

SALFORD PRIORS PARISH COUNCIL

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall,
Salford Priors, on Wednesday 20th November 2013.**

Present: Councillors: J R Stedman (Chairman), K James, K Littleford, L Maude, M Muldowney,
D Penn. L Wright

Also in attendance: Ms. S Harte, Clerk and nine members of the public

1. **Apologies for absence:** None - all parish councilors were present.
2. **Register of Interests:** Members were reminded of the need to keep their register of interests up to date.
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 are 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 disclosable pecuniary interests in minutes 8a, 8b, 8c, and 8d if discussed and in payments 9135 and 9136

4. **Open Forum:** The Chairman moved that the meeting be adjourned for Open Forum and this was agreed.
 - a. **Have your say:** *No under 18s were present.*

Open Forum: Mr Fenlon provided copies of a letter from a resident in Dunnington who had been written to with the request that she take action over a dead tree, believed to be ash, and believed to be on her property. Mr Fenlon asked Members to study her concerns and respond accordingly. As it had now been found that the tree was not on her premises it was agreed that a second letter be sent apologizing for the error.

Christmas Tree. Residents were advised that the placing of an illuminated Christmas tree at the roundabout was not likely to happen this year as there were many regulations to take into account, such as fencing it off.

Speaker System for Memorial Hall. Residents enquired about the possibility of having a microphone for the Chairman so that residents can hear the discussion Cllr. Littleford reported that the Hall Management Committee were investigating the possibility of upgrading the Hall's public address system..

Mrs Seville asked what was known about plans for a new toilet block at the Church. The Chairman Cllr Stedman informed the meeting that nothing definite was known but the matter would be investigated.

- b. **Ward Members reports:** Apologies were received from Warwickshire County Councillor M Brain, Stratford on Avon District Councillors M Howse, D Pemberton and J Spence

No reports from the ward councilors had been submitted prior to the meeting.

5. The Chairman closed the adjournment at 7.15pm.
6. **Acceptance of Minutes :**
 - a. The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 16 October 2013 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.
 - b. The Minutes of the Extraordinary Meeting of the Parish Council held on Wednesday 30 October 2013 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.
7. **Report by Staffing Group**
 - a. Cllr James advised that the Clerk Sally Harte, had tendered her resignation with effect from 30th November 2013. Members thanked her for her work on behalf of the Council over the past four months.
 - b. The following actions was agreed upon:
 - c. Placing advert in Stratford Herald. Cllr James read out a draft advert which was agreed. To be placed as soon as possible. The advert would also to be placed on the WALC and CALC websites.
 - d. Filling the post of Clerk and RFO by unpaid Councillors from 28 November until a replacement Clerk is in post. Cllr James offered to take on Clerk's duties and Cllr. Stedman to take on duties of Responsible Financial Officer. **Agreed**
 - e. All post to be directed to Chairman's home address in the interim period.
 - f. The Parish Office will be closed during month of December.
 - g. Stratford District Council, Warwickshire County Council and Warwickshire Association of Local Councils to be advised of the provisional arrangements.
 - h. Clerk's email address to be maintained.
 - i. Laptop, mobile phone and office keys be passed by MS Harte to the Chairman on the 28th November.
 - j. Any final salary payments / adjustments to be issued following the 30th November 2013.

Items 7e to 7j all agreed.
8. **Clerk's Report:** The Clerk's report was taken as read.
 - a. Silt clearance, Ban Brook Bridge, Tothall Lane. The order to carry out the removal and disposal of the silt has been placed with Limebridge Rural Services.
 - b. Allotment update. Limebridge Rural Services have confirmed that the allotments have now been sprayed and turned. The deposits paid by the new holders have been banked.
 - c. Damaged planter at 38 School Road. The order to replace this planter has been placed with Limebridge Rural Services.

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- d. Grave plot levelling works in the cemetery. The order to carry out this work has been placed with Limebridge Rural Services.
- e. Repair of street lights. P D Long were instructed to carry out repairs to the two faulty streetlights and this has now been done and the lights reported as working.
- f. Property at St Matthew's Close. Orbit Housing have been written to with the request that the garden be cleared. Agreed to explore option of community service participants taking on the job.
- g. Dead tree, Dunnington. The assumed householder had been written to with the request that the dead tree be made safe. It was regretted that the letter had been sent to the wrong property owner but it was done with the best of intentions, it was difficult to establish upon whose property the tree stood. It was agreed that a letter of apology would be sent on behalf of the Council to the householder.
- h. Illuminated Christmas tree. Response from WCC Highways raising no objection subject to certain conditions.
24 hour telephone number for electrical emergencies to be supplied to WCC;
The Code of Practice for Seasonal Decorations indicates that the Christmas tree lights should be a maximum of 25V equipment; the Christmas tree should be barriered off with a clearance of at least 2m between the barrier and the tree; and that the illumination equipment should be protected by an RCD situated as near as practicably possible to the source of supply.
- No response received from Npower yet despite them being contacted twice by email and once by telephone. **Council to pursue.**
- i. Damaged road signs. Highways have been notified.
- j. Barking dogs. The complainant was written to advising he contact Environmental Health but he advised that now summer had passed the noise was no longer a problem as house windows were kept closed. **Resolved.**
- k. Bank mandate. Current banking procedures prohibit HSBC from dealing with current Clerk. They will only deal with former Clerk, Mr. Philpot. The current Clerk had telephoned the former Clerk and left a message to ask if he would take the lead. HSBC stated that all Signatories attend HSBC branch with original documents proving their identity. Suggestions welcomed as to how this can be achieved. Cllrs James proposed that HSBC be instructed to change bank mandate to just two signatories and take the requirement for the Clerks' signature off the mandate. Agreed. Proposed by Cllr Wright that in the New Year there be a change of banks. Agreed that the new account be opened prior to closing old accounts.
- l. Utility providers written to with request that invoices be submitted electronically to clerk@salfordpriors.gov.uk. Other contacts such as Grant Thornton, SLCC, WCC, and SDC have current clerk's contact address. Cllr Littleford asked why more use wasn't made of the letterbox outside the Clerk's office. The Chairman responded that it was for reasons of security and immediacy.
Cllr Muldowney questioned whether it might be possible to use a Post Office redirecting service. It was agreed that this issue be revisited when a new Clerk has been appointed.

- m. Painting of phone boxes. The Chairman reported that the box at Iron Cross had been painted as has the one by Dunnington School.

Resolved.

9. Neighbourhood Plan

- a. Members were advised that interested parties had been invited to attend a meeting on 27 November in the Memorial Hall. An agenda will be made available for the meeting by Cllr James. Cllr Littleford asked if nominated Councillors would attend the meeting. It was agreed that Councillors be nominated and if other Councillors wished to attend they could do so as residents. Cllrs James, Littleford, Muldowney and Maude were nominated as the parish council representatives.

10. Planning matters

- a. Jephson's affordable housing development proposals, which formed the bulk of the discussions at an Extraordinary meeting on 30 October, were considered and Members agreed that they would not withdraw their objections to the planning application, the provision of affordable housing within the parish will become a Neighbourhood Plan consultative issue.
- b. Members noted the Salford Priors Homechoice information received by email from District Councillor Maurice Howse.
- c. District Councillor Jonathon Spence's suggestion of re-locating the affordable housing project from Tothall Lane to elsewhere in the Parish was discussed but it was felt that the timeframe was unfeasible and that it wasn't a matter for the Councillors to discuss and impose Salford Priors without consultation with residents. It should be for the Neighbourhood Development Plan Consultative Group to take the matter forward. Cllr Spence to be advised of the decision and Warwickshire Rural Housing to be informed of the council's decision.
- d. The content of the letter of 12th November 2013 from the Alamo Group reference their housing proposal was noted.
- e. It was agreed that the SDC Consultation document on CIL be considered by the NP Group.

11. New Planning Applications

- a. **Planning Application Consultation: 13/02678/TREE.** Periwinkle Cottages Jack Thomson Croft Salford Priors. T1-T6: Oak: Cut back overhanging branches (trees in 1-4 School Road) - T7: Silver Birch: Reduce crown by 20-25%. **No objection was raised to the application.**
- b. **Planning Application Consultation: 13/02197/FUL.** Red House Cottage Abbots Salford Evesham WR11 8UT. Erection of detached garage with log store on site of demolished building. **No objection was raised to the application.**

12. Planning decisions; The following planning decisions were noted:

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- a. **Planning Application: 13/02713/LBC.** St Matthews Church Station Road Salford Priors Evesham WR11 8UX. Status: PP or LBC Not Required. **Application Withdrawn** Cllrs James to make enquiries.
- b. **Planning Application: 13/00193/VARY.** Orchards Farm, Station Road, Salford Priors Evesham WR11 8SW. Variation of Condition 2 of planning permission 03/03062/FUL to read "Building No. 3 shall not be used other than for agriculture or for the storage and loading/unloading of agricultural produce. When the premises cease to be occupied by Angus Soft Fruits Limited the use of the building shall be limited to agricultural use only thereafter." **Status: Variation Permitted with Conditions.**
- c. **Planning Application: 13/02196/LDE.** Active Power Solutions Ltd Unit 9B Lauriston Park, Pitchill, Evesham WR11 8SN. Use of unit for Class B2 (General Industrial) purposes. **Status: Existing Lawful Development – Permitted**

13. Financial Report

- a. The bank reconciliation was considered and confirmed as correct by the Chairman.
- b. A copy of a note produced by the former Clerk for 2013/14 was circulated as guidance programme for preparation of the budget for 2014-15 was considered inviting residents to attend a meeting to consider the budgets. Recommendation that the precept is set as late as possible. Budget be put together for a meeting of the Finance Group prior to the Council meeting in January when the precept will be decided. Invitation to be sent out by email and Newsletter. Agreed it would be helpful if those members of the public who wished to attend advise the Clerk.
- c. Precept for 2014-15. To be developed at Budget meeting and then this will be considered at the January Ordinary meeting.

14. Policy

- a. The 2013 NALC model Standing Orders as circulated by WALC. Agreed they be considered for adoption at the May meeting of the Council.
- b. It was agreed that the book "Local Councils Explained" as indicated in the standing orders and WALC newsletter email 31/10 was left until Cllr Stedman had reviewed his personal copy.
- c. It was agreed that a half-yearly internal audit be carried out in January by the Parish Council's nominated internal auditor.

15. Playing Field

- a. Cllr Littleford reported that she was continuing with the weekly Playing Field inspections. No problems had been found other than some fencing around the children's play area had been removed and thrown into the school's playing field. The Lengthsman had been instructed to effect repairs and the matter was now **resolved**. Consideration to be given to securing the fencing in the future.

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- b. No quotation has been received from the Parish Lengthsman for carrying out the playing field weekly inspections despite reminders. It was agreed a family who already performed tasks for the council to be approached and a pay rate of £10 a visit agreed.

16. Highways and Amenities

- a. Members noted the jobs issued to the Parish Lengthsman from the October meeting. It was agreed that he should carry out leaf clearing in Station Road in the next month.
- b. Members discussed the requirement for the bus shelters to be cleaned and agreed that this task would be left until the spring when the weather had improved.
- c. Salford Priors sign obscured by overhanging tree on Station Road opposite the Alamo factory the tree is on ground belonging to the Willow Caravan Park. Clerk to write to requesting that the tree is cut back and the obstruction removed.
- d. Blocked road gullies on the B4088 from Limebridge to the Turnpike Cottage several road gullies were restricted due to mud resulting in localized flooding. Clerk to report the matter to County Councillor Brain.
- e. Clerk to write to Ragley Estate reference cutting back the hedge on B4088 from Hillers Farm to the Toll House obstructing the footway on the B4088.
- f. To consider a pruning request for trees overhanging the pavement outside Victoria Cottage on the corner of Evesham Road and Jack Thomson Croft. Requested by a parishioner's email received 22 October. Agreed it was the property owner's responsibility and the property owner should be contacted via the people renting the property.

17. Rights of Way

- a. Cllr. Penn advised he had nothing to report on Rights of Way matters within the parish.

18. Matters raised by Councillors

- a. Cllr. Karen Littleford reported she had contacted Webculture and been advised that as many emails as wished could be provided with no extra cost with a "salfordpriors.gov.uk" ending. Cllr Maude made the point that it would be an authority address and would the addressee then be liable to respond. He explained that it was something that could be done but expressed caution there was a need to understand what the implications were with regard to data protection and the auditing of personal computers. Cllr. Maude would report back on this matter will at the council's February meeting,
- b. Chairman - Scouts' 2013 firework display. No request had been received from the Scouts for their firework display on the playing field and thus the council's insurers hadn't been informed. There was an unclarified report that an incident had occurred at it where spectators were very slightly burned. It was also felt that the spectators were stood too close to the fireworks. It was agreed that the Scouts would not be given permission in future years to hold a display. Scouts to be written to.
- c. Cllr Lindsay Wright – Dunnington School hedge on Tothall Lane. Emailed the headmaster three times and been given assurances that the hedge would be cut back in October. It hadn't. Councillors agreed that the Clerk should write to the Headmaster requesting that it be cut back to the height and edge of the fence.

- d. TOPs – attempted break-in over weekend. Door handles twisted off, but leaves doors secure. No visual damage inside or out. Remaining door handles swapped around allowing normal use. However wheel chair access is restricted as only one door can be opened. Action needed to be taken quickly to replace handles and it was the Landlord's responsibility, i.e. the PC. Fire escape to front of building in poor condition. Mr. John Bradfield had found replacement metal fire escape he would like Parish Council as the landlord to order it and then invoice the TOPs Management Committee. **Agreed.**
- e. Mud Walls Farm. Some caravans have been removed. All caravans had to be removed by the 21st November to comply with the site's planning restrictions There is evidence to prove that the caravans are still occupied. Parish Council to review the issue prior to requesting the District Planning Authority through its enforcement officer Roger Thatcher to visit whilst this is the situation. Cllr. Wright estimates that there are some 16 or 17 caravans still present plus the ancillary buildings.
- f. Cllr James – felt that the Parish Council was not receiving value with its current BT telephone rental and broadband agreements, that the council could explore alternative tariffs. To place on a future agenda.
- g. Sewage - Dunnington. The Sewage Pumping Station on Tothall Lane is not functioning correctly. Severn Trent Water plc. are currently on site investigating the on-going issues. Cllr. Wright requested that this issue is taken up by the parish council on behalf of local residents. **Clerk to write to STW plc.**
- h. Cllr Maude raised the matter of mud on the road by the quarry entrance. John May at Cemex to be written to asking that they clean road. The Chairman has spoken to the quarry manager who undertook to have it cleaned but an inadequate job was done. The landfill rates were increasing and Cemex to be asked for update on landfill rates.
- i. An e- newsletter with regard to the various administration changes would be circulated informing residents of the temporary arrangements and office opening hours Clerk to action.

19. Consideration of Correspondence Received

- a. Clerks and Councils Direct
- b. Parish & Partner Briefing E-newsletter - issue 8 -Circulated by email 22 October

Note: Cllr Stedman having declared an interest in payments left the room for the following item

20. Finance

- a. Council approved the payments and transfers as listed in Appendix A.
- b. It was agreed that the Cheques would be signed by Cllrs James, Penn and Wright.
- c. Council considered and approved a proposal to transfer £5,000.00 from No.1 account to the Community account in Appendix A3. Authorisation for transfer of funds was proposed by Cllr. James seconded by Cllr. Penn and carried.

21. Council noted the bank balances as at 14 November in Appendix A4.

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Account Balances at 14 November 2013

a. Community a/c	£2,433.52
b. No.1 a/c	£62,981.82
c. No.3 a/c	£214.23

22. Date of Next Meeting:

- a. Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm, on Wednesday 18 December 2013 in The Memorial Hall, Salford Priors.

23. Exclusion of the Public from the Meeting

The Staffing Group's report was considered in open session Item 7 at the start of the meeting.

Closure of meeting: The Chairman closed the meeting at 21.32pm

24. APPENDIX A – Finance

A1 Income transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
	Cash	£50.00	0	£50.00	Allotment Deposit
	£50.00	£50.00	0	£50.00	Allotment Deposit
Total		£100.00	0	£100.00	

A2 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
9130	d/d	18.99	2.83	16.16	PlusNet, Office Broadband
9131	d/d	56.00	2.67	53.33	EDF, TOPs Electricity supply
9132	102777	15.00	0.00	15.00	Stratford District Council. Jubilee Booklet – supply of address labels
9133	102778	122.14	0.00	122.14	Terry Hunt, Lengthsman
9134	102779	90.00	15.00	75.00	P D Long. Streetlight repairs
9135	102780	1170.00	295.00	1475.00	Limebridge Rural Services, Mowing contract
9136	102781	92.40	15.40	77.00	Limebridge Rural Services, storage of sandbags
9137	102782	2000.00	0.00	2000.00	SP School, Board of Governors. Donation towards new reading room.

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Tn. No.	Cheque	Gross	Vat	Net	Details
9138	102783	20.00	0.00	20.00	The Poppy Appeal. Supply of wreath.
9139	102784	100.00	0.00	100.00	The Poppy Appeal. Charitable donation.
9140	102785	72.88	0.00	72.88	Warwickshire County Council. Lease for Youth Club/Community Centre
9141	102786	15.75	0.00	15.75	S Harte. Expenses (mileage)
9142	102787	684.19	0.00	684.19	S Harte. Clerk's salary Nov 2013. 55 hours plus 5 hours for extra meeting on 30 October.
9143	102788	11.89	0.00	11.89	HMRC: NINO contribution for S Harte (£5.21 from Clerk as employee, £6.68 from SPPC as employer)
Totals		£4,469.24	£330.90	£4,738.34	

A3. Transfers

a. To transfer £5,000.00 from No.1 account to Community account.

b. Account Balances at 14 November 2013

c. Community a/c £2,433.52

d. No.1 a/c £62,981.82

e. No.3 a/c £214.23