

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall,  
Salford Priors, on Wednesday 18<sup>th</sup> February 2015.**

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

**Also in attendance:** Two members of the public were present.

Apology had been received from Warwick County Councillor Mike Brain who was recovering following an operation.

**378. Apologies for absence:** All Parish Councillors were present.

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

**380. 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 if discussed in Minute 390(p)

**381. 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.
- b. **Other Comments/Reports.** There were no comments or reports arising.
- c. **Ward Members Reports.** There were no reports arising.

**The Chairman closed the adjournment at 19.30hrs.**

**382. Acceptance of Minutes:**

- a. The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 21<sup>st</sup> January 2015 at The Memorial Hall, Salford Priors, were proposed by Cllr Wright, seconded by Cllr Maud to be a true record of the meeting and signed by the Chairman.
- b. The Parish Council received the Clerk's Report on a meeting held on Wednesday 28th January 2015 at The Memorial Hall, Salford Priors to discuss proposals for a Parish War Memorial.
- c. The Parish Council received the Clerk's Report on a meeting of a B439 Focus Group held on Wednesday 4<sup>th</sup> February 2015 at the Memorial Hall Salford Priors

**383. Clerk's Report:**

- a. **Grave Plot Leveling** works in the churchyard. Task now largely completed. **Resolved**
- b. **TPOs Orchard Farm Salford Priors.** See Minute 393(d) below.

- c. **Parish Street Lighting Inventory.** Further enquiries relating to street light units on Orbit property and units located at traffic calming bays in School Road were ongoing with the Clerk.
- d. **Damaged Road Signs.** Relating to the B4088; Wood Bevington and at Irons Cross and the B439 Evesham Road Salford Priors. Requisition to repair/replace these items had been placed by WCC Highways on 16 December 2014. Work remained outstanding. Clerk to continue to follow up with the WCC Highways Department.
- e. **Provision of Defibrillators.** Two Cardiac Science defibrillator cabinets had been delivered with two automated defibrillators anticipated to follow within the next week. Electrical Contractor Mr Peter Long had been asked to provide quotations for fitting on external walls of the Memorial Hall at Salford Priors and the Baptist Church Hall. Clerk to liaise with respective custodians and Mr Long to agree arrangements for onsite survey.
- f. **Parish Office.** Following formal review with the Staff Consultation Group on 11 February 2015, a 27" ACER Computer Monitor and wireless keyboard & mouse had been purchased for use in conjunction with the Laptop Computer held in the Parish Office. Office opening times would be published in the Winter Edition of the Parish Newsletter due issue in February 2015.
- g. **Domesday Book Loan.** The Clerk had written to the Chair of Governors of Salford Priors Primary School offering the long term loan of the Domesday Book held in the Parish Office. Reply was awaited.
- h. **Parish Noticeboards.** The Clerk had issued a Requisition Order for the manufacture, supply and installation of 2 new Parish noticeboards to be sited at the shop in Ridsdale Close and near the junction of Ban Brook Road and School Road. Completion had been requested for late March/early April 2015. In addition, the Clerk had written to the resident of No 2 Ban Brook Copse requesting attention to unstable fencing at the border of that property in sufficient time to permit removal of the existing unserviceable noticeboard.
- i. **Replacement Planter.** A replacement planter to be positioned opposite 'Amethyst' in Evesham Road Salford Priors had been provided. **Resolved**
- j. **Removal of Planter at Tothall Lane.** A planter previously positioned at the junction of Tothall lane had been removed as requested. **Resolved**

#### 384. Neighbourhood Development Plan (NDP):

Cllr. James (NDP Project Manager) and Cllr Littleford gave a verbal report about current issues regarding the Neighbourhood Development Plan.

- a. Cllr Littleford commented about a Consultation Event hosted by Salford Priors NDP Group with neighbouring Parish Councils held in the Memorial Hall on Monday 16<sup>th</sup> February 2015. This provided an update of Salford Seven NDP progress and the next steps forward and gave opportunity for sharing information about issues which were of mutual interest. Representatives from 6 nearby councils attended with useful exchanges of information taking place.
- b. Cllr James explained that a meeting with the NDP Consultants –Kirkwells- had been held

on 12<sup>th</sup> February 2015 to discuss the second draft of the Salford Seven NDP. Kirkwells had been tasked with reviewing the draft policy document by 11<sup>th</sup> March 2015. Separately, preparation of site specific policies were now being drafted to afford greater local control of any potential development site. Draft wording to be considered by 25<sup>th</sup> February. A Final Consultation Document was targeted to be prepared by 10<sup>th</sup> April 2015. The Parish Council would be afforded opportunity to examine the final consultation document prior to public consultation. Consultation Statement was due issue in Mid-April 2015. Notices of public consultation would be issued within the press, noticeboards and the Community Website on Friday 8<sup>th</sup> May 2015. Stratford District Council Statutory Committees will receive pdf copies of the document for consultation also on 8<sup>th</sup> May. Formal consultation for a 6 week period begins on Monday 11<sup>th</sup> May until Friday 19<sup>th</sup> June 2015.

**c. Advice from DCLG.** Cllr James gave a detailed explanation of circumstances relating to Bridging Loans which were available to qualifying groups who have not previously received a grant or who have received less than the maximum £7000 grant during 2013-15. Salford Priors Parish Council received the maximum grant of £7000.00 in March 2014 and were therefore not eligible. Post NDP adoption, further grants may be available to support addressing of more complex issues. A new website, 'My Community Rights' could provide supportive information. Concluding, Cllr James stated that there had been no response to date regarding the NDP Environmental Survey. He advocated taking the opinion of Kirkwalls regarding this in due course.

**385. Planning General:** None

**386. Planning Applications**

- a. **15/00013/ADJCON** – Wychavon District Council Reference. Westland Nurseries Offenham. SPPC Decision: Clerk to submit '**No Representations**' by 24 February 2015. (*Details circulated*).
- b. **15/00110/VARY** – Variation of condition 2 of Planning Permission REF14/02463/FUL for Mr George Hughes, Salford Lodge, Pitchill. Original application supported. SPPC observation: Under Clerk's delegated powers, return of '**No Representations**' was submitted by due date 10 February 2015. (*Details circulated*).

**387. Planning Decisions:**

- a. **14/03123/FUL and 14/03124/LBC** – (Retrospective) replacement shed, For Mr S Hale Teme Cottage, Salford Priors. SPPC observation: **Permission with conditions noted.** (*Conditions circulated*).
- b. **14/03011/TPO** – TPO/080/007(SDC392). Yew tree at Hill View Abbots Salford. SPPC observation: **Part refusal/part approval for arboricultural work noted.** (*Conditions circulated*).
- c. **14/03000/FUL** – Demolition of existing buildings and erection of new buildings, Abbots Salford Caravan Park. SPPC observation: **Permission with conditions noted.** (*Conditions circulated*).

- d. **Planning Decision Pending. 14/03350/FUL.** Retention of existing mobile home for temporary 3 year period at Old Dunnington Farm. SPPC observation: Await outcome of planning meeting 18<sup>th</sup> February 2015. (*Document circulated*).

### 388. Enforcement Issues:

- a. **14/02546/FUL** – Removal of metal fencing on boundary of Corner Cottage, Evesham Road, Salford Priors. SPPC noted update from the Clerk relayed by the SDC Planning Enforcement Officer. Clerk to write to SDC Enforcement Officer indicating SPPC expectation of metal fence removal by end March 2015.

### 389. Playing Field:

- a. **Weekly Inspection Reports.** Principle observation from recent inspection related to substantial rivet damage to the ¼ pipe Skate Board Ramp. Following this alert the Clerk closed off the ramp using barrier tape and placed warning signs. Parish Councillors instructed installation of more permanent exclusion in the form of 4 rigid security barriers each 3.5mts X 2.5mts. These were installed by the Amenity Contractor on 20 Feb 15 following Chairman's authorization of costs to the Clerk of £30 per week plus £20 delivery and erection.
- b. **Skate Ramp Inspection.** To assess the level of damage and to determine appropriate progression, Parish Councillors agreed to on-site inspection of the ¼ Skate Ramp at 2.00pm on Saturday 21<sup>st</sup> February 2015.
- c. **Playing Field Repairs/Maintenance.** The Clerk submitted a schedule of maintenance and repairs in playing field areas with proposal for these tasks to be undertaken by the Playing Field Inspector Mr P Batacanin at a cost of £125.00, excluding materials. Costs were authorized by the Parish Council. Clerk to progress.
- d. **Junior Football Goalposts.** Replacement costs were considered but vetoed in favour of secure ground fixing for existing goalposts. Clerk to submit Requisition Order for provision of 4 X ground securing anchors
- e. **Mole Pest Control Measures.** Pest Control measures had been carried out by Mr B White to curtail mole activity in playing field areas. Clerk to monitor success of intervention.
- f. **Dog Fouling.** Increased incidence of dog fouling on playing field areas had been reported. Clerk to increase warning signage within playing field boundary and to seek inclusion of similar notice in the Feb 15 Newsletter issue.

### 390. Highways, Amenities & Infrastructure:

- a. **Lengthsman Tasks:** Side out work alongside the B4088 had been suspended by the Clerk. February task identified was to undertake debris clearance from kerb areas of School Road traffic calming bays to clear white lines and to wash down reflector posts.
- b. **Lengthsman Registration.** The clerk was to meet with the Lengthsman to confirm Traffic Management Scheme registration and to clarify status, if any, of Waste Carriers License.
- c. **B4088 Side Out.** There had been no positive responses from 3 major amenity contractors regarding footpath side out clearance between Mud Walls Drive and Dunnington Crossroads. Clerk to contact WCC Highways (Mr Matthew Austin) to enquire about the feasibility and associated costs of using a 'Road Sweeper' vehicle for this task.
- d. **B4088 Layby.** The Clerk outlined SDC costs of delivery, installation and emptying a waste bin in the B4088 Layby. These were £350 and £100 pa respectively. The proposal was not supported.
- e. **Flash Flooding Reports.** None reported during the preceding period.

- f. **A46 Island.** Amenity Contractors were familiar with activity on this area and would carry out short mowing and tidying of the A46 Island on receipt of Works Requisition Order. Clerk to progress.
- g. **Mole Clearance on Parish Areas.** The Clerk presented 2 pest control quotations from bona fide Pest Control Operators. Mechanical levelling of major grass verge areas was to be undertaken to determine the most active sites. Thereafter a sum of £150 would be allocated to achieve targeted mole clearance and to determine effectiveness. Clerk to progress initial Works Requisition Order for levelling work.
- h. **Tree Canopy Lift.** Tree canopy lift in the area opposite Alamo on Station Road had not been progressed, partly due to significant pollarding already undertaken to a single tree and in view of comments about the open vista arising from the B439 Focus Group.
- i. **B439/School Road Speed Survey.** WCC Traffic & Road Safety Group advised the cost of a 5 unit covert radar black box traffic speed survey would be £553.44 Inc VAT. Clerk to progress this arrangement with Principal Technical Advisor Transport & Highways.
- j. **Water Course at Pitchill.** Following request by local residents, and at the request of a Parish Councillor, request had been forwarded to Mr P Rimen WCC for inspection of the watercourse at Pitchill. Response is awaited.
- k. **Evesham Road Hedge.** At the request of a Parish Councillor, Bomford Turner Ltd had kindly agreed to use a mechanical hedge cutter to reduce the height of the privately owned hedge opposite Berryfields Evesham Road. The first phase of cutting had been carried out with a further reduction in height of 2 feet anticipated to take place before the end of February.
- l. **School Road Bus Shelter.** A quotation had been received from the Amenity Contractor to clear the rear bank of the eastbound bus shelter near Hedges Close of debris, remove spoils and slab to prevent erosion. Costs were quoted as £185.00. This expenditure was authorized by the Parish Council. Clerk to issue Requisition Order.
- m. **Bus Shelter Solar Lighting.** The Clerk submitted outline of a range of costs and solar light specifications which might be considered suitable for illuminating bus shelters at the southern end of School Road. Costs varied from circa £500 for very basic items with limited application and durability to £2000 plus for more substantial items. Funds had been earmarked for replacement of permanent street lighting in nearby areas. Proposal to illuminate bus shelters was not supported.
- n. **Road Surfaces Broom Lane.** A response was awaited from WCC Street Works Inspector Mr Guy Shand regarding reported concerns about Broom Lane road surfaces. Clerk to progress.
- o. Cllr John Stedman declared an interest in the following item and left the room
- p. **Grass Verge B439 Evesham Road.** Discussion had taken place regarding responsibility for cutting grass verge areas on the south side of the B439 between 'Greensleeves' and Homelands. Clerk to write to the Amenity Contractor requesting amendment of Amenity Grass Cutting Contract to include this stretch of verge, on the same terms and conditions concerning frequency etc. as other areas covered by the Amenity Contract.
- q. Cllr John Stedman returned to the meeting
- r. **Ownership of Land.** The Clerk had written to the Land Registry enquiring about ownership of land to the north side of the B4088 junction at Iron Cross. Formal written response informed that the area being scrutinized is unregistered. Clerk had spoken with the owner of the paddock beyond the grass triangular area. 'No Parking' sign and traffic junction signs had been erected by WCC and access Right of Way for the paddock owner was long established. Clerk to liaise with WCC Cllr Brain to seek further clarification of arrangements for ownership and use.

**391. Rights of Way:**

- a. Cllr. Penn advised that there were no reported problems on Rights of Way.
- b. The Clerk advised that he had written to Ragley Estates Office to emphasize the importance of maintaining unhindered public access on footpaths within Ragley Estates.

**392. 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. Cllr Penn informed the meeting that lighting in the Keep Left traffic light bollard at Dunnington Crossroads (Alcester side approach) was unserviceable. Clerk to contact WCC Highways to progress repair.

**393. Strategic & General Issues:**

- a. **Parish Office & Resource Centre.** The Clerk had obtained a quotation from Shaw & Sons Ltd London for provision of a Minute Binder prior to archiving in the County Records Office. The cost at £93 was considered prohibitive. Proposed by Cllr Stedman, Seconded by Cllr James; Clerk to purchase an alternative item acceptable for archiving use at a cost not to exceed £10.
- b. **Parish War Memorial.** The Parish Council discussed issues arising from a meeting held on Wednesday 28<sup>th</sup> January 2015 when proposals for a dedicated War Memorial within the Parish were debated. The subject would be further promoted in the February 2015 Newsletter. Cllr Liam Maude had agreed to co-ordinate a small working group to investigate proposals and develop a questionnaire to gain wider opinion about proposals in anticipation of further debate at the Annual Parish Meeting.
- c. **Parish Christmas Illuminations 2015.** The Parish Council continued to promote interest in the formation of a Christmas Tree Lights Working Group for celebrations in 2015 and possible extension of illuminations to include erection of a Christmas tree on a green near the Primary School where a local resident had offered to facilitate link to electrical mains supply. Also, following a proposal to request financial support from local businesses; Clerk to draft a letter for the Chairman's signature seeking local business financial support for 2015 Christmas celebrations.
- d. **Tree Preservation Orders.** Following an earlier submission seeking a Tree Preservation Order to be applied to a Cedar Tree located at Orchard Farm Salford Priors, the WCC Forestry and Landscape Officer had requested further photographic information and comment supporting the rationale for a formal protection order. These additional elements had been forwarded. Clerk to monitor outcome and advise Parish Councillors of progress.
- e. **Neighbourhood Watch Scheme Presentation.** PCSO Beccy Morris had agreed to give a Neighbourhood Watch Scheme Presentation to Parishioners and Parish Councillors. It was agreed that presentation would be best undertaken at the Annual Parish Meeting (APM) on Wednesday 22<sup>nd</sup> April 2015. Clerk to liaise with PCSO Morris and inform the Chairman when acceptance of this date was confirmed.

- f. **Vehicle Access to Playing Field.** The Clerk introduced a draft policy instruction relating to vehicle access to Salford Priors Playing Field. Clerk to issue the draft document to Parish Councillors by email to enable review of content and amendment response as required.
- g. **Annual Parish Meeting.** Arrangements for the Annual Parish Meeting were debated. PCSO Beccy Morris was to be invited to be the Guest Speaker (See Minute 393(e) above). Light refreshments would be provided.

#### **394. Consideration of Correspondence Received:**

- a. **Election Awareness – Election Timetable 2015. Guidance for Local Councils**  
Noted
- b. **Adoption of NALC *Suggested Media Policy and Suggested Wording Notice and Announcement by Chairman of Council.***  
Recognize as an Adopted Policy and add the Council's adopted Publication Scheme to the Website
- c. **WCC Traffic & Road Safety Group – Cost of Road Traffic Surveys and Alternatives. (See Minute-390(i) above).**  
Clerk to provide Councillors with emailed submissions from Mr Graeme Beamish concerning B439 parking design options.
- d. **Local Council Award Scheme.**  
Clerk to apply for Foundation Status valid to Jan 2016 by the extended date for application of 27<sup>th</sup> February 2015.
- e. **WALC Annual Briefing Day Sat 7<sup>th</sup> March 2015.**  
Chairman and Clerk to attend. Councillors agreed Seminar costs of £47.00 for each representative attending.
- f. **Bidford & Salford Priors Ward Newsletter.**  
The Parish Council noted comments submitted by a Salford Priors parishioner.
- g. **Villager of the Year Award.** Linked to the APM event was a parishioner's proposal to reintroduce the award of 'Villager of the Year'. This proposal was discussed at length. On balance, it was decided that when circumstances merited acknowledgment of special contribution made by an individual to the Parish this should be recognized on an individual basis at any given time, and should not arise from competing nominations forwarded to coincide with the APM. The proposal, therefore, was not adopted.

#### **395. Correspondence for Information Only:**

- a. Stratford on Avon and District Citizen's Advice Bureau Letter of thanks for donation

**396. Finance: General:**

- a. **Transfer of Funds HSBC to Lloyds.** The ARFO confirmed that Salford Priors Parish Funds amounting to £61,559.97 had been transferred from HSBC to Salford Priors Parish Lloyds account on 4<sup>th</sup> February 2015. HSBC letter Reference: GB104025H5395CWO dated 4<sup>th</sup> February 2015 confirmed this transaction. Transfer of funds is now completed. Salford Priors Parish Council HSBC accounts are now closed.

**Payments**

- b. The council gave consideration and approval of the payments and transfers listed in Appendix A. Proposed by Cllr K James and seconded by Cllr L Wright
- c. It was agreed that Councillors K James and L Wright would sign the cheques for payments as listed in Appendix A (Minute 400).
- d. The Council noted the reconciled bank account balances.

**Lloyds Account:       £70,874.86**  
**Total Fund Balance   £70,874.86**

**397. 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 K James circulated to Parish Councillors the Staff Consultation Group’s End of Probationary Period Appraisal Report, conducted with the Clerk in attendance on Wednesday 11<sup>th</sup> February 2015. Recommendations contained in the Appraisal Report dated 17 February 2015 were accepted unanimously. The Clerk, Mr P Mills, was confirmed as post holder. Performance and Conditions of Service Review would be undertaken by the Staff Consult Group in July 2015.

**398. Date of Next Meetings:**

- a. Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm, on Wednesday 18<sup>th</sup> March 2015 in The Memorial Hall, Salford Priors.

**399. Closure of Meeting:**

The Chairman closed the meeting at 22.25 hrs.

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



