

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors on Wednesday 17th January 2018.

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

Also in attendance: 0 members of the public.

142	Apologies for absence: None
143	Register of Interests: Members were reminded of the need to keep their register of interests up to date
144	<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>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>
145	<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.</p> <p>b) District Councillor Mark Cargill reported –</p> <ol style="list-style-type: none"> 1. The A46 between Alcester and Stratford is due to become a dual carriageway. He has concerns regarding access and the noise levels. Part of the A46 has had noise control surface installed which has proved very successful. 2. Budget set by Stratford is out to consultation for 1%. Warwickshire County Council have not yet announced although are looking at possibly increasing the precept by 1-2% with £12 for Police & Crime Commission, 2% for adult social care. 3. Speed awareness – he recently attended a workshop hosted by the Police & Crime Commission. It was reiterated that local speed groups are a valuable resource to the Police who are looking to support these more satisfactorily. They are also offering to pay for the calibration of speed guns, provide warning signs and hi vis coats for the teams. There must be 3 people in session for insurance reasons, logging the registration numbers, colour, make and model of car. He has provided the Clerk with some dates to which he is able to attend a speed session. Clerk to organise the group to meet. It was also mentioned that there is a lack of warranted officers which is why more speed checks are not carried out. 4. Minerals Plan Update – a report was presented to Cabinet on 10th October 2017, with a summary of comments received during the 2016 Public Consultation. A Sand and Gravel Topic Paper was also presented which sets out the calculations and plan requirement figures on which the plan will proceed. It was therefore resolved that Cabinet request the Joint Managing Director (Communities) to prepare a proposed Minerals Local Plan on the 2017 10 year sales average and to present a further report to enable Cabinet to decide whether to publish the plan for consultation with a view to its submission to the Secretary of State. The timeline for reporting back to Cabinet is:

	<p>Re-assess site assessment methodology and update as appropriate Oct 17 – Dec 17</p> <p>Carry out sites assessment Dec 17 – Jan 18</p> <p>Revise evidence based, this includes the Sustainability Appraisal And Habitat Regulations Assessment Jan 18 – Feb 18</p> <p>Report back to Cabinet on revised plan (and any other relevant information) Mar 18 – Apr 18</p> <p>6 week consultation period Jun 18 – Jul 18</p> <p>The Chairman closed the adjournment at 19:15 hrs.</p>
146	<p>Acceptance of Minutes:</p> <p>The Minutes of the Ordinary Parish Council Meeting held on Wednesday 20th December 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>
147	<p>Clerk's Progress Report:</p> <p>a) Tree works at St Matthews Churchyard – the guilty parties have been contacted and advised of the seriousness of the work carried out. Noted and Closed.</p> <p>b) The missing 30mph sign at Station Rd has now been reinstated. Noted and Closed.</p> <p>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 put back on agenda in May</p> <p>d) New Weethley sign – installed. Clerk has since been informed this sign has not yet been installed. Clerk to monitor.</p> <p>e) Abbot's Salford layby – these works have been partially completed. Clerk to monitor</p> <p>f) Rats around bin outside shop – Clerk is waiting to hear back from Severn Trent Water – the sewer pipes have been compromised and repairs are due to be made. Clerk to monitor.</p> <p>g) The bus stop outside village shop is to have a bus stop sign installed and all bus drivers have been informed this is a designated stop. Clerk to monitor.</p> <p>h) Crossroads sign by the Queens Head – this has been reported to Highways. Clerk to monitor</p> <p>i) Residents have informed the Clerk and Chairman that Orbit will be levying a service charge to cover the cost of providing communal services such as grounds maintenance. Clerk and Chairman are meeting with Scott Williams, Occupations Agreement Officer for Orbit Living on Thursday 18th January.</p> <p>j) B4088 footway – the tenant for Ragley Estates is arranging for the gate to be removed and to install a new fence. The hole that has appeared in the hedge has been caused by erosion when the road floods due to a blockage in the drains. Highways have confirmed they are arranging to have the pipe that runs under the road jetted and the gullies cleared. Clerk to monitor.</p>
148	<p>Planning Matters: Applications Considered:</p> <p>a) 17/03590/FUL – installation of 3 battery power packs, an inverter and associated infrastructure to provide backup power to the poultry sheds for a period of 25 years at Salford Lodge Poultry, Salford Lodge Farm, Pitchill, Evesham, WR11 8SN – Clerk to submit “The Parish Council does not have a problem with this application, the Battery Inverter Pack is the next generation of renewable energy. This application is for a back up energy supply to the poultry units, the inverter is more environmentally friendly than having a backup diesel generator in terms of noise, fumes and appearance, where the inverter is sited it will have no detrimental visual impact and meets low carbon energy production policies, the application is fully in accordance with S7NDP Policy SP5 criterion a) b) c) e)”</p> <p>b) 17/03678/FUL – Alterations to doors and windows, new external boiler and oil tank and minor landscaping to facilitate conversion from offices to dwelling house as approved under ref 17/00005.COOU at Old Forge Court, Iron Cross, Salford Priors, WR11 8SH – Clerk to submit “No objection”</p> <p>c) 17/03594/FUL – proposal to render the gable elevation facing the road as part of the conversion of garage to mobility accommodation at Mistelle, Evesham Rd, Salford Priors, WR11 8UU – Clerk to submit “No objection”</p> <p>d) 17/02076/OUT – An amendment/additional information has been received for the application of</p>

	<p>construction of 68 dwellings, a new village green, new roads, footways, community car park, drainage and highway improvement works to School Rd at land off School Rd, Salford Priors by Lone Star Land Ltd. The amendment is an acoustic assessment, amended illustrative master plan and amended parameters plan – Cllr James provided comments to the Clerk as follows to respond: “As set out within Table 3 Orchard Farm Phasing</p> <p>Phase One. Criterion 1 Between 6 and 10 affordable houses on the frontage of School Road Salford Priors from the boundary of number 16 School Road Salford Priors to the existing Orchard Farm Drive, turning the corner of the Orchard Farm Drive junction to form a feature property.</p> <p>This is a fundamental requirement for this development to proceed. The policy is devised to ensure continuity of the existing building line, local design characteristics, social inclusion and joining the individual parts of the settlement together.</p> <p>To propose custom build/self-build plots in this location would not be supported and would not be in accordance with the adopted Neighbourhood Development Plan or the spirit of cooperation that the Parish Council has afforded to the developers”.</p> <p>e) To consider a response to Anthony Young, Planning Officer regarding land at Orchard Farm, Salford Priors 17/02076/OUT – considered under 148d</p> <p>f) 18/00057/FUL – single storey side extension at 17 Park Hall Mews, Salford Priors, Evesham, WR11 8XX – Clerk to submit “No objection”</p> <p>g) An email has been received from a resident asking the Parish Council look at a project regarding a new garage at Rushford Garage. Parish Councillors noted this and will await the planning application.</p> <p>Planning Decisions :</p> <p>h) 17/03248/FUL – demolition of single storey rear extension; and erection of two storey side extension at 11 Rushford Cottages, Salford Rd, Rushford, WR11 8SL – Permission Granted with Conditions</p>
149	<p>Playing Field:</p> <p>a) The monthly inspection was carried out on 29th December – one of the goal posts had been pushed over but no damage caused.</p> <p>b) The Clerk and Cllr Shale met with 9 representatives from play companies to talk through the Parish Council’s requirements and the tender process. Closing date for all tenders is Fri 9th Feb 12pm with the Working Group meeting on Monday 12th Feb to go through the tenders. Cllr Shale was invited to join the Working Group considering the work he has carried out which he confirmed he was happy to do.</p> <p>c) It was pointed out the light between the TOPs building and the Scout hut is not working. This will be looked at at the next Streetlight meeting.</p>
150	<p>Working Groups:</p> <p>a) Christmas Tree Switch On – The group met on Mon 8th Jan – report emailed to all Councillors and is attached as Appendix B to the minutes.</p> <p>b) A Nation’s Tribute – The group met on Thurs 11th Jan where it was agreed to build a bonfire beacon for the event and looked at the logistics. They discussed the following:</p> <ol style="list-style-type: none"> 1. Start the day at 6am in the morning with a piper piping in A Piper’s Lament who will walk through the village (part of national celebrations). 2. The beacon lighting will take place at 7pm. A bell peal at 7.05pm (again nationwide) heralding in peace. 3. Possible screening of the film War Horse on the Sunday afternoon in the Memorial Hall 4. They would like to involve the schools. Clerk to write to the schools to see if they would like to be involved in a project to have on display on the Sunday. 5. Clerk to write to the Church and ask if they would like to participate in the event.

	<ol style="list-style-type: none"> 6. Holding a drumhead service on the evening, fairground rides, steam fairground ride, marquee, hire a PA system. 7. Cllr Godwin to look at the local cadet force to see if they would be interested in being involved. 8. Cllr Shale is looking at the Ashdown Camp re-enactment Society. 9. It was also felt the Parish Council should be in uniform that evening, looking at the RSC for army uniforms. 10. To provide food for the evening – The Chairman suggested approaching The Bell. 11. Town Crier – to read a proclamation that has been put together. 12. The group would also like to involve Alamo and Bomfords. 13. An appeal to go out through the E-News seeking anyone who can play bagpipes as well as volunteers to come on to the group. 14. To put a page on the website. <p>The group will meet again shortly.</p> <p>c) Communications – meeting 5th Feb</p> <p>d) NDP – meeting 29th Jan – The Chairman confirmed the event at The Bell on 24th January with a cold buffet at £5.95 per head for 20 people.</p> <p>e) Playing Field – meeting 12th Feb to discuss all tenders.</p> <p>f) Streetlights – The group met on Monday 15th Jan. They discussed:</p> <ol style="list-style-type: none"> 1. The email from JPP Consulting who have been appointed by Orbit Homes Development seeking approval for the issue of adoption for the proposed new/existing street lighting under Section 38 for Priors Grange, Salford Priors. The group recommended that dialogue is opened with JPP Consulting with the Clerk obtaining confirmation that the roads are being adopted at the same time by Warwickshire County Council and the drainage storage tanks under the Orbit car park have been adopted by Severn Trent Water. It was decided the Clerk would also seek a review of the lighting with a view to reducing the numbers and fitting the remaining lights with LEDs and part time night timers. Unanimous approval. 2. They also recommended obtaining quotes for all sodium lamps to be upgraded to LEDs – 14 lights in total. Once all lights have been updated they recommend approaching Warwickshire County Council to seek adoption of lights. Unanimous approval.
151	<p>Highways:</p> <ol style="list-style-type: none"> a) Lengthsman – the Lengthsman has completed all tasks except the spraying of the algae on the play area safety surface. This is because it has been too wet – he is planning to brush it down the next time he is in the area. b) A quote is still expected regarding the repair of the bus shelter.
152	<p>Allotments:</p> <p>Water trough installation is expected to take place in the Spring</p>
153	<p>Community:</p> <ol style="list-style-type: none"> a) Clerk confirmed she has placed an advert for the Councillor vacancy in the noticeboards, on Facebook and the website. Closing date 15th Feb. b) Feedback on road tube analysis still awaited.
154	<p>Rights of Way:</p> <p>Cllr Penn has nothing to report.</p>
155	<p>Matters raised by Councillors: The following matters were raised by Council Members:</p> <ol style="list-style-type: none"> a) It was resolved to: <ol style="list-style-type: none"> 1. Adopt the Councillor Code of Conduct as adopted by Stratford-on-Avon District Council on 16th October 2017, to replace the Parish Council's existing Code of Conduct. 2. To require all members to complete and submit a fresh Declaration of Personal Interests form to the Clerk on or before Friday 9th February 2018, to enable the Clerk to forward these to the Monitoring Officer. 3. The replacement Code shall come into effect on Tuesday 1st May 2018. b) Clerk to personalise the Model Publication Scheme for consideration to adopt at the February meeting. The Clerk recently attended a Data Protection and Freedom of Information training

	<p>session by WALC although the Parish Council were disappointed that it did not go into more detail on the GDPR side. They asked the Clerk to express this to WALC. Cllr Stedman is liaising with CALC to see if they are arranging a training session.</p> <p>c) Following an email from the local paper regarding the minerals plan update it was decided to form a working group – Cllrs Shale, Maude & James. Clerk to organise a date for a meeting.</p> <p>d) Cllr Green brought up the problem regarding Evesham Rd car parking. Cllr Green to forward photos to the Clerk who will contact Highways to ask for the footway to be defined.</p>						
156	<p>Consideration of Correspondence Received: (Yellow papers) A response to JPP Consulting, for issue of adoption for the proposed new/exiting street lighting under Section 38 for site U8594PH Priors Grange, Salford Priors was discussed under minute number 150f.</p>						
157	<p>Correspondence Noted:</p> <p>a) Thank you letter from Royal British Legion b) Monthly update from the Warwickshire Police & Crime Commissioner c) Online Banking Business terms and conditions</p>						
158	<p>Finance:</p> <p>a) Budget set for £500 for Clerk to purchase a new colour laserjet printer. b) Consideration was given to the third quarterly bank reconciliation, account balances and income and expenditure budgets. These were agreed by all Councillors. Cllr Penn signed the quarterly bank statements. c) A report from Mr Geoff Bradley had previously been forwarded by email following the interim internal audit for the Parish Council accounts 2017/18 carried out during December 2017. In it he advised that all Council documents and procedures should show the date of review. Clerk confirmed this has now been actioned. He also stated that all procedural changes need to be included in the Risk Management process for the new online accounts package and for electronic payments, shortly to be introduced. d) For Cllrs James & Littleford to sign the on-line banking application form e) The council gave consideration and approval of the payments listed in Appendix A. f) Proposed by Cllr Godwin seconded by Cllr Maude and agreed by all Councillors. g) It was agreed that Cllrs Littleford & James would sign cheques for payments listed in Appendix A (Minute 161).</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 52 and Deposit Account Statement 26 issued 1st December 2017:-</p> <table style="margin-left: 40px;"> <tr> <td>Lloyds Deposit Account:</td> <td>£110,056.82</td> </tr> <tr> <td>Lloyds Current Account</td> <td>£ 22,730.40</td> </tr> <tr> <td>Total Fund Balance</td> <td>£132,787.22</td> </tr> </table>	Lloyds Deposit Account:	£110,056.82	Lloyds Current Account	£ 22,730.40	Total Fund Balance	£132,787.22
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Total Fund Balance	£132,787.22						
159	<p>Date of Next Meeting:</p> <p>Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 21st February 2018 at 7.00pm in the Memorial Hall, Salford Priors.</p>						
160	<p>Closure of Meeting: The Chairman closed the meeting at 21:20 hrs</p>						

Chairman: _____ Date: _____

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APPENDIX A: FINANCE

CHEQUE	PAYEE	DETAILS	TOTAL	VAT	NET
DD	NEST	Clerk's Pension Nov	35.82		35.82
DD	Lloyds Bank	Bank Charges to 9 Nov	14.30		14.30
DD	EDF Energy	TOPS Electricity	51.00		51.00
000438	Salford Priors Memorial Hall	Hire of Hall & Office	485.00		485.00
000439	Digital Copier Systems Ltd	Photocopier Charges Nov – Dec	48.92	8.16	40.76
000440	P Batacanin	Playing Field Inspection	10.00		10.00
000441	Namesco Ltd	Hosting	71.88	11.98	59.90
000442	Mrs D Bowles	Clerk's Salary & Expenses	*****		*****
000443	HMRC	Clerk & PC NIC	34.59		34.59
000444	Namesco Ltd	Authenticated SMTP Access for 1 year	21.00	3.50	17.50
000445	CCTC Ltd	Additional Christmas lights Memorial Hall	104.16	17.36	86.80
000446	Mr J Hyde	Lengthsman works	145.50		145.50
000447	Warwickshire County Council	Rent for TOPs building 1.1.18-2.1.18	3.70		3.70
			1890.99	41.00	184.99

Appendix B Minute 150a

Christmas Tree Switch On De-Brief Meeting 8.1.18

Present: Pam Seville, Tony Greatrex, Lynne Barlow, Karen Littleford, Jill Staples-Grantham, Donna Bowles (Clerk)

- Expenditure and income information was handed out – expenditure was at £838.18, with income from donations, sponsor a light and the evening itself resulting in £1,737, thus making a profit of £898.82.
- Comments were received from Reg Stokes who has stated he will not be continuing with the choir next year – Jill confirmed she was happy to take this on. She agreed with Reg's comments that it needs to be more concise with the adults and children singing together.
- Reg also stated that there was a problem with people not being able to hear the choir due to the speakers being at ground level. Donna to check with Offenham Wake to see what type of amplification they use. It was also decided to move the choir to see if that helps next year.
- It was agreed that Father & Mother Christmas were excellent and to see if they can be booked for the next event. It was felt that raffle tickets for the children's presents should be kept in one place so people know where to collect from. It was also decided to buy the same sort of chocolate again – at 49p each they were deemed to be good value.
- To look into light up toys instead of glo-sticks – Tony to send Donna a link to look at.
- To look into the possibility of putting Christmas lights behind each bauble on the Tree game, along with providing an additional Tree for children's presents – perhaps sweets/toys in a jar etc.
- 6 x hot chocolate was enough, along with 1L of Baileys. To borrow the Birco from the village hall so hot chocolate is already made up. Mulled wine needs to be increased and it was suggested buying 18 bottles of red wine next time. 12 dozen mince pies required in total. Increase hot dogs to 100 and turkey baps to 350 with another 3 or 4 kg of turkey being purchased. There was 2 gallons of soup which was enough but decrease price to 50p. Remaining items to still be charged at £1 next time, with a possible increase to £1.50 the following year.
- There was an issue with lighting, Karen to speak with John Bradfield to see what lighting was used at summer fete. Also to look into hiring gantry lighting from Jewson or somewhere similar.
- It was lovely to see the children's decorations – Donna to look into purchasing some more, possibly in the sale, and attach them to the barriers as opposed to the tree next time. They did have a habit of wandering down the road when the wind blew!
- The committee are very keen to get electricity to the Church tower to put Christmas lights up and asked Donna to contact the Church to see if they would be willing to share this cost.

- Whilst the food and drink worked well within Tony's drive it was felt that the L shape did not work as well as it could have and therefore it was decided to put the 3 tables across the drive in a straight line.
- The lights on the Memorial Hall fell short by about 10m so Donna to order some more.
- Karen to ask the Village Hall Committee if they would like to purchase a 10ft fake tree, with the Committee buying the lights to go on it.
- Tony to make a board to attach to the light on the island for the Sponsor A Light donations.
- Next meeting to be held in September – it was also decided to hold a meeting the week before the event to finalise arrangements and look at weather.

Well done everyone!!

DRAFT