned the contract can be issued. e) Cllr Green has carried out a conditions survey of the planters and stated there are in actual fact 14 planters, not 16 as in the tender document. Two need minor repairs – one by Dunnington School needs a new end section and the one at Rushford needs a new corner section. One of the planters opposite the triangle at Evesham Rd needs replacing although he did question whether this is actually required as there are already 2 further planters in the area as well as the flower bed on the triangle. It was decided to request a quote from Limebridge to remove the one flower planter, and repair the other 2. <p>Cllrs James & Penn returned to the meeting.</p>
229	<p>Community :</p> <ol style="list-style-type: none"> a) Cllr James suggested advertising a meeting in the newsletter to discuss the way forward regarding the Christmas tree and lights. Cllr Littleford will arrange this. Cllr Godwin stated there were comments on Facebook with residents stating they would be happy to help. b) Cllr Stedman had requested via email that the pay back team side out the footway from Tothall Lane to Iron Cross and the footway across the green at Iron Cross – considered and approved. c) Members noted that there is a community nomination that The Bell Inn property be included in the “List of Assets of Community Value” nominated by Shakespeare CAMRA. d) Cllr James had previously emailed his report from the working group re A Nation’s Tribute. (Appendix B). The recommendation is that the Parish Council recognise this commemoration on Sunday 11th November 2018 with the lighting of a parish beacon. Cllr James has received quotes from Malcolm Lane & Son Ltd (MLS) who manufacture beacons, however these costings range from £1,496 to £1,870. It was decided that the Members do not want a permanent beacon and a bonfire would suffice. The group have suggested a budget of £1,918 and to open the working group to include members of the parish to help with this. This to be advertised in the newsletter.

	<p>Cllr Littleford proposed that a budget of £1918 is set, Cllr Green seconded, unanimous approval. Cllr Shale will put together a few words for the newsletter.</p>
230	<p>Rights of Way:</p> <ul style="list-style-type: none"> a) Nothing to report from Cllr Penn on the Public Rights of Way within the Parish. b) It has been confirmed that whilst the AL17 footpath has been cleared it is too wet for machinery to clear the Ban Brook blockage.
231	<p>Matters raised by Councillors: The following matters were raised by Council Members:</p> <ul style="list-style-type: none"> a) A Terms of Reference for Parish Council Working Groups was enclosed with the agenda pack for Members to consider. Members confirmed they are happy to adopt this with a couple of minor amendments. b) Cllr Maude requested the Parish Council consider a proposal from Iain Ballantyne (enclosed with agenda pack) regarding the Business Continuity Awareness Week (BCAW) 2017 (Monday 15th – Friday 19th May 2017). Cllr James proposed that the Parish Council sponsor the day. Cllr Littleford will speak with the Salford Seven regarding supplying a breakfast and to find out what dates the Memorial Hall is available that week, Wednesday 17th May was selected by Members, subject to availability. Cllr Maude to liaise with Iain Ballantyne. c) Cllr Littleford requested that the Parish Council consider donating a £100 cash prize for the village fete and country fair raffle prize. Cllr James stated that it is not within the Parish Council's remit to offer a cash prize for the raffle. He does however propose that £150 is donated to the village fete committee for general expenses and purchasing equipment for the country fair. Cllr Green seconded. Cllr Maude counter-proposed a donation of £250, Cllr James seconded. Unanimous approval. It is to be stressed this donation is not for a cash prize but for general expenses.
232	<p>Consideration of Correspondence Received: (Yellow papers)</p> <ul style="list-style-type: none"> a) Mr Bradfield had provided the Parish Council with some budget estimates for the purchase of microphones to be used at future Parish Council meetings. Cllr Godwin proposed that a wired system is looked at with a budget cost of £2,500 which will be shared with the Memorial Hall. Mr Bradfield will look into this. Cllr Shale seconded. Unanimous approval. b) Cllr Green stated that the site that has been chosen for a memorial bench in memory of Mrs Peggy Pane is not suitable and he is concerned about the nuisance effect. Members decided to bring this to the agenda at a later date following Village Hall discussions regarding a memorial garden.
233	<p>Correspondence Noted:</p> <ul style="list-style-type: none"> a) Western Power Distribution Business Plan Commitments Summary Report 2015/2016 b) With effect from 1st April 2017 all WALC local councils will be working with PKF Littlejohn LLP as their external auditors. c) LTN35 - Contracts d) LTN 36 – Unfair Contract Terms e) LTN 42 – Occupiers' Liability f) LTN68 - Negligence g) "Call to Action" from Plunkett Foundation h) Sustainability of Village Organisations i) A Budget the Invests in Warwickshire j) A letter has been received from Stratford Upon Avon Citizens Advice Bureau thanking the Parish Council for their donation of £350.
234	<p>Finance:</p> <ul style="list-style-type: none"> a) A report from Mr Geoff Bradley had previously been forwarded by email following the interim internal audit for the Parish Council accounts 2016/17 carried out during January 2017. b) Cllrs James, Littleford, Stedman and Clerk to meet to discuss Financial Regulations before the next Parish Council meeting in March. <p>Payments</p> <ul style="list-style-type: none"> c) The council gave consideration and approval of the payments listed in Appendix A. These were proposed by Cllr Penn, seconded by Cllr Godwin and agreed by all Councillors.

	<p>d) It was agreed that Cllrs James and Maude would sign cheques for payments listed in Appendix A (Minute 237).</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 36 and Deposit Account Statement 15 issued 1st February 2017 & 9th January 2017 respectively :-</p> <p style="text-align: center;">Lloyds Deposit Account: £50,029.19 Lloyds Current Account £56,724.26 Total Fund Balance £106,753.45</p>
235	<p>Date of Next Meeting:</p> <p>Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 15th March 2017 at 7.00pm in the Memorial Hall, Salford Priors.</p>
236	<p>Closure of Meeting: The Chairman closed the meeting at 21:00 hrs</p>

Chairman: _____ Date: _____

237 APPENDIX A : FINANCE

Payments Authorised			Gross	Net
Cheque Number	Payee	Details	Payment	Payment
315	Miss S Hyde	Leaflet Delivery	35.00	35.00
316	Mr T Hunt	Lengthsman	148.00	148.00
317	Mr P Batacanin	Playing Field Inspection	10.00	10.00
318	Salford Priors Memorial Hall	Hire of Hall & Parish Office	495.00	495.00
319	Limebridge Rural Services	Leaf collection & disposal	90.00	75.00
320	Namesco Ltd	Email Hosting	71.88	59.90
321	Mrs K Littleford	A5 Welcome Booklets	360.00	360.00
322	Digital Copier Systems	Photocopier Charges	25.15	20.96
DD	CF Corporation	Photocopier Rental Jan	42.00	35.00
DD	NEST	NEST Pension - Oct/Nov	26.91	26.91
DD	NEST	NEST Pension - Dec	12.49	12.49
DD	Severn Trent Water	Water Supply Allotments	11.56	11.56
DD	Lloyds Bank	Bank Charges 9 Dec	14.44	14.44
DD	EDF Energy	TOPS Electricity	39.00	39.00
DD	CF Corporation	Photocopier Rental Feb	42.00	35.00
323	Mrs D Bowles	Clerk Salary and Expenses	###	###
324	HMRC	Clerk's PAYE & NIC	67.11	67.11
			2339.37	2294.20

Appendix B Minute 229(d)

Battles Over – A Nations Tribute Sunday 11th November 2018

Agenda Item: 14 Community (d)

Working Group - Battles Over – A Nations Tribute

Thursday 9th February 2017

Present: Cllr. Will Godwin
Cllr. Kim James
Cllr. Tony Shale

Apologies: Cllr. Anthony Quiney

On Sunday 11th November 2018 a chain of 1,000 beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and the UK Overseas Territories at 7pm, the group discussed if the Parish Council should be involved and participate in the commemoration.

Recommendation of the Working Group:

That the Parish Council notify the organisers of Battles Over - A Nation's Tribute that the council will participate in the commemoration.

That on Sunday 11th November 2018 at 7:00pm a parish beacon is lit.

That the ceremony takes place on the Parish Playing Field

That permission is sought from the neighbouring landowner for the use of the land for the beacon.

That the beacon takes the form of a traditional bonfire beacon.

That participation in the working group is open to members of the Parish.

That the council set a budget of £1,918.00.

That the council seek the support of business in the Parish to contribute to the commemoration.

That both of the Parish Schools are full involved in events throughout of 2018.

Draft Programme of Events for Discussion:

6:30pm Refreshment Marquee
Small fairground rides (2)

6:40pm Opening – with the words of Sir Edward Grey

“The lamps are going out all over Europe; we shall not see them lit again in our lifetime”

The Solider by Rupert Brooke:

If I should die, think only this of me:

That there's some corner of a foreign field

That is for ever England.

There shall be In that rich earth a richer dust concealed;

A dust whom England bore, shaped, made aware,

Gave, once, her flowers to love, her ways to roam,
A body of England's, breathing English air,
Washed by the rivers, blest by suns of home.

And think, this heart, all evil shed away,
A pulse in the eternal mind, no less
Gives somewhere back the thoughts by England given;
Her sights and sounds; dreams happy as her day;
And laughter, learnt of friends; and gentleness,
In hearts at peace, under an English heaven

6:45pm Battle Rages – Thunder flashes, strobes, titanium bangs (*Neighbouring Field*)
Music of the time

6:50pm The guns fall silent

Last Post

The fallen - Reading of the names

They shall grow not old, as we that are left grow old:
Age shall not weary them, nor the years condemn.
At the going down of the sun and in the morning
We will remember them.

2 minutes silence

6:59pm Reveille

7:00pm Lighting of the Beacon – Light of Hope (*Neighbouring Field*)

The National Anthem

Firework Finale (*Neighbouring Field*)

Music

8:00pm Closure of Event.

Expenditure:

Refreshment Marque

Food & Drink

Hire of fairground rides

Firework Display & Battle Rages Display

Bunting & Lanterns

Public Address System

Lighting (*Floodlighting*)

Public Liability Insurance

The group is seeking a quotation for the purchase of a Trafalgar Beacon from the manufactures.