

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 19th. June 2013.

Present: Councillors, JR Stedman, (Chairman), LW Wright, K Littleford, DC Penn and A Quiney

Also in attendance: MJ Philpott, Clerk, District Councillors M Howse, J Spence and D Pemberton, and twenty members of the public.

Prior to the meeting at 6.00pm and 6.45pm respectively the Council received presentations from Alamo regarding future development proposals and from the County Landowners Association regarding the forthcoming Game Fair event at Ragley Hall. Notes of these presentations are attached as Appendix B to these Minutes.

1. Apologies for absence

Apologies for absence were received and accepted from Cllr. K James for family matters and from County Cllr. M Brain due to other commitments.

2. Declarations of Office and Disclosure of Interests

Members were reminded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, their family, a friend, or close associate.

2.1 Register of Interests:

Members were reminded of the need to keep their register of interests up to date.

2.2 Dispensations

The Clerk confirmed that there were no written requests for disclosable pecuniary interests dispensations.

2.3 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 were required to leave the room for the relevant agenda item. Members were asked to declare any other disclosable interests in items on the Agenda and their nature.

Cllr. Stedman declared interests in Item 5.2 and 16.7, and in Item 18.1 payment 9061.

Cllr. Wright declared an interest in Item 8.1 if discussed.

Cllr. Penn declared an interest in Item 5.2.

3. Open Forum

3.1 The Chairman moved that the meeting be adjourned for Open Forum and this was agreed.

3.2 Have your say: No under 18s were present.

3.3 Open forum: Mrs King said the Council needed to proceed urgently with a Neighbourhood Plan. Cllr. Littleford said that the Council had made several efforts to generate public support but there had been a very poor response. District Cllr. Pemberton said that the idea of Neighbourhood Plans arose from the Localism Act and a group of active residents numbering around 25 was necessary. He recommended residents to visit the exhibition of the Stratford Town plan on 30.6.13 and 1.7.13. Mrs Seville asked for the hedge around Kenley House to be cut. Mrs Sharpe announced the launch of the Salford Seven Ladies Recipe Book costing £3.00 and available from Mrs Sharpe or Mrs Seville.

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3.4 Ward Members reports: Cllr. Howse announced the District Council activities programme for children during the summer holidays and left a copy with the Clerk. He also referred to the State of the District report which highlighted the growing number of over 80s and the reduction in the number of businesses. He said that this was against a backdrop of a 37 per cent reduction in government funding and more cuts would be necessary. However, he said that any rise in council tax would be lower than 2 per cent. Cllr. Pemberton referred to the recent Community Forum and emphasised the importance of all residents becoming involved and also in voting for the police priorities. He reported that the next Forum would be held during the day at Bidford and would concentrate on the issue of benefits. Cllr. Spence said the Special Landscape Areas policy had been agreed by Cabinet and that some Neighbourhood Plans had been approved. He said that the idea of shared services was being investigated with a view to greater efficiency. Cllr. Spence reported that he was working with the Leader to try and improve the planning process. He said that Ward Members had produced a website www.wardmembers.com and encouraged residents to check it out. Finally, Cllr. Spence said that the three ward members were undertaking a charity bike ride in support of Macmillan Cancer Support.

3.5 The Chairman closed the adjournment at 7.28 pm.

4. Minutes

4.2 The Minutes of the Annual Meeting of the Parish Council held on Wednesday 15th. May 2013 at The Memorial Hall, Salford Priors were approved and signed by the Chairman.

4.2 The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 15th. May 2013 at The Memorial Hall, Salford Priors were approved and signed by the Chairman.

5. Clerk's Report

5.1. Actions following Annual meeting

The Council's regulatory documents have now been posted on the website. The Perkins Foundation and WALC have both been informed of the appointments to their organisations.

Having declared interests Cllrs. Stedman and Penn left the meeting and the Vice-Chairman took the chair.

5.2 Orbit grass cutting

Various problems with Orbit's mowing contractor have been passed on to Hannah Kavanagh. The cutting of grass in School Avenue will now be included in the Council's contract. Cllr. Littleford identified an area of uncut grass on Evesham Road but on checking this is included as part of the Council's verge mowing and has now been cut. Council agreed that this short length of verge should be included as amenity mowing within the Council's contract.

Cllrs. Stedman and Penn returned to the meeting.

5.3 Affordable Housing

The Clerk reported he had been informed that the bid for additional funding from the Homes & Communities Agency to cover the additional drainage costs was submitted by the deadline of 21st. May. WRCC hope to hear the outcome in the Summer. The planning application should be submitted by the end of June 2013 and it is expected that this will be dealt with by officers under delegated powers. A report is to be prepared for the July meeting of Warwickshire CC Cabinet to confirm the release of the land. This will also cover the use of additional land for the additional drainage. A start on site is expected, subject to a "fair wind", by the end of the year.

5.4 Repairs to 5 aside goalposts

The repairs to the goal posts have been completed.

5.5 Repairs to telephone boxes

At last, a response has been obtained from BT and contact details obtained. A message received on 4.06.13 states "I have now arranged for a local engineer to repair and clean these kiosks, it will be done as soon as possible. I have also put in a request to get them repainted."

5.6 Gullies at Tothall Lane

The Clerk said he had been informed by Nigel Taylor that the four gullies by the quarry entrance on Tothall Lane have been cleared by CEMEX.

5.7 Gullies by shop

Nigel Chetwynd of Warwickshire CC has assured the Clerk that the gullies by the shop will be checked by camera in the next few weeks.

5.8 Allotment rents

Reminder letters have been sent to those tenants who had not paid their rents. As a result a further two payments have been received and only one payment is now outstanding. The Clerk was asked to arrange an evening meeting with tenants.

5.9 Annual Accounts

Following the Parish Council meeting on 15th. May the Annual Accounts were submitted to the External Auditor on 20th. May. The proper notices have been displayed.

5.10 Asset Register

The Clerk reported that he had discussed with the Council's insurers the benefit of omitting assets from the schedule where the value was less than the excess under the insurance. If the Council were to do this there would be no impact on the premium because the payments are in bands and removing some items would not affect the band in which the total assets fall. On this basis it was agreed to make no change since the asset register should reflect the totality of assets held by the Council.

5.11 Bollards and sign at Dunnington cross roads

Details of the bollards requiring attention were passed to the WCC Street Lighting department on 21.05.13. A photo of the large chequerboard sign has been sent to the Traffic projects section asking if it could be reduced in size. Council suggested the Lengthsman should be asked to clean and weed around the bollards. Cllr. Quiney reported that a further bollard needed to be repaired and agreed to inform the Clerk which one was broken.

5.12 Cllr. M Edmunds dedication.

The Clerk inspected the bus shelter with John Bradfield and agreed the size and location of the engraved dedication strip. It will be fitted to the top rail above the centre glass panel. The cost of the panel will be slightly more than previously quoted due to Mr Bradfield having ceased trading directly. In order to recover VAT the Council will be invoiced directly by the supplier.

5.13 Drainage works at Ainge cottage.

The Clerk said he was pleased to be able to report that WCC has carried out drainage works at Mrs Ballard's cottage to restrict water flooding into her garden from the highway.

5.14 Playing Field fence

An order to replace two fence posts was placed with Mr Terry Hunt as instructed by the Council.

5.15 Registration of Playing Field

The Land Registry registration of the playing field has now been completed by the Council's solicitors.

6. Planning general**6.1 Neighbourhood Planning**

The Clerk read a report prepared by Cllr. James describing a training event he had attended together with Cllr. Littleford. Cllr. Littleford said the course had been very informative and she was now in favour of producing a plan. She said there was now more funding available and there was no requirement to repay referendum costs. Also, all the people involved did not have to sit on the organising committee. The Chairman said that Pebworth had generated ample funding but he still had his doubts that the plan would significantly change things. Cllr. Wright agreed with this sentiment and said he was still concerned that the plan could be very divisive. He thought it was important that provision was made for young families who were able to stay in the village.

Council asked the Clerk to reproduce Cllr. James' report for the next meeting.

6.2 Orchard Farm

The Clerk reported that he had asked SDC to delay responding to the application by Angus Soft Fruits until the Parish Council had been able to make further submissions. The Chairman said that Cllr. James was speaking to senior planners about the weak case that had been made by the enforcement officer and Council agreed that the Clerk should ask him to continue working on this issue.

7. New Planning Applications to consider

7.1 13/00911/LBC Plastering and insulation of garage floor and conversion of brick garden store at Church House, Station Road, Salford Priors, Evesham, WR11 8UX.

Council agreed to make no representations.

7.2 13/01174/FUL – Rear single storey extension at 19 School Road, Salford Priors, WR11 8XD for Mr & Mrs John Parrott.

Council agreed to make no representations.

8. Planning Decisions

Council noted the following planning decision:

8.1 13/00653/FUL – Single storey rear extension at the Old Bakehouse, Dunnington, Alcester, B49 5NX submitted by Mr Wright.

9. Playing Field**9.1 Playing Field weekly inspections.**

Inspection reports have been received from Cllr. Quiney dated 20.05.13, 28.05.13, 4.06.13, and 11.06.13. No significant problems were identified. Roger Small has completed the work ordered on the trees on the field. Cllr. Quiney said that there was another mole infestation by the picnic area in the corner of the field and the Clerk was asked to place an order to eradicate them. He also said that the litter bin by the play area was not being regularly emptied and the Clerk was asked to refer this to Stratford District Council.

9.2 Annual and weekly inspections of play equipment.

The Clerk had circulated a report regarding the inspections of the play equipment. The Council's insurers have confirmed that the independent inspection by Playground Supplies Ltd. is acceptable. The report listed seven items where very minor improvements needed to be made. Council agreed that remedial work should be carried out and proposed that either Mr Hackling or Mr Hunt be asked to carry out the necessary work. Regarding the frequency of the Council's inspection, Members noted that the insurance advice was that weekly inspections should be continued and this was agreed. The Clerk was asked to consider ways of achieving this with perhaps the new Clerk taking on this role with the Lengthsman carrying out a monthly litter pick.

9.3 Request from the Chairman of Harvington Football Club to use the Playing Field for regular football league matches

Correspondence from Harvington Football Club had been circulated. Council considered the points made but felt there were many problems and that the field was just not suitable for regular formal football matches. Cllr. Wright proposed, Cllr. Quiney seconded, and it was agreed that the request be declined. The Clerk was asked to respond accordingly.

10. Jubilee fund dispersal

10.1 Picture Post book.

Cllr. Littleford reported that she had circulated a final draft of the book and asked all councillors to e-mail back any comments or corrections. It was hoped to sign off the book at the next meeting.

11. Highways

11.1 Broom Lane Drainage

The Clerk reported that the Lengthsman had carried out exploratory work in Broom Lane but had not been able to identify an obvious problem. The Chairman asked for the Lengthsman to be tasked with checking the location of each gully and particularly for any that may have been covered over.

11.2 Work done by the Lengthsman

The Clerk reported that work done during May included cleaning out grips on Bevington Lane, clearing blockages in the streams at Pitchill, investigating the water leaks in Broom Lane, clearing the School Road chicane of debris, and clearing weeds from the bridges in Station Road and Evesham Road.

Work listed for June included clearing a dead tree in School Road, clearing the footway opposite Alamo, removing a tree sucker in Garrard Close, and cleaning road and estate signs. The Clerk was asked to add to the task list replacement of a loose sett outside Corner Cottage and removal of a dead hawthorn tree on the green outside the last bungalow in Ban Brook Road by Garrard Close.

The Clerk was asked to write to the occupiers of 2, 12, and 25 School Avenue where hedges were blocking the footway. Also, to Warwickshire CC regarding the hedge between Iron Cross and the Ban Brook on the B4088 which needs to be trimmed back from the highway.

11.3 Inspection by Orbit

A report of an inspection of the Orbit estate areas was circulated. The Clerk said that Hannah Kavanagh had now agreed to include Priors Grange in her inspection in view of the inordinate time it was taking to arrange the adoption of the estate roads. Cllr. Littleford asked for Orbit to include

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maintenance of Priors Grange in their contract. It was also noted that the prickly Berberis bush outside 24 Perkins Close had still not been cut back.

12. Communications

12.1 Website.

Mr Maude reported that there had been no progress from Arrowscape and the Clerk was asked to chase this item. Council agreed to allow a link to a petition about bees to be included on the website. Mr Maude was asked to arrange reciprocal links with the new Ward Members site. Council discussed the temporary blog site that had been set up and agreed that it was not appropriate for the Council's site. Mr Maude was asked to remove the site.

13. Rights of Way

13.1 Report from Cllr. Penn on the Rights of Way.

Cllr. Penn reported an incident on AL6 by New Inn Lane where a walker had been accosted by the landowner for not using the footpath. Council agreed this was not a Parish Council issue.

13.2 Work on AL4, AL6, and AL11.

The Clerk reported that he had contacted Matthew Whiteman regarding items raised at the previous Council meeting. He had agreed to deal with the hedge blocking AL4 and the Chairman confirmed this had been done. He was ready to install the new gates by the Scout Hut on AL11 when they were delivered by WCC. Mr Whiteman also mentioned problems with some householders in School Road and in Evesham Road who kept dumping rubbish in the fields behind their houses. He said that one householder had actually placed a summer house on Sandfields land and the Chairman gave an example where a householder was letting chickens roam beyond their garden. Council agreed to put an item in the next Newsletter.

14. Staffing

14.1 Chronic illness

At the Parish Council Meeting on 15.05.13 a Member enquired about the arrangements to be made in the event of a medical event affecting a councillor during a meeting. The kind of event envisaged might be due to diabetes, asthma, or an allergic reaction. Council agreed the following protocol to be added to the Health and Safety Policy:

“Any councillor with a chronic illness which could lead to a medical event at a meeting may disclose such illness at the Annual Meeting so that all councillors are aware of the potential problem and the remedial actions that might be necessary. Any councillor with a chronic illness is responsible for ensuring that they bring any necessary medication to all meetings and that such medication is easily accessible.”

14.2 Recruitment of new Clerk.

The Clerk had circulated a detailed report of the recruitment process to date. He said there had been 60 requests for information and 27 full applications were received by the closing date of 14.06.13. The Staffing Committee with the Chairman had examined every application carefully and had prepared a shortlist of six candidates with interviews to take place on 25th. and 26th. June. Council was informed that it was hoped to call an Extraordinary Meeting to make the appointment prior to the next meeting.

15. Matters raised by Councillors

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15.1 Matters raised by Councillors were considered under this item and Councillors were also invited to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future agendas.

15.2 Cllr. Wright expressed concerns regarding Dunnington Heath Farm and said that workers were being transported to work at Badsey contrary to the terms of the planning consent. The Clerk was asked to write to Roger Thatcher again, copied to the Ward Members, and to obtain a copy of the planning conditions and to place the item on the next Agenda

15.3 Cllr. Littleford referred to the voting on the Community Forum regarding parking in Evesham Road by Cleeve View and said there were worse problems with parking around the schools. She mentioned an example where school children had challenged parents regarding inconsiderate parking but Members doubted this would be effective.

16. Consideration of Correspondence Received

16.1 WALC Newsletter ADH/106/1/2013

Council noted the information provided.

16.2 WCC, Review of Mobile Library Service

Council noted the information provided.

16.3 WALC, Briefing event for all chairmen and aspiring chairmen.

Council noted the information provided.

16.4 The Local Government Boundary Commission, Electoral Review of Stratford on Avon.

The Chairman said that he considered that our ward boundaries were satisfactory but he would like to hear the Ward Member's views. Council agreed to consider any response to the consultation at the next meeting.

16.5 Resignation letter from Cllr. Dare.

Council noted the letter of resignation from Cllr. Dare dated 12th. June. The Clerk reported that he had informed the electoral officer at Stratford and had posted the notices informing electors and giving 8th. July as the closing date for any ten electors to request an election. The Clerk was asked to circulate the notice by the e-news and also to place it on the website. Members expressed their sincere disappointment that Mrs Dare had decided to resign albeit in very sad circumstances. The Clerk was asked to write on their behalf thanking Mrs Dare for her contribution to the work of the Council.

16.6 SDC, Community Governance Review

Council noted the information provided.

Item 16.7 was moved to later in the Agenda.

16.8 WALC, Parish and Town Council liaison meeting.

Council noted the information provided.

17. Tabled Items

Council noted the following tabled item:

17.1 LCR, Summer 2013.

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Having declared an interest the Chairman left the meeting for the following items and Cllr. Wright took the chair.

16.7 Mrs M Milward, Over 60s Club

Members considered a request from the Over 60s Club asking for a donation towards the cost of a coach to Weston super Mare. Members agreed that the proposed cost was very high for a small number of people and agreed that a donation of £100 should be made. Members suggested that the club should try and get other residents to join in the trip. Cllr. Wright thought that the CLA might be asked to make a donation and the Clerk was asked to write to Mr Brooks Ward.

18. Finance**18.1 Approval of the payments and transfers listed in Appendix A.**

Council noted the income received transactions in Appendix A1.

Council considered the expenditure transactions listed in Appendix A2. Authorisation for payment was proposed by Cllr. Littleford, seconded by Cllr. Quiney, and carried.

Cheques were signed by Cllr. Quiney, and Cllr. Wright.

Council considered and approved a proposal to transfer £5000.00 from No.1 account to the Community account in Appendix A3. Authorisation for transfer of funds was proposed by Cllr. Wright, seconded by Cllr. Littleford, and carried.

Council noted the bank balances in Appendix A4.

19. Date of Next Meetings

19.1 Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm., on Wednesday 17th. July 2013 in The Memorial Hall, Salford Priors.

21. Closure of meeting

The Vice-Chairman closed the meeting at 9.26 pm.

Signed.....

Date.....

APPENDIX A – Finance**A1 Income transactions for approval**

Tn. No.	Cheque	Gross	Vat	Net	Details
6552	Cheque	26.00	0.00	26.00	M Allison, Allotment rent, Plot 3
6553	Cheque	349.29	0.00	349.29	TOPs Management Committee, Steps and electricity
6554	BACs	6.78	0.00	6.78	HSBC Bank, Interest No. 1 a/c.
19013	BACs	0.04	0.00	0.04	HSBC Bank, Interest No. 3 a/c
6555	Cheque	26.00	0.00	26.00	M Muldowney, allotment rent plot 9
6556	Cheque	26.00	0.00	26.00	G Beamish, allotment rent plot 12
Total		£434.11	£0.00	£434.11	

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A2 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
9051	Dd	18.99	2.83	16.16	Plusnet, Office Broadband
9052	Dd	56.00	2.67	53.33	EDF, TOPs Electricity supply
9053	102706	250.00	0.00	250.00	Web Culture Services, Website hosting fee
9054	102707	185.76	30.96	154.80	Stratford Herald, Clerk advertisement
9055	102708	246.00	40.00	206.00	Harvey Ingrams Shakespeares, SDC solicitor's fee for playing field access
9056	102709	13.51	0.00	13.51	Severn Trent Water, Allotment's supply
9057	102710	45.60	7.60	38.00	Play-Ground Supplies Ltd., Independent inspection on play equipment.
9058	102711	125.00	0.00	125.00	G Bradley, Internal Audit Fee
9059	102712	220.80	36.70	184.10	Newsquest, Clerk advertisement
9060	102713	140.00	0.00	140.00	TA Hunt, Lengthsman, April
9061	102714	704.70	117.45	587.25	Limebridge Rural Services Ltd., Mowing contract
9062	102715	457.11	0.00	457.11	MJ Philpott, Clerk's salary June
9063	102716	963.09	0.00	963.09	Post Office Ltd., Quarter 1 Tax and NI to HMRC.
9064	102717	78.50	13.08	65.42	Staples, paper and ink cartridges.
9065	102718	50.00	0.00	50.00	A Willcox, return of deposit for allotment plot 8A.
9066	102719	480.00	80.00	400.00	Cox & Hodgetts, Registration of Playing Field
9067	102720	477.00	76.00	401.00	Cox & Hodgetts, Aborted purchase of playing field access.
9068	102721	240.00	40.00	200.00	Roger Small, Maintenance of trees in Playing Field
9069	102722	88.66	14.78	73.88	BT Payment Services Ltd., office phone
9070	102723	123.62	20.60	103.02	Mercury & Phillips Signs, Dedication plate
Totals		£4964.34	£482.67	£4481.67	

A3. Transfers

Transfer £5000.00 from No.1 account to Community account.

A4. Account Balances at 11.06.13

Community a/c	£1332.85
No.1 a/c	£59475.37
No.3 a/c	£214.23

APPENDIX B

B1 Presentation by Alamo

The Chairman introduced Richard Ward from Alamo and Mark Alcock from Harris lamb planning consultancy and said that Councillors and members of the public should not offer opinions at this stage but could ask technical questions. Mr Ward said that the proposal was for a development of 70 dwellings with a mix of 2 – 5 bedrooms and to include 35 per cent affordable housing on a site behind the Alamo factory. The access would be via Station Road through the existing access to the Alamo facility.

The development would be separated from homes in Garrard Close and the site would be well screened. The plans would also include public open space. Mr Ward said they hoped to meet the planning authority in the next few weeks and to follow up with a public exhibition in the Memorial Hall. The Chairman said that the Parish Council would ensure that every resident was aware of the exhibition.

District Cllr. J Spence said that work on the Core Strategy was progressing and the District Council was looking at the methodology for allocating housing to each small village. This depended on the supporting infrastructure in each village such as schools, shops, and bus services. At present, Salford Priors was in Group 2 which led to a requirement for 51 – 75 houses over the next 20 years.

Group 1 villages such as Quinton or Tiddington would be required to accommodate 75 – 100 houses, Group 3 villages such as Ilmington and Great Alne would be required to accommodate 25 – 50 houses and Group 4 villages such as Hampton Lucy or Temple Grafton would be required to accommodate up to 25 houses. One issue to be considered was whether all the houses should be provided on one site or whether several smaller developments would be more appropriate.

The Chairman thanked Mr Ward and Mr Alcock for attending and commended the very early approach by the company. He emphasised that this was just the first stage in a long process and that there would be opportunities for residents to make detailed comments at the Exhibition and at other points in the process.

B2 Presentation by CLA

Nick Brooks-Ward and Richard Abbey attended to speak about the forthcoming CLA Game Fair at Ragley on 19th. to 21st. July. Because last year's event had been cancelled, this year's was expected to be particularly busy. Mr Abbey said that the transport plan was similar to the 2010 plan apart from the deletion of the one-way system between Arrow and Dunnington. Traffic primarily came from four directions and there were four separate car parking areas. An extra 90 acres of parking had been provided. The majority of the traffic travelled from the Redditch direction through Cookhill.

Mr Brooks-Ward said that a full emergency inspection had been conducted and passed and that a helicopter was on site to identify any traffic congestion problems. There would also be No Access signs for Tothall Lane, School Road and New Lane and they were confident that the event would run smoothly.

The Chairman said that no complaints had been raised regarding the 2010 event and that businesses in Alcester and surrounding settlements benefited greatly. He thanked Mr Brooks-Ward and Mr Abbey for attending.