

Salford Priors Parish Council

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

Present: Councillors: L Maude (Vice Chair), K Littleford, J Stedman, D Penn, T Shale, W Godwin, P Gordon

Also in attendance: 1 member of the public, Andy Wilkins - Lone Star, Ken Armstrong & Alastair Russell from CALA Homes

95.	<p>Apologies accepted for absence: Cllr Green – Vice-Chairman Cllr Maude chaired the meeting in his absence Absent – Cllr James</p>
96.	<p>Register of Interests: Members were reminded of the need to keep their register of interests up to date</p>
97.	<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 - None.</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>
98.	<p>Open Forum: The Vice-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>A resident reported that whilst the layby at Abbot's Salford has been repaired it is now flooding. Clerk will contact Highways regarding this. The representatives from CALA Homes discussed their plans for the 68 dwellings at land at School Rd. Queries were raised regarding:</p> <ul style="list-style-type: none"> • the amount of render being used – this is not in keeping with the street scene, it was acknowledged that this would be changed to a mix of render, and different bricks. • agricultural field access via the estate roads • moving the car parking bay to the school side of School Rd <p>The land at the front of the houses will be offered to the parish council, if not taken up will be given to a management company. A commuted sum was also discussed. Affordable housing will be shared ownership and social rented. It was stated that low cost ownership would be preferred.</p> <p>The tree outside Angus Soft Fruits and the avenue up to Angus will be protected.</p> <p>The developers are looking to complete the site in about 2 ½ years if planning is granted Jan/Feb.</p> <p>b) County Council Member's Report – County & District Councillors not in attendance. Cllr Brain sent his apologies.</p>

	The Chairman closed the adjournment at 19:35 hrs.
99.	<p>Acceptance of Minutes: The Minutes of the Ordinary Parish Council Meeting held on Wednesday 19th September 2018 at The Memorial Hall, Salford Priors were agreed by the Council to be a true record of the meeting and signed by Vice-Chairman Cllr Maude.</p>
100.	<p>Clerk's Progress Report:</p> <ul style="list-style-type: none"> a) Abbot's Salford layby repairs – patching work has now been completed. The granite blocks will be re-set imminently. As raised by a resident in Open Forum there is an issue with the repair. Clerk to contact Highways. b) Crossroads sign by the Queens Head – Clerk has been advised this is being packaged up with some other work, sign cleaning and re-erection of the direction signs to tidy up the area. Clerk to monitor. c) H&S issue B4088 footway – Highways are waiting on information from Ragley, the estate will need to undertake some digging before a camera survey can be conducted underneath – it's not clear from records who retains ownership of this. It's likely to be an ongoing case for the foreseeable future. Clerk to monitor. d) Tothall Lane repairs – this is now in the hands of the correct Department and being looked into. Clerk to monitor. e) Evesham Rd footways – Highways has undertaken a walk-through with the footway engineer, they've marked up the site and added it to next year's resurfacing programme - a slurry seal treatment will be applied, this is from School Rd westwards towards the Worcestershire boundary. Clerk to monitor. f) Evesham Rd parking issues – PCSO Morris has had a look at the 'offending area' over a number of days. The stretch of field which is due to be developed on has adequate footway so pedestrians can easily pass round the parked vehicles. She has visited and spoken with the residents at the new build properties to the left of this and they have shown her deed paperwork to say they can park outside the front of their properties as they own a section of paving. She reminded them to park closer to the houses. She is also trying to get hold of a driver who is blocking the footway, without success at present. Clerk has requested PCSO Morris monitor this area on a regular basis. Clerk to monitor. g) Blocked land drain at Pitchill – Unfortunately advice as to who owns the land has proved incorrect. Clerk has contacted Environment Health at Stratford Upon Avon District Council who is unable to help. Cllr Stedman has offered to look into this. Clerk to monitor. h) Speed Awareness – Clerk has emailed the group to find out if they have set a date to carry out a speed awareness check. No response as yet. Clerk to contact again. i) Noticeboard on Bovis Estate – This has been collected by the Lengthsman who is meeting with Clerk to show the installation site. Clerk to monitor. j) Highway road sign at the approach to Iron Cross crossroads – this has had to be put on special order due to its size and location. Clerk to monitor. k) Wetlands area – Clerk is in contact with St Matthews Churchwarden regarding this. Clerk to monitor. l) The defibrillator training session has been booked for Weds 28th Nov 7pm. There was not enough interest to run 2 sessions so this is being held at The Memorial Hall, Salford Priors. m) There is a requirement for the TOPs building to receive an electrical installation inspection. Clerk is arranging for a quote. n) It has been confirmed the telephone kiosk has now been fully adopted by the Parish Council and a note to this effect has been placed in the kiosk. Refurbishment costs are in the region of £1,400. Council agreed this cost needs to be justified before the expenditure is confirmed. Clerk to contact the Residents Group to establish exactly how this will be used. o) Highways has reported to Clerk that the contractor has been instructed to give the signage throughout Salford Priors and Abbot's Salford a clean down and vegetation trim to tidy things up before winter.

101.	<p>Planning Matters: Applications Considered:</p> <p>a) 18/02604/FUL – replace existing redundant greenhouse with agricultural workshop at New Inn Lane Nurseries, Salford Rd, Pitchill, Salford Priors, WR11 8SN. Following discussion, Clerk was instructed to issue a “No Objection” response.</p> <p>b) 18/02819/FUL – proposed two storey side extension and single storey rear extension at 24 Ban Brook Rd, Salford Priors. Following discussion, Clerk was instructed to issue a “No Objection” response.</p>
102.	<p>Playing Field:</p> <p>a) The monthly inspection took place on 28th September 2018 with nothing to report. The Lengthsman noticed that the dog sign at the entrance to the playing field needs replacing. Clerk has received a quote for £40 for these works. The Clerk was requested to contact the Stratford District Council dog warden for provision of a free sign.</p> <p>b) Part of the boundary fence of the playing field by the toddler area had been blown over in the heavy winds - the fence posts have completely rotted, although the panels are fine. Clerk issued a purchase order for the emergency works to be carried out by the Amenity contractor.</p> <p>c) The blue litter bin by the toddler area has been moved – Clerk to arrange Lengthsman to place in its original position.</p>
103.	<p>Working Groups:</p> <p>a) Christmas Tree Switch On – update emailed on 15.10.18. The Working Group recommended that a 3m artificial Christmas tree with built in lights be purchased at a price of £215 to be placed outside the Memorial Hall. Cllr Stedman proposed a budget of £500, Cllr Penn seconded. The purchase of this was agreed and delegated to the Clerk in conjunction with the Working Group. All agreed.</p> <p>b) A Nation’s Tribute – since the report was sent out, further donations have been received. Revised budget of £4,293, half has already been committed to with £4,189 being the total estimate against the budget. An MC is still required for the Memorial event and still looking for a guest of honour – Cllr Littleford will ask a resident if he is available. Volunteers are required for the day, car parking, food and refreshments, road closures etc. Cllr Stedman will seek permission for the fireworks in the field.</p> <p>c) Communications – included in agenda pack</p> <p>d) NDP – Cycleways – a report was emailed to members on 11.10.18. Clerk to make an enquiry with Sport England for funding. WALC Community Grant Fund to be completed by Cllr Maude for onward transmission by Clerk.</p> <p>e) Streetlights – Clerk informed the Councillors there are in fact 7 lanterns that need replacing, not the 6 agreed at the previous meeting. Cllr Littleford proposed that these are replaced to LED with daylight saving part-night photocells at an estimated cost of £2,633.61 in total. Cllr Stedman seconded. All in agreement. Clerk did point out that it may be necessary to cut the existing brackets in order to fit the LED lanterns which Councillors acknowledged. Cllr Maude asked the group to consider lights on the playing field. Clerk to set up a meeting. As there are only 3 Councillors on this working group it was decided that Cllr Littleford would join the group.</p> <p>f) Staffing – updated Grievance & Disciplinary Policies had not been received – carry forward to next month.</p>
104.	<p>Highways:</p> <p>The Lengthsman has carried out a number of jobs around the parish over the last month. These are the works still outstanding:</p> <ol style="list-style-type: none"> 1. Spray the brambles in the corner of the playing field and TOPs grassed area. 2. Repairs to bus stop – remove rust and re-paint 3. Trim hedges by Hillers to Wood Bevington Lane 4. Refurbish telephone box <p>Future works -</p>

	<ol style="list-style-type: none"> 1. Fix footway hole between crossroads at Hillers on the way to Irons Cross 2. Clear debris from the footpath from the school to the bus shelter near Hedges Close. 3. Replace one of the grit bins and check levels in remaining bins 4. Put up the Christmas lights around the Memorial Hall in time for the Switch On Event on 30th Nov.
105.	<p>Allotments:</p> <ol style="list-style-type: none"> a) Clearance works have now been carried out. There is one plot that is waiting to be power harrowed once there has been enough rain to soften the ground. b) The scouts are interested in taking over a plot. All agreed that the deposit would be waived but the annual fee would still apply.
106.	<p>Community:</p> <ol style="list-style-type: none"> a) Cllr Gordon proposed the Council adopt the draft covenant for Armed Services Personnel & Veterans. (in agenda pack). Cllr Godwin seconded, all in agreement. Cllr Gordon will contact the Local Armed Forces Champions. Clerk to arrange for copies to be available at A Battle's Over. b) An update report was received from Memorial Hall Committee re Memorial Garden. Cllr Stedman thanked John Bradfield for supplying this. c) It was noted that all Purchase Orders regarding the Memorial Garden have been cancelled and invoices redirected to the Memorial Hall Committee. d) Regarding the streetlight petition it was agreed that the consideration of issuing streetlights in Salford Priors is postponed until the Orchard Farm development is completed. This development will be providing several lighting elements along the road at traffic calming areas. This will then be re-assessed. Clerk to organise response to the shop and Facebook. e) Grant applications were received from 1st Salford Priors Brownies in the sum of £390.50 and 1st Salford Priors Guides in the sum of £560 to purchase new flags for the units and to provide 50% cost of new books. Cllr Stedman proposed these payments are granted, Cllr Godwin seconded, all in agreement. Clerk to arrange for payments to be made. f) The TOPS Accounts 2018 & Chairman & Treasurer's Report 2018 were received. These were noted. It was agreed to support the continuation of TOPs.
107.	<p>Rights of Way:</p> <ol style="list-style-type: none"> a) Cllr Penn had nothing to report. b) It was decided the modern, clear version of the PROW, with some minor amendments (with agenda pack) be put on the website and Facebook, and emailed via E-news.
108.	<p>Matters raised by Councillors: The following matters were raised by Council Members:</p> <ol style="list-style-type: none"> a) Cllr Gordon - There has been a request to find out what is happening with the wall at Salford House. Clerk to telephone. b) Cllr Shale requested that a board be placed at A Battle's Over event to find out what residents might like for next year to feed into next year's budget. All in agreement.
109.	<p>Correspondence Considered: (Yellow papers)</p> <ol style="list-style-type: none"> a) A request for a further donation to the Memorial Garden had been received from the Memorial Hall Committee. Cllr Stedman proposed that a further £1,000 be donated, Cllr Littleford seconded. All in agreement. Clerk to arrange for payment to be credited to the account. b) It was decided against installing a free smart meter from EDF for TOPs.
110.	<p>Correspondence Noted:</p> <ol style="list-style-type: none"> a) Email from Sandfields re vandalism. It was suggested for Clerk to respond requesting whether they would be acceptable to a Councillor phoning if they see anything untoward happening. To ask if CCTV signage is in place and would they like something in the next newsletter stating that this is now in place. b) WALC's AGM & Annual Report
111.	<p>Finance:</p> <ol style="list-style-type: none"> a) Cllr Littleford proposed the purchase of a wreath and a donation of £200 be made to the Royal British Legion. Cllr Gordon seconded, all in agreement. Clerk to arrange for payment to be made.

	<p>b) Clerk had provided Councillors with a further quote for a new website which was more expensive to set up and run than the original quote. Cllr Godwin proposed the original quote is accepted with Cllr Maude seconding. All in agreement. Communications Group to work out what pages they would like migrated from current website.</p> <p>c) The temporary band upgrade from band 2 to band 3 for the finance package, which will allow income up to £150k for 2018/19 was noted.</p> <p>d) The standing order to Limebridge Rural Services of £1,425.70 had been paid in error. Clerk confirmed this amount has been repaid by Limebridge Rural Services and the standing order cancelled.</p> <p>Payments</p> <p>e) The council gave consideration and approval of the payments listed in Appendix A.</p> <p>f) Proposed by Cllr Littleford, seconded by Cllr Godwin and agreed by all Councillors.</p> <p>g) It was agreed that Cllrs Gordon & Shale would sign cheques/BACS for payments listed in Appendix A (Minute 114).</p> <p>h) Consideration was given to the second quarterly bank reconciliation, account balances and income and expenditure budgets. These were agreed by all Councillors. Cllr Penn signed the quarterly bank reconciliation.</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 71 and Deposit Account Statement 35 issued 1st September 2018 :-</p> <p style="padding-left: 40px;">Lloyds Deposit Account: £83,093.28 Lloyds Current Account £10,443.42 Total Fund Balance £93,536.70</p>
112.	<p>Date of Next Meeting:</p> <p>Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 21st November 2018 at 7.00pm in the Memorial Hall, Salford Priors.</p>
113.	<p>Closure of Meeting: The Chairman closed the meeting at 21:50 hrs</p>

Chairman: _____ Date: _____

114. APPENDIX A: FINANCE

CHEQUE	PAYEE	DETAILS	TOTAL	VAT	NET
000505	HMRC	Clerk PC & NIC	26.97		26.97
BACS	CFC Finance Ltd	Photocopier Rental	35.00	7.00	42.00
BACS	NEST	Clerk's Pension	57.73		57.73
BACS	Lloyds Bank	Charges to 9 Jul	9.20		9.20
BACS	Mrs D Bowles	Clerk's Salary & Expenses	811.57		811.57
BACS	EDF Energy	TOPs Electricity	46.00		46.00
SO	Limebridge Rural Services Ltd	Amenity Contract – Error	1,188.08	237.62	1,425.70

BACS	Budget Waste Management	Skip for allotment	187.50	37.50	225.00
BACS	SP Memorial Hall	SPATs donation	1,041.75		1,041.75
BACS	SP Memorial Hall	PC Donation	1,623.17		1,623.17
BACS	1 st SP Rainbows	Community Grant	360.50		360.50
BACS	EDGE IT Systems Ltd	Temp Price Band Upgrade	87.00	17.40	104.40
BACS	Limebridge Rural Services Ltd	Amenity Contract	1,025.00	205.00	1,230.00
BACS	P Batacanin	Monthly playing field inspection	10.00		10.00
BACS	CFC Finance Ltd	Photocopier Rental	35.00	7.00	42.00
BACS	CFC Finance Ltd	Photocopier Rental	35.00	7.00	42.00
SO	Limebridge Rural Services Ltd	Amenity Contract	1,188.08	237.62	1,425.70
BACS	Fancy Dress Magic	Barbed Wire – A Battle's Over	18.29	3.66	21.95
BACS	L Parke	Charlie Chaplin DVD gift tin	10.99		10.99
BACS	Baker Ross	3d wooden baubles	42.57	8.52	51.09
BACS	Music Magpie	Black Adder DVD	6.33		6.33
BACS	Aspli Safety	Sand bags & bunting	52.08	10.41	62.49
BACS	SP Memorial Hall	Hire of Hall & Office	470.00		470.00
BACS	Westhill Direct	A4 paper	13.75	2.75	16.50
BACS	Mr J Hyde	Lengthsman	92.00		92.00
BACS	Intechra Consulting Ltd	Sponsor A Light Envelopes	56.25	11.25	67.50
BACS	Packaging Bear	Packaging for sandbags	38.00		38.00
BACS	Kompan Ltd	Renewal parts	177.60	35.52	213.12
BACS	Water Plus Ltd	Water supply at allotments	67.94	13.59	81.53
BACS	Digital Copier Systems Ltd	Photocopier charges	1.88		1.88
BACS	Tony Shale	Travel Expenses	13.05		13.05
BACS	Miss S Hyde	Newsletter delivery	50.00		50.00
Total			8878.28	841.84	9720.12