

**Salford Priors Parish Council**

**Minutes of an Ordinary Meeting of the Parish Council held in Baptist Hall, Dunnington on  
Wednesday 21<sup>st</sup> June 2017.**

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

**Also in attendance:** 2 members of the public.

<b>33.</b>	Apologies for absence were accepted by Council for:  Cllr Shale & County Councillor Mike Brain
<b>34.</b>	<b>Register of Interests:</b> Members were reminded of the need to keep their register of interests up to date
<b>35.</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><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>36.</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>Andrew Wilkins from Lone Star Land LLP fed back the response from residents following the exhibition held in the Memorial Hall regarding the Orchard Farm proposals. The following were identified as being the most sensitive:</p> <ol style="list-style-type: none"> <li>1) The loss of the hedge – discussions took place and it was decided that Mr Wilkins would return to the Council with some plans for the Members to consider. He confirmed the piece of land at the front is going to be gifted to the Parish Council.</li> <li>2) HGV movements – Angus Soft Fruits have been contacted to revisit the fruit delivery vehicle noise issue. The Parish Council have a meeting with Angus Soft Fruits in July to discuss.</li> <li>3) Lighting – the proposed traffic calming measures require lighting, if lampposts are installed these are the responsibility of Highways, whereas low level lighting would be the responsibility of the Parish Council. Councillors will consider this.</li> <li>4) The proposed drop-off layby – County Highways would not support this from a safety point of view however Cllr James stated the Parish Council should support this as the purpose of the layby is to help with the safety of the children leaving school. A speed limit reduction of 20mph around school drop off and pick times was also discussed.</li> </ol> <p>He then went on to say that there are 2 areas that don't meet Stratford District Council's policy:</p> <ol style="list-style-type: none"> <li>1) The lack of provision of 1 bedroomed homes. Mr Wilkins would like the Parish Council's support to have the proposed larger houses which Cllr James agreed with.</li> <li>2) Provision of affordable housing – Stratford District Council would like a large number of 1 bedroomed homes and Mr Wilkins requested the Parish Council's support to keep to 2 &amp; 3</li> </ol>

	<p>bedroomed homes. The Chairman stated that she would like the affordable housing to go the way of shared equity.</p> <p>Cllr Stedman would like the permissive footpath to be made permanent and Members requested that Mycroft Perry from Orchard Farm write to the Parish Council to confirm he is happy for this to proceed.</p> <p>It was confirmed that a young children's play area would be installed.</p> <p>Andrew Wilkins thanked the Councillors for their time and left the meeting.</p> <p>2 residents are concerned about the safety and speed of traffic along Station Rd. Members noted their concerns.</p> <p><b>The Chairman closed the adjournment at 19:45 hrs.</b></p>
37.	<p><b>Acceptance of Minutes:</b></p> <p>The Minutes of the One Hundredth &amp; Twenty-third Annual Meeting of the Salford Priors Parish Council held on Wednesday 17<sup>th</sup> May 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>The Minutes of the Ordinary Parish Council Meeting held on 17<sup>th</sup> May 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>
38.	<p><b>Clerk's Progress Report:</b></p> <ul style="list-style-type: none"> <li>a) Severn Trent Water Dunnington pumping station – again no further update. Members decided to remove this matter from future agendas.</li> <li>b) Tree Works – St Matthews Churchyard – Ron Goodyear, Enforcement Officer is investigating. This process can take some time. <b>Clerk to monitor.</b></li> <li>c) Ban Brook Bovis Homes site works – this site has now been transferred to the West Midlands Region and Clerk has written seeking information as to when these works will be carried out. <b>Clerk to monitor.</b></li> <li>d) Missing 30mph sign at Station Rd – the matter is being investigated and followed up with the developers. The Clerk has been assured by the Traffic &amp; Safety Group that it in no way negates the enforceability of the 30mph speed limit through the village and this can still be carried out legally. <b>Clerk to chase for the 30mph limit be reinstated.</b></li> <li>e) School Rd footways – unfortunately there is no date in the diary for the completion of these works at the present time. <b>Clerk to monitor.</b></li> <li>f) Soil bin clearance, St Matthews Churchyard – these works have been completed. <b>Resolved.</b></li> <li>g) Verge clearances around Parish – these works have been completed. <b>Resolved</b></li> <li>h) Station Road, Bovis Site – problem with nails and tyres being punctured – Clerk has informed the Developer. The Site Manager will keep an eye on the issue. <b>Resolved.</b></li> <li>i) Clerk has received a complaint regarding private land by the allotments being overgrown. After referral to Cllr Stedman there is nothing the Parish Council can do as this is private land. Members had carried out an allotment inspection recently and couldn't see an issue. <b>Resolved.</b></li> <li>j) Streetlight replacements – a purchase order has been raised. <b>Clerk to monitor</b></li> <li>k) Bird Mouth Fencing on B4088 – Clerk has been in contact with Highways England for the supply of utility infrastructure maps for the service and drainage ducts in the verges and is awaiting a response. <b>Clerk to monitor</b></li> </ul>
39.	<p><b>Neighbourhood Development Plan:</b></p> <p>No update</p>
40.	<p><b>Planning Matters: Applications Considered:</b></p> <ul style="list-style-type: none"> <li>a) <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. An amendment/additional information has been received as</li> </ul>

	<p>per email 9.6.17. The Planning Department are inviting any further observations on the amendment to be made by 23 June 2017. No further observations.</p> <p><b>Planning Applications Noted:</b></p> <p>b) <b>17/01388/FUL</b> – Removal of single storey single skin kitchen extension and rear porch. Erection of two storey rear and side extension and lean-to side extension to provide a kitchen/dining and utility room on ground floor with new staircase to one extra bedroom, an en-suite and a bathroom. Following consultation with Members via email (sent 18.5.17) a response of “No objection” was recorded.</p> <p>c) <b>17/00963/FUL</b> – <b>proposed single storey side and rear extension at 51 Ban Brook Rd by Mr Jamie Odwyer.</b> Whilst an objection was initially recorded by the Council, Lindsey Young, Planning Officer at Stratford District Council requested the objection be reconsidered (email 24.5.17). After consultation by email with Members the initial rejection was withdrawn, and the Planning Department informed accordingly.</p> <p>d) 17/00943/FUL – Erection of detached garage, with study and storage in roof space at Dunnington Lodge, Broom Lane, Dunnington by Mr Alan Burgess has been withdrawn.</p> <p><b>Planning Decisions :</b></p> <p>e) <b>17/00821/FUL</b> – <b>Conversion of 3no. existing agricultural buildings into 3no. dwellings with all associated works at Tothall Farm, Tothall Lane, Salford Priors by The Trustees of The Seymour Trust No 2</b> – Permission Granted with Conditions</p> <p>f) <b>17/01009/TREE</b> – <b>arboricultural works at The Old Forge, Station Road, Salford Priors by Mr Paul Rigler</b> – Consent Granted with Conditions</p> <p>g) <b>17/00276/FUL</b> – Single storey extension to the eastern elevation to provide a meeting room and lavatory facilities at St Matthews Church, Station Road, Salford Priors by St Matthews Church – Permission Granted with Conditions</p> <p>h) <b>17/01282/TREE</b> – T1 Holly: Fell at Clover Cottage, 3 Station Rd, Salford Priors, Evesham, WR11 8UX – No Objection – Consent Granted with Conditions.</p>
41.	<p><b>Playing Field:</b></p> <p>a) Monthly Inspection was carried out on 2<sup>nd</sup> June – mole hills have appeared in the tree area. Clerk has contacted local Master Molecatcher Rob Petheridge, who charges £35 per mole caught with no hourly rate or mileage. He is happy to provide a free survey. Members requested the Clerk find out what type of traps he uses.</p> <p>b) The Chairman read out a report following a playing field inspection by Councillors on Monday 19<sup>th</sup> June:</p> <p>Councillors Godwin, Maude, Stedman, Quiney and Littleford inspected the playing field to inspect the trees and fencing. It was noted that Western Power had savaged a number of trees around their power lines, in particular the 4 cherry trees were thought unlikely to recover and that the council consider taking them out and replacing and enhancing the tree area with some new trees with the help of the Tree Charter programme and consider installing a picnic table once again in this area.</p> <p>As a matter of urgency under health and safety all trees require lower branches removed to a height of 2.5 metres. At the same time the fence bordering the scout hut requires all the overgrowth removed and the fence bordering the land farmed by Sandfield also requires overgrowth removed and to request Sandfield Farms clear their side of the fence. Clerk to contact Lengthsman to carry out a canopy lift to all trees.</p> <p>The spring closure mechanism on the under 11’s play area closest to the skate ramp is loose and requires urgent attention. It was also noted that the fence by the school field is deteriorating. Clerk to contact Pete Batacanin regarding the spring closure as a matter of urgency.</p>

42.	<p><b>Highways:</b></p> <p>The Lengthsman has been without a car for a period of time so was unable to get to Salford Priors until yesterday. He carried out some weeding around the bus shelter and the tree canopy lift at Ridsdale Close/Priors Grange. He will be looking to carry out some spraying work today.</p> <p>Future tasks:</p> <ol style="list-style-type: none"> <li>1) Island on School Rd needs spraying</li> <li>2) Bollards between Priors Grange and Ridsdale Close needs spraying – Clerk to contact Housing Association.</li> <li>3) Signs leading to Dunnington from Salford Priors to be cleaned.</li> </ol>
43.	<p><b>Allotments:</b></p> <ol style="list-style-type: none"> <li>a) There is one vacant plot (10) on the allotments – Councillors decided to postpone creating 2 new allotment plots for the time being. Clerk to contact the previous tenant of plot 10 and request she removes the black plastic so the Amenity Contractor can trim the weeds.</li> <li>b) The Chairman read out a report following an annual review of the allotments on Monday 19<sup>th</sup> June:</li> </ol> <p>Councillors Godwin, Maude, Stedman, Quiney and Littleford inspected the allotment garden plots.</p> <p>Allotment holder of plots 4 and 5 was working on his allotments, Councillors spoke to him regarding the condition of both plots. He informed Councillors that due to a back problem he had been unable to do any work on the plots for the past 6 weeks, he was now fit again and that plot 5 would be trimmed and tidied by the weekend. Plot 4 was being left fallow and had been planted with wild flowers but he would sort the weeds out. Plot 10 is vacant and needs mowing and weed control to keep it tidy until a new tenant is found. The half plot on plot 2 has recently been taken over. All other plots are well maintained by tenants.</p> <p>Councillors present agreed that the distance from the water butt to the lower plots was too far and that the council should consider installing a third water butt to aid tenants on the lower plots. Clerk to investigate.</p> <p>It was also noted that the briars along the hedge row by the scouts were out of control and that when the amenity contractor trims the hedge in the autumn he be asked to cut the growth right back to the hedge line. Clerk to issue a PO to amenity contractor.</p>
44.	<p><b>Community:</b></p> <ol style="list-style-type: none"> <li>a) Clerk has received details for the external lighting of St Matthews Church Tower and will contact some Contractors to obtain quotes.</li> <li>b) Councillors decided to request a road tube survey outside the cottages on Station Road and at the junction of Ban Brook Road. This will then provide the information as to how much HGV traffic, and the speed of the traffic, is going to Orchard Farm.</li> </ol>
45.	<p><b>Rights of Way:</b></p> <ol style="list-style-type: none"> <li>a) Cllr Penn has received some complaints around the Orchard Farm area. Noted by Councillors.</li> <li>b) Clerk has received a report from 2 residents informing that the footpath to the rear of Rushford cottages on the B4088 is blocked by thistles and nettles and is impassable for roughly the length of the pony paddock that runs alongside the path. Clerk has contacted the landowner to request he maintain the right of way.</li> </ol>
46.	<p><b>Matters raised by Councillors:</b> The following matters were raised by Council Members:</p> <p>Cllr Stedman -</p> <ol style="list-style-type: none"> <li>a) To consider training selected members to access and use the new accounts package. Cllr Stedman to sit with Clerk for some training.</li> </ol>

	<p>b) Clerk to write letters to all landowners involved to cut back hedges from the footway on School Rd – Ban Brook Rd to the bus shelter and on School Rd from Tothall Lane towards Iron Cross.</p> <p>c) Cllr Penn stated that although the white lines had been painted on the B4088 the junctions had not been updated. Clerk to contact Jon Rollinson, Traffic Engineer, Warwickshire County Council.</p>
<b>47.</b>	<p><b>Consideration of Correspondence Received: (Yellow papers)</b></p> <p>a) Members decided that with ongoing development there is little point in carrying out a parish wide housing survey at this time.</p> <p>b) Clerk to arrange a meeting between Members and Chris Lane regarding land opposite Cleeve View following Members approval. Also, to arrange a meeting of the Parish Council's NDP monitoring group which all Council Members are invited to attend. Clerk to circulate dates for meeting availability.</p> <p>c) Clerk to respond to resident regarding recent email about the installation of the new Orchard Farm signs and the tarmacking on School Rd.</p> <p>d) Cllr James proposed the Parish Council purchase a fire basket for Salford Priors Primary School at a cost of approx £40. Cllr Quiney seconded. All Members agreed.</p> <p>e) Cllr James will provide a response regarding the Consultation on the Site Allocation Plans for Clerk to forward by 28 July.</p> <p>f) Members noted the email from a resident regarding tree planting &amp; grass verges.</p> <p>g) It was confirmed the Councillors agreed to the signing up to the Tree Charter.</p> <p>h) Council acknowledged an email from a resident regarding planning to Shamba, Evesham Rd, Salford Priors.</p>
<b>48.</b>	<p><b>Correspondence Noted:</b></p> <p>a) Legal Briefing L03-17 – Reform of data protection legislation and introduction of the General Data Protection Regulation</p> <p>b) Latest copy of LAIS which details recent changes to the planning act (emailed 22.5.17)</p> <p>c) Notice of Adoption of Community Infrastructure Levy for the South Worcestershire Councils</p> <p>d) The Financial Scheme Compensation Scheme has increased the amount protected for eligible deposits from £75,000 to £85,000.</p> <p>e) LTN 63 – Planning &amp; Building Control Enforcement.</p>
<b>49.</b>	<p>Finance: General:</p> <p>a) To consider subscribing to Society of Local Council Clerks at a cost of £121 for 12 months. Cllr James proposed, Cllr Stedman seconded. All Members agreed.</p> <p>b) The setting up of standing order to Amenity Contractor for 12 equal monthly payments was noted.</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 James, seconded by Cllr Green and agreed by all Councillors.</p> <p>e) It was agreed that Cllrs Littleford &amp; Quiney would sign cheques for payments listed in Appendix A (Minute 53).</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 42 and Deposit Account Statement 19 issued 1<sup>st</sup> June 2017 &amp; 9<sup>th</sup> May 2017 respectively :-</p> <p style="text-align: center;">Lloyds Deposit Account: £50,037.41 Lloyds Current Account £72,507.53 Total Fund Balance £122,544.94</p>

<b>50.</b>	<b>Staffing:</b> Cllr James stated that the overpayment of salary to the current Clerk was a mistake made by the previous Clerk and the Staffing Committee were therefore proposing to the Council that the overpayment be absorbed by the Council. Members agreed.
<b>51.</b>	<b>Date of Next Meeting:</b>  Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 19 <sup>th</sup> July 2017 at 7.00pm in the Memorial Hall, Salford Priors.
<b>52.</b>	<b>Closure of Meeting:</b> The Chairman closed the meeting at 20.57 hrs

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

### 53. APPENDIX A: FINANCE

CHEQUE	PAYEE	DETAILS	TOTAL	VAT	NET
DD	CF Corporate Finance Ltd	Photocopier Lease May	42.00	7.00	35.00
DD	ICO	Data Protection Registration	35.00		35.00
DD	Lloyds Bank PLC	Bank Charges to 9 Apr	22.60		22.60
DD	CF Corporate Finance Ltd	Photocopier Lease Jun	42.00	7.00	35.00
DD	EDF Energy	TOPS Electricity	63.00		63.00
DD	NEST	Clerk's Pension Apr	14.42		14.42
SO	Limebridge Rural Services Ltd	Amenity Contract	1,425.70	237.62	1,188.08
366	Limebridge Rural Services Ltd	Various Maintenance Works	778.80	129.80	649.00
367	Digital Copier Systems Ltd	Photocopier Charges	25.72	4.29	21.43
368	Westhill Direct	Stationery	18.86	3.14	15.72
369	Studiospares Ltd	Gooseneck Mics with Base & 10m Cable x 6	272.34	45.39	226.95
370	Salford Priors Village Fete	Parish Council Donation	250.00		250.00
371	P Batacanin	Playing Field Inspection	10.00		10.00
372	HMRC	Clerk's NIC	16.84		16.84
373	Mrs D Bowles	Clerk's Salary & Expenses	*****		*****
374	Tranter Training Ltd	AED Pads x 2 for Defibrillators	96.00	16.00	80.00
			<b>3,945.84</b>	<b>450.24</b>	<b>3,495.60</b>