

**Salford Priors Parish Council**

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford  
Priors on Wednesday 18<sup>th</sup> April 2018.**

**Present:** Councillors: K Littleford (Chairman), L Maude, J Stedman, K James, D Penn, A Green, T Shale,  
W Godwin, P Gordon

**In Attendance:** Mrs D Bowles (Clerk)

**Also in attendance:** 0 members of the public.

<b>205</b>	Apologies for absence: Cllr James
<b>206</b>	<b>Register of Interests:</b> Members were reminded of the need to keep their register of interests up to date
<b>207</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>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>208</b>	<p><b>No Open Forum</b></p> <p><b>a) County Council Mike Brain was not in attendance however provided this report –</b> Since my last report things have been particularly busy with weather conditions causing highway issues such as pot holes and round the clock gritting. We've been setting budgets both at County &amp; District. These are challenging times with reduced budgets and the ability to provide and maintain essential services to a high standard which are acceptable to our service providers and our residents alike. This is a challenge not just at this time of the year , but throughout the year, although resident surveys show the extent to which they feel they receive value for money:- For example 2016/17 89% feel that SDC offers value for money with 11% feeling it's poor. For more information go to <a href="http://www.stratford.gov.uk">www.stratford.gov.uk</a> &amp; <a href="http://www.warwickshire.gov.uk">www.warwickshire.gov.uk</a></p> <p><b>1. <u>Excellent Economic News for Warwickshire</u></b></p> <p>We have been looking at the detail of the latest official statistics that are Nationally available. We now can see that the Warwickshire Productivity (output per worker and a key milestone for Government) is extremely good. We are now above the national average GVA per job at £53,447 compared to £52,626 - a 1.5% gap. In the late 2000's Warwickshire's performance was significantly behind the national average and had level of productivity over 10% lower than now. The focus of the Conservative administrations has been to fix and build our economy, to get people into good jobs and create a vibrant and confident business sector. These figures demonstrate our success over the last 5/6 years.</p> <p>Great as these figures are, the even better statistic shows that Warwickshire has seen the fastest growth in productivity of ALL local authority areas in the Country! The growth level of our productivity has been by approx. 30.4% between 2009-2016, higher than any other area and nearly double the rate for the UK as a whole (16.5%) and the West Midlands (16.9%).</p>

	<p>This really is fantastic news for Warwickshire and for our judgement as Conservatives, but most of all it is the best news for our residents who want opportunity and security.</p> <ol style="list-style-type: none"> <li>2. A number of gullies and drains cleaned and jetted.</li> <li>3. Road repairs and potholes continued to be programmed for repair.</li> <li>4. Fly-Tipping is a problem District Wide , but if we know about it we will remove it asap from highways land. This road kills and includes dead animals Foxes, Badgers &amp; Deer.</li> <li>5. <b><u>County Councillors Grant Fund 2017 £5000 increasing to £6000 this Year.</u></b></li> <li>6. And finally, but most important is an update on the Mineral Local Plan - Site 7 Salford Priors</li> </ol> <p>I continue to fight our corner to keep Site 7, Salford Priors out of The Mineral Local Plan. Here is the Officers update as requested by me today:-</p> <p>Since Cabinet's decision in October 2017, officers have been working on the preparation of a proposed Mineral Local Plan based on the 2017 10 years sales average, which identified a reduction in the plan requirement figures. To achieve this, they need to re-assess the site assessment methodology, carry out site assessments and revise the evidence base, including the Sustainability Appraisal and Habitats Regulation Assessment.</p> <p>Work on this is still on-going, so it is too early to give details of specific sites, including Site 7, Salford Priors. However, officers are aiming to report back in June 2018 to enable Cabinet to decide whether to publish the plan for further consultation with a view to its submission to the Secretary of State.</p> <p>It is anticipated that consultation would be in September October 2018.</p> <p>Should this time line change, we will update the information on our website.</p>
209	<p><b>Acceptance of Minutes:</b> The Minutes of the Ordinary Parish Council Meeting held on Wednesday 21<sup>st</sup> March 2018 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>
210	<p><b>Clerk's Progress Report:</b></p> <ol style="list-style-type: none"> <li>a) The new Weethley sign has now been installed. <b>Noted and Closed.</b></li> <li>b) Abbot's Salford layby repairs – it is believed these repairs have been completed. <b>Clerk to visit the site.</b></li> <li>c) Crossroads sign by the Queens Head – this job has only recently been issued. <b>Clerk to monitor.</b></li> <li>d) Regarding the H&amp;S issue on the B4088 footway, Highways have completed the jetting to clear the pipe that runs under the road. The tenant for Ragley Estates is arranging for the gate to be removed and to install a new fence, although it is believed these works have not yet been actioned. <b>Clerk to contact Ragley.</b></li> <li>e) Removal of 'new speed limit applies' sign – awaiting the removal. <b>Clerk to monitor.</b></li> <li>f) Clerk has received an email from Adam Parry, Senior Civil Engineer for Bovis Homes stating that he is gathering all the information and will set up a meeting shortly.</li> <li>g) Clerk has received an email from Mark Simons, PS Operations Supervisor (Safer Roads) acknowledging that the tube survey results sent to him do indicate a significant amount of speeding along both Station Rd &amp; School Rd. He is going to arrange to deploy their own traffic monitoring equipment to ascertain the extent of the issue and depending on the result there are a number of different options that can be looked at. He will return with an update once he has the data.</li> </ol>
211	<p><b>Planning Matters.</b> A last minute planning application came in which was discussed: <b>18/01057/TPO</b> – T5 oak – fell or undertake remedial works to remove limb extending toward property. Undertake minor crown reduction works to balance crown. T4 – Robinia fell – at</p>

	Burleigh House, Chapel Oak, Salford Priors, WR11 8SP. After looking at the application on the overhead projector Councillors decided to respond with the comments "The Parish Council are happy to accept the Tree Officer's recommendations.
212	<p><b>Playing Field:</b></p> <p>The monthly inspection was carried out on 30<sup>th</sup> March. The Lengthsman has assessed the skate ramp and agrees there is an issue, however this is not something he is able to repair. Cllr Penn will look and see if this is something he can action. There was also a report regarding the 5-a-side goalposts which have now been repaired. Anchor fixings have been ordered to be installed. Following the March meeting where the Parish Council approved the playing field tender be awarded to Kompan, the Clerk confirmed the order has been placed with Kompan. It is expected the process will take 12 weeks in total.</p>
213	<p><b>Working Groups:</b></p> <p>a) Christmas Tree Switch On – not meeting until September</p> <p>b) A Nation's Tribute – a meeting has been arranged for Tuesday 24<sup>th</sup> April, 7.45pm at Cllr Godwin's house. Two residents have shown an interest in joining the group following the recent newsletter sent.</p> <p>c) Communications – date still to be arranged.</p> <p>d) NDP – the group met last week to discuss the way forward with the Cycleways meeting next week. Clerk was requested to arrange for maps to be displayed on all tables. Cllr Shale is to put together a Powerpoint presentation.</p> <p>e) Playing Field – discussed in minute 212</p> <p>f) Streetlights – Clerk has received quotes for the sodium bulbs to be replaced with LEDs at a cost of £1,200. A quote has also been received to replace the final concrete column outside 46 Perkins Close at £1,250 to the standard of the recently installed streetlights. The Streetlight Working Group recommend these quotes are accepted. Cllr Green proposed that as these works are deemed as specialist to accept the one quote received. Cllr Gordon seconded. With one abstention the remaining Councillors agreed. <b>Clerk to issue a purchase order for the works.</b></p> <p>g) Minerals Plan – Cllr Shale provided an update that the plan will now be considered at the July meeting, and not in June as originally informed. The consultation will take place in September.</p>
214	<p><b>GDPR:</b></p> <p>The implications of GDPR were considered with the clerk having forwarded the GDPR toolkit to all councillors via email on 14<sup>th</sup> March. Clerk will be working on the document to establish the data held and what needs to be done with it for when it comes in to force in May 2018. Currently the Clerk has read the toolkit, compiled a list of data held, made a list of any questions required in order to deal with some data and customised the privacy notices for both Councillors, staff and residents. All attending Councillors were handed privacy notices which they signed for. They also signed to agree that their personal details can be displayed on the website. Councillors that are happy to receive the agenda pack via email also signed as confirmation. Further information will be provided as confirmed and residents will be contacted with regard to various data in the next few weeks. Councillors were also reminded that it is advised to hold separate email addresses for Parish Council correspondence.</p>
215	<p><b>Highways:</b></p> <p>Lengthsman has completed all jobs to a high standard.</p> <p>Future jobs:</p> <p>Clear the footway along School Rd, from Ban Brook Rd to bus stop.</p> <p>To carry out a litter pick at the playing field</p>
216	<p><b>Allotments:</b></p> <p>A meeting was held recently for the allotment holders with 5 out of the 11 plot holders in attendance. New revised allotment agreements were handed out and signed. The following points were raised:</p> <ol style="list-style-type: none"> <li>1. The tidiness of allotments – there seems to be an issue with 3 of the plots not being worked. One resident has been written to on 2 separate occasions regarding the state of the plots he</li> </ol>

	<p>leases. This resident was also present during the annual inspection by Councillors. It was decided not to re-new the lease at the beginning of May and to ask the resident to return the allotments to their original state by the end of May. Should these works not be carried out the Council will use the deposit monies to revert the allotments to their original state. A further resident will be written to to determine whether they still require the allotment.</p> <ol style="list-style-type: none"> <li>2. Following the installation of the third water trough a raised trench has been left between the middle and new water trough – the Clerk has contacted the contractor who has stated that it will take time to settle but when the trench was filled the soil was very wet which made back filling compaction impossible.</li> <li>3. To arrange for 2 large skips in the summer to be available to have a “tidy up” weekend.</li> <li>4. Delivery of manure to be shared amongst the allotment holders – Clerk is in the process of obtaining quotes.</li> <li>5. Fixing isolator valves at each of the troughs – a quote has been received from the Lengthsman to install 3 MDPE water valves to the troughs at £107. Cllr Stedman stated that each trough has an isolator valve installed under the ground. He will show the Clerk where these are.</li> </ol>
<b>217</b>	<p><b>Community:</b></p> <ol style="list-style-type: none"> <li>a) Clerk confirmed that District Councillor Mark Cargill confirmed he was happy to become the new Trustee on the Perkins Educational Foundation. He has now been put in touch with the Secretary.</li> <li>b) Clerk confirmed the contract has been issued and signed for the adoption of the telephone box outside Salford Priors Primary School at a cost of £1. Once all necessary works have been completed by BT the restoration work can begin. It was pointed out that due to safety and training issues the recovery program has been delayed and it may take some time to receive the completion notice.</li> </ol>
<b>218</b>	<p><b>Rights of Way:</b> Cllr Penn had nothing to report.</p>
<b>219</b>	<p><b>Matters raised by Councillors:</b> The following matters were raised by Council Members:</p> <ol style="list-style-type: none"> <li>a) Cllr Stedman requested that Clerk provide quotes for a mobile flashing speed sign. To look at providing a mobile flashing speed sign. Clerk to obtain quotes.</li> <li>b) Cllr Penn requested that Clerk report to Stratford District Council a car that has been abandoned in School Rd.</li> <li>c) Complaints have been received about the amount of litter being left on the playing field. Clerk to arrange Lengthsman to carry out a litter pick.</li> <li>d) Cllr Godwin suggested extending the basketball hoop area. This to be discussed at a pre-contract meeting with Kompan.</li> <li>e) Kompan have quoted for fitting some benches, Cllr Shale has obtained quotes for benches. To be discussed at next PC meeting.</li> </ol>
<b>220</b>	<p><b>Correspondence Considered: (Yellow papers)</b></p> <ol style="list-style-type: none"> <li>a) Email received from a resident on the new Bovis Estate requesting a sign, or double yellow lines, are placed at the end of Bomford Way to designate the area for turning only. Clerk to ask County Council to put in a Turning Only, No Parking sign.</li> <li>b) Email received from a resident on the new Bovis Estate regarding the lack of parking facilities. Clerk to reply that the Bovis Estate conforms to planning regulations and there is nothing the Parish Council can do.</li> <li>c) Email received from the Christmas Tree Switch on Group – Clerk to respond suggesting the Working Group provide a plan on how to spend monies for the next 3 years, along with quotes. To also advise the group that they can make a representation to make recommendations to the Parish Council in Open Forum.</li> <li>d) A last minute email came in from a resident regarding the noise of what sounds like a strimmer on the woodland behind the new Bovis Estate. Clerk to respond suggesting the resident keeps a noise log and reports it to the Environmental Health. Clerk to provide link to necessary webpage.</li> </ol>
<b>221</b>	<p><b>Correspondence Noted:</b></p> <ol style="list-style-type: none"> <li>a) Thanks from a resident regarding the Parish Council agreeing to adopt the telephone box</li> </ol>

	b) Response from resident regarding HGVs and Angus Soft Fruits						
<b>222</b>	<p>Finance:</p> <p>a) Clerk handed out the Annual Internal Audit Report 2017/18 completed by Geoff Bradley in preparation for the annual return.</p> <p>b) <b>Annual Governance Statement FY 2017/18.</b> Individual questions comprising the Annual Governance Statement for Local Councils FY 2017/18 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 Littleford, seconded by Cllr Maude and agreed by all Councillors. Clerk to prepare Section 1 entries for Minute Reference, dating and signature.</p> <p>c) <b>Fourth quarterly account and bank reconciliation balances, budgets and cash book payments and receipts balances.</b> The Chairman and Cllr Penn inspected the original Lloyds Bank Current and Deposit Account Statements verifying balances associated with fourth quarterly reconciliation. These were then signed by Cllr Penn. Acceptance of these documents was proposed by Cllr Green, seconded by Cllr Godwin and agreed by all Councillors.</p> <p>d) <b>Notification Section 137 Expenditure for 2018/2019.</b> The new level of Section 137 Expenditure for 2017/18 was noted at £7.86.</p> <p>e) The council gave consideration and approval of the payments listed in Appendix A.</p> <p>f) Proposed by Cllr Gordon seconded by Cllr Godwin and agreed by all Councillors.</p> <p>g) It was agreed that Cllrs A Green &amp; Maude would sign cheques for payments listed in Appendix A (Minute 225).</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 56 and Deposit Account Statement 29 issued 29<sup>th</sup> March 2018:-</p> <table style="margin-left: 40px;"> <tr> <td>Lloyds Deposit Account:</td> <td>£100,070.08</td> </tr> <tr> <td>Lloyds Current Account</td> <td>£ 16,199.15</td> </tr> <tr> <td>Total Fund Balance</td> <td>£116,269.23</td> </tr> </table>	Lloyds Deposit Account:	£100,070.08	Lloyds Current Account	£ 16,199.15	Total Fund Balance	£116,269.23
Lloyds Deposit Account:	£100,070.08						
Lloyds Current Account	£ 16,199.15						
Total Fund Balance	£116,269.23						
<b>223</b>	<p><b>Date of Next Meeting:</b></p> <p>Council confirmed the date of the next Annual Council Meeting on Wednesday 16<sup>th</sup> May 2018 at 7.00pm in the Memorial Hall, Salford Priors.</p> <p>Council confirmed the date of the next Ordinary Council Meeting on Wednesday 16<sup>th</sup> May 2018 immediately following the Annual Council Meeting.</p>						
<b>224</b>	<b>Closure of Meeting:</b> The Chairman closed the meeting at 21.30 hrs						

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

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## APPENDIX A: FINANCE

CHEQUE	PAYEE	DETAILS	TOTAL	VAT	NET
DD	CF Corporate Finance Ltd	Photocopier Lease Apr	42.00	7.00	35.00
SO	Limebridge Rural Services Ltd	Amenity Contract	1425.70	237.62	1188.08
DD	NEST Pension	Clerk's Pension Feb	38.34		38.34
DD	Lloyds Bank	Bank Charges to 9 Feb	15.05		15.05
DD	EDF Energy	TOPS Electricity	51.00		51.00
000471	Westhilldirect Ltd	Stationery	61.94	10.32	51.62
000472	BT Payphones	Adoption of telephone box	1.00		1.00
000473	Newitt & Co Ltd	Anchors for goals	56.70	9.45	47.25
000474	Mr J Hyde	Lengthsman tasks	167.50		167.50
000475	Salford Priors Memorial Hall	Hire of hall, ECS & Parish Office	485.00		485.00
000476	Namesco Ltd	Renewal of domain name for 2 yrs	179.99	30.00	149.99
000477	WALC	Annual subscription	513.00		513.00
000478	Arrowscape	Website updates	155.25		155.25
000479	EDGE IT Systems Ltd	End of Year finance seminar	96.00	16.00	80.00
000480	P Batacanin	Playing field inspection Mar	10.00		10.00
000481	HMRC	PC & Clerk's NIC & PAYE	84.74		84.74
000482	Mrs D Bowles	Clerk's Salary & Expenses	****		****
000483	The Parenting Project	Donation to Parent/Toddler Group Salford Priors	100.00		100.00
000483	Rob Petherbridge	Mole catching	140.00		140.00
<b>Total</b>			<b>4540.67</b>	<b>310.39</b>	<b>4230.28</b>