

Salford Priors Parish Council

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

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

Also in attendance: 3 members of the public, Mrs Nyman HT of Salford Priors Parish Council & 3 Members of the DMAT.

113.	Apologies for absence: Cllrs Quiney & Penn
114.	Register of Interests: Members were reminded of the need to keep their register of interests up to date
115.	<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>Cllr Stedman – 119a - planning, 123 - allotments & 124b – bird mouth fencing Cllr James – 124b – bird mouth fencing</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>
116.	<p>Open Forum: The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.</p> <p>a) Have your say. No under 18s were present. Mrs Nyman, HT of Salford Priors Parish Council provided an update to the Parish Council, giving thanks for the fire basket and the approval of 3 new trees for the playground. An Ofsted Inspection has taken place and the Inspector was pleased with the progress providing advice on some issues. She then talked through a presentation. She brought with her members from the DMAT from the Diocese of Coventry who also provided a presentation.</p> <p>A member of the Christmas Tree Switch On Event asked if Councillors could provide, in a personal capacity, either a bottle of cheap red wine for mulled wine or a dozen mince pies.</p> <p>b) County Council Member's Report – County Councillor Mike Brain was unable to attend however did report the following:</p> <ol style="list-style-type: none"> 1) The flu jab campaign is now up and running 2) There has been a Broadband update 3) Alcohol Awareness Week 13-19 November 4) The County Councillor's grant has received a poor response so he has requested a second round. There have been no agreements to applications already made. <p>District Councillor Mark Cargill apologised for not being in attendance recently and reported on the following:</p>

	<ol style="list-style-type: none"> 1) The Local Housing Company is progressing. A consultant is in the process of writing the constitution of the organisation, it is hoped this will be ready by the end of December. 2) The Strategic Review has been completed and the actions have commenced. 3) The State of District report is available on the Stratford District Council website to view 4) Local Development Schemes – there are a number of schemes coming forward, CIL will be replacing part of S106 agreements – this is hopefully coming through in the next few weeks. 5) Gypsy & Traveller Plan will not be coming out until the second quarter of 2019. 6) Health & Well Being initiatives are progressing well. 7) Children’s Centres – he confirmed that Alcester Children’s Centre is remaining open. <p>The Chairman closed the adjournment at 19:45 hrs.</p>
117.	<p>Acceptance of Minutes: The Minutes of the Ordinary Parish Council Meeting held on Wednesday 18th October 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. Cllr James pointed out he was not present although the minutes state he was.</p>
118.	<p>Clerk’s Progress Report:</p> <ol style="list-style-type: none"> a) Tree works at St Matthews Churchyard – these are still outstanding. Clerk to monitor. b) Missing 30mph sign at Station Rd – Clerk has been assured this will be installed Friday 17th November. Clerk to monitor. c) School Rd footways from Tothall Lane to Iron Cross – these works will be looked at when the new budget is decided next year. Clerk to monitor. d) New Weethley sign – this has been ordered. Clerk to monitor. e) Abbot’s Salford layby – a works order has been issued to re-set the granite setts, remove the weeds and repair the potholes. Clerk to monitor. f) Rats around bin outside shop – no response has been received from Streetscene to date. Clerk to monitor. g) Reinstallation of AL17 footpath across Ragley Estate – Clerk has contacted Alex Finn, Senior Restoration and Arboricultural Manager who has confirmed they are looking to re-divert the footpath next year, or the year after depending on the progress of the restoration. This was noted by Councillors and will be followed up by the Marsh Farm Quarry Working Group. h) Update from Stagecoach regarding bus stop outside village shop – Clerk has not received a response as the person dealing with this has been on holiday. Clerk to monitor
119.	<p>Planning Matters: Planning Matters Considered : Cllr Stedman left the meeting and returned after 119a was discussed</p> <ol style="list-style-type: none"> a) 17/03270/TREE – T1 Conifer Fell at Shamba, Evesham Rd, Salford Priors by Mr Brian Cobb – The Parish Council had no objection to this application. Clerk to submit “No objection” b) 17/03248/FUL – Demolition of single storey rear extension; and erection of two storey side extension at 11 Rushford Cottages, Salford Road, Rushford by Mr Danny & Kelly Harris – The Parish Council had no objection to this application. Clerk to submit “No objection” <p>Planning Applications to Note :</p> <ol style="list-style-type: none"> c) 17/02198/TREE – T1 Pine Fell, T2 Apple Fell at Rose Cottage, Evesham Rd, Salford Priors by Mr Adam Willington – Following responses via email Clerk submitted a “No objection” response. <p>Planning Decisions:</p> <ol style="list-style-type: none"> d) 17/02539/FUL – Porch extension at The Old Vicarage, Station Rd, Salford Priors by Mr & Mrs P Clarke – Permission granted with conditions. e) 17/02618/FUL – To reduce the size of the garage on which permission was granted in September 2016 – Permission granted with conditions.
120.	<p>Playing Field:</p> <ol style="list-style-type: none"> a) The monthly inspection was carried out on 3rd November with nothing to report.

	<p>b) The annual inspection was carried out on 9th November with various recommendations. After discussion it was agreed that the lengthsman would be asked to tighten the screws on the tractor and spray the algae on the play area surfaces.</p> <p>c) After receiving 2 quotes for the playing field signage Members decided to accept the cheaper quote. It was also decided to use the original wording without mentioning drones. Clerk to order.</p>
121.	<p>Working Groups: Membership was confirmed to the following groups:</p> <p>1) NDP – Cllrs James, Littleford, Maude, Green & Shale:</p> <p>a) Cllr Shale confirmed a meeting was held by the NDP on 8.11.17.</p> <p>Following discussion at the October Parish Council Meeting, a working group was set up to discuss the key proposals encompassed in the NDP. Note that during the meeting, it transpired that a working group for the NDP was set up in May, but had not met since then. This group comprised the same members except Tony Shale, who was not present at that meeting. Seven key themes identified in the NDP were discussed by the working group to identify priority and timescale and provide feedback for discussion at the November Parish Council Meeting.</p> <p>6.0 Neighbourhood Development Plan Policies <u>POLICY SP2: BUILDINGS OF LOCAL IMPORTANCE</u></p> <p>6.8 The recommendations of the 1997 and 1998 reviews into the Conservation Area in Salford Priors and Abbot’s Salford were for enhancements and improvements to these roads to improve the character of the Area. The suggestions include: narrowing the carriageways, introducing a clear gateway feature, creating more generous and usable green verges and footways, and creating a focal ‘village green’ around the Station/Evesham/School Road junction. Proposed Action: Engage with County Council to identify possible use of its allocation of Section 106 for the proposed two new developments of Cleeve View and Orchard Farm to introduce appropriate improvements. <u>Short term action</u></p> <p>POLICY SP14: FOOTPATHS AND CYCLEWAYS</p> <p>6.38 Development of a cycleway network to neighbouring villages and towns will promote a healthier lifestyle and help reduce carbon emissions as well as providing a recreational activity for all the family. A route for the creation of a cycleway from Station Road in Salford Priors along the old railway line to Alcester is preferred providing the important wildlife corridor around the route is preserved. Many parts of this route are already suitable for a cycleway and are frequently walked. The railway line is of historic importance to Salford Priors and bringing it back into regular use would secure significant benefits. The open fields and hedgerows along the old railway line must be preserved and the wildlife protected and encouraged in any cycleway creation. Proposed Action: Engage with Bidford/Broom/Alcester Parish Councils to determine whether this could be a joint initiative and investigate timescale. <u>Short term action</u></p> <p>6.39 The railway line from Station Road in Salford Priors heading towards Abbot’s Salford and beyond to Harvington is not as accessible as the route towards Alcester. The old railway route also passes near very important wildlife areas, such as The Wetlands. The preferred cycleway route is therefore along the service road to east of the A46. Proposed Action: Engage with other Parish Councils to determine whether the development of a cycle path to Evesham would be of interest as a joint initiative and investigate timescale. <u>Short term action</u></p> <p>6.40 To support the policies and proposals in this Plan the creation and distribution of a guide detailing the public foot and cycle ways in the Parish along with the Countryside Code for walkers and dog owners will be supported. Proposed Action: These are already included in the “Seven Walks in the Salford Seven” publications already issued. Keep a monitoring brief to update as appropriate. <u>Ongoing action</u></p> <p>6.43 The Neighbourhood Development Plan recognises the concerns of farmers and other</p>

landowners have about public footpaths and bridleways, and promotes responsible use of these rights of way. **Education about the Countryside Code should be supported along with promoting the foot and cycle ways within the parish.**

Proposed Action: As per 6.4 above

6.46 Better public transport services that serve the needs of the whole parish including all of the settlements must be supported. Additionally, bus stops, including shelters, should be provided near new housing and commercial developments that are located on an existing bus route. A regular bus service to the nearest GP surgery should be maintained.

Proposed Action: Linked with action for 6.8 above. Should be linked to the working group for speeding and/or transport on a watching brief basis. Ongoing action

POLICY SP20: TOURING CARAVANNING AND CAMPING SITES

6.49 The Parish has many local attractions and natural resources such as the River Avon which attract visitors to the area, notwithstanding the proximity of the Parish to Stratford-upon-Avon itself and opportunities for outdoor recreation in the nearby Cotswolds. **The Parish Council therefore wishes to support sustainable tourism and the neighbourhood plan aims to support the appropriate improvement of existing, plus the development of, new caravan and camping sites where appropriate.**

Proposed Action: Watching brief through the Planning Process. Ongoing action

POLICY SP21: NEW AND IMPROVED COMMUNITY BUILDINGS

Proposals for new and improvements to existing community buildings will be supported in order to help sustain a strong community.

In particular, the following will be supported:

- a) **TOPs being made into a permanent brick building, either on its current site or elsewhere, providing the current level of facilities are retained, there is improved access and the new building has direct access to a suitable open space.**
- b) **The renovation of the existing Scout Building or the provision of new facilities for such a use either in a new building or within an existing building in the Parish.**

Proposed Action: TOPS building associated with the fate of the school. At the moment, the building is in good repair and decorative order so no immediate action. The Scout building is undergoing ongoing renovation. No immediate action.

POLICY SP25: LEISURE AND RECREATION FACILITIES

Current leisure and recreation facilities are to be retained or improved to offer an attractive range of facilities for all age groups. The following will be supported:

- a) The retention of the facilities currently provided by the Playing Field unless this is provided elsewhere in an accessible location in the settlement of Salford Priors to an equivalent or better standard;
- b) **Improvements or additions to outdoor sports facilities;**
- c) To provide new leisure facilities - run/trim track, outdoor gym equipment, play equipment for children of all ages and cycle ways; and
- d) The creation of a village green that provides a focal point to the Parish and offers flexible use as an open green space.

Proposed Action: This should be actioned by the playing field working group, already engaged in some aspects of this Policy. Also linked to the Orchards Farm Development through the Planning Process. Short term action

7.0 Monitoring and Review

7.1 Plans are only valuable when kept up to date. **The Parish Council will monitor the policies and proposals in the plan on an annual basis. A monitoring report will be prepared on the plan and presented to the Annual General Meeting in May each year.**

7.2 Where the need for change is identified we will work with Stratford on Avon District Council to produce updates and amendments where necessary.

7.3 Should significant sections of the plan become out of date we will look to review the whole document by producing a new plan following the Neighbourhood Development Planning procedure.

	<p>Proposed Action: Discuss the findings of the meeting in the next Parish Council Meeting and action agreements as agreed. Ensure working Groups meet on a regular basis by providing a standing agenda item for each of the agreed actions. <u>Ongoing action</u></p> <p>It was decided for the NDP Working Group to meet again to prioritise the actions.</p> <p>b) A date was set for Weds 24th Jan to hold an event at The Bell following the successful “adoption” of the NDP. Members approved a £200 budget.</p> <p>2) Playing Field – Cllrs Littleford, Stedman, Penn, Quiney & Godwin</p> <p>a) Cllr Stedman has decided to step down from this group.</p> <p>b) It was decided to put the tender on the Contracts Finder website, via Cllr James, with a view to making a final decision at the February Parish Council meeting.</p> <p>3) Christmas Tree Switch on Event – Cllrs Littleford, Penn, James, Quiney & Clerk</p> <p>a) The Chairman confirmed the details of the event. Councillors agreed £100 cheque to be written to cash for a float.</p> <p>4) Amenity Working Group – Cllrs Littleford, James, Green & Shale – meet early next year</p> <p>5) A Nation’s Tribute – Cllrs James, Godwin, Shale & Quiney – meet early next year</p> <p>6) Streetlights – Cllrs Littleford, Stedman, Quiney & Green – meet early next year</p> <p>7) Staffing Committee – Cllrs James, Littleford & Stedman – meeting in March.</p>
122.	<p>Highways:</p> <p>a) Unfortunately, the Lengthsman has been unable to carry out all the works requested at the last meeting owing to family circumstances.</p> <p>b) Future tasks – to tighten the bolts on the tractor and spray the algae on the playing area surfaces. To cut back the shrubbery from Tothall Lane junction to Iron Cross.</p>
123.	<p>Allotments: Cllr Stedman left the meeting during agenda point 123.</p> <p>2 quotes had been received for the supply and Installation of a further water trough. Members approved the quote from Limebridge Rural Services Ltd. Clerk to issue purchase order.</p>
124.	<p>Community: Cllrs Stedman & James left the meeting during agenda point 124b</p> <p>a) Clerk had forwarded the results of recent road tube survey however this needs further analysis. Clerk to obtain excel information for this to be discussed at the January meeting.</p> <p>b) 2 quotes had been received for installing bird mouth fencing on the B4088. The Chairman read out a statement from the Councillor who had instigated the initial request that he wished to withdraw this in light of the quotes. Members decided to obtain quotes for 3 further trees in this area. Clerk to organise.</p> <p>c) It was decided the NDP group would discuss the possibility of installing gates at the entrances to the Parish. Clerk to arrange a meeting in January.</p> <p>d) Clerk has been in contact with Anthony Young at the Planning Dept regarding Section 106 monies. He is going to request that Lone Star Land Ltd give a contribution towards play equipment for the playing field and provide a commuted contribution towards the upkeep of the land. An email had also been received regarding the application re 14 new dwellings at Evesham Rd, Salford Priors. Clerk to ascertain when a response is required by.</p>
125.	<p>Rights of Way:</p> <p>a) Nothing to report as Cllr Penn was not in attendance.</p> <p>b) An email had been received regarding the footpath rights over former Bridleway at AL9 & AL10 from a resident. Clerk is to contact Warwickshire & Worcestershire Footpaths Departments.</p>
126.	<p>Matters raised by Councillors: The following matters were raised by Council Members:</p> <p>a) A request had been received from Bretforton Parish Council asking if some of the Councillors on the NDP Group could attend one of their meetings to discuss the NDP. It was confirmed Cllrs Maude and James would attend their January meeting. Clerk to inform Bretforton Parish Council.</p>

	b) As the new Bovis site is almost finished it was decided to ask the Walnut Grange estate, via their Facebook page, if they would like the Parish Council to consider the installation of a bus shelter. Clerk to put the request on Facebook.						
127.	<p>Consideration of Correspondence Received : (Yellow Papers)</p> <p>a) It was decided the Clerk would personalise the new Stratford Upon Avon Councillor Code of Conduct and discuss it at the February meeting.</p> <p>b) Councillors noted the request to consider a response to the Notification of Consultation on Revised Statements of Community Involvement (SCI)</p> <p>c) It was decided not to make a donation to All Saints' Church Fayre, Church Lench as the Council does not have the power to authorise this</p> <p>d) Clerk to return to Anthony Young regarding the comments about the lack of affordable housing for planning application 17/02475/FUL – 14 dwellings at land at Evesham Rd asking the developer to provide evidence of the lack of interest amongst potential partner housing associations, reserving the Council's rights to object to this application.</p>						
128.	<p>Correspondence Noted: (<i>'Correspondence to Note' items are held in a Circulation Folder available to Councillors during Parish Council Meetings. The Clerk will provide individual copies of correspondence for retention if required.</i>)</p> <p>a) The retirement of Peter Long, Electrical Contractor wef 1.3.18 was noted. Clerk to contact Annette Mackie from Warwickshire County Council to seek recommendations for a replacement contractor.</p> <p>b) Warwickshire County Council Flood Risk Management newsletter.</p> <p>c) The new external auditors and scale of audit fees</p> <p>d) New events pricing structure wef January 2018 for WALC</p>						
129.	<p>Finance:</p> <p>a) Appointment of Internal Auditor. The appointment of Mr Geoff Bradley to carry out an interim internal audit for the Parish Council accounts 2017/18 during December/January was proposed by Cllr James, seconded by Cllr Shale and agreed by all Councillors.</p> <p>b) Clerk proposed setting up internet banking and brought along relevant forms for signature. All Councillors in favour. Clerk to set this in motion.</p> <p>c) The council gave consideration and approval of the payments listed in Appendix A.</p> <p>d) Proposed by Cllr Godwin & seconded by Shale and agreed by all Councillors.</p> <p>e) It was agreed that Cllrs James and Green would sign cheques for payments listed in Appendix A (Minute 132).</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 50 and Deposit Account Statement 24 issued 1st November 2017 :-</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Lloyds Deposit Account:</td> <td>£110,047.90</td> </tr> <tr> <td>Lloyds Current Account</td> <td>£ 27,144.73</td> </tr> <tr> <td>Total Fund Balance</td> <td>£137,192.63</td> </tr> </table>	Lloyds Deposit Account:	£110,047.90	Lloyds Current Account	£ 27,144.73	Total Fund Balance	£137,192.63
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130.	<p>Date of Next Meeting:</p> <p>Council confirmed the date of the Budget Meeting will take place at 7pm on Wednesday 20th December and the next Ordinary Parish Council Meeting on Wednesday 17th January 2018 at 7.00pm in the Memorial Hall, Salford Priors.</p> <p>All future meetings will take place on the third Wednesday to April 2019 excluding August & December 2018.</p>						
131.	Closure of Meeting: The Chairman closed the meeting at 22:00 hours.						

Chairman: _____ Date: _____

132. APPENDIX A: FINANCE

CHEQUE	PAYEE	DETAILS	TOTAL	VAT	NET
SO	Limebridge Rural Services Ltd	Amenity Contract to 30.9.17	1425.70	237.62	1188.08
DD	C F Corporate Finance Ltd	Photocopier Lease Oct	42.00	7.00	35.00
DD	NEST	Clerk's Pension Sep	32.79		32.79
DD	Lloyds Bank PLC	Bank Charges to 9 Sep	11.85		11.85
DD	Npower	Streetlight Energy	17.48	0.83	16.65
DD	Npower	Streetlight Energy	180.68	8.60	172.08
DD	EDF Energy	TOPS Electricity	51.00		51.00
SO	Limebridge Rural Services Ltd	Amenity Contract to 31.10.17	1425.70	237.62	1188.08
DD	C F Corporate Finance Ltd	Photocopier Lease Nov	42.00	7.00	35.00
000409	The Poppy Appeal	Donation for wreath & poppy appeal	218.50		218.50
000410	1 st Salford Priors Guides	Community Fund Application	1,000.00		1,000.00
000411	Intechra Consulting Ltd	Printed C6 Sponsor A Light Envelopes	81.48	13.58	67.90
000412	CCTC Ltd	Christmas lights for Memorial Hall	251.83	41.98	209.85
000413	Arrowscape	Updates to Parish Council website	243.00		243.00
000414	Baker Ross Ltd	3d Wooden Stars	88.67	14.78	73.89
000415	WALC	Clerks Toolkit & GDPR Training	70.00		70.00
000416	P Batacanin	Monthly Playing Field Inspection	10.00		10.00
000417	Mrs K Littleford	Christmas Tree Switch On Expenditure	11.54		11.54
000418	Westhilldirect	A3 & A4 paper	24.53	4.09	20.44
000419	Digital Copier Systems Ltd	Printing Charges	50.20	8.37	41.83
000420	Miss S Hyde	Leaflet Delivery	40.00		40.00
000421	HMRC	Clerk & PC NIC	34.59		34.59
000422	Mrs D Bowles	Salary & Expenses	****		****
000423	The Poppy Appeal	Duplicate Cheque	218.50		218.50
			6457.45	581.47	5875.98