

**Salford Priors Parish Council**

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors  
on Wednesday 19<sup>th</sup> April 2017**

**Present:** Councillors: K Littleford (Chairman), L Maude (Vice Chairman), K James, D Penn, A Green, T Shale, W Godwin, A Quiney, J Stedman & District Councillor Mark Cargill.

**Also in attendance:** 6 members of the public.

<b>258</b>	<b>Apologies for absence:</b> None
<b>259</b>	<b>Register of Interests:</b> Members were reminded of the need to keep their register of interests up to date
<b>260</b>	<p><b>Declaration of Interests:</b> 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><b>a) Pecuniary Interests.</b></p> <p>Cllr Stedman – minute number 265(a) planning application for St Matthews Church &amp; 275(b) – winter planters</p> <p>Members were asked to declare any other disclosable interests in items on the Agenda and their nature.</p> <p><b>b) Other Disclosable Interests.</b> None.</p>
<b>261</b>	<p><b>Open Forum:</b> The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.</p> <p><b>a) Have your say.</b> No under 18s were present.</p> <p>Residents reported :</p> <p>There has been damage to the footway outside St Matthews Church path – Clerk to contact Highways, Warwickshire County Council.</p> <p>Commercial vehicles parked on the footway overnight in School Rd, outside Park Hall Mews. Clerk to contact the Police.</p> <p><b>b) District Councillor Mark Cargill Reported –</b></p> <ol style="list-style-type: none"> <li>1) National Health &amp; Clinical Commissioning Groups – strategic transformation plans are being put out for consultation although this does not appear to be a very open consultation.</li> <li>2) He discussed how to engage better with parishes and towns. He is on a committee to ensure people can make informed decisions. He wanted to know whether the Councillors would be willing to take part in training courses and pay either a lump sum once a year or ad hoc payments throughout the year. He asked for the Council to debate this and let him know. This will be placed on the May agenda.</li> <li>3) Angus Soft Fruits planning went through on Thursday. He is concerned about the landscaping conditions and requested that this is kept an eye on.</li> <li>4) There is a review of GP Surgeries in South Warwickshire taking place at present to try and make them work differently. Trying to roll out a new way for doctors to interact with their patients.</li> </ol> <p><b>The Chairman closed the adjournment at 19.10 hrs.</b></p>

262	<p><b>Acceptance of Minutes:</b> The Minutes of the Ordinary Parish Council Meeting held on Wednesday 15<sup>th</sup> March 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. It was noted that Cllrs Penn &amp; James left the room whilst minute 246a was discussed.</p>
263	<p><b>Clerk's Progress Report:</b></p> <ul style="list-style-type: none"> <li>a) Severn Trent Water Dunnington pumping station update – Clerk has emailed Sarah Greenhalgh, Solution Manager Waste for Severn Trent but to date has not received a reply. Clerk to monitor.</li> <li>b) Streetlights Perkins Close – Liam Hague, Contracts Officer has authorised works to be carried out to shorten back growth that is preventing light spread from streetlights at numbers 13 and 56 Perkins Close. These will be carried out on 21<sup>st</sup> April. Clerk to monitor</li> <li>c) Tree Works – St Matthews Churchyard. Clerk is awaiting update from Ruth Rose, Forestry &amp; Landscape Officer. Clerk to Monitor.</li> <li>d) Further problems have been reported with the layby on A46 between Salford Priors roundabout &amp; Oversley Mill Services roundabout regarding the AL17 footpath being used as a public toilet. It was reported at the last meeting that this is under the remit of the Police and not the Parish Council.</li> <li>e) Ban Brook – Clerk has been in contact with Rob Stroud of Bovis Homes who has stated that builders are cautious of taking machinery to the brook at present as the ground is still drying out. They are monitoring the ground conditions and will re-assess at the end of the month. Clerk to monitor.</li> </ul>
264	<p><b>Neighbourhood Development Plan:</b> A leaflet has been developed which will be circulated next week explaining the vote and referendum on 4<sup>th</sup> May. Chairman also stated that posters are being put around the villages.</p>
265	<p><b>Planning Matters: Applications Considered:</b></p> <ul style="list-style-type: none"> <li>a) <b>17/00276/FUL</b> – Single storey extension to the eastern elevation to provide a meeting room and lavatory facilities at St Matthews Church, Station Road, Salford Priors by St Matthews Church. Cllr Stedman left the room. After discussion Clerk to respond “The Parish Council fully supports this application, it blends in well, protects the historic fabric of the building and enhances that part of the Church” Cllr Stedman returned.</li> <li>b) <b>17/00821/FUL</b> – conversion of 3 existing agricultural buildings into 3 dwellings with all associated works at Tothall Farm, Tothall Lane, Salford Priors by The Trustees of the Seymour Trust no 2. After discussion Clerk to respond “It marries with the neighbourhood plan, the architects are very well established in barn conversions - keeps traditional lines of the barn. Council supports the application.”</li> <li>c) <b>17/01009/TREE</b> – G1 2 x sycamore – reduce crown and thin; G2 4 x sycamore – fell at The Old Forge, Station Road, Salford Priors by Mr Paul Rigler. After discussion and a vote, it was decided to object to this application – there is not a good enough reason to remove the trees, they are not causing a problem with the property and is unnecessary tree surgery. The trees are not a nuisance to anyone including road users.</li> </ul> <p><b>Planning Decisions Noted:</b></p> <ul style="list-style-type: none"> <li>d) <b>17/00292/LBC</b> – Plastering and insulation of garage floor and conversion of brick garden store at Church House, Station Road, Salford Priors by Mr &amp; Mrs Burns – consent granted with conditions.</li> </ul>
266	<p><b>Planning Course</b> Cllrs Godwin and Shale along with the Clerk attended a planning course recently which gave an overview of planning in England, managing and development at a strategic level in the morning and how to respond to planning in the afternoon which was of more value. Cllr Godwin asked what process is being followed to reach decisions and whether a checklist is followed. When planning applications are presented in time for a meeting then they are discussed at that meeting. If they come in before a meeting then Councillors respond via email and the Clerk collates the information. Cllr James was involved in planning for some time and as such is relied upon in responding to applications. There are not enough planning applications to sustain a Working Group, however if there is a big issue then an extra-ordinary meeting can be called. The NDP can be compared against with applications which can be used to inform the Parish Council. District Councillor Mark Cargill</p>

	<p>talked through planning at District Level and encouraged objections/support to be forwarded to the planning department.</p> <p>Who monitors the planning conditions? It is expected the Parish Council will ensure conditions are being followed. Residents also inform the Parish Council if conditions are being breached.</p>
267	<p><b>Playing Field:</b>  <b>Monthly Inspections</b> – Nothing to report  The Amenity Contractor has advised the tree works will be carried out shortly.  The Playing Field Working Party hasn't met in a while and the Chairman invited new Members to join the group to look at the smaller play area. Cllr Godwin is happy to join this group. A company called Playdale Playgrounds has a rep in the area on Thursday 11<sup>th</sup> May and the Chairman has booked an appointment on the field at 1.30pm for them to provide ideas. Parents will be asked to come on board the group once the meeting has taken place. There will also be an opportunity to promote this at the fete in June.</p>
268	<p><b>Amenities:</b>  3 areas of Salford Priors were omitted from the Amenity Contract, the roundabout at the top end of School Avenue, and the 2 pieces of green at the junction of the first roundabout at School Avenue. The Contractor has advised they will include these items without any extra contractual charges as an offer of good will.</p>
269	<p><b>Highways:</b></p> <ol style="list-style-type: none"> <li>a) Pete Batacanin has cleaned the 4 glass bus stops on Station Road, Salford Priors.</li> <li>b) Clerk has contacted the Lengthsman to find out what works have been carried out this month but to date he has not replied. The Chairman suggested contacting him to organise a meeting which the Clerk will organise. Cllr Stedman to provide some Lengthsman contacts in Worcestershire for the Clerk to contact.</li> <li>c) Cllr Maude stated that there is a sign that keeps being knocked round on the right-hand side as you approach the bend from Dunnington. Clerk to report to Highways.</li> </ol>
270	<p><b>Allotments:</b>  The Amenity Contractor has advised the allotment works will be carried out once the ground is easier to dig.</p>
271	<p><b>Community:</b></p> <ol style="list-style-type: none"> <li>a) <b>Roundabout at top end of School Avenue:</b> It is felt by the majority of residents that there is not a parking problem at the top of the avenue and they don't want the roundabout removed, or tarmacked. The problem is the island by the school. Clerk to contact David Elliston to see if markings can be arranged to emphasise it is a roundabout.</li> <li>b) <b>Christmas Switch On Meeting:</b> This was well attended by residents. It was decided there would be a stall at the village fete to help raise funds involving a whiskey square for adults and a child friendly game. The group are looking at : <ol style="list-style-type: none"> <li>1) sponsoring a light, when the leaflet is sent informing people of the event there will also be an envelope attached for people to make donations.</li> <li>2) putting lights on the church tower and some additional lighting and a tree outside the village hall. The Village Hall Committee have confirmed they are happy with this and to contribute.</li> <li>3) involving both schools with a tree decoration competition and inviting them to join the choir for the evening.</li> <li>4) Father Christmas attending the event. If the sleigh has been organised this could also possibly be included.</li> </ol> </li> <li>c) <b>Business Breakfast:</b> Cllr Maude has not been able to meet with Iain Ballantyne however he stated he is happy to go ahead with this. There hasn't been any response from businesses as yet. Chairman to find out whether there is any interest in the event going ahead.</li> </ol>
272	<p><b>Rights of Way:</b>  Cllr Penn reported that AL11 is overgrown. Noted by Members.</p>
273	<p><b>Matters raised by Councillors:</b> The following matters were raised by Council Members:</p>

	Cllr Godwin queried whether it is more environmentally friendly to have the agenda pack emailed. This will be discussed at the May meeting.
274	<p><b>Communications:</b></p> <p>a) It was confirmed by the Clerk that 4 Members are using the gov.uk email addresses. Cllr Maude requested that Members let him know if they are having problems setting it up and he will offer support.</p> <p>b) Cllr Maude provided a disclaimer which should be used on all gov.uk emails. Clerk to email the disclaimer to all Members.</p>
275	<p><b>Consideration of Correspondence Received: (Yellow papers)</b></p> <p>a) <b>Where next for Localism</b> – to be discussed at next Parish Council meeting.</p> <p>b) <b>Winter Planters</b> – Whilst 3 forms of correspondence have been received stating that residents are not happy that winter planting has been dropped from the amenity contract, there have been several verbal responses to the same effect. Cllr James agreed with all comments received. One resident asked what the Parish Council are planning to do with the savings made? The Chairman stated that when the winter planting was being discussed the planters were not at their best, and due to conflicts of interest, the full information of how the planters would develop over the spring period was not available at the time of making the decision. Now that the bulbs have come out it has been agreed that the displays have been superb. Cllr Stedman left the meeting whilst the debate took place. Cllr James proposed that the Parish Council reverse its decision and re-instate the winter planting. Cllr Maude seconded the proposal, agreed by majority of Councillors. Clerk to contact Contractor. Cllr Stedman returned to the meeting.</p>
276	<p><b>Correspondence Noted:</b></p> <p>a) LTN 3 – The Powers of a Parish Meeting in a Parish without a separate Parish Council</p> <p>b) LTN11 – Celebrations and Similar Events</p> <p>c) LTN13 – Policing your Area</p> <p>d) LTN18 – Local Councils’ Powers to Provide Parking Spaces</p> <p>e) LTN20 – Markets and Other Events</p> <p>f) Salford Priors Parish Council are now registered as a local council Charter Branch.</p> <p>g) Housing Related Support.</p> <p>h) Request from Warwickshire Wildlife to record wild flowers and wildlife in the churchyard.</p>
277	<p><b>Finance: General</b></p> <p>a) <b>Annual Governance Statement FY 2016/17.</b> Individual questions comprising the Annual Governance Statement for Local Councils FY 2016/17 were read out by the Chairman and debated by Council Members. Sections 1 to 8 were all agreed affirmative with trust fund response being not applicable. Confirmation of these findings was proposed by Cllr James, seconded by Cllr Maude and agreed by all Councillors. Clerk to prepare Section 1 entries for Minute Reference, dating and signature.</p> <p>b) <b>Section 2 Accounting Statements Salford Priors Parish Council Accounts FY 2016/17.</b> A copy of Section 2 Accounting Statements Salford Priors Parish Council Accounts FY 2016/17 was provided for inspection and debate by all Council Members. Confirmation of acceptance was proposed by Cllr Stedman, seconded by Cllr Penn and agreed by all Councillors. Clerk to prepare Section 2 entries for Minute Reference, dating and signature. The fixed asset register needs updating. Clerk to meet with the Chairman &amp; Cllr Stedman before the May meeting to bring this up to date.</p> <p>c) <b>Fourth quarterly account and bank reconciliation balances, budgets and cash book payments and receipts balances.</b> The Chairman inspected the original Lloyds Bank Current and Deposit Account Statements verifying balances associated with fourth quarterly reconciliation. These were signed by Cllr Penn. Acceptance of these documents was proposed by Cllr Quiney, seconded by Cllr Maude and agreed by all Councillors.</p> <p>d) <b>Notification Section 137 Expenditure for 2017/2018.</b> The new level of Section 137 Expenditure for 2017/18 was noted at 7.57.</p> <p>e) <b>New finance package.</b> Cllr James stated that the Clerk was requested to seek details of a new finance package at the budget meeting in December. Clerk has provided a quote from a Company called Edge IT. She has been given a run through of the package and stated this would be a good</p>

	<p>replacement. Cllr James proposed the quote is accepted, Cllr Godwin seconded. Agreed by all Councillors.</p> <p>Payments</p> <p>a) The council gave consideration and approval of the payments listed in Appendix A. Proposed by Cllr Godwin &amp; Cllr Maude and agreed by all Councillors.</p> <p>b) It was agreed that Cllr Quiney &amp; Cllr Green would sign cheques for payments listed in Appendix A (Minute 280).</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 39 and Deposit Account Statement 17 issued 1st March 2017 :-</p> <p style="padding-left: 40px;">Lloyds Deposit Account: £50,033.23 Lloyds Current Account £49,055.83 Total Fund Balance £99,089.06</p>
<b>278</b>	<p><b>Date of Next Meeting:</b></p> <p>Council confirmed the date of the Annual Parish Meeting will take place on Wednesday 26<sup>th</sup> April 2017 at 7.30pm in the Memorial Hall, Salford Priors.</p> <p>Council confirmed the date of the Annual Meeting of the Parish Council will take place on Wednesday 17<sup>th</sup> May 2017 at 7.00pm in the Memorial Hall, Salford Priors.</p> <p>Council confirmed the date of the next Ordinary Parish Council Meeting will take place on Wednesday 17<sup>th</sup> May 2017 at 7.30 pm in the Memorial Hall, Salford Priors.</p> <p>Council confirmed the dates for the next year as :</p> <p>21<sup>st</sup> June at Dunnington Baptist Hall, 19<sup>th</sup> July 20<sup>th</sup> September, 18<sup>th</sup> October, 15<sup>th</sup> November, 20<sup>th</sup> December (this will be a budget meeting), 17<sup>th</sup> January, 21<sup>st</sup> February, 21<sup>st</sup> March, 18<sup>th</sup> April, 25<sup>th</sup> April (Annual Parish Meeting 7.30 pm) and 16<sup>th</sup> May (Annual Meeting 7.00 pm and Ordinary Parish Council Meeting 7.30 pm). These will all take place on a Wednesday at 7.00 pm (unless stated otherwise)</p> <p>It was decided to miss a meeting in August and to have the December meeting as a budget meeting only.</p>
<b>279</b>	<p><b>Closure of Meeting:</b> The Chairman closed the meeting at 21.05 hrs</p>

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

## 280. APPENDIX A: FINANCE

Cheque		Payee	Details	Total	VAT	Net
No.				Payment	Element	Payment
DD		NEST	Clerk's Pension Feb	14.22		14.22
DD		EDF Energy	TOPS Electricity	39.00		39.00
DD		Lloyds Bank	Lloyds Bank Charges to 9 Feb	17.38		17.38
340		WCC	Signage Angus Fruits	1,027.14		1,027.14
341		Arrowscape	Website Updates 9-16/3-17	117.60		117.60
342		WCC	Allotment Rent	100.00		100.00
343		P Batacanin	Playing Field Inspection	10.00		10.00
343		P Batacanin	Clean 4 bus shelters	40.00		40.00
344		Limebridge Rural Services Ltd	Amenity Contract	615.72	102.62	513.10
345		P D Long	Service visit to streetlight	108.00	18.00	90.00
346		Mr T Shale	Petrol Expenses	13.95		13.95
347		WALC	The Clerks Year Course	45.00		45.00
348		Digital Copier Systems Ltd	Copier Charges	57.73	9.62	48.11
349		WCC	Lease for Youth Club	168.75		168.75
350		HMRC	Clerk's PAYE & NIC	31.15		31.15
351		WALC	WALC Subscription	462.41		462.41
352		Studiospares	Microphones & Leads	95.27	15.88	79.39
353		Mrs D Bowles	Clerk's Salary & Expenses	*****		*****
				<b>3,883.81</b>	<b>146.12</b>	<b>3,737.69</b>