

## Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held in the Memorial Hall, Salford Priors, on Wednesday 15<sup>th</sup>. October 2008 at 19.30hrs.**

Present: Councillors, K.A.James (Chairman), A.W.Wolfe, D C Penn, Mrs R.M.Pane, Mrs M Myers, and County Councillor F.P.Barnes.

Also in attendance – M.J.Philpott, Clerk, and one member of the public.

**1. Apologies for absence**

Council considered and agreed apologies for absence from Cllr. R J A Francis due to illness. Cllr. J.R.Stedman due to business commitments, and District Councillor B W Slaughter due to illness.

**2. Declarations of Office and Disclosure of Interests**

**2.2 Declaration of Office:** New councillor Mrs M Myers read out and signed her Declaration of Office and this was countersigned by the Clerk.

**2.1 Register of Interests:** Members were reminded of the need to keep their register of interests up to date. The Clerk confirmed that a Disclosure of Interests had been made by Cllr Mrs M Myers and this would be forwarded to the Monitoring Officer.

**2.2 Declaration of Interests:** Members were reminded that they were required to declare and disclose any personal or prejudicial interests in items on the agenda. Councillors with a prejudicial interest were required to leave the room for the relevant agenda item.

No interests were declared.

**3. Open Forum**

**3.1 Have your say:** No under 18s were present.

**3.2 Public Participation:** No issues were raised.

**3.3 Ward Members' Reports** Cllr. Barnes reported that the works on Bidford Bridge would be complete by November. Regarding the speed limits proposed for the B4088 and the B439 he reported that these had all been agreed. Regarding the progress of the speed limit implementation on the C216 Cllr. Barnes said that the initial works had been substantially completed and the new surfacing would be carried out on completion of the current drainage works. Cllr. Barnes also reported that good progress was being made on the drainage works in Salford Priors and at Irons Cross. Finally, Cllr. Barnes reported on a meeting he had held with Dr Shackley regarding the proposed new health centre. Cllr. K A James reported on District Council activities and particularly his disappointment that the plans for a leisure centre at Wellesbourne had been rejected. He also reported that two small areas of land in Bidford had been identified for further housing and also further industrial land within the new Core Strategy for Local Development. Cllr. James said that the proposed Long Furlong development at Bidford had been put on hold by the developers because of the current financial situation.

**4. Minutes**

The Minutes of the Ordinary Meeting held on Wednesday 17<sup>th</sup>. September 2008 at 7.30pm at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

**5. Matters arising from the Minutes****5.1 Matters arising for consideration by Council not included in the Clerk's report**

No matters were raised by Councillors.

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**5.2 Clerk's report on actions from previous meeting for consideration by Council****5.2.1 Speed limits for C216 and B4088**

Further to the comments of Cllr. Barnes the Clerk said that the County Council appeared not to have Salford Priors on their speed aware programme. He said that the Speed Indication Device post opposite the entrance to Bomford Turner had been removed and he was working to get it replaced. The Chairman confirmed that the B4088 speed limit would extend from the county boundary to the Turnpike.

**5.2.2 Progress on drainage works**

There was nothing to add to Cllr. Barnes' comments.

**5.2.3 Fencing at Playing Field car park**

The Clerk reported that funding of £1000 had been awarded by WCC under the Public Realm Grant Scheme. Members were reminded that an estimate of £1484 had been provided by Roger Frogley & Sons Fencing in May for a fence to WCC Education Department standards, four quotations having been previously sought. The Chairman proposed, Cllr. Wolfe seconded, and it was agreed, that this estimate should be accepted.

**5.2.4 Post Office complaints.**

The Clerk reported that in spite of Royal Mail head office being involved no response had been received from John Chapman, the senior manager from the Post office who had spoken at the Annual Parish Meeting. Council instructed the Clerk to raise a formal complaint with Postcomm. Cllrs. Pane and Wolfe expressed concern that month after month items were returning to the Agenda and remained unresolved.

**5.2.5 Hedges on Ridsdale Close**

Council noted that the hedges in Ridsdale Close had been trimmed as well as could be expected.

**5.2.6 Report on Housing Needs**

The Chairman circulated a report of a meeting with the rural housing officer Charles Barlow. He also explained the new system for allocating housing. Persons looking for housing would be allocated to specific bands according to their needs. They would then have to view the published lists of available housing and make bids for those houses within their particular band. It was agreed that these lists should be advertised on the noticeboards. The Chairman proposed, Cllr. Myers seconded, and it was agreed, that a public consultation using the Memorial Hall should be carried out in January to identify possible sites. The Clerk was asked to identify a suitable date.

**5.2.7 Councillors' indemnity insurance**

A response from Allianz was still awaited.

**5.2.8 Parish Councillors' surgeries**

It was agreed that the surgeries would be manned as follows:

25 <sup>th</sup> . October, 10am to noon	Cllrs. K James and J Stedman
24 <sup>th</sup> . November, 6pm to 8pm	Cllrs. Wolfe and Mrs R Pane
20 <sup>th</sup> . December, 10am to noon	Cllrs. K James and Mrs M Myers

**6. Main Items****6.1 New Quality Status Scheme**

The Clerk reported that the portfolio was virtually complete and Council agreed it would go through this at an informal meeting on 20<sup>th</sup>. October at 7.00pm. The Clerk was pleased to report that he had passed the CiLCA test with distinction and Council expressed their congratulations.

**6.2 Lighting in Playing Field**

The Clerk's report had been circulated and Council considered that further legal advice was needed to find how the monies awarded by CEMEX could be accessed. The Clerk explained that the project had to be registered with the landfill tax regulator ENTRUST. However, Parish Councils could not register themselves and the two options were to set up an independent association or to partner an

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existing environmental body already enrolled with ENTRUST. The Clerk was instructed to consult NALC. It was agreed to investigate the purchase of a single light from Council funds and the construction of concrete bases for all the lights.

### **7. Consideration of Reports**

#### **7.1 Amenity, Environment and Highways**

##### **7.1.1 Contracts, maintenance and repairs, allotments, lighting, highways, and TOPS.**

###### **7.1.1.1 Mowing**

Council agreed to accept the quotation of £142 from GBD for collecting grass from the football pitch area. They decided to defer repair work on the ruts caused during construction of the TOPS ramp. The Chairman was concerned at the £15 match fee charged to Harvington Juniors for use of the football pitch particularly in view of complaints about grass lying on the pitch and because several Salford Priors children were involved. In response, Cllr. Mrs Myers proposed, the Chairman seconded, and it was agreed, that the charge for use of the football pitch to Harvington should be reduced from £15 per match to £100 for the season.

###### **7.1.1.2 Allotments**

The Clerk reported that the new dog bin was due to be erected in November. Cllr. Myers suggested that a new “dogs on leads” sign was needed for walkers approaching the allotments along the footpath from the fields towards Ridsdale Close. As some of the allotment plots have not been taken up it was agreed that these should be advertised in the Newsletter and on the noticeboards. It was agreed to hold an inspection of the allotments on Sunday 19<sup>th</sup>. October at 11.00am.

###### **7.1.1.3 Information sign at School Road, School Avenue junction**

The Clerk informed Council that he had obtained a quotation of £476 plus erection from Nuneaton Signs. It was agreed to defer any purchase until next year when a more accurate assessment of the end of year financial situation would be available.

###### **7.1.1.4 TOPS**

The Clerk was asked to inform Cllr. Wolfe as to when the repairs to the TOPS roof would be carried out.

#### **7.1.2 Play equipment inspections**

Council noted that the inspections of the play equipment for 22.09.08, 6.10.08 and 13.10.08 were satisfactory apart from tightening the spring on the play area gate. The Clerk was asked to ensure that all contractors had appropriate certificates of Public Liability.

### **7.2 Communications**

#### **7.2.1 Progress on Awards for All project**

The Clerk had circulated his end of project report to Awards for All and this was agreed by Council. The Clerk explained that the training by UK192 for uploading information to the website requested by Cllrs. James, Stedman and Wolfe at the previous meeting would best be provided on a one to one basis and it was agreed that the relevant councillors should make their own arrangements with UK192 following detailed instructions being provided by the Clerk.

#### **7.2.2 Newsletter**

Cllr. Wolfe proposed and Council agreed that a Newsletter be produced during November with all copy being provided by 1<sup>st</sup>. November. The various community organisations were invited to submit their news bulletins or information fliers and take advantage of the Parish Council’s offer of free joint delivery.

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**7.3 Rights of Way****7.3.1 Report from P3 Co-ordinator.**

Cllr. Penn reported problems with landowners ploughing footpath AL11 and agreed to inspect. He reported that Mr Don Penn was clearing footpath AL17.

**7.3.2 Health & safety issues.**

The Clerk reported that he had obtained Method Statements and Risk Assessments from WCC. In respect of lone working the Chairman personally offered to provide a pay as you go mobile phone to Mr Don Penn and said that this would satisfy health and safety requirements.

**7.3.3 Locked gates on public rights of way; Cllr. J R Stedman**

The Clerk said that the issue raised by Cllr. Stedman that referred to a gate on New Inn Lane owned by Sandfields had been resolved.

**7.4 Planning****7.4.1 Planning general****7.4.1.1 Worcestershire Waste Core Strategy – Refreshed Issues and Options Report.**

Council noted that the strategy was available on the website and asked for any comments to be passed to the Clerk.

**7.4.1.2 WALC – Changes to the Town & Country Planning System, updating seminar.**

Council agreed that Cllrs. K James and Mrs Myers should attend the seminar.

**7.4.1.3 South Worcestershire Joint Core Strategy – Preferred Options Paper (September 2008)**

Council noted that the strategy was available on the website and asked for any comments to be passed to the Clerk.

**7.4.1.4 Marsh Farm Quarry – Ecological considerations**

Council agreed to defer this item to the next meeting in view of the time taken on earlier items.

**7.4.2 New Applications for Council's consideration**

08/02402/LBC and 08/02403/FUL Two storey extension to rear and erection of detached carport at Forest Thatch, 37 Dunnington, Alcester, B49 5NT for Mr & Mrs Boswell. Council noted that at the previous meeting it had been agreed that future planning applications would have to be dealt with on an e-mail basis due to the new consultation requirements of Stratford on Avon District Council. Cllr. Stedman had agreed to supply a draft procedure. The Clerk reported that those members responding had made no representations and he had reported to SDC accordingly.

08/02630/FUL Single storey side extension with pitched roof at 6 Fern Close Cottages, Rushford, Evesham, WR11 8SL for Mr & Mrs K Harrison. Council commented that the metal chimney was an inappropriate design, that the South East elevation should be required to have fenestration in order to maintain the appearance of the terrace, and that the Velux window in the roof was also out of keeping with the rest of the terrace.

**7.4.3 Decisions**

Council noted the following planning decisions:

**7.4.3.1 Appeal by Mr & Mrs Belgrave, 10 School Road.**

The Planning Inspector had not granted the appeal by the applicant

**7.4.3.2 08/01810/FUL** Whiteoak, Rushford, WR11 8SL, Proposed single-storey rear extension, for Mr P Young. **Permission Granted**

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**8. Matters raised by Councillors****8.1 Cllr. K.James - Public Open Space - Perkins Close**

Cllr. James referred to the small grass area behind the flats in Perkins Close and suggested that this could be turned into a play area with toddlers spring bikes etc. Grants would be obtainable from Stratford on Avon DC and the Housing Association would also contribute. The Clerk was asked to obtain costings.

**8.2 Cllr. K.James - Green Waste Collection - October to March**

The Chairman criticised the suspension by SDC of the popular fortnightly green waste collection service and proposed that the Parish Council should consider providing a local green waste pick up during the winter period. It was suggested that the service might be provided twice during the closed season. The Clerk was instructed to obtain prices from Verdant for this service.

**8.3 Cllr. K.James - B4088 Dunnington - Crossroads Safety Issues**

The Chairman reported that, following an accident, the white stop lines had now been repainted.

**9. Consideration of Correspondence Received****9.1 WCC, Free Community Computers**

Council agreed to seek one computer for Councillor (Mrs Pane) use. The Clerk was asked to ensure that TOPS management committee and the over 60's club were informed of the offer.

**9.2 WALC, Briefing event for chairmen and aspiring chairmen.**

Council noted the information provided.

**9.3 DCLG, Consultation on the making and enforcement of byelaws.**

Cllr. Mrs Myers agreed to review the consultation document and report to the Council.

**9.4 WRCC, AGM and Best Village 2008 result.**

Council noted the information provided.

**9.5 Green Issues re. Eco-towns.**

Council noted the information provided.

**9.6 The Community Aggregates Fund**

Council agreed that the fund could provide a future potential source of funding.

**9.7 NALC, freedom of Information Act, New Model Publication Scheme.**

Council agreed to defer this item to the next meeting due to lack of time.

**9.8 Local Councils Update September/October issue 107/108.**

Council noted the information provided.

**9.9 Scouts fireworks**

With the consent of the Chairman the Clerk reported that the Scouts had requested use of the Playing Field for a fireworks display on 4<sup>th</sup> November. Council agreed to the request subject to the display finishing by 9.30pm, the area roped off, neighbours being informed, and appropriate insurance being in place.

**10. To Table**

No items were tabled.

**11. Finance****11.1 Approval of the payments and transfers listed in Appendix A**

Prior to consideration of the payments listed the Clerk requested that Transaction 8321 Enrolment fee to ENTRUST, be withdrawn following the discussion under item 6.2. Council considered the income, expenditure, and transfers detailed in Appendix A and approved the payments as shown.

**11.2 Bank Mandate**

Council agreed to add Cllr. Mrs Myers to the bank mandate.

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**11.3 To consider the half-year financial report**

Council agreed to defer this item to the next meeting due to lack of time.

**11.4 Internal auditor.**

Council agreed to defer this item to the next meeting due to lack of time.

**11.5 Royal British Legion 2008 Poppy Appeal - Wreath & Donation**

Council agreed to make a donation of £100.00 to the appeal and to provide for a wreath at £20.00.

**11.6 Npower letter re. Charges for providing paper invoices.**

The Clerk was asked to ensure that any web invoices were VAT acceptable.

**12. Date of Next Meeting**

Ordinary Meeting of the Parish Council on Wednesday 19<sup>th</sup>. November at 7.30pm at The Memorial Hall, Salford Priors.

**13. Closure of meeting**

The meeting closed at 10.25pm.

Signed.....

Date.....

**APPENDIX A****11 Finance****11.1 Income transactions for approval**

Tn. No.	Cheque	Gross	Vat	Net	Details
6379	BACS	21250.00	0.00	21250.00	Stratford DC Precept
<b>Totals</b>		<b>£21250.00</b>	<b>£0.00</b>	<b>£21250.00</b>	

**11.2 Expenditure transactions for approval**

Tn. No.	Cheque	Gross	Vat	Net	Details
8311	dd	18.99	2.83	16.16	Plusnet office broadband
8312	102038	40.82	6.08	34.74	Digital Copier Systems, office photocopier
8313	102039	1286.88	191.66	1095.22	GBD (Evesham) Ltd. Mowing contract
8314	102040	589.62	0.00	589.62	Clerk's salary October
8315	102041	47.96	0.00	47.96	Postage.
8316	102042	32.90	4.90	28.00	Limebridge Rural Services, Ragwort pulling on plot 2
8317	102043	940.00	140.00	800.00	UK192 Ltd, Website design final payment

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8318	102045	199.75	29.75	170.00	JB Signs & Graphics, 'A' Board
8319	102045	817.50	0.00	817.50	SP Memorial Hall, office rent and hall hire
8320	102046	1632.07	243.07	1389.00	John Hendey Construction, TOPS ramp
8321	102047	(100.00)	(0.00)	(100.00)	<i>ENTRUST enrolment fee WITHDRAWN BY THE CLERK</i>
8322	102048	56.70	8.44	48.26	Staples, stationery
8323	102049	742.02	110.51	631.51	Npower Ltd, street lighting energy
8324	102050	102.00	0.00	102.00	SLCC, Clerk's annual membership subscription
<b>Total</b>		<b>£6507.21</b>	<b>£737.24</b>	<b>£5769.97</b>	

Authorisation for payment was proposed by Cllr. Mrs Pane, seconded by Cllr. Wolfe, and carried. Cheques were signed by Cllr. James and Cllr. Penn.

**11.3 Transfers for approval**

To transfer £5500 from No.1 account to Community account. Authorisation for transfer of funds was proposed by Cllr. Wolfe, seconded by Cllr. Mrs Myers and carried.

**11.4 Account Balances at 7.10.08**

<b>Community a/c</b>	<b>£2135.77</b>
<b>No.1 a/c</b>	<b>£32140.15</b>
<b>No.2 a/c</b>	<b>£8466.25</b>
<b>No.3 a/c</b>	<b>£138.07</b>