

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall,  
Salford Priors, on Wednesday 15<sup>th</sup> October 2014.**

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

**Acting Clerk:** in the absence of a paid Clerk, Cllr. Kim James took the unpaid role of Acting Clerk for the meeting. Minute references to “The Clerk” in these minutes relate to Cllr. Kim James.

**Also in attendance:** Three members of the public.

Apologies had been received from County Councillor Mike Brain and District Councillors Maurice Howse, Daren Pemberton and Jonathan Spence.

290. **Apologies for absence:** Apologies were accepted from Cllr. L Wright for business reasons.

291. **Register of Interests:** Members were reminded of the need to keep their register of interests up to date.

**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: 295 (a) (b) 298(c) 299 (d)

Cllr. Muldowney declared disclosable pecuniary interest in minutes: 299 (d) 303 (d)

292. **Open Forum:** The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.

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

**Open Forum:**

b. Mrs. P Sharpe informed the meeting of the Salford Seven Ladies Group’s successful coffee morning held in aid of the Macmillan Cancer Charity over 80 people attended the event and raised over £700.00.

**Ward Members reports:** Apologies had been received from County Councillor Mike Brain and District Councillors Maurice Howse, Daren Pemberton and Jonathan Spence.

No update reports had been submitted.

293. The Chairman closed the adjournment at 19.15hrs.

294. **Acceptance of Minutes:**

- a) The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 20<sup>th</sup> August 2014 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.
- b) The Minutes of the Extra Ordinary Meeting of the Parish Council held on Thursday 29<sup>th</sup> August 2014 at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

#### 295. Clerk's Report:

- a) Grave plot leveling works in the cemetery. The work is currently on the contractors work programme to be carried out in the next few weeks. **Ongoing Issue.**
- b) Illuminated Christmas Tree – The Clerk reported that the LED Lighting Sets, Safety Cables and supply leads from Festive Lighting had been delivered. The council had previously agreed that a small ceremony to switch on the lights would be held on Saturday 29<sup>th</sup> November at 7:00pm. An offer of a small professional firework display at no cost to the council had been made by Ultimate Fireworks subject to undertaking a site risk assessment. Two Parishioners Mrs. P Seville & Mr. A Greatrex had offered to provide refreshments on the evening with the proceeds going towards the Parish Defibrillators. **Ongoing Issue.**
- c) Damaged Road Signs – No further progress, Clerk to follow up on this matter with the Warwickshire County Council Highways Department. County Councillor Mike Brain had also taken the issue up with County Officers. **Ongoing Issue.**
- d) Parish Council Notice Boards – The Clerk reported that the new notice boards had now been installed. **Resolved.**
- e) Parish Office / Resource Centre. The Clerk reported that the new printer had been installed. The office was in need of decoration, members agreed that the Clerk progress this matter with a local decorator Mr. John Hyde. An order had been placed with Adam Stephens Carpentry & Joinery Services to change 2 restricted door locks to the Parish Office at a cost of £155.00. **Ongoing Issue.**
- f) Provision of defibrillators for use within the Parish, the Clerk informed the meeting that he had obtained a quotation for defibrillators from Andrew Deptford of Sleaford Lincolnshire the cost quoted was £1395.00 per defibrillator excluding VAT. The Clerk had submitted a grant request to the Warwickshire County Council Councillor Grant Scheme for the sum of £2000.00. confirmation of receipt of the grant form had been received and a decision was expected in early December. The Clerk had received the consent from Dunnington Baptist Church for a defibrillator to be installed on the external wall of the church hall. Council agreed to purchase two defibrillators. **Ongoing Issue.**
- g) Overhanging Trees School Road Salford Priors – The Clerk reported that no progress had been made on this matter; he would make contact the householder to resolve the matter.
- h) Removal of redundant BT Telephone Pole Dunnington School. The Clerk reported that this matter was ongoing.
- i) The Clerk reported he had ordered Replacement Glazing Panel Kit for the Memorial Hall notice board at a cost of £77.24 excluding VAT from Glasdon UK. **Resolved.**

**296. Neighbourhood Development Plan:**

- a) Cllr. James as NDP Project Manager gave a brief verbal report the current progress of the Neighborhood Development Plan he made reference to:
- i) The independent assessment on the Call for Sites process, currently the NDP Planning Group's Consultants Kirkwells were assessing the returns of 10 sites that had been submitted.
  - ii) Draft Policies were being formulated on to display boards for three consultation road shows that will be held in November at Salford Priors, Abbots Salford and Dunnington.
  - iii) The NDP Group were aiming to start the 6 weeks of Public Consultation on the draft plan in late January early February.
  - iv) Cllr. James informed the meeting that the Localities grant had to be spent and invoiced by December otherwise it would be subject to surrender back to the Localities fund.

**297. Planning General:**

None

**Planning Applications**

- a) 14/02463/FUL Proposed: Development of a Solar Park and associated ancillary infrastructure At: Salford Lodge Pitchill WR11 8SN For: AR Partners Ltd. Mr. George Hughes. – Case Officer: Carol Stephens.  
**Parish Council Comment:** No objection full support the council's detailed observations had been circulated by the clerk with the meeting agenda papers following the planning meeting held on the 01<sup>st</sup> October to discuss the application in detail, the observations were delegated to clerk.
- b) Application Reference: 14/02413/FUL - Proposed: Single Storey Rear Extension – Alterations. At: Lytham Cottage Dunnington B49 5NX For: Mr. & Mrs. C Pick . Case Officer: Hazel Bailey.  
**Parish Council Comment:** No objection.
- c) Application Reference: 14/0546/FUL - Proposed: Erection of replacement wooden fence to side boundary. At: Corner Cottage Salford Priors WR11 8XD For: Mrs. Pamela Seville. Case Officer: Hazel Bailey.  
**Parish Council Comment:** Holding Objection members had concerns with the information contained within the application especially in relation to the dimensions. Clerk to clarify and obtain members responses by e-mail prior to submitting the council's observation.
- d) 14/00002/ADJCON Proposed: Development of a 4.85MW Solar Farm and associated ancillary infrastructure deer fencing, CCTV, access tracks and landscaping. At: Morton Wood Farm Morton Wood Lane, Abbots Morton WR7 4LU For: Sun and Soil Ltd.– Case Officer: Adrian Butler.  
**Parish Council Comment:** No objection support the Clerk to compile the council's observations.  
*(Wychavon District Council Reference (W/14/01549/PN))*

**Planning Decisions:**

- e) 14/02366/TREE: Proposed – Tree Works T2 Ash fell or reduce leverage on the tight union. At: Slatters Mill Station Road Salford Priors WR11 8UX For: Mr. Walter Thomson.

**Decision:** Approved subject to Conditions

**298. Playing Field:**

- a) Weekly Inspection Reports – Received from the playing field inspector Mr. P Batacanin placed on file comments noted.
- b) Playing Field Car Park – The Clerk reported that he was in discussions with Orbit Housing Association with regard to the future management and control of the car park and the matter was now with the Association’s solicitors who were drafting exchange documents for the council’s consideration. The Clerk reported that he had requested a progress report from Orbit on the current situation to date no reply had been received.

**Ongoing Issue.**

- c) Members Inspection of the Playing Field Wednesday 3<sup>rd</sup> September 2014. The Clerk reported that orders had been placed for the remedial works and work was currently being carried out in accordance with Minute 287. Cllr. Littleford had been approached by local youth asking if Goal Nets could be left permanently in position after discussion members agreed that this would raise serious health and safety concerns therefore were unable to support the request, however it was agreed to install a set of post sockets further into the playing field area, to allow football kick about away from the boundary fence and hedge line.

**Ongoing Issue.**

**299. Highways, Amenities & Infrastructure:**

- a) Council noted the jobs issued to the Lengthsman from the last meeting – The Lengthsman had cut back vegetation and trimming of shrubs at various locations during the month and carried out a litter pick.
- b) The Council considered any future jobs / tasks that would be issued to the Lengthsman – Clearance of footways. B4088 continue the side-out edge of the footway. Sweep up leaves as necessary to prevent slips & trips on wet vegetation.
- c) B439 Speeding Traffic –The Clerk advised that an e-mail had been received from a local resident requesting that he council take action with regard to the speed of traffic on Station Road / Evesham Road Salford Priors the e-mail also questioned the signage along the road was legal for speed enforcement. Clerk to seek clarification on the matter with County Councillor Mike Brain.

**Ongoing Issue.**

B4088 Dunnington to Weethley Gate – The Clerk had reported blocked road gullies on the B4088 to County Highways and had e-mailed County Councillor Brain photographs of the gully locations.

**Ongoing Issue.**

**Note:** Cllr. Muldowney having declared an interest left the meeting for the following item.

- d) Inspection of Allotment Gardens on Wednesday 3<sup>rd</sup> September 2014. The Clerk reported that orders had been placed for the remedial works and work was currently being carried out in accordance with Minute 288.

**Note:** Cllr. Muldowney having left the room returned to the meeting.

- e) Cleaning of the Bus Shelters – The Clerk reported that the remedial repair work and the cleaning to the bus shelters had been completed. **Resolved.**
- f) B4088 Dunnington Complaints had been received regarding illegal signage, obstruction of the road junction of New Lane Dunnington and the B4088, and the unacceptable behavior by members of local cycling clubs urinating in public. The Clerk had circulated the letter of response from Nicholas Green of Stratford Cycling Club and his assurance that the concerns of residents will be taken into account when promoting events in the future, following discussion members noted the comprehensive reply and agreed to take no further action. **Resolved.**

### 300. Rights of Way:

- a) Cllr. Penn advised he had nothing to report on Rights of Way matters within the parish.
- b) AL1 & AL2 a request had been received from residents for the councils Footpath Officer to inspect the bridleways within the Parish to ensure that there is a clear and unobstructed right of passage. Cllr. Penn had carried out the inspections of one of the bridleways which raised no issues of concern. He was planning to inspect the other bridleway in the coming month. **Ongoing Issue.**

### 301. Matters raised by Councillors:

*Matters raised by Councillors are considered under this item and Councillors are 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.*

No issues/items were raised.

### 302. Strategic & General Issues:

- a) Future use of Parish Office & Resource Centre. The Clerk reported that the office had undergone a major change over the last month rationalizing filing cabinets disposal of archived material and an improvement to the layout in preparation for the new Clerk and the re-opening of the office to the public in 2015.
- b) Cllr Maude had raised the matter of the Parish marking the anniversary of the First World War with a memorial of some kind not just marking this conflict but of all conflicts that have taken place since that war where UK servicemen and civilians had been involved. The Clerk circulated an information sheet from the War Memorials Trust on the processes involved in the commissioning of a new war memorial, including topics on: consultation, research, information, establishing a committee/working group, design, appropriateness, and funding. Following discussion it was agreed to hold an informal open evening in January to see what public support there was in taking a project forward.

**303. Consideration of Correspondence Received:**

- a) E-mail received from Jane Lawton 1<sup>st</sup> Salford Priors Scout Group seeking permission for the use of the Playing Field for Scouting Activities and Games on Wednesday 5<sup>th</sup> November between 6:30pm and 8:30pm – Council Agreed to the request to use the field.
- b) Stratford on Avon District Council – Notice of Planning Appeal (Written Submissions) St. Matthews Church Salford Priors against the refusal of Planning Permission for the continued use of the temporary building situated adjacent to the existing toilet block. Following consideration council agreed to note the appeal and make no representation to the Planning Inspectorate. (*PINS Reference APP/J3720/A14/2222485*) **Resolved.**
- c) Warwickshire Association of Local Councils – e-mail received of the pending retirement of the post of County Secretary and the recruitment process to fill the post. **Noted.**

**Note:** Cllr. Muldowney having declared an interest left the meeting for the following item

- d) Alcester Academy – Letter received requesting consideration of sponsorship for customized exam packs ensuring that all students have the same equipment for their coursework and examinations and have an equal opportunity to progress in mathematics what every background they come from. Alcester Academy provides secondary education for a large proportion of parish children. The school had provided three options for the council to consider. Following consideration of the contents of the letter it was proposed by Cllr. James seconded by Cllr. Stedman that a donation of £806.40 (*Eight hundred and six pounds and forty pence*) be made. Agreed Unanimously.

**Note:** Cllr. Muldowney having left the room returned to the meeting.

**304. Correspondence for Information Only:**

None

**305. Finance:****General:**

- a) Cllr. Stedman Acting RFO had circulated with the agenda papers for members consideration the second quarter (2014/15) bank reconciliation, bank account balances and budget heading reports, having providing explanations for members Cllr. Stedman took no further part in the discussion. Having considered the report Cllr. Penn confirmed the reconciliation report balances against the Bank Statements members agreed to adopt the report. **Resolved.**
- b) HSBC Notice of changes to terms of conditions and new account charging schedules. **Noted.**
- c) The Clerk & Acting RFO presented a report recommending that the council now close the bank accounts held with HSBC and transfer all balances to its account with Lloyds Bank. Both the Clerk and the RFO had experienced difficulty with HSBC during the interim period of having no clerk and had made several journeys to the branch at Stratford only to experience a belligerent and totally unhelpful attitude of a member of staff when dealing with any request. Following discussion it was proposed by Cllr. Penn seconded by Cllr. Muldowney that:

**The Salford Priors Parish Council notify HSBC that it is to formally close both the deposit and current account held with the bank due to the recent difficulties experienced and to transfer its funds to Lloyds Bank. Agreed.**

### Payments

- d) The council gave consideration and approval of the payments and transfers listed in Appendix C. (*Minute*) Proposed by Cllr. Muldowney seconded by Cllr. Maude.
- e) It was agreed that Councillors Maude and Muldowney would sign the cheques for payments as listed in Appendix A (*Minute*309). *Lloyds Bank Account Cheques*.
- f) The Council noted the reconciled bank account balances.

Deposit Account: £32,030.38

Current Account: £8,771.62

Lloyds Account: £21,177.47

### 306. Staffing Matters:

- a) The Chairman moved “That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and that they are instructed to withdraw” **Agreed.**
- b) Cllr. James gave a verbal progress report on the appointment of a Clerk & Responsible Financial Officer and the arrangements in place to assist Mr. Mills in taking on the position. Council noted the comments made. Cllr. Stedman would continue as Acting RFO until Mr. Mills had settled into the post with a possible handover of the financial accounts and data in January 2015.

### 307. Date of Next Meetings:

- a) Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm, on Wednesday 19<sup>th</sup> November 2014 in The Memorial Hall, Salford Priors.

### 308. Closure of Meeting:

The Chairman closed the meeting at 21.03 hrs.

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

## 309. Appendix A: Finance:

Minute Ref:	Cheque Number:	Payee:	Details:	Total	VAT	Net Payment
295 (b)	01	Festival Lights	Christmas Tree Lighting Sets	673.36	112.23	561.13
	02	Arrowscape	Website Maintenance	255.60		255.60
	03	Npower	Streetlight Energy	412.58	68.77	343.81
	04	Npower	Streetlight Energy	72.51	12.08	60.43
272 (e)	05	Westhill Direct	New Printer for Office	421.87	70.31	351.56
	05	Westhill Direct	Stationary	78.66	13.11	65.55
298 (a)	06	Mr. P Batacanin	Playground Inspections & Handyman Duties	78.00		78.00
299 (e)	06	Mr. P Batacanin	Bus Shelter Cleaning	50.00		50.00
	07	Npower	Streetlight Energy	416.30	69.38	346.92
282 (d)	08	The RBL Poppy Appeal	Poppy Appeal Donation	200.00		200.00
282 (c)	08	The RBL Poppy Appeal	Remembrance Service Wreath	18.50		18.50
	09	Digital Copier Systems	Copier Hire Charges	55.87	9.31	46.51
278 (a)	10	Alcester Dementia Café	Donation in memory of Brian Slaughter	300.00		300.00
	11	Limebridge Rural Services	Amenity Maintenance	938.70	156.45	782.25
299 (a)	12	Mr. T Hunt	Lengthsman	140.00		140.00
259 (d)	13	Mr. Adam Stephens	New Notice Boards	2844.00		2844.00
303 (d)	14	Alcester Academy	Donation to School for Calculator Project	806.40		806.40

Payments Received and Banked			
Received From:	Details:	Amount:	Banked:
Stratford on Avon District Council	2 <sup>nd</sup> Payment of 14/15 Precept	23950.00	24/09/14
SPPC No:3 Account	Account No: Closure / Transfer	214.43	22/09/14

Account Balances	
Deposit Account	32,030.38
Current Account	8771.62
<b>Lloyds Account</b>	21177.47
<b>Total Fund Balance</b>	61,979.47
NDP Ring Fenced Fund	4,149.00
<b>Revenue Available</b>	<b>57,830.47</b>

Chairman; \_\_\_\_\_ Date: \_\_\_\_\_