

**Salford Priors Parish Council**

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors on Wednesday 17<sup>th</sup> May 2017.**

**Present:** Councillors: K Littleford (Chairman), L Maude, J Stedman, K James, D Penn, A Green, W Godwin, A Quiney

**Also in attendance:** 3 members of the public.

<b>11</b>	<p><b>Apologies for absence:</b> Cllr Shale District Councillor Mark Cargill</p>
<b>12</b>	<p><b>Register of Interests:</b> Members were reminded of the need to keep their register of interests up to date</p>
<b>13</b>	<p><b>Declaration of Interests:</b> 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.</p> <p>None</p> <p><b>a) Pecuniary Interests.</b></p> <p>Members were asked to declare any other disclosable interests in items on the Agenda and their nature.</p> <p><b>b) Other Disclosable Interests.</b> None.</p>
<b>14</b>	<p><b>Open Forum:</b> The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.</p> <p><b>a) Have your say.</b> No under 18s were present.</p> <p>Mrs Nyman gave a PowerPoint presentation showing the children carrying out various activities. There are 2 free after school clubs - sports for everybody and craft club and it is hoped that 2 more clubs will be set up shortly. She and the IEB have engaged in positive discussions with the Diocesan MAT (DMAT). The school has entered the due diligence process and is submitting their bid for the school to the Regional Schools Commissioner. Unfortunately, because of purdah there has been a 6 week delay with this. The Parish Council offered their support – Mrs Nyman has stated there has been a great deal of support, especially from the Church and will be in touch. Paula Gordon from Friends of Salford Priors thanked the Parish Council for their support in the form of a grant, and the Headteacher and the staff for their hard work at the school.</p> <p>Residents raised questions about the following :</p> <p>What is happening with the playing field? The Playing Field Working Group met with a representative from a play equipment company last week and is waiting for proposals. The resident is also looking to set up a sleigh, and is hopeful of a trailer being offered. She will join the Christmas Switch On Working Group.</p> <p>The 30mph speed limit along School Rd. The speed awareness group have organised some dates. Areas of concern are to be suggested by the group and then a risk assessment must be carried out by the Police. A covert speed check was carried out about 18 months ago and it was confirmed</p>

	<p>that most of the culprits speeding were in fact residents. It is not possible for speed cameras to be installed.</p> <p><b>The Chairman closed the adjournment at 19:55 hrs.</b></p>
15	<p><b>Acceptance of Minutes:</b> The Minutes of the Ordinary Parish Council Meeting held on Wednesday 19<sup>th</sup> April 2017 at The Memorial Hall, Salford Priors were agreed by the Council to be a true record of the meeting and signed by the Chairman.</p> <p>Council members received a copy of the Minutes of the One Hundredth and Twenty-third Annual Parish Meeting held on Wednesday 26<sup>th</sup> April 2017 at the Memorial Hall Salford Priors</p>
16	<p><b>Matters Arising from Annual Parish Meeting:</b> It was proposed by Cllr Stedman at the last meeting that the Annual Parish Meeting take place directly before the ordinary Parish Meeting in April. After a discussion, Cllr Stedman changed his proposal to have the option to keep the meeting separate when there is controversial business, or put it directly before the ordinary Parish Meeting. This was seconded by Cllr Penn and agreed by Council. This will be reviewed in October.</p> <p>It was suggested by a resident that the Parish Council consider installing a trim track at the playing field. This was discussed during Open Forum regarding the playing field.</p>
17	<p><b>Clerk's Progress Report:</b></p> <ul style="list-style-type: none"> <li>a) Severn Trent Water Dunnington pumping station update – Sarah Greenhalgh from Severn Trent Water has informed the Clerk she will let her know of any further updates – there are none at the present time. Clerk to monitor.</li> <li>b) Streetlights Perkins Close – these works have been carried out. Noted and Closed.</li> <li>c) Tree Works – St Matthews Churchyard – Ruth Rose, Forestry &amp; Landscape Officer, Stratford-upon-Avon is in discussion with the Enforcement Officer. Clerk to monitor.</li> <li>d) Ban Brook Bovis Homes site works – no further update. Clerk to monitor.</li> <li>e) Pothole in School Rd by Memorial Hall – this has been filled in. Noted and Closed.</li> <li>f) Van parked on footway on School Road outside Park Hall Mews – Clerk has reported this to the Police – Noted and Closed.</li> <li>g) Re-siting of sign at right-hand side as you approach the bend from Dunnington – it has been proposed that this sign is removed as there are enough warning signs for the bend. Noted and Closed.</li> <li>h) The missing 30mph sign at Station Rd – Clerk has chased. Clerk to monitor.</li> <li>i) Roundabout markings at School Ave – Clerk has been in contact with Jon Rollinson, Traffic Engineer, Warwickshire County Council. She is awaiting an update. Clerk to monitor</li> </ul>
18	<p><b>Neighbourhood Development Plan:</b> <b>Referendum Results:</b> 4<sup>th</sup> May 2017 Those voting yes 388 (86.8%) Those voting no 59 (13.2%) Spoilt papers 3 Turnout 39.1%</p> <p>A lot of Councillors and residents worked very hard to make this a success and The Chairman proposed a small event to celebrate this. The result will now be put to the District Council's cabinet with an Officer's recommendation that the plan is formally put forward for adoption. If the cabinet agree to this it goes to the full Council for adoption. It is hoped it will be adopted at the June meeting, although there is a period when it can be legally challenged. Cllr James proposed that as the working group has been formally wound down that a letter is sent to the working group thanking them for their time - without them it would not have taken place. It was proposed that a small reception be held for the working group and the Council members. The Chairman will consider possible venues and report back at the June meeting.</p>
19	<p><b>Planning Matters: Applications Considered:</b></p> <ul style="list-style-type: none"> <li>a) <b>17/01282/TREE</b> – T1 : Holly : Fell at Clover Cottage, 3 Station Road, Salford Priors by EOS</li> </ul>

	<p>contracted by Mr Christopher Hoffman – the Council has no objection to this proposal.</p> <p>b) <b>17/01230/FUL</b> – Proposed single storey extension at Shamba, Evesham Rd, Salford Priors by Mr B Cobb – the Council has no objection to this proposal.</p> <p>c) <b>17/00872/LBC</b> – Replacement of existing hayloft fibreboard ceiling lining and new insulated covering with breathable membrane and existing tiles reinstated at Church House, Station Rd, Salford Priors by Mr &amp; Mrs Burns – the Council has no objection to this proposal.</p> <p><b>Planning Applications Noted :</b></p> <p>d) <b>17/00943/FUL</b> – Erection of detached garage with study and storage in roof space at Dunnington Lodge, Broom Lane, Dunnington by Mr Alan Burgess. No objection recorded.</p> <p>e) <b>17/00963/FUL</b> – Single storey extension to the rear and side of property to include an extension of the lounge, utility room with a shower and lavatory extension of the existing hallway at 51 Ban Brook Road, Salford Priors by Mr Jamie Odwyer. “The Parish Council consider the development would have an impact on the next-door neighbour by reason of a 1 storey high, featureless brick wall on the property boundary and very close to the adjoining dwelling. The adjoining property's front door will face almost directly at the side of the proposed extension which will be approx 2.5 m away. It is also felt that the extension will cause a cramped development and be detrimental to the established street scene of Ban Brook Rd” was registered following consultation by Clerk to Councillors.</p> <p><b>Planning Decisions Noted:</b></p> <p>f) <b>17/00400/FUL</b> – Proposed erection of single storey rear extension at Oxleasow Barn, Abbots Salford, Evesham by Mr Malcolm Hughes. Permission Granted with Conditions</p> <p>g) <b>17/00380/FUL</b> – Two storey side and rear extension at 2 Garrard Close, Salford Priors by Mr Robert Rowe. Application has been withdrawn.</p> <p>h) <b>16/03609/FUL</b> – Erection of polytunnels covering up to 4.0 hectares, and associated works at Angus Soft Fruits Ltd, Orchard Farm, School Rd, Salford Priors by L M Porter. Permission Granted with Conditions</p>
20	<p><b>Playing Field:</b></p> <p>a) <b>Monthly Inspections</b> – nothing to report</p> <p>b) <b>Report from Working Group re playing field equipment</b> – The Playing Field Working Group met with a representative from Playdale. He stated that playing field equipment should include swinging, bouncing, climbing, balancing, rotation, agility and coordination values along with inclusive equipment. The Working Group will meet again once a design has been received incorporating all options.</p>
21	<p><b>Highways:</b></p> <p>a) Lengthsman has completed the works given to him at the March meeting. The Chairman &amp; the Clerk met with Mr Hunt explaining that the Council were not happy with the length of time taken with works given and the Council would be looking elsewhere. Mr Hunt confirmed he was happy with this.</p> <p>b) The Chairman &amp; the Clerk then met with Mr John Hyde, who is the current Lengthsman for Honeybourne and Pebworth Parish Councils. He stated that he would require £16 per hour and 45p per mile travel to Salford Priors from Pebworth. He confirmed he has a spraying license and is happy to carry waste. All members confirmed they were happy with this. Clerk to write to Mr Hyde offering the appointment wef 1<sup>st</sup> June.</p> <p><b>Future tasks</b></p> <p>c) Dunnington Crossroads to Dunnington Heath Farm – Lengthsman to maintain the footway surface to remove leaf and hedge debris of the path on a regular basis. The footway from Dunnington Heath Farm to Wood Bevington Lane to be sprayed to control weed growth.</p> <p>d) The footway over the bridge at Abbots Salford needs weeding and spraying.</p> <p>e) Footpath on School Rd, from Ban Brook Rd to Hedges Close requires clearing of weeds.</p> <p>f) Bus shelter on School Rd below Ban Brook Rd has weeds at the back of it and requires clearing and spraying.</p> <p>g) Clerk to find out from the Amenity Contractor when the verges will be cleared of hemlock.</p>

	<p><b>h)</b> Cllr James would like the Clerk to report to Highways the state of School Rd and register the Parish Council's disapproval and to find out if the whole footway can now be replaced. There have been lots of complaints from residents. Copy to County Councillor Mike Brain.</p>
<b>22</b>	<p><b>Allotments:</b></p> <p>a) All invoices have been paid except one, this has been chased.</p> <p>b) A complaint has been received regarding the state of disrepair at plots 4 &amp; 5. Councillors to meet up and carry out an annual inspection of the allotments before the June meeting. Clerk to organise.</p> <p>c) It was confirmed the grass mowing has been carried out by the Contractor.</p>
<b>23</b>	<p><b>Amenity:</b></p> <p>a) Clerk has received a report from the Amenity Contractor regarding a quote for a bird mouth fence at New Lane, Dunnington. 210 metres of fence is required to fence off both sides of the junction, the south side is 160m and the north side 50m. Both measures were 1m from the highway edge. Measurements on the south side were taken from the quarry gate to the large highway sign on the main road, and on the north side from the farm gate on New Rd to the verge ditch on the main road. It was pointed out that there are several service and drainage ducts in the verges and advised that utility infrastructure maps should be obtained before requesting a formal quotation. Clerk to obtain the paperwork required, and request permission from Warwickshire County Council for this fence to be installed. Once obtained Clerk to forward to Amenity Contractor to provide a quote.</p> <p>b) The Chairman also read out a report regarding the winter planting contract. "Following complaints/concerns from residents regarding the council's decision to only have summer planting under the new planter contract, at the April Meeting it was decided to reverse the decision and amend the planter contract to cover both summer and winter planting for the next 3 years. I would like it minuted that the council's original decision was based not only on the quality of the planter display at the time but also the costings for the winter planting scheme received during the planter tendering process. The winter costings per planter had risen considerably. The lowest priced tender for planters was submitted by Contractor C and this contractor was unwilling to take on the planter contract without the mowing contract. Contractor A, who was awarded the mowing contract was happy to accept either contracts on their own. The council was unable to negotiate a decrease in the winter planter costings with Contractor A, but it was decided that Contractor A would be awarded the contract."</p>
<b>24</b>	<p><b>Community:</b></p> <p>a) The Chairman and the Clerk to carry out a risk assessment for the Summer Fete, as a requirement for the council insurers.</p> <p>b) Quote was provided to Councillors for the installation of electricity and Christmas lights on the Church tower. Councillors were not happy with the quote and Clerk to obtain quotes from 2 more Contractors with a clear specification. To be put on the agenda for June.</p> <p>c) Cllr Stedman reported that there had been an issue the weekend of 6/7<sup>th</sup> May where a party had been held at the Memorial Hall, which caused a lot of damage in the hall with doors to the toilets being demolished. The Memorial Hall Committee are looking into this and arranging recompense. Mrs Pat Dare was keen for the Members to note that she had been told it was a family party being held and had since found out the bookings clerk at Bidford had refused the booking. She has now set up a system to inform bookings clerks of nearby halls of any bookings refused.</p> <p>d) The Chairman gave an update regarding the Memorial Garden meeting. Representatives from the Memorial Hall, British Legion and Parish Council met to discuss how to take this proposal forward. The Lime tree is due to be removed shortly and the relocation of the refuse bins was agreed. It was decided that the area should not only pay tribute to those who died but also to those who returned from war as well as the land army. We will approach Pershore horticultural college to see if their students can design the garden and offer a cash prize of £100 for the winning design. The aim is to officially open the garden in conjunction with the parish's celebrations for A Nation's Tribute next year. The next meeting is planned for July 12<sup>th</sup>.</p>

	<p>e) Cllr Green provided an update regarding the speed awareness group. As mentioned in Open Forum, dates have been made available, sites need to be chosen and recommended to the Police for a risk assessment. This can then move forward. There are only 4 people trained, and there must be 3 people in attendance at any one time. One to hold the speed gun, one to note the data and one to ensure health and safety is adhered to. Clerk to request more volunteers to help run the scheme.</p> <p>f) Quotes had been provided for 5 streetlights to be replaced at 18 Garrard Close, 41 Ban Brook Rd, 21 Ban Brook Rd, 51 Ban Brook Rd and by the substation at Cherry Tree Crescent. Cllr James proposed these are replaced with Cllr Green seconding. Clerk to issue purchase order.</p>
<b>25</b>	<p><b>Rights of Way:</b> Nothing to report.</p>
<b>26</b>	<p><b>Matters raised by Councillors:</b> The following matters were raised by Council Members:</p> <p>a) Cllr Godwin has looked into receiving the agendas by electronic means as a cost saving measure - £350 over 3 years which would increase after that. He stated that it presents a more efficient and modern way of working. Out of 8 parish councils 7 use Dropbox/email and the 8<sup>th</sup> one uses a 50/50 split. At least 2 others also use email. Cllr Godwin proposed that the system be changed, with agenda items being displayed on the projector. If any of the Councillors would like to go paperless to inform Clerk.</p> <p>b) District Councillor Mark Cargill has suggested that Members receive training, other than that offered through the County Association, through Stratford District Council, either paying an annual subscription or on an ad-hoc basis. Councillors stated they would be happy to pay on an ad-hoc basis if and when required.</p> <p>c) For a new delegate to be decided upon for the Marsh Farm Quarry Liaison Group – this was resolved at the Annual Council meeting, under minute number 7e.</p> <p>d) Cllr Stedman requested that all items raised by Councillors be accredited to a Councillor.</p>
<b>27</b>	<p><b>Consideration of Correspondence Received: (Yellow papers)</b></p> <p>a) Where next for Localism (in last month's agenda pack, and emailed on 4<sup>th</sup> April) – No response from Councillors.</p> <p>b) An email has been received from resident regarding speeding lorries and speed signs – Cllr James proposed that Warwickshire County Council arrange for a road counter, differentiating between the vehicles outside the cottages on Station Road and the junction of Ban Brook Road. Cllr Maude seconded. Clerk to arrange a meeting in the Eddie Clarke Suite with Angus Soft Fruits to discuss HGV issues and then a site visit.</p> <p>c) An email was received from Andrew Wilkins, Managing Director of Lone Star &amp; LLP regarding Orchard Farm housing development proposals – Clerk to reply stating that he is more than welcome to attend the June meeting and provide a progress report following his Memorial Hall presentation.</p>
<b>28</b>	<p><b>Correspondence Noted:</b></p> <p>a) Information from Charter for Trees, Woods &amp; People which will launch on 6<sup>th</sup> November 2017, along with a signature gathering book.</p> <p>b) LTN28 – Basic Charity Law</p>
<b>29</b>	<p>Finance: General:</p> <p>a) Clerk reported that she has received training regarding new Finance package and the number of hours required has been reduced from 4 to 3 thus saving £70.</p> <p>b) Council members noted the Final Internal Auditor's Report of Salford Priors Parish Council Accounts FY 2016/17. There is a query regarding the hourly rate the Clerk has been paid at. The staffing committee will meet formally to discuss the issue outstanding.</p> <p>Payments</p> <p>c) The council gave consideration and approval of the payments listed in Appendix A.</p> <p>d) Proposed by Cllr Maude, seconded by Cllr James and agreed by all Councillors.</p> <p>e) It was agreed that Cllrs Littleford &amp; Cllr Green would sign cheques for payments listed in Appendix A (Minute 32).</p>

	<p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 40 and Deposit Account Statement 18 issued 28<sup>th</sup> April 2017 :-</p> <p style="padding-left: 40px;">Lloyds Deposit Account: £50,035.23 Lloyds Current Account £78,286.56 Total Fund Balance £128,321.98</p>
<b>30</b>	<p><b>Staffing Matters:</b> Cllr James on behalf of the Staffing Committee reported they had met to review the Clerk's salary. It was recommended that the salary is increased by two Spinal column points from 19 to 21 at with effect from 1<sup>st</sup> June to recognise the work the Clerk has carried out during the first 12 months of employment. All Members agreed.</p>
<b>30</b>	<p><b>Date of Next Meeting:</b> Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 21<sup>st</sup> June 2017 at 7.00pm in the Baptist Hall, Dunnington.</p>
<b>31</b>	<p><b>Closure of Meeting:</b> The Chairman closed the meeting at 22:00 hrs</p>

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

## 32. APPENDIX A: FINANCE

PAYMENTS TO BE AUTHORISED

May-17 Meeting

Cheque	Payee	Details	Total	VAT	Net
No.			Payment	Element	Payment
DD	CF Corporate Finance Ltd	Photocopier Lease Apr	42.00	7.00	35.00
DD	NEST	Clerk's Pension Mar	13.07		13.07
DD	Lloyds Bank	Lloyds Bank Charges to 9 Mar	12.00		12.00
DD	NPower	Streetlight Energy	17.10	0.81	16.29
DD	Severn Trent Water	TOPS Water Rates	56.33		56.33
DD	NPower	Streetlight Energy	176.62	8.41	168.21
DD	EDF Energy	TOPS Electricity	63.00		63.00
354	P Batacanin	Playing Field Inspection	10.00		10.00
355	Zurich Municipal	Local Council Insurance	1,051.93		1,051.93
356	Limebridge Rural Services Ltd	Tree Branch Removal	48.00	8.00	40.00
356	Limebridge Rural Services Ltd	Amenity Contract	1,425.70	237.62	1,188.08
357	Mrs K Littleford	A5 NDP Leaflets	28.00		28.00
358	Salford Priors Memorial Hall	Hire of Hall & Parish Office	510.00		510.00
359	Mr T Hunt	Lengthsman	63.00		63.00
360	Edge IT Systems Ltd	Accounts Package	660.00	110.00	550.00
361	Miss S Hyde	Leaflet Delivery	35.00		35.00
361	Miss S Hyde	Leaflet Delivery	35.00		35.00
362	Salford Priors Post Office & Stores	Wall rental & elec cost	50.00		50.00
363	Mrs D Bowles	Clerk's Salary & Expenses	*****		*****
364	HMRC	Clerk's NIC	17.37		17.37
365	Mr G Bradley	Internal Audit	125.00		125.00
			<b>5,235.87</b>	<b>371.84</b>	<b>4,864.03</b>