

## Salford Priors Parish Council

### Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall Salford Priors on Wednesday 20<sup>th</sup> April 2016.

**Present:** Councillors: K Littleford (Chairman), L Maude, J Stedman, K James, D Penn, P Dare, A Green, T Littleford, L Wright.

**Also in attendance:** County Councillor M Brain and 5 members of the public.

**299.** Apologies for absence: District Councillor M Cargill – Planning Committee West

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

**301. 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.

**a. Pecuniary Interests.**

- i. Cllr A Green – Minute 307(a)
- ii. Cllr J Stedman – Minute 311(a)(b)

Members were asked to declare any other disclosable interests in items on the Agenda and their nature.

**b. Other Disclosable Interests.** None.

**302. 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. Severn Trent Presentation.** The Chairman introduced Mr Gary Kinley, Senior Solution Engineer, Modelling and Investment Planning (Waste) Severn Trent Water who updated the Parish Council and members of the public in attendance on the public sewerage scheme planned for Pitchill, Rushford, Iron Cross and Limebridge areas. He explained that a Planning Application would be submitted for the public sewerage scheme which arose from a Salford Priors Parish Council application in 2010.

Mr Kinley commented on several aspects of the scheme. These included:

- Explanation of Severn Trent duty to 26 residencies identified in the targeted area for provision of an efficient sewerage scheme. Also its commitment to other residents who may wish to benefit from connecting to the mains sewerage scheme whilst retaining responsibility for costs within their property boundaries
- Installation of a vacuum pumping station alongside the B4088 in Rushford
- Impact of the scheme on School Road as a key route
- Work schedules and operating procedures designed to minimize disruption to local residents and transport routes

Mr Kinley acknowledged that the location of the vacuum pumping station was contentious. Adjustment of its original siting to a position further away behind the existing tree line had already been undertaken. Attention would be applied to ensure sensitivity to safeguard the environment. Post and rail fencing and acoustic design would be incorporated.

Questions were asked by both Parish Councillors and by residents living in the immediate vicinity of the vacuum pumping station. Enquiries related primarily to the efficacy of the vacuum pumping system, the impact of its 24 hour operation and the consequences of vacuum pumping failure. Mr Kinley gave response to the various questions and subsequently met with concerned residents individually to further discuss these issues.

- c. Willows Caravan Park.** Concerns related to Willows Caravan Park, Station Road Salford Priors, were raised about spoil resulting from concrete base preparation and the impact upon safety of trees in the vicinity of excavation. Disquiet was also expressed regarding the accumulation of advertising signage on WCC Highways verges immediately outside the entrance to the caravan park. Questions were asked about the legitimacy of activity being undertaken, whether planning permission was necessary and, if so, had it been sought. Clarification was also sought about areas of responsibility for addressing these concerns. Regarding signage/verge areas it was agreed that the Clerk would make enquiry of WCC Highways. Contact with the SDC Forestry and Landscape Officer about tree integrity would be undertaken direct by the resident reporting these matters. County Councillor Mike Brain asked that he and District Councillor Mark Cargill be copied in to email correspondence on these subjects.
- d. County Council Ward Members Report.** County Councillor Mike Brain gave report on the following:
- Core Strategy – Inspection on 31<sup>st</sup> March had proved satisfactory. There would be minimal uplift on housing numbers specified. Gaydon and Long Marston areas were included for development whilst Wellesbourne Airfield had been excluded. The Core Strategy was likely to be adopted
  - Local works completed included dropped kerb installations in Perkins Close.
  - Local works in progress included repair to storm drain cover in School Avenue; footway side out by the Payback Team in Evesham Road; footway replacement on the B4088 adjacent to Hillers Farm Shop. Cllr Brain agreed to enquire if this replacement would continue as far as the Wood Bevington turn.

Cllr Kim James congratulated the WCC Service Team on the high standard of mowing and appearance of highway verges around the parish

- e. St Matthews Church Car Park.** The Clerk had received emailed observation about the undesirable activity taking place at intervals in St Matthews Church Car Park. Warwickshire Police and the Alcester SNT Team had been alerted. These circumstances would be addressed by Police Authorities.

**The Chairman closed the adjournment at 19.05 hrs.**

### 303. Acceptance of Minutes:

- a. The Minutes of the Ordinary Parish Council Meeting held on Wednesday 16<sup>th</sup> March 2016 at the Memorial Hall Salford Priors were proposed by Cllr K James and seconded by Cllr L Wright to be a true record of the meeting and signed by the Chairman.

### 304. Clerk's Progress Report:

- a. **Road Surface Broom Lane.** The WCC Street Works Inspector had advised that road closure notices had been posted in preparation for identified road repairs to be undertaken at the end of April/early May 2016. Clerk to monitor
- b. **Playing Field Post Inspection Works.** Work completed; attention to adjust gate closure springs has been requested of Mr Peter Batacanin Clerk to monitor.
- c. **Solar Light Battery Installation.** Await dry surface conditions. Clerk to monitor.
- d. **Gullies B4088 to Weethley Lodge.** Gully clearance carried out as far as the Wood Bevington turn. Observation received that remaining stretch to Weethley Lodge remained uncleared. Repeat request forwarded with photos' to Localities Officer. Clerk to monitor
- e. **Fly Tipping.** Ennister Lane and Tothall Lane Dunnington. **Resolved**
- f. **Fly Tipping.** Bush Wood near Turnpike Cottages Weethley and Broom Lane reported. Clerk to monitor
- g. **AL15 Kissing Gate Installation.** Repeat delivery agreed. WCC Footpaths Officer and Ragley Estates Office aware. Clerk to monitor
- h. **Grass verge repair Evesham Road (Berryfields).** **Resolved**
- i. **Severn Trent Water storm drain** – School Avenue Ref: 69330416. Repair 23 April Clerk to monitor
- j. **Side out footway** – Evesham Road Salford Priors. Work in progress. Clerk to monitor
- k. **Vacated vehicles** – St Matthews Close car park. Reported to Streetscene thro'Orbit and by Clerk. Judged no abandonment. Vehicles will be removed when road tax expires. Clerk to monitor
- l. **Dunnington BT Cable exposure.** Significant service cable exposure observed in the roadside verge opposite the entrance to Dunnington Court Farm had been reported to Open Reach by the Clerk. Ref: CM5HDE85. Clerk to monitor

**305. Neighbourhood Development Plan (NDP).** Cllr James reported that the draft submission of the NDP would be with Stratford District Council (SDC) by the last week of April 2016. Comprising 194 pages, the Salford Priors Consultation Statement and Condition Statement would be submitted at the same time. Cllr James had received confirmation from the SDC Policy Manager (Planning and Policy) that the District Council had determined that a Strategic Environmental Assessment (SEA) was not required in respect of the Salford Priors NDP. The final six week Consultation Period was anticipated to commence in mid May 2016. This would be carried out by the District Council.

**306. Planning General:** None**307. Planning Applications:**

*Cllr A Green left the meeting hall*

- a. **15/04547/REM** Proposed: Reserved matters application for 60 residential dwellings with associated infrastructure (appearance, landscaping, layout and scale are for consideration) in compliance with outline planning permission 14/01126/OUT. At: Alamo Group Europe Ltd, Station Road, Salford Priors, Evesham. WR11 8SW. For: Mrs Rachel Capener. Document circulated by email on 31 March 2016. Observations on amendments were due by 20 April 2016.

The amendments/additional details contained in 15/04547/REM reflected the content of Parish Council submission on 12 February 2016 to the SDC Planning and followed full public discussion during the Extraordinary Meeting held on 27th January 2016. There were no further observations arising in regard to 15/04547/REM Amendments.

*Cllr A Green returned to the meeting hall*

**Planning Decisions**

- b. **16/00269/FUL.** Proposed: Erection of single and two storey extensions. At: 4 Fern Close Cottages, Rushford, Evesham, WR11 8SL. For: Mr & Mrs Lewis Walters.  
**Permission with Conditions. Noted by Council**
- c. **16/00223/FUL.** Proposed: Demolition of existing single storey rear extension and construction of new one and two storey rear extensions. At: 15 School Road, Salford Priors, Evesham, WR11 8XD. For: Mr & Mrs T Philpott.  
**Permission with Conditions. Noted by Council**

**Planning Variation**

- d. **15/04274/VARY.** The application seeks to vary an existing planning permission for the solar farm at Salford Lodge Farm Salford Road, Pitchill. The main changes proposed include increasing the number of CCTV cameras to 25, alterations to the number, size and location of the ancillary buildings, alterations to the solar panel layout and alterations to the boundary treatment.

The Case Officer (Planning) Stratford on Avon District Council, informed that the consultation period on 15/04274/VARY has now ended and no objections have been raised by any consultee. In addition, no representations have been received from any third parties in response to the application. Council Members agreed that the application 15/04274/VARY- Salford Lodge Farm, could be issued under delegated powers by officers. Clerk to confirm this decision with the Case Officer.

**Vote of Thanks.** The Chairman thanked Cllr Kim James for his attendance at the Planning Committee (West) on 6 April 2016 to represent Salford Priors Parish Council regarding Application No: 16/00057/VARY - Willow Park.

**308. Enforcement Issues:** None.

**309. Playing Field:**

**a. Monthly Inspection.** Inspection carried out on 1<sup>st</sup> April 2016 reported an increase in the amount of litter on the playing field. There were no other observations arising.

**b. Playing Field Equipment.** At a Playing Field Working Group meeting held on Wednesday 13<sup>th</sup> April 2016 members had scrutinized MUGA purchase/installation quotations provided by 4 leading sports equipment suppliers. Observations highlighted were:

- Crucial need to ensure that sub-base construction beneath tarmac surface was entirely suitable before considering commitment to any provider
- Statement of sub-baser depth to be included in MUGA specifications
- Need for careful analysis of Terms and Conditions
- 2015 Financial Regulations concerning tendering procedure
- Investigate Section 106 Funding with Stratford District Council

A further meeting of the Playing Field Working Group would be arranged in May 2016. Clerk to liaise arrangements for a Working Group meeting.

**310. Highways:**

**a. Lengthsman Job Progress.** Side out School Road footway from the school to Ban Brook Road turn remained had not been completed.

**b. Lengthsman Tasks April into May.** Clerk to liaise with the Lengthsman

**c. Highways (Lighting).** A Street Light Working Group Meeting had been held on Thursday 24<sup>th</sup> March 2016.

- i. The Clerk reported response from WCC (Highways) concerning Western Power rationale of costs relating to provision of power. Together with WCC (Highways) provision of columns and LED down lighting, total costs for 2 street lights in School Avenue amounted to £14,984.18. This cost was considered to be extremely high and difficult to justify.  
On the grounds of excessive cost for 2 streetlights, rejection of the current proposal to install street lights in School Avenue was proposed by Cllr T Littleford, seconded by Cllr D Penn and agreed by all Councillors.
- ii. Risk assessment undertaken by the Street Light Contractor had highlighted serious concerns about the safety of a number of concrete street light columns in the areas of Ban Brook Road, Sanders Road and Garrard Close. The Senior Lighting Engineer WCC Highways (Lighting) had informed that, as an Authority, WCC are actively trying to replace all concrete columns as they have no way of testing whether or not they are structurally sound and they encourage any other organisations to do similar.

Proposed by Cllr K James, seconded by Cllr T Littleford and agreed by all Councillors that a total of 4 concrete streetlight columns located outside Numbers 7 and 40 Ban Brook Road, 3 Sanders Road and 9 Garrard Close should be replaced with steel columns as a

matter of some urgency. Total costs for 4 units £4,775.12. Clerk to liaise with Assistant Lighting Engineer WCC Highways (Lighting) to progress Works Order.

### 311. Amenities:

*Cllr J Stedman left the meeting hall*

- a. Amenity Contract Working Group Report.** The Amenity Contract Working Group had driven around on an inspection of all Parish areas on 14<sup>th</sup> April 2016. WCC Verge Mowing undertaken early in season was of a high standard.

Identified areas to include/or check inclusion in Amenity Contract were:

- Link path Redesdale to School Ave
- Verge 27/28 School Ave
- Ban Brook Green Check on list
- Lead in left & Right A46 into Station Road
- Plus Skirt areas to A46 Island
- Pitchill Corner
- Iron Cross Cottage
- Dunnington New Lane to Limebridge
- Dunnington X Roads – both sides
- B4088 Berry Cottage to Wood Bevington Turn
- 4 Planters in Dunnington
- Road sweep/clean Cock Bevington

The areas highlighted were to be included in documents prepared by the end of 2016 for Contract renewal Tender Procedures. Clerk to progress.

- b. Garden Allotment Boundary Fencing.** A quotation had been submitted by the Amenity Contractors for supply and installation of a post and wire fence to the northern boundary of the garden allotments. Original fencing along this border had deteriorated beyond economical repair requiring earlier removal of substantial hazardous broken material.

Replacement of fencing on the northern boundary of the Garden Allotments at a cost of £450.00 plus VAT was proposed by Cllr K James, seconded by Cllr L Wright and agreed by all Councillors.

*Cllr J Stedman returned to the meeting hall*

### 312. Community:

- a. HM The Queen – 90<sup>th</sup> Birthday Celebrations.** At the Working Group meeting held on Monday 4th April it was decided that the pony rides would be cancelled since insurance cover was not obtainable and health & safety considerations made it unviable. All other arrangements were progressing well. A cheque donation was received from St Matthews Church for £200 towards the Pig Roast. Angus Fruits have pledged strawberries for the strawberries and cream stall and letters to local business asking for sponsorship support have been sent out. So far 3 residents who are 90 this year have been found and will hopefully be attending the event. It was decided to have some handmade birthday cards produced by a local lady to give to

birthday guests. The next meeting of the Working Group will be held in the Eddie Clark Suite on Monday 9<sup>th</sup> May at 7.30pm.

- b. Communication Development Group.** Cllr L Maude reported on preparations enabling revision of email service provision with Names Co in May 2016. Password requirement is being researched to enable this revision. Webculture will be notified of revised arrangements. Clerk to progress.

### **313. Rights of Way:**

- a.** Cllr D Penn advised the Council that during the preceding period he had not received report of difficulty concerning Rights of Way.
- b.** Cllr L Wright commented on the restricted space for access/egress to AL15 at the Broom Lane end and about Ragley Estate signage relating to dogs having to remain on lead at all times and restrictions on horse riders. Cllr A Green remarked upon the Dog Control Act and confusion about imprecise wording. However, there is no right of way for dogs and matters are compounded by report of a loss of 37 lambs recently thought due to dog intrusion.

### **314. Matters raised by Councillors:**

- a.** Cllr T Littleford commented on need to review Parish Council Standing Orders. He suggested a review prior to the Annual Meeting in May. Point suggested for revision may be forwarded by email to the Clerk.

### **315. Consideration of Correspondence Received**

- a. TOPS Building Repairs.** Mr Peter Batacanin had submitted a quotation for repair to plywood cladding facing the TOPs Building Access Ramp. After discussion the favoured option was to render the facing side. Proposed by Cllr L Wright, seconded by Cllr Pat Dare and agreed by all Councillors that Mr Peter Batacanin be authorized to proceed with rendering repair at a cost of £200.00. Clerk to progress Works Order.
- b. Angus Fruits Operations at Orchard Farm.** Following observations from local residents concerning noise and HGV movements associated with Angus Fruits Operations at Orchard Farm, Cllr K James and the Clerk had reviewed relevant documents dating back to 2003. Cllr James summarized matters relating principally to vehicle speed on the B439 Station Road and noise restrictions at Orchard Farm. In regard to the B439, this is a classified road and may be used by any HGV vehicle. Speeding issues in this area remain a law enforcement matter. In respect of noise arising from the packing Station site and its vicinity, noise level restrictions apply only to refrigeration units and it seems apparent that Angus fruits are complying with the Lawful Development Certificate issued in 2006. These matters were reviewed by Stratford District Council in 2013 when it was determined that they had not noted a change in use of Orchard Farm and confirmed Angus Soft Fruits use of the facilities as lawful development. Parish Councillors were of the opinion that, as a first measure it would be productive to approach the matter locally by arranging an informal meeting with the Angus Soft Fruits Senior Management Team to identify a means of alleviating the issues being raised. Clerk to liaise with

Angus Soft Fruits SMT via the Local Manager.

- c. **Stratford on Avon District Submission Core Strategy 2014.** Matters relating to Consultation on Main Modifications to the Stratford on Avon District Submission Core Strategy 2014 were considered. **Noted by Council Members.**
- d. **Game Fair 2016 – Ragley Hall.** Mr Tony Wall, Director of the Game Fair 2016 had offered to give a short presentation to the Parish Council regarding the traffic plan for The Game Fair to be held at Ragley Hall between 29<sup>th</sup> and 31st July 2016. Council Members thought that it would again be helpful to become familiar with the traffic plan intended for the July 16 event. Clerk to invite Mr Wall to give a short presentation at the Ordinary Meeting to be held in Dunnington Baptist Church Hall on Wednesday 15<sup>th</sup> June 2016. Clerk to progress invitation.
- e. **Partnership Opportunity - Speed Aware Monitoring.** The WALC County Officer had circulated an email to all Clerks in the Stratford District concerning partnership opportunity in connection with Speed Aware Monitoring. Debate centred on responsibility for co-ordination of Speed Aware volunteer activity. Opinion was that whilst the Parish Council was not opposed to providing targeted financial support for equipment etc. it was not thought appropriate for the Council to undertake lead responsibility. Mrs Ruth Rigler kindly agreed to liaise with District Councillor Mark Cargill with a view to exploring the issue of identifying Speed Aware Group co-ordination responsibilities.
- f. **Marsh Farm Quarry Liaison Group Meeting.** The Clerk had earlier contacted Mr Matthew Williams - Senior Planner Planning and Development Group Economic Growth Communities Warwickshire County Council to prompt arrangements for a Marsh Farm Quarry Liaison Group Meeting in May 2016. Mr Williams had spoken to Senior Management Team at CEMEX requesting dates. He had not so far received response but agreed to follow up. Clerk to progress.

### 316. Correspondence for Information only.

- a. Letter of Thanks from Shakespeare Hospice
- b. South Worcestershire Development Plan – Related Consultations

### 317. Finance:

#### General:

- a. **Annual Governance Statement FY 2015/16.** Individual questions comprising the Annual Governance Statement for Local Councils FY 2015/16 were read out by the Chairman and debated by Council Members. Sections 1 to 8 were all agreed affirmative with trust fund response being not applicable. Confirmation of these findings was proposed by Cllr L Wright, Seconded by Cllr T Littleford and agreed by all Councillors. Clerk to prepare Section 1 entries for Minute Reference, dating and signature.
- b. **Fourth quarterly account and bank reconciliation balances, budgets and cash book payments and receipts balances.** The Chairman inspected the original Lloyds Bank Current and Deposit Account Statements verifying balances associated with fourth quarterly



reconciliation. Acceptance of these documents was proposed by Cllr K James, seconded by Cllr L Wright and agreed by all Councillors.

- c. **HMRC Response to PAYE.** No response had been received from HMRC Dispute Team concerning their Letter dated 4<sup>th</sup> December 2015 re' PAYE underpayment FY 2013/14.
- d. **Notification Section 137 Expenditure for 2016 – 2017.** The new level of Section 137 Expenditure for 2016 – 2017. **Noted by Council.**

### Payments

- e. The council gave consideration and approval of the payments listed in Appendix A. Proposed by Cllr A Green, seconded by Cllr L Wright and agreed by all Councillors.
- f. It was agreed that Cllrs K James and L Wright would sign cheques for payments listed in Appendix A (Minute 321).
- g. The Council noted the Lloyds Bank Deposit Account balance and Current Account balance reconciled with the Lloyds Bank Current Account statement Number 23 and Deposit Account Statement 5 issued 31<sup>st</sup> March 2016.

Lloyds Deposit Account:	<b>£50,008.23</b>
Lloyds Current Account	<b>£29,954.88</b>
Total Fund Balance	<b>£79,963.11</b>

### 318. Staffing and Confidential Matters.

- a. **Recruitment of a new Clerk.** The Staff Group had met with Mr Paul Mills and had received his formal resignation from the post of Clerk. Arrangements had been put in hand for advertising the position of Clerk and Responsible Finance Officer in the Observer Group Newspapers circulated in Stratford, Evesham and Redditch. Four Application Forms had been received from 10 enquiries. An extension of closing date would be considered if necessary. Candidate interviews would be held on either Tuesday 3<sup>rd</sup> or Wednesday 4<sup>th</sup> May 2016. Interviews would be held in the EC Suite with the first interview starting at 6.30pm. Clerk to liaise with prospective candidates and confirm arrangements.
- b. **Garden Allotment Tenancy.** Matters relating to continuation of a Garden Allotment tenancy were discussed. Inspection during an earlier Amenity Contract Group visit to the area had identified positive response to request for improvement and no further action would be undertaken in the current circumstances.

### 319. Date of Next Meeting:

- a. Council confirmed the date of the Annual Meeting of the Parish Council on Wednesday 18<sup>th</sup> May 2016 at 7.00pm in The Memorial Hall Salford Priors.
- b. Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 18<sup>th</sup> May 2016 at 7.30pm in The Memorial Hall Salford Priors

### 320. Closure of Meeting:

The Chairman closed the meeting at 21.45 hrs.

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

**321. APPENDIX A: FINANCE**

<b>Payments Authorised</b>			<b>Gross</b>	<b>Net</b>
<b>Cheque</b>				
<b>Number</b>	<b>Payee</b>	<b>Details</b>	<b>Payment</b>	<b>Payment</b>
199	Alison Atkinson	HM Queen Raffle Tickets	39.54	32.95
200	Karen Littleford	HM Queen Giant Dice	24.64	24.64
201	Warwickshire CC	Allotment Annual Rent	100.00	100.00
202	Digital Copier Systems	Office Photocopying	14.39	11.99
203	Westhill Direct	Office Supplies	26.93	22.44
204	Arrowscape	Community Website	124.80	124.80
205	Limebridge Rural Services	Amenity Contract	756.00	630.00
DD	CF Corporation	Photocopier Rent Apr 16	42.00	35.00
DD	Severn Trent Water	TOPS Water Rates	28.91	28.91
206	Peter Batacanin	Playing Field Inspection	10.00	10.00
207	Miss S Hyde	Newsletter Delivery	35.00	35.00
208	Names.co.uk	Domain.gov.uk provision	179.99	149.99
DD	Lloyds Bank	Bank Charges to 9 Mar 16	11.60	11.60
DD	EDF Energy	TOPS Electricity	31.00	31.00
209	Paul Mills	Clerk Salary and Expenses	***	***
210	HMRC	Clerk PAYE & NIC	456.18	456.18
DD	Npower	Streetlight Energy	196.78	196.78
DD	Npower	Streetlight Energy	15.67	15.67
211	Salford Priors Memorial Hall	Memorial Hall Hire	540.00	540.00
			<b>3181.54</b>	<b>3005.06</b>