

## Salford Priors Parish Council

### Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall Salford Priors on Wednesday 18<sup>th</sup> May 2016.

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

**Also in attendance:** County Councillor M Brain, District Councillor M Cargill and 6 members of the public.

**11. Apologies for absence:** Councillor L Wright – away on business

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

**13. 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 20(c) if discussed
- ii. Cllr T Littleford – Minute 23(a) if discussed

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

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

**14. 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. Footway to Bidford on Avon Health Centre.** A question was raised concerning the recent extensive remodeling of the B4088 footway opposite Hillers Farm Shop and the absence of footway provision leading to Bidford on Avon Health Centre. The contrast of provision/non-provision was thought contradictory. County Cllr Brain remarked upon the considerable expense arising from such works and explained that Dunnington area work was reinstatement of a frequently used footway awaited for more than 3 years rather than a new works. The pedestrian footfall to Bidford on Avon Health Centre was thought comparatively low. Moreover, the Health Centre served all surrounding villages lying in different directions and was on a very regular bus route. Cllr K James explained that funding for bus shelters had been supported by both Bidford on Avon and Salford Priors Parish Councils and had served to provide facilities not affordable from Health Centre funds.

**c. County Council Member's Report.** County Councillor Mike Brain commented on the outcome of the County and District AGM which embraced particularly linking with the West Midlands Combined Authority and the absence of voting rights in these circumstances.

**d. District Council Member's Report.** District Councillor Mark Cargill commented on:

- Change of SDC Chairman; reduction in SDC senior staffing levels from 53 to 36 including loss of CEO Paul Lancaster and 3 Executive Directors. This would increase the level of responsibilities on those remaining.
- First Neighbourhood Development Plan Approval by SDC
- Marriage Hill proposal. A 5.4 year land supply had been identified. Meeting outcome was expected on 27 May 2016
- Discussions for shared services with Cherwell/Northants were underway
- He was looking forward to HM The Queen's 90<sup>th</sup> birthday celebrations in the district

**The Chairman closed the adjournment at 19.40 hrs.**

**15. Acceptance of Minutes:**

- a. The Minutes of the Ordinary Parish Council Meeting held on Wednesday 20<sup>th</sup> April 2016 at the Memorial Hall Salford Priors were proposed by Cllr K James and seconded by Cllr T Littleford to be a true record of the meeting and signed by the Chairman.
- b. Council members received a copy of the Minutes of the One Hundredth and Twenty-second Annual Parish Meeting held on Wednesday 27<sup>th</sup> April 2016 at the Memorial Hall Salford Priors

**16. 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 but these works remained outstanding. County Councillor Brain remarked that default fines were being issued to contractors responsible for carrying out repairs Clerk to monitor
- b. **Solar Light Battery Installation.** Installation due 25<sup>th</sup> May 2016. Clerk to monitor.
- c. **Gullies B4088 to Weethley Lodge.** Gulley jetting on stretch to Weethley Lodge had not been completed. Localities Officer had been requested to repeat the works order for jetting. Clerk to monitor
- d. **B4088 Extension of Footway to Wood Bevington Turn.** Localities Officer had agreed to enquire if remodeling of the pathway as far as Wood Bevington Turn would take place. On the grounds of safety to schoolchildren and other pedestrians using this footway, consensus of opinion was that the reinstatement should continue as far as the Wood Bevington turn. Alternatively, the line of walk should be returned to grass verge. Cllr Brain agreed to look at the costs of footway extension. Clerk to monitor
- e. **Fly Tipping Bush Wood near Turnpike Cottages Weethley.** **Resolved**
- f. **AL15 Kissing Gate Installation.** Repeat delivery awaited. Clerk to monitor
- g. **Severn Trent Water storm drain – School Avenue Ref: 69330416.** **Resolved**
- h. **Side out footway – Evesham Road Salford Priors.** **Resolved**

- i. **Vacated vehicles** – St Matthews Close car park. Removal agreed. Clerk to monitor
- j. **Willows Caravan Park** – signage and tree works. Local resident is liaising with Forestry & Landscape Officer. SDC Enforcement Officer email confirms he is looking into issues of signage. Clerk to progress signage element.
- k. **St Matthews Church Car Park** – concerning signage issues raised. SDC Enforcement Officer confirms that signage is within acceptable limits. **Resolved**
- l. **Road sweep/clean Cock Bevington.** Road area is un-kerbed. Therefore is not eligible for Highways response. Clerk to liaise with Localities Officer to identify options including local Sandfields Farms/Ragley Estate intervention.
- m. **Dunnington BT Cable exposure.** Open Reach Ref: CM5HDE85. Clerk to monitor

### 17. Matters Arising from the Annual Parish Meeting

Matters arising from the Annual Parish meeting concerning topics 17(a) (b) and (c) below were discussed and reported in Minute 5 (a) (b) and (c) respectively in the Minutes of the One Hundredth and Twenty-second Annual Parish Meeting held in the Memorial Hall, Salford Priors, on Wednesday 27th April 2016 at 7.30pm. Provision of microphone facility in the Memorial Hall 17(d) is discussed at Minute 27(c) below.

- a. Enquiry about survey of footway lighting in the parish
- b. Enquiry about planning matters
- c. Enquiry about footways in Station Road
- d. Provision of microphone facility in the Memorial Hall

**18. Neighbourhood Development Plan.** A six week consultation period of the Salford Priors Neighbourhood Development Plan will be held under the supervision of Stratford District Council starting on Thursday 19<sup>th</sup> May 2016. The consultation period will be widely reported in local newspapers. Parishioners are encouraged to make representations on the draft plan to Stratford District Council by 5pm on Friday 1st July 2016. Any changes arising will be referred to the Parish Council. Formal appointment of the NDP Inspector has already taken place and inspection will go ahead in August/September with anticipation of a referendum in late November/December 2016. An earlier proof check of the Consultation Statement comprising 198 pages confirmed the document to be satisfactory but it is not currently released publicly.

**19. Planning General:** None

### 20. Planning Decisions:

- a. **16/00656/TREE.** T1 Sycamore Tree – Fell. Kenley House, Station Road, Salford Priors, Evesham. WR11 8UX. **No Objection.** **Noted by Council**
- b. **15/04274/VARY.** Salford Lodge Farm, Pitchill, Salford Priors, Evesham. WR11 8SN. Solar Park. Location of CCTV Cameras and their direction and field of vision. **Permission with Conditions.** **Noted by Council**

*15/04547/REM was noted but not discussed by Council Members. Cllr A Green was not required to leave the meeting hall*

- c. **15/04547/REM** Reserved matters application for 60 residential dwellings with associated infrastructure (appearance, landscaping, layout and scale are for consideration) At: Alamo Group Europe Ltd, Station Road, Salford Priors, Evesham. WR11 8SW. **Approval given in compliance with outline planning permission 14/01126/OUT. Noted by Council**

## **21. Playing Field:**

a. **Monthly Inspection.** There were no observations arising from the playing field inspection carried out on 29<sup>th</sup> April 2016.

b. **Playing Field Equipment.** A Playing Field Working Group meeting was held on Wednesday 11<sup>th</sup> May 2016. Observations/recommendations highlighted were:

- Obtain as pre-requisite for planning application (Trevor Bury) specification including structural report for sub-base in targeted area.
- Draw up plans and submit planning application
- Section 106 Contribution – Jay Singh £17,160 – Timing awaited
- Clarify Tender Process with WALC
- Consider creation of a project Risk Assessment

In view of the wide variation in quotes for MUGA sub-base and the potential impact on long-term integrity of the project, Cllr J Stedman remarked on the professional advantage of employing a Chartered Architect as a prerequisite for planning; to draw up a specification including structural report for the sub-base and to submit planning application to Stratford on Avon District Council.

Cllr K James advised Council members regarding allowance for a contingency of circa 10%+ when formal tender is issued. This recognized local government authorities' strict enforcement relating to material change of specifications and would serve to avoid breach of contract.

The Clerk was to contact Mr Trevor Bury inviting his participation and to arrange a further meeting of the Playing Field Working Group in early June 016.

- c. **U14 Play Area Gates.** The Clerk described the need for repair/adjustment to entry gates to the U14 play area. He advised his intention to issue a Works Order to Mr Peter Batacanin – Pete's Handyman Services – to undertake the work anticipated to take half a day at £40.00 plus cost of any materials such as hinges etc.

## **22. Highways:**

a. **Lengthsman Job Progress.** Side out School Road footway from the school to Ban Brook Road turn had not been undertaken. Clerk to liaise with the Lengthsman to determine reasons for lack of progress.

b. **Lengthsman Tasks April into May.** Clerk to issue revised worksheet following discussion with the Lengthsman.

**c. Highways (Lighting).** The Clerk had submitted the following Works Order to Highways (Lighting):

Installation of 6 metre tubular steel column finished in Plascoat (Grey). 32 watt white LED down light Axia Lantern fitted with part night timers, to include disconnection/reconnection and traffic management costs. Four (4) installations required, replacing each existing column at:

No 7 Ban Brook Road	cost	£1,193.78	
No 40 Ban Brook Road	cost	£1,193.78	
No 3 Sanders Road	cost	£1,193.78	
No 9 Garrard Close	cost	£1,193.78	Total cost £4,775.12

Details regarding installation dates were awaited.

### 23. Amenities:

*Garden allotment invoices was noted but not discussed by Council Members. Cllr T Littleford was not required to leave the meeting hall*

**a. Garden Allotment Invoices.** Invoices for 2016/17 would shortly be issued at the revised charge of £30.00pa

**b. Allotment Boundary Fencing Installation.** Works order had been submitted. Installation awaited.

**c. Re-seal wood structure and Lock Adjustments to Parish Noticeboards.** Mr Adam Stephens (Carpenter) the original manufacturer/supplier had agreed to adjust free of charge the locks on all 5 of the Parish Noticeboards.  
Proposed by Cllr K James, seconded by Cllr P Dare and agreed by all Councillors, that Mr Peter Batacanin be employed to reseal the wooden structure of all 5 Parish Noticeboards at a cost of £65.00 plus the cost of suitable sealing medium. Clerk to issue Works Order Form.

**d. Additional Amenity Tasks.** The following additional amenity tasks were indicated:

- Hasten Grass cut on Garden Allotment areas
- Instruct Amenity Contractor to mow Highway verges in parish areas
- Request watering of recently planted trees junction Dunnington New Lane and B4088
- Close cut grass areas both sides junction Dunnington New Lane and B4088

### 24. Community:

**a. HM The Queen – 90<sup>th</sup> Birthday Celebrations.** A Queens 90<sup>th</sup> Birthday Working Group meeting was held on Monday 9h May 2016. Observations/recommendations highlighted were:

- Stalls and displays were confirmed and volunteers allocated jobs
- Raffle prize requests had received generous support. Additional Tombola prizes would be welcomed
- Local business sponsorship had so far resulted in donations of £3550.00 including Parish Council underwriting of advance payment of deposits
- Hobby Horse Racing sponsorship of £130.00 had been received

- There was call for additional volunteers for set up on Saturday and take down on Sunday. Volunteers to contact lead organizer Karen Littleford
- Cake decorating competitions for children and adults were being organized with royal theme of red, white and blue.

The next meeting of the Queen's 90<sup>th</sup> Celebration Working Group will be held on Mon 23<sup>rd</sup> May at 7.30pm in the EC Suite

**b. Communication Development Group.** Cllr L Maude reported that all email related support has been successfully transferred to NamesCo. Clerk (PM) to arrange registration name transfer to incoming Clerk (DB).

**c. Angus Soft Fruits Meeting.** The Clerk had contacted Mr Steve Tinsley the local Angus Soft Fruits Operational Manager and had offered meeting dates of 1<sup>st</sup> alt 8<sup>th</sup> June at 7.00pm in the EC Suite. He had been advised that Mr Tinsley had been taken ill and had been admitted to hospital. Clerk to make further contact with Angus Soft Fruits to pursue alternative meeting arrangements.

**d. Marsh Farm Quarry Liaison Group Meeting.** Mr Matthew Williams, WCC Minerals Officer had advised the possibility of holding a Marsh Farm Quarry Liaison Group Meeting on-site at 2.00pm on Thursday 23<sup>rd</sup> June 2016. Clerk to liaise with the Liaison Group Chairman - Cllr J Stedman - to agree to this date and to subsequently notify details to attendees.

## 25. Rights of Way:

- Cllr D Penn advised the Council that during the preceding period he had not received report of difficulty concerning Rights of Way.
- Arrangements for continued access of AL17 (Alamo site) were discussed. Council members were advised that a temporary diversion can be instigated without further formal application. The conditions of 14/01126/OUT required rights of way access at all times. Clerk to speak to Bovis Site Manager to confirm that AL17 will remain open for access. Notice via e-news/newsletter to inform parishioners was required.

## 26. Matters raised by Councillors: The following matters were raised by Council Members:

- Cllr K James commented on the Bovis development site. Notification of details for the Site Manager was a legal requirement. Bovis Homes were certain to comply with this requirement. However, whilst Bovis Public Relations Dept might well consider liaison with local communities, it was not mandatory to set up a liaison committee.
- Cllr T Littleford commented on a proposition voiced in an earlier Parish Council meeting about organizing an annual village wide event, similar to that held to 'Beat the Bounds' to promote awareness and use of public Rights of Way. Several other suggestions arose along this theme. Cllr K James remarked that such an event might be considered to take place in September October 2016.
- Cllr D Penn commented on Christmas tree lights control and installation a suitable electrical

device to allow independent selection of the streetlight adjacent to the tree and the tree illuminations. Cllr J Stedman suggested this subject was best included on the June Agenda.

- d. Cllr K Littleford indicated the need to address/raise awareness of multiple issues arising in a Parish Newsletter to be issued by the end of May 2016. The Communications Development Group would address this requirement.

## **27. Consideration of Correspondence Received**

a. **TOPS EDF Electricity Supply.** The Clerk presented a range of EDF Electricity supply costings for the TOPS Building for comparison of rates and contract duration. Proposed by Cllr T Littleford, seconded by Cllr L Maude and agreed by all Councillors that a 3 year contract with EDF should be entered into with effect from 1<sup>st</sup> June 2016. Clerk to submit application to EDF.

b. **Bovis Homes Development.** Street Names. Council members debated and decided on the following street names for the newly emerging Bovis Homes Development:

- A. Main route – Bomford Way
- B. First sub route – Arrow Close
- C. Second sub-route – Partridge Close
- D. Third sub-route – Kestrel Close

Clerk to submit above suggested street names to SDC and Bovis agencies as requested

c. **Upgrade of Memorial Hall Sound System.** See Minute 17(d) above. Upgrade of the Memorial Hall Sound System was debated. On behalf of the Memorial Hall management Committee Mr John Bradfield explained that research into sound systems had been undertaken in connection with the Cinema Club. This research had looked at various microphone options. Council members agreed that first line research should take into account Cinema Club needs. More detailed discussion about microphone selection should take place after the outcome of Cinema Club sound system enquiry.

## **28. Correspondence for Information only.**

- a. Agenda Stratford Area WALC Meeting 6 June 2016 (Distributed by email 4 May 16)
- b. Stratford Area WALC Meeting 6 June 2016; Invitation. (Distributed by email 4 May 16)

## **29. Finance:**

### **General:**

a. **Final Internal Auditor's Report of Salford Priors Parish Council Accounts FY 2015/16** Council members noted the Final Internal Auditor's Report of Salford Priors Parish Council Accounts FY 2015/16. The Clerk was to ensure repayment to HMRC of a duplicate VAT claim amounting to £39.20.

b. **Section 2 Accounting Statements Salford Priors Parish Council Accounts FY 2015/16.** A copy of Section 2 Accounting Statements Salford Priors Parish Council Accounts FY 2015/16 was provided for inspection and debate by all Council Members. Confirmation of acceptance

was proposed by Cllr K James, seconded by Cllr J Stedman and agreed by all Councillors. Clerk to prepare Section 2 entries for Minute Reference, dating and signature.

- 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.

### Payments

- d. The council gave consideration and approval of the payments listed in Appendix A. Proposed by Cllr T Littleford, seconded by Cllr A Green and agreed by all Councillors.
- e. It was agreed that Cllrs K James and L Maude would sign cheques for payments listed in Appendix A (Minute 33).
- f. The Council noted the Lloyds Bank Deposit Account balance and Current Account balance reconciled with the Lloyds Bank Current Account statement Number 24 and Deposit Account Statement 6 issued 29 April 2016.

Lloyds Deposit Account:	<b>£50,010.49</b>
Lloyds Current Account	<b><u>£57,030.69</u></b>
Total Fund Balance	<b>£107,041.18</b>

### 30. Staffing and Confidential Matters.

a. **Recruitment of a new Clerk.** The Clerk designate was present at the Parish Council meeting held on Wednesday 18<sup>th</sup> May 2016. Dispensation: With the agreement of Council members, the Chairman gave permission for Mrs Donna Bowles (Clerk designate) to remain in the meeting hall during discussion of staffing and confidential matters.

Staff Group member Cllr K James outlined to the Council arrangements concerning recruiting procedures undertaken. Four applicants were shortlisted for interview on 4<sup>th</sup> May 2016. Of the 4 applicants interviewed, Staff Group members were unanimous in their choice of candidate for the position of Clerk and Responsible Financial Officer. Mrs Donna Bowles demonstrated good awareness of Local Government issues and had gained valuable hands on experience whilst employed over an extended period of time as a Clerk in Local Education and as Clerk to School Governors. Two independent Referee opinions were sought; reference returns were excellent. Mrs Bowles accepted an initial offer of employment during a second interview conducted on 12<sup>th</sup> May 2016 when a Contract of Employment was discussed in detail.

Agreement of principal conditions of employment include 60 hours (15 hours week) plus 5 hours associated with meeting attendance/administration with agreement to alert additional hours required for Clerk duties. Terms and Conditions of Service are the same as those extended to the current Clerk except that Mrs Bowles has accumulated qualifying service amounting to circa 10 years in a Worcestershire Local Government pension scheme. The official place of work is in the Parish Office with arrangements in place for agreed hours of attendance and the flexibility to work from home. A suitable dedicated mobile phone contract will be financed for use by Mrs Bowles.

Staff Group members were pleased to recommend to Council members that Mrs Donna Bowles be formally appointed to the post of Clerk and Responsible Financial Officer with effect from 1<sup>st</sup> June 2016.



Appointment of Mrs Donna Bowles to the post of Clerk and Responsible Financial Officer with effect from 1st June 2016 was proposed by Cllr K James, seconded by Cllr T Littleford and agreed by all Councillors.

**31. Date of Next Meeting:**

- a. Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 15<sup>th</sup> June 2016 at 7.00pm in The Baptist Church Hall Dunnington.

**32. Closure of Meeting:** The Chairman closed the meeting at 21.25 hrs

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

33.

## APPENDIX A: FINANCE

<b>Payments Authorised</b>			<b>Gross</b>	<b>Net</b>
<b>Cheque Number</b>	<b>Payee</b>	<b>Details</b>	<b>Payment</b>	<b>Payment</b>
212	WCC	TOPS Lease to 30/06/16	168.75	168.75
213	Digital Copier Systems	Office Photocopying	7.86	6.55
214	Zurich	Parish Council Insurance	948.68	948.68
214	Zurich	HM Queen Event Insurance	62.51	62.51
215	Paula Morris	Balloon & Helium HM 90th	94.09	78.41
DD	EDF Energy	TOPS Electricity	45.00	45.00
216	Limebridge Rural Services	Amenity Contract	906.00	755.00
217	Peter Batacanin	Playing Field Inspection	10.00	10.00
DD	CF Corporation	Photocopier Rent May 16	42.00	35.00
DD	ICO	Data Protection Registration	35.00	35.00
DD	Lloyds Bank	Bank Charges to 9 Apr 16	15.50	15.50
218	B&W Hire Ltd	Balance for Toilets HM 90th	470.00	365.00
219	Shakespeare Marquees	Marquee Hire HM 90th	1400.04	1117.14
220	Paul Mills	Clerk Salary and Expenses	***	***
221	Karen Littleford	Hobby Horse HM 90th	15.99	15.99
221	Karen Littleford	HM Queen Catering Items	94.14	78.44
222	Geoff Bradley	Internal Audit FY 2015/16	125.00	125.00
223	A H Hiller & Son Ltd	HM Queen Cake/Pastries	79.37	79.37
224	Salford Priors PO & Stores	Wall Rent and Electricity	50.00	50.00
			<b>5309.59</b>	<b>4731.00</b>