

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall,
Salford Priors, on Wednesday 21st January 2015.**

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

Clerk: The Chairman opened the meeting and welcomed those present. Minute references to
“The Clerk” in these Minutes relate to Mr P Mills.

Also in attendance: Ten members of the public were present.
District Councillor M Howse was in attendance.
Apologies had been received from County Councillor Mike Brain due to
imminent hospital admission.

356. Apologies for absence: Councillor K James due to illness.

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

358. 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.

Councillor J R Stedman disclosed pecuniary interests in minutes 361(a), 361(j) and
367(e).

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

Have your say. No under 18s were present.

Other Comments/Reports.

a. Message of Condolence. Parish Councillors and members of the public at the
meeting were greatly saddened to learn of the recent passing of Mrs Pat Bomford.
Mrs Bomford was a Founder Member and became a Trustee of the Memorial
Hall and had given much valued support to Salford Priors Parish community in a
variety of roles over many years. These longstanding contributions were held in
high regard.

b. Bus Shelter Lighting. Mrs E Lomas expressed concern at the lack of lighting
provision in bus shelters, particularly in those located lower area of School Road,
where there was an absence of street lighting. Clerk to explore the feasibility and
costs of providing solar lighting in these bus shelters.

c. Neighbourhood Watch. Mrs S Savage observed that there were a number of
Neighbourhood Watch signs distributed throughout the Parish and enquired about
the current status of a Neighbourhood Watch Scheme. It was unclear if there were
named individual/s acting as local agents promoting this scheme. Comment in
response proposed that the signs should remain in situ. Clerk to contact the Local

Police Forum/PCSO to determine current arrangements regarding the operation of Neighbourhood Watch Schemes.

d. Ward Members Reports:

Warwick County Councillor Mike Brain had forwarded emailed notes.

- (i) Reminder notice of 50mph speed limit and road closure on the Honeybourne Road Bidford on Avon for essential works following a fatal accident.
- (ii) Comment on his portfolio on SDC Cabinet. Reported SDC in the top 10 (8th) in the country for Waste Recycling.
- (iii) Listing of total distribution of 2014/15 County Councillor's Grant Fund amongst seven organisations in his Ward; £1,000 allocated to Salford Priors Parish Council Defibrillator Fund.

Stratford on Avon District (SDC) Councillor Maurice Howse reported:

- (i) He had attended a recent SDC Cabinet Meeting when it was decided to put a freeze on Council Tax. There would be no cuts to any services despite cost cutting exercises. SDC fund reserves remained sound for the forthcoming period.
- (ii) Some $\frac{3}{4}$ quarter way through the process, the Core Strategy was progressing. First draft completion was likely by end January 2015. Further revision if required, would be applied. Outcome of focus was anticipated in March 2015.
- (iii) Provision of Super Fast Broadband (FSB) into the region was progressing with matching SDC fund contribution to the project having been made. Some pockets of more isolated rural areas may remain without FSB but main populated areas are expected to be covered within the next 2 years.
- (iv) Issues re' the Greig Centre in Alcester were nearing successful conclusion.
- (v) A Ward Newsletter would shortly be distributed throughout the Parish giving details about the reduction of District Councillors post 2015 elections. The Bidford and Salford Ward will be divided into Bidford East and Bidford West Wards. Cllr Howse informed he would standing in the Stratford Ward.

e. Questions to Ward Members

There were no questions to Ward Members.

The Chairman closed the adjournment at 19.30hrs.

360. Acceptance of Minutes:

The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 17th December 2014 in The Memorial Hall, Salford Priors, were proposed by Cllr Stedman, seconded by Cllr Wright and approved and signed by the Chairman.

361. Clerk's Report:

Cllr Stedman left the meeting hall prior to discussion of Minute 361(a).

a. Grave Plot Levelling Works in the Churchyard. This task remains on the contractor's work programme. Inclement weather, resulting in especially soft surfaces continues to prevent progress. Work will be undertaken when surface conditions are sufficiently improved.

Cllr Stedman returned to the meeting hall.

b. Damage to Protected Tree East of Garrard Close. Cllr Stedman had carried out a tree inspection which revealed wind damage as the principal cause of the earlier observation. Tree rot had also contributed to branch fall which had been removed by the Alamo operator.

c. Parish Street Lighting Repairs. Repair to a number of Parish street lights had been undertaken by the Contractor P D Long. Additional report concerning illumination of traffic calming bay Give Way signs in School Road had been submitted to WC Highways (Street lighting). These were now working. Questions arose regarding ownership/responsibility for adjacent street lights sited at both the School Road and Memorial traffic calming bays. Clerk to contact WCC Highways (Street lighting) Dep't to clarify this issue and also obtain an inventory of Orbit owned streetlights.

d. Damaged Road Signs – Repairs and Reinstatement. The Clerk had submitted report (with photographs) to WCC Highways with request for repairs and reinstatement of damaged road signs in Parish areas of Evesham Road, School Road, Iron Cross and Wood Bevington. Receipt of details and request for reparative action had been acknowledged by email from WCC. Clerk to monitor progress.

e. Defibrillators: Purchase, Installation and Training. The Clerk had undertaken detailed discussion with the Community Response Manager West Midlands Ambulance Service regarding defibrillator provision. The following items were identified as being most suitable to meet the needs of the Parish and for their compatibility with WMAS and Avon Valley First Responders Scheme:

- 2 X Cardiac science G5 Model AEDs and, compatible with this item,
- 2 X Ce Tech waterproof/vandal proof cabinets

The cost of each recommended AED is £1,600 reduced to £850 plus VAT if procured through liaison with West Midlands Ambulance Service (WMAS). Cabinet costs indicated were £595 + VAT. Locally arranged electrical supply and fitting costs would be additional. Delivery could be anticipated for late February/early March 2015.

Further discussion identified 3 tiered training elements and Operating Registration with the WMAS. These aspects would be progressed following purchase and installation of defibrillator apparatus.

Total costs were identified as £3,468.00 including VAT. Electrical supply and installation costs are additional to this figure. Clerk to obtain details of delivery charges, if any, and place

a Requisition Order subject to final confirmation of fund release thro' Acting RFO.

f. Parish Office Decoration. This work was completed on 12 January 2015. **Resolved.**

g. Parish Office - Printer facility. A Konica Minolta Bizhub C220 Full Colour Copier, Printer, Scanner was installed in the Parish Office on 20th January 2015. Clerk to research and advise a pricing tariff of costs for external users of this facility.

h. Replacement of Parish Noticeboards. The Clerk had received a written quotation of £1800.00 from Adam Stephens Carpentry & Joinery Services to supply and fit two replacement Parish Noticeboards in locations and to specifications already identified. Purchase proposed by Cllr Stedman, seconded by Cllr Penn subject to confirming costs include final installation. Clerk to progress Purchase Order for completion in Spring 2015.

i. Vehicle Parking Issues. The Clerk reported on his meeting with PCSO B. Morris on 29th December 2014 to discuss broad aspects of parking issues in the Parish. Overall approach advocated is to achieve education and positive influence through e-news and Newsletter. Clerk to include appropriate information for publication.

Cllr Stedman left the meeting hall prior to discussion of Item 361(j).

j. Replacement Plantar Evesham Road. Replacement of a plantar at a cost of £120 in Evesham Road Salford Priors had been previously agreed in Item 347(a) in Minutes of Meeting held on 17th December 2014. Clerk to progress outstanding Requisition Order.

Cllr Stedman returned to the meeting hall.

k. Plantar at Totall Lane. Clerk to check and report on comments previously recorded about repositioning a plantar at Totall Lane to Perkins Close in Minutes 19th September 2014, Item 278.

362. Neighbourhood Development Plan (NDP):

a. Cllr. Littleford provided report about the current progress of the Neighbourhood Development Plan. An invitation to attend a 'cross parish boundaries' Consultation Event in Salford Priors memorial Hall on Monday 12th February 2015 starting at 7.30pm had been issued to all neighbouring Parish Councils.

b. Further notice was given concerning an NDP Strategy Meeting which would take place in March 2015 in response to a draft issued by the SDC Environment Group. A Salford Priors Parish Community Leisure Group had been reformed to provide input to that process. It was hoped to publish a full Consultation Report in March with appropriate details about public consultation being included in a Newsletter. At the point of first draft, Salford Priors Parish Council will have the opportunity to debate the draft prior to public consultation.

c. Due to his absence through illness, the Parish Council had been unable to receive Cllr James' comment on DCLG Funding. The Chairman agreed to discuss this matter with Cllr James and inform the Clerk of the outcome of their discussion.

363. Planning General: None

364. Planning Applications

- a. **14/03011/TPO** – Proposed G1: Yew x2: fell or reduce crowns by 30%, thin crowns by 15%, crown lift to 2.5m at Hill View, Abbots Salford, Evesham, WR11 8UT for Mrs Jane Bott. **Comments due by: 26 January 2015.** Case Officer: Ruth Rose.

Parish Council supported reduction of crowns by 30%, thin crowns by 15% and crown lift to 2.5 metres. Parish Council DID NOT support proposal to fell the trees.

- b. **14/03000/FUL** – Proposed demolition of existing buildings and construction of new building to include toilet block, launderette, workshop, staff room and storage area along with associated car parking, yard area and minor alteration to road layout at Abbots Salford Caravan Park, Abbots Salford for Mr Ashton Hall. Case Officer: Eleanor Bass. **Observation due by 26 December 2014.**

Replacement of original building circa 1930's with appropriate attention to flood risks and access by wheelchair users/disabled persons. No objection. Full support.

- c. **14/03123/FUL** – Proposed replacement shed (retrospective) at Teme Cottage, 2 Church Cottages, Station Road, Salford Priors Evesham for Mr Steven Hale. Case Officer: Hazel Bailey. **Observation due by 31 December 2014.**

No adverse observations. Supported..

365. Planning Decisions:

- d. **14/02857/FUL** – New Inn Lane Nurseries, Pitchill, Evesham. WR11 8SN. Change of use of redundant packing shed to form 1 number holiday cottage and all associated works.

Renewal of planning permission 12/00139/FUL. Conditions circulated.

- e. **App/J33720/A/14/2222485** – Appeal Decision St Matthew's Church, Station Road, Salford Priors, Warwickshire. WR11 8UX.

Appeal allowed. Planning permission agreed but limited to 3 years. Conditions circulated.

- f. **14/02463/FUL** – Salford Lodge, Pitchill, Evesham. WR11 8SN. Development of a Solar Park and associated ancillary infrastructure.

Permission with conditions. Conditions circulated.

- g. **14/02687/COUMB** – Bevington Hall Farm, Bevington, Salford Priors, Evesham. WR11 8SJ. Notification of change of use of agricultural building to residential use C3 (1 dwelling).

Prior approval refused. Reasons for refusal circulated.

366. Enforcement Issues:

- h.** Council noted an update report from the Clerk of complaints from residents regarding the leasing of a mobile home by Sanders & Sanders situated at Old Dunnington Farm Broom Lane Dunnington. SDC Enforcement Case Ref: 14/00592/CARENF

(Comment: It was understood from the District Council that the owners of the mobile home had been given a period of time to regularize affairs by submitting planning application for consideration of permission regarding the mobile home).

NB: Following Notification Received after publication of December Agenda

14/03350/FUL - Proposed retention of existing mobile home for temporary 3 year period at Old Dunnington Farm, Dunnington, Alcester, B49 5NU for Mr George Bomford
Comments due by: 14 January 2015. Case Officer: David Addison.

Parish Council Discussion concluded that retention of existing mobile home based on security grounds is fundamentally flawed. Council objected to this application).

- i. Re' Corner Cottage, Evesham Road, Salford Priors.** An observation was raised about a previous SDC planning enforcement order to remove a metal fence. Clerk to enquire about current status.

367. Playing Field:

Weekly Inspection Reports.

- a.** (i) A total of 3 rivets were missing from the surface of one of the skate ramps. Clerk submitted request to Amenities Contractor for repair.
(ii) Fence Panel adjacent to Scout Hut is loose. Requires repair/replacement.
(iii) Spring mounted play rides within U14 fenced area require to be repainted.
(iv) Kerb sides to entrance driveway require to be cleared of overgrowth.
Items (i) to (iii). Clerk has requested PB (Playground Inspector) to undertake these Tasks. Response awaited.
(v) Small area of surface repair to swing bank required. Clerk to progress provision of repair kit
- b.** All Councillors agreed payment of attendance fee £30 for the Clerk to attend a Routine Playground Inspection Course in Bidford on Avon on Saturday 21st March 2015.
- c.** Existing 5 A Side goalposts old and deteriorating. Clerk had obtained a quotation for supply of 1 Set X PS FBL Round Steel Football Goals C/W sockets. Cost £490 + VAT + carriage. Clerk to obtain revised costs for half set goalposts and 4 ground sockets.
- d.** Following reports of mole infestation and damage to playing field area near to Scout Hut, the Clerk had engaged the services of Pest Control Agent, Mr Brandon White. He had

undertaken preliminary inspection and was now embarked upon a series of treatments to resolve infestation. The Clerk informed Councillors of costs quoted as £120 inc VAT.

Cllr Stedman left the meeting hall prior to discussion of Item 367(e).

- e. A substantial hedge alongside the playing field to the rear of Priors Grange and parallel to the pathway leading to the Scout Hut had become considerably overgrown. Heavy duty manual chainsaw use was required to effect cutback in width and height. Once completed, routine maintenance could be undertaken with tractor mounted hedge trimmer. Proposed by Cllr Littleford; seconded by Cllr Wright - Clerk to submit requisition Order to The Amenity Contractor to carry out the required hedge work at a cost of £550.

Cllr Stedman returned to the meeting hall.

368. Highways, Amenities & Infrastructure:

- a. **Lengthsman.** The Chairman and Clerk met with the Lengthsman on 2nd January 2015 to discuss the future management and control of lengthman's tasks. A helpful way forward was discussed and agreed. The Lengthsman had undertaken the outstanding balance of leaf clearance work and was due to commence on clearing areas of growth missed by hedge cutting around trees/signs.

The Clerk had instructed a cessation of footway side out work on the B4088 since excess soil/turf clearance was not being undertaken. The nature of this task required substantial debris removal capability. Proposed by Cllr Wright; seconded by Cllr Muldowney that 2 quotations be obtained for a 'one off' clearance of the B4088 footway on the stretch between Mudwalls and Dunnington Crossroads. Clerk to progress.

- b. **Proposed Lengthsman's side out of footpath opposite Cleeve View.** This task was to remain on hold until after deliberations about the B439 at the focus group meeting on 4th February 2015. It was likely that a 'spray off' would be a suitable solution.

- c. **Blocked Gullies B4088.** Jetting and clearing of the drains was issued by WCC Highways on 16 December 2014. Clerk to monitor progress.

- d. **Fly Tipping in B4088 Layby.** SDC clearance of the site had been carried out. Some elements of small litter remained deep in the hedgerow. Clerk to research provision of a waste bin positioned in the layby.

- e. **Flash Flooding.** There were no reported incidents of flash flooding in the Parish.

- f. **A46 Island at entry to Evesham Road.** Clerk to liaise with Amenity Contractor and SDC regarding practicalities of safety and jurisdiction to short mow the island to permit tidying of the area and to allow spring flowers to become visible.

- g. **Parish Pest Control Measures.** Clerk to obtain 2 quotes for mole pest control measures on all Parish maintained amenity grass areas. Work ideally carried out in mid February/March.

h. Ownership Grass Verge Area Evesham Road. Clerk to enquire about ownership of grass verge area on B439 fronting Greensleeves, Evesham Road.

i. Ownership of land at Junction School Road/B4088 Irons Cross. Clerk had written to Land Registry providing maps and photographs. Fee of £4.00 incurred. Await reply.

k. Future Management of Playing Field Car Park. A reply (6 Jan 15) from the Leasehold Manager Orbit Living described continuing discussions with solicitors and Severn Trent. Clerk to remove this topic from the Agenda until positive report is available.

14. Rights of Way:

- a.** Cllr. Penn advised that he had not received reported problems on Rights of Way matters within the Parish.
- b.** Cllr Wright commented on difficulty in negotiating a gate on the pathway between Dunnington sewage works and Dunnington Farm. Clerk to write to Ragley Estates Requesting attention to provide unhindered public access.

369. Matters raised by Councillors:

Matters raised by Councillors are considered under this item. 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.

- a. Broom Lane.** Cllr Wright commented on the state of road surfaces in Broom Lane leading from Dunnington. Problems resulted from earlier Severn Trent works leaving uneven surfaces at intervals. Clerk to alert WCC Highways requesting inspection and comment.
- b. SLCC.** Cllr Stedman recommended Clerk's membership of SLCC. Matter to be discussed subsequently in conjunction with debate on probationary period. Clerk to liaise with the Parish Council Staff Team.
- c. Agenda next Meeting.** Quotation for canopy lift on trees on grass verge opposite Alamo.
- d. Communications.** Discussion to be undertaken Cllr Maud, Cllr Littleford, Clerk concerning Newsletter production/contents and scrutiny of SPPC website.

370. Strategic & General Issues:

a. Parish Office & Resource Centre.

- (i)** Cllrs James, Stedman and Penn had carried out a comprehensive review of files and stored items held in the Parish Office & Resource Centre. Essential items and items of interest had been retained for organisation by the Clerk.
- (ii)** Timings proposed for formal manning of the Parish Office and Resource Centre were: Tuesdays 9.30am to 12.30pm and Thursdays 1.30pm to 4.30pm. Initially, public

opening hours would be limited to one hour in each of these periods. Clerk to advise through e-news/Newsletter.

- b. Doomsday Book.** Earlier proposals had indicated a loan of the Parish Council copy of the 'Doomsday Book' to Salford Priors Primary School. Clerk to write to Chair of the School Governors to revisit the subject and enquire about progress of the previously planned school library/reading room.
- b. Parish War Memorial.** An exploratory meeting of Councillors and interested parishioners would be held in the Memorial Hall on Wednesday 28th January 2015. The meeting had been notified thro' Flyers distributed to all Parish households, through e-news and on noticeboards. Councillors were informed that retired Councillor Reg Francis had particular ideas which he would explain at the meeting.
- c. Christmas Tree Lights Committee.** A call for parishioners to form a Christmas Tree Lights Committee would be repeated in Newsletters and would be included as an item in the Parish Annual Meeting Agenda. Cllr Littleford informed Councillors that a profit of £74 raised at the Parish Christmas Party held on 12 December 2014 would be donated to support funding for the 2015 illumination event.
- d. Tree Preservation Orders.** Clerk to investigate process of applying for TPOs on the pine tree situated just south of Cleeve View and the Cedar Tree located on the approach road to Sandfields processing plant and adjacent to the vehicle maintenance shed.
- e. Agenda next Meeting.** Clerk to include item to Identify APM arrangements.

371. Consideration of Correspondence Received:

a) Car Park Priors Grange/School Avenue Salford Priors.

This item was discussed at Item 13k above.

b) Hedge Boundary of Vineyard – Evesham Road Salford Priors

Clerk to contact the owner, Mr Alan Ward, seeking agreement to reduce the height and depth of the hedge and, subject to his agreement, ask if Alamo are willing to repeat their earlier work .

c) TOPS and Other Users -Vehicle Access to Playing Field

Clerk to submit Requisition Orders for provision of chains, key and combinations locks for the entrance gate to the playing field. Add a second combination lock for use on the Allotment entrance gate. Clerk to draft instructions regarding emergency and routine vehicle access to the area by TOPS and other users.

d) B439 Traffic Signage at Abbots Salford

This topic to be included for discussion in the B439 Forum to be held on 4th Feb 15.

e) Local Council Award Scheme

Parish Council Quality Parish Status Scheme is being superseded and Quality status ends for all Parish Councils at the end of January 2015. Eligibility influenced by Qualified Clerk status.

Clerk to investigate transferring to the newly introduced Award Scheme Foundation Level Scheme and later progressions and cease use of Quality Parish Status Logo.

f) Important Message from CEO NALC regarding Precept funding

Discussion indicated – no impact on SPPC at this time.

372. Correspondence to Note:

Items of 'Correspondence to Note' were provided in a Circulation folder available to all Councillors during the Parish Council Ordinary Meeting on 21st January 2015. Individual copies of correspondence are provided for retention if required.

a) Agenda next Meeting.

Elections Timetable 2015 and Open and Accountable Guidance - Dealing with the Media and Managing Filming in meetings. (This Item was emailed separately to Parish Councillors). Clerk to include any relevant items for inclusion in the February Agenda.

373. Finance:

General:

a. Correspondence.

The Clerk confirmed that correspondence relating to the following had been submitted:

- VAT 126 Refund Claim for the period 30 June to 30 November 2014
- SDC Contribution to Grass Cutting Costs for 2014
- Submission of Parish Council Precept for 2015/16
- Submission of SDC County Councillor Grant Fund 2014/15 – Grant Acceptance

b. Sign Off Accounts.

Proposed by Cllr Wright; seconded by Cllr Maud that the third quarterly bank reconciliation, account balances and income and expenditure budgets be agreed subject to the Chairman seeing these items for final sign off.

c. Transfer of Funds from HSBC.

The Clerk was to draft a letter to HSBC Bank plc for signature by Cllrs Littleford, James and Stedman instructing the transfer of total remaining Salford Priors Parish Council funds from HSBC accounts to the Parish Council's accounts now held with Lloyds Bank plc Stratford on Avon Branch.

Payments

d. The council gave consideration and approval of the payments and transfers listed at Appendix A.

e. It was agreed that Cllr's Wright and Muldowney would sign the cheques for payments

as listed in Appendix A (Minute 377). Lloyds Bank Account Cheques.

- h. The Council noted the reconciled bank account balances.

Deposit Account:	55,989.13
Current Account:	2,865.30
Lloyds Account:	11,841.76
Total Fund Balance	70,696.19

374. 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”. The Chairman agreed that all members of the public had left the room.
- b. The Clerk stated that any matters of concern had been raised during the course of the Ordinary meeting.

375. Date of Next Meetings:

- a. Exploratory Meeting of the Parish Council and interested parishioners to discuss the provision of a War Memorial within the Parish confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm, on **Wednesday 28th January 2015** in The Memorial Hall, Salford Priors.
- b. Meeting of the Parish Council and interested parishioners - B439 Focus Group on **Wednesday 4th February 2015** in The Memorial Hall, Salford Priors.
- c. Ordinary Meeting of the Parish Council at 7.00pm on **Wednesday 18th February 2015** in the Memorial Hall Salford Priors.

376. Closure of Meeting:

The Chairman closed the meeting at 22.15 hrs.

Chairman: _____ Date: _____

