

Minutes of the meeting held Wednesday 20 August 2014 at the Memorial Hall, Salford Priors

Present: Councillors: K Littleford (Chairman), K James, M Muldowney, D Penn and J Stedman.

In Attendance: S Arble (Clerk), seventeen members of the public.
Stratford District Council: Councillor Maurice Howse .
Warwickshire County Council: Councillor Mike Brain.

243. Apologies: The Council accepted apologies from Councillor L Maude for business reasons and Councillor L Wright for personal reasons.

244. Disclosure of interests

- a) Members were reminded of the need to keep their register of interests up to date.
- 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. **None declared.**
- c) Members were asked to declare any other disclosable interests in items on the Agenda and their nature.
 - i. Councillor Muldowney declared a disclosable interest in the Allotments Charges - Minute 247 (b).
 - ii. Councillor Stedman declared a Disclosable interest in the repair of the 5 aside goal on the Playing Field - Minute 249 (c).
 - iii. Councillor Stedman declared a disclosable interest in the replacement a number of missing rivets on the skate ramp nearest the scout hut on the Playing Field.
 - iv. Councillor Stedman declared a disclosable interest in cutting verges in the parish.
 - v. Councillor Littleford declared a disclosable interest in payment 2872
 - vi. Councillor Penn declared a disclosable interest in Planning Application 14/01668/FUL - Minute 252 (b).

245. Minutes: The Council did not approve the minutes of the meeting held on Wednesday 18 June 2014 due to several errors:

Minute 174: There is no payment number of 2589, this payment should be 2857.

Councillor Stedman did not disclose an interest. He stated the following:

Disclosable pecuniary interest's declaration in payments for agreed contract services are not necessary as the council has agreed the contract and therefore agreed any payments relevant to the contract, no declaration of interests are needed for such payment.

Minute 211: Font size too small.

Minute: 223: The Chairman had requested Councillors Stedman and James leave the meeting to avoid a conflict of interest. Both councillors were unaware of what the council wanted to discuss. Both Councillors returned after the discussion was complete.

Action: Clerk to resubmit the corrected minutes for approval at the September meeting.

246. Minutes: The Council did not accept the minutes of the meeting held Wednesday 16th July 2014 due to errors:

Councillor Muldowney not listed as present.

It is not known if those present are parishioners. The line should read “members of the public”

There were issues with minute numbering, acronyms and text layout the minutes as presented were in accurate.

Action: Clerk to resubmit corrected minutes for approval at the September meeting.

Chairman moved: The meeting now adjourned to hold Open Forum, notes of which are an Appendix B to these minutes

247. General Progress Reports

a) **Salford Priors School Library Donation:** The Clerk had spoken with Mr John Alexander Head and had requested a donation acceptance letter. To date, no letter received. No update.

b) **Allotment Charges:** The Clerk had issued invoices for plot numbers 3, 5, 7, 8, 9, 10, 11, 12 & 16A.
The invoice for plot 11 was cancelled as Mr .Smith informed the Clerk that he does not rent the plot.

The tenants for plot 4 are as yet unknown. Plots 1, 2 & 6 are unoccupied.

The Clerk had received payment for plot 7.

Mr Howard, tenant for plot 8, informed the Clerk that it was agreed that the first year from November 2013 should be rent free. The Council confirmed this was the case.

Action: Clerk to reissue a new invoice invoicing the Mr. Howards for five months.

c) **Planters:** An item concerning the upkeep of the planters is to be included in the next Council Newsletter.

d) **School Avenue Playing Field Car Park:** The Clerk reported that he was in discussions with Orbit Housing Association concerning the future management and control of the car park. The matter is now with the Association’s solicitors who are drafting exchange documents for the Council’s consideration. No further update.

- e) **Illuminated Christmas Tree:** Councillor James reported that a tree had been selected to purchase and it is scheduled to be felled in mid-November.

Clerk to include an item relating to the official switch on date and organisation plans on the September agenda.

Action: The Clerk to order LED lighting sets.

- f) **Defibrillator:** On 17-7-14 the Clerk wrote a letter to WCC Councillor Brain and requested he consider donating from his fund for a defibrillator in Salford Priors. The Clerk received a grant application and partially completed it. As part of the application, there is a section on equality. The Clerk emailed councillors for suggestions on how the defibrillator promotes equality in the parish. **Action: Clerk to progress.**

- g) **Parish Office Resource Centre:** The Clerk forwarded the NALC guidance notes for the destruction of old files to Councillor James. The Clerk instructed Arrowscape to change the phone number in the website. **Action:** Councillor James to commence clearing out office files in September.

- h) **Parish Office Printer/Photocopier:** The Clerk gave a report with three options:

HP Officejet Pro X 476 DW Multifunction Printer - £470 with £135 cash back

HP Officejet 8620 - £199.00

Brother DCP9020CDW A4 Colour laser Printer - £259

Action: Clerk to purchase HP Officejet 8620

- i) **Emergency Plan:** Councillors James, Penn and Stedman to report back at the February meeting of the Parish Council

- j) **Parish Newsletter:** The Council resolved to print the draft Council Newsletter without amendments.

- k) **Chairman's Allowance:** There were no updates to report on this matter.

248. Highways, Public Rights of Way

- a) **Rights of Way Report:** The Clerk reported that Mr Trewartha was emailed on 18 and 29 July concerning AL17, the path near the A46 needing the hedge trimmed. A response from K Ford of Fisher German was received. **Action:** The Clerk and Councillors Penn and Stedman to meet the CEMEX Quarry Manager to discuss the issues relating to the public right of way.

- b) **AL6 – Vandalised Bridge:** The Clerk reported that a letter had been sent to Mr Barnard, Rights of Way Officer, requesting that the bridge is replaced in September as scheduled. Councillor Penn confirmed that the bridge over AL6 had not been repaired.

- c) **50 mph Round Sign on Right-Hand Side of School Road Junction with the B4088:** The Clerk reported that he had emailed D Elliston County Highways and requested the sign be replaced. The old sign is still in the hedge. Warwickshire County Councillor Mike Brain reported that a new sign is ordered.

- d) **B4088 Speeding Survey:** The Clerk emailed R Harding and requested the conclusions and recommendations of the survey.. Mr Harding informed the Clerk that the average speed of the survey in both directions was below the 50 mph speed limit. During the meeting, WCC Councillor Brain requested Mr. Harding to forward the recommendation and conclusion. **Action:** Clerk to request Mr. Harding provide conclusions and recommendations.
- e) **B4088 Dunnington – BT Chamber Manhole Cover:** Mr D Elliston WCC County Highways reported the manhole cover is now repaired. At the August Council meeting, Councillor James provided photographic evidence that the cover is not repaired and that the situation is potentially dangerous, he went on to state that the responsibility was with British Telecom and they should again be contacted. **Action:** Clerk to request the BT manhole cover is repaired.
- f) **Overhanging Trees on School Road:** The Clerk reported that on the 22nd of July he had posted a letter to the owner of Cedar House and requested the trees be trimmed. The Clerk received a response dated 30-7-14. The parishioner stated the trees have a tree protection order placed on them. Permission was granted to reduce the height of the Poplars along School Road by one third. However, no work will be carried out until October/November, when the leaves have fallen. The Council would like unhindered access to the footpath to a height of 2.5 metres. **Action:** Clerk to request that the trees are trimmed.
- g) **Electric Traffic Sign on Evesham Road:** The Clerk requested Warwickshire County Council to arrange for the repair of the sign they had responded that the manufacturer was instructed to undertake repairs within 2-3 weeks. The Council confirmed the sign is repaired. **Resolved**
- h) **Blocked Drains on B4088:** The Clerk had requested an update from D Elliston. He asked a colleague to contact the Clerk when a works date is confirmed. County Councillor Mike Brain reported the drains were jetted in June and that Mr. D Elliston will request the drains are jetted again. Photographic evidence is available.
- i) **Berryfield Planter on Highway:** Councillors Stedman and Littleford met with Mr Greatrex. Councillor Stedman understood the reason why the planter was installed, but recommended the Council not adopt the planter. The Council agreed and will take no further action on the matter. **Resolved**
- j) **For Sale Boards on School/Road/School Avenue:** Councillor Littleford reported all boards had been removed. **Resolved**
- k) **Tall Grass to Right of A46 Roundabout:** The Clerk reported the issue to the Department of Transport. A representative of the Department of Transport had contacted the Clerk and stated the A46T in Warwickshire was being cut that week. However, there still remains a visibility issue. **Action:** Clerk to request the area is cut again.
- l) **Overgrown Hedge from Abbots Salford to Salford Priors:** The hedge had been cut. **Resolved**
- m) **Hedge From Limebridge Bank to Mudwalls Farm:** Councillor Stedman reported the hedge would be cut this week

- n) **Over Hanging Trees & Hedge Obstructing Footway School Road.** Cllr Stedman reported that there was Hedge Obstructing the Footway and three over hanging Dead Elm Trees that required removing for reasons of Public Safety. **Action:** Clerk to request the owner to cut the hedge and take note of the three dead Elm trees which lean into the road.

249. Matters relating to Amenity Contract, Handyman, Lengthsman and Playing Fields

- a) **Playing Field Inspections:** Inspections carried out by Mr. P Batacanin on 25/07/14, 01/08/14, and 08/08/14. The only major issue was missing rivets on the skate ramp which was repaired. Other minor fence work etc ongoing. The reports are on file.
- b) Councillor James raised the issue of the overgrown conifer tree on the corner of School Road and Park Hall Mews (near the grit box). The Clerk reported that the item was mistakenly left off the agenda, but that the conifer trees were trimmed and that the footway is now unimpeded. *Resolved*
- c) The Clerk issued a work order to the Amenity Contractor to remove and repair the 5 aside goal on the Playing Field. The goal was repaired and replaced. A councillor commented that the goal is very heavy and a potential danger should it fall on someone. Perhaps the old goals could be replaced with a lighter version. **Action:** Clerk to investigate and report at October meeting.
- d) The Clerk had issued a work order to the Amenity Contractor to replace a number of missing rivets on the skate ramp nearest the scout hut on the Playing Field. The ramp was repaired. *Resolved*
- e) The Clerk issued a work order to P Batacanin to replace a piece of fence missing near the scout hut. Repaired. *Resolved*
- f) The Clerk issued work order 23/14 to P Batacanin to replace two fence panels on the northeast side of the play area, repair a loose panel and trim the hedge leading to the scout hut.
- g) The Clerk issued a Lengthsman Worksheet all jobs reported complete except the urgent work of replacing the fence post near the access Track. The Lengthsman is waiting for the post which is on order.
- h) **Cutting Verges in Parish:** The verges around the parish had been cut by the County Highways Contractor. *Resolved*
- i) **Playing Field Inspector:** The Clerk had instructed Mr Peter Batacanin to fill the role of the Council's Playing Field Inspector. The agreed fee is £10 per weekly visit to be invoiced monthly. Mr. Batacanin is to complete the inspection sheet on weekly basis and forward the report to the Clerk. *Resolved*
- j) **To Consider Bus Shelter Cleaning Service Contract:** Mr. P Batacanin quoted £80 plus £10 cleaning supplies to clean four bus shelters as required in the job specification. Mr Hackling declined to quote for the work. The Council resolved to instruct P Batacanin to carry out the work in late September. **Action:** Clerk to issue a work order to Mr. P Batacanin.

- k) **Allotments & Playing Field Survey Meeting:** The Council agreed to meet on the 3rd of September at 7pm at the allotments.
- l) **Parish Council Notice boards:** The Clerk ordered three free-standing notice boards for Dunnington, Rushford and Abbots Salford for £750 each and one bus shelter notice board for £194. Costs include delivery.

Councillors Stedman and James produced photographs of the recommended locations:

- i. Rushford: Bus lay-by
- ii. Abbots Salford: On green right of the 40mph sign between two fence posts
- iii. Dunnington: Behind planter near Dunnington School. Old notice board to be removed. The planter is not properly looked after. The Council has the choice of removing the planter or installing a smaller planter which fits between the posts of the notice board. A decision on this matter will be delayed until parishioners have time to respond to the article in the soon to be distributed Council Newsletter.
- iv. Salford Priors: School Road, on bus shelter across the street from the shop.

Action: Clerk to request installation quote from Mr. Adam Stephens.

Action: Clerk to request BT remove or cut the unused telecommunications pole near Dunnington School at ground level.

- m) Maintenance of Iron Cross Bus Shelter: The Council resolved to offer this work to P Batacanin. Job Specification:
Strip back ivy growing into the rear of the shelter
Repair/replace loose boards
Paint wood boards brown
- n) Repair Fence around Green at Abbots Salford: P Batacanin estimated a total (to include wood and paint) £120 to repair and paint the fence.

Action: Clerk to place a works order and confirm paint to be brown; cost is £120.

250. Neighbourhood Development Plan Update:

Councillor James gave a verbal update on the group's progress.

The council to consider the following Questions/Requests from NDP Environment and Transport Group

- a) Can the Parish Council offer assistance and advice on how to carry out a traffic speed survey on roads throughout the parish? Surveys cost £495 each for a cross road section; surveys need to be site specific.
- b) The group intends to draft policies on the protection of public footpaths and to create a network of well-used, safe, foot and cycle ways. The group would like to meet with the Councillor responsible for public footpaths to discuss legal

protection of public footpaths, the Parish Council's role in enforcing access, the likelihood of gaining new footpaths and establishing a current list of public footpaths. 2021 is the target date for the creation of new public footpaths. This may be an opportunity to approach Lone Star and ask if they want to reconsider the Council's previous request to create a public footpath from the village shop to AL4. The Clerk to provide Councillor Penn's details. **Action:** The Clerk to obtain two Definitive Rights of Way Maps for Salford Priors.

- c) Safety concerns about parking on Evesham Road on the entrance to the village from Abbots Salford. Verge currently used for parking which suggests it should be paved with lowered kerbs. Is this an action which the NDP should address or can the Parish Council work with WCC to resolve the issue? This has been a problem for a number of years. A parking bay was possible when this issue was last investigated; however, the cost was prohibitively expensive, in excess of five years of the precept. The issue could be explored as an enhancement scheme; however, the residents of Cleeve View should be consulted because if a parking bay was built there may actually be less parking available. Before any action is taken, the Council advises the NDP working group to carry out a survey of the area in question.

251. Matters Relating to Staffing & Administration

- a) The Council resolved to allow the Clerk to attend a CILCA training event on portfolio guidance at a cost of £10. **Action:** Clerk to register for training.
- b) The Council resolved to defer the decision to register the Clerk for the CiLCA until the October meeting.
- c) The Council resolved to register councillors in free SDC training for the role of consultee to the planning process.
Action: Clerk to register Councillors Littleford and Penn 23/09/14 Elizabeth House and Councillors Stedman, James & Muldowney 02/03/15 Studley Village Hall.
- d) The Council decided the Staffing Group would meet on 27 August, 7:00pm at the Parish Office.

252. Planning Applications for consideration by the Parish Council

- a) **14/02056/TREE:** Proposed: thin crown of oak, remove 25% of leaf area; At: Berryfield, Evesham Road, WR11 8UU; For: Mr Greatrex **Parish Council Observation:** No Objection.

Having declared an interest in the next item Councillor Penn left the room

- b) **14/01668/FUL:** Proposed: Construction of a part single-storey, part two-storey two bedroom detached dwelling fronting and with vehicular access off Ridsdale Close; At: 12 School Avenue, Salford Priors, WR11 8XB; For: Ms Corrine McGahan **Parish Council Observation:** Objection

The Parish Council support the principal of infill development within the parish where deemed appropriate that does not have an adverse impact on the street scene and is in accordance with the adopted Salford Priors Village Design Statement and the emerging draft policies of the Salford Priors Neighbourhood Development Plan.

The proposed materials of cedar cladding is not in keeping with the established character and distinctiveness of adjoining properties and therefore contrary to the Salford Priors VDS.

The emerging draft policy of the SPNDP states a) “ that new development should be built in the style and materials of the buildings in their immediate vicinity” b) the layout of any new development should be easy to navigate with buildings designed and positioned to define and enhance the hierarchy of the surrounding area taking into account the relationship of space between buildings and their height” c) new development should be well integrated with the existing built form, enhancing footpaths and streets”.

This is a restricted site with a close relationship with the adjoining property and Ridsdale Close the current proposal would result in a detrimental impact on the street scene and the character of the area.

Cllr Penn returned to the room.

253. Notices of Planning Refusals

- a) **14/01206/FUL:** Proposal: Retrospective erection of fence to boundary. At: Corner Cottage, School road, WR11 8XD; For Mrs Pamela Seville
- b) **14/00916/FUL:** Proposed: Retention of temporary timber structure sectional building for a further temporary period; At: St Matthews Church, Station Road, Salford Priors

254. Planning Enforcement Matters

- a) **06/02624/FUL:** The Clerk spoke with R Thatcher on 23-7-14. Mr Thatcher explained there is no time limit for the removal of the caravans (13/00393/COND); however, he will visit the site. The Clerk reported the abandoned caravans and propane bottles to the SDC Environmental Health Department. **Action:** Clerk to request an update from Environmental Health Department.

255. Correspondence

- a) Lone Star Land presentation to be on 28 August, 7:00pm at the Memorial Hall, Salford Priors.
- b) At the next Ordinary meeting on the 17th September, Hunterpage/Bloor Homes will present their proposed outline plans for the Orchard Close Development.
- c) On 30/07/14 the Clerk applied to Certas Energy for a free defibrillator. Results were due around 10 August so it is unlikely the Council will be awarded a free defibrillator.
- d) The Council resolved to request the Clerk to sort through the correspondence and determine which items should be considered at the September meeting. Any correspondence which is under consideration should be distributed to councillors prior to the meeting. **Action:** Clerk to forward selected correspondence to Councillors.
- e) Warwickshire County Council had notified the Clerk of the temporary closure of C103 Bidford Road, Bidford on Avon (Broom). The Clerk posted notices on parish notice boards and on the website.

- f) SDC notified the Clerk of changes to electoral registration. The Clerk had posted the notice on the website.
- g) Mrs M Milward thank you note for Over 60s Club £100 donation.
- h) Mr. J Bradfield had emailed requesting that the electronic traffic sign on Evesham Road be moved. The Clerk responded that the Council would not consider the matter until the sign is repaired.
- i) Warwickshire Police & West Mercia Police: Action Fraud Roadshow; the Clerk posted the flyer on the website

256. Finance

- a) John Coley Trust Fund: Last payment received was 2011. **Action:** Councillor James to investigate.
- b) Annual Return: The Acting RFO reported that the Annual Return was accepted without qualification. RFO now awaiting written confirmation of accepted Annual Return.
- c) The Clerk had emailed Arden Pest Control to apologize for the incorrect cheque and request permission to issue a new cheque at the 20 August meeting. Mr Brandon confirmed this is acceptable. **Resolved**
- d) SDC Bank Account Audit: The Acting RFO stated that it would be best to leave the bank details as they are at present and to look at updating the bank account details for the next financial year in April 2015. **Resolved**
- e) The Council resolved to approve the Payments and Transfers Listed in Appendix A.

257. Councillors Reports & Future Agenda Items

- a) Councillor James stated the Council should explore revenue projects such as upgrading the equipment at the playing field or LED lighting in Salford Priors.

258. Exclusion of the Public from the Meeting

The Chairman moved:

In view of the confidential nature of the business to be transacted, it is advisable that in the public interest the press and public be temporarily excluded and they were instructed to withdraw. County Councillor Mike Brain was invited to remain as the subject of discussion was pertinent to the County Council.

- a) The Council discussed the letter circulated by Mr. M Bright dated 18 August 2014. The Council resolved not to respond to the letter.
- b) The Council resolved to convene an extra-ordinary Council meeting for the Lone Star Land presentation on 28 August 2014.
- c) Procedure for handling a disruptive person or persons at future meetings were discussed and agreed. The clerk would formulate a procedure.

- d) The Council resolved that it will have at all times its discretion for a recording a meeting

259. Date of Next Ordinary Meeting of the Parish Council:

Wednesday 17th September 2014 in the Memorial Hall, Salford Priors at 7:00pm

260. Closure of Meeting: The Chairman closed the meeting at 10:20pm

Signed: _____ Date: _____

Appendix A: Payments authorised August 2014.

Minute	Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
	2870	Warwickshire CC	TOPs 3 months lease rent	145.75		145.75
256c	2871	Brandon White	Mole control playing field	120.00		120.00
	2872	Karen Littleford	Members expenses NDP	55.00		55.00
	2873	Limebridge RS	Amenity maintenance	725.40	120.90	604.50
249g	2874	Terry Hunt	Highway works	140.00		140.00
	2875	Digital Copier Systems	Office copier maintenance	55.87	9.31	46.56
249a	2876	Pete Batacanin	Playground inspections	40.00		40.00
	2877	Sean Arble	Clerks salary and expenses	602.76		602.76
	2878	HMRC	Clerks PAYE	126.40		126.40
	2879	Miss S R Hyde	Delivery NDP Newsletter	35.00		35.00
	2880	Salford Priors Parish Council	Account transfer to Lloyds Bank	5,000.00		5,000.00
				7,046.18	130.21	6,915.97

Appendix B: Notes from Open Forum

- a) The first part of the Open Forum was a presentation by Mr G Hughes of A R Partners Limited concerning proposal to for approximately 20,000 solar photovoltaic panels on approximately 25 acres of Salford Lodge Farm. The main points are listed below.

- less than 5% of farm
- proposal will generate enough electricity for 11,097 average UK homes
- farm will only rely on national grid during the night hours
- site not visually intrusive as it is in a natural hollow
- all works can be removed after 25 year period
- after 25 years land must be reinstated unless an application for a time extension is approved
- proposal adhering to Natural England Higher Level Stewardship guideline
- very little concrete on site
- several surveys carried out; including ecological and archaeological
- poultry will remain main part of business

-application not yet submitted; hope to use feedback from public consultation to enhance the application

Parishioner concerns focused on lightening issues, possible blot on landscape and flood prevention

- b) Memorial Hall notice board “fogged up”. It is believed this is the responsibility of the Memorial Hall Committee.
- c) Kissing gates by church near “Old Fisherman’s Track” in a poor state as the fence either side needs to be repaired. **Action:** Clerk to investigate.
- d) Poppy flowering very poor this year. Councillor James stated approximately 20,000 seeds were sown. The A46 roundabout was a promising site, but the Highways Agency had mowed the area. Hopefully next year the flowering will be improved.
- e) Bus stop on School Road needs to be tidied up and plants to the rear planted.
- f) Warwickshire County Council - Councillor Mike Brain reported:
 - i. £5,000 County Councillor Grant application due 5 October
 - ii. Will take legal advice concerning the letter circulating the village
- g) Stratford District Council Councillor - Maurice Howse reported:
 - i. SDC working with WCC to become a “dementia friendly” council; possibility of a dementia cafe opening
 - ii. Full Council meeting on 15 September to consider Draft Core Strategy
 - iii. Completed Charity Cycle Ride which raised over £1200 for the Bidford Medical Centre
 - iv. The Bidford Medical Centre plan to install bus shelters