

**Salford Priors Parish Council**

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors on  
Wednesday 21<sup>st</sup> February 2018.**

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

**In Attendance:** Donna Bowles (Clerk) & County Councillor Mike Brain

**Also in attendance:** 1 members of the public.

<b>163</b>	Apologies for absence: Cllr Shale Cllr Stedman
<b>164</b>	<b>Register of Interests:</b> Members were reminded of the need to keep their register of interests up to date
<b>165</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>Cllr James – Minute 168l – to consider quote for 3 trees</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>166</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. A member of the public stated that the recent repair works to the potholes in the layby of Abbots Salford had been very crudely finished and not all the sets have been replaced at the present time. Clerk to take photos of the repair work and send to the Localities Officer.</p> <p><b>b) County Council Member's Report –</b></p> <ol style="list-style-type: none"> <li>1. County Councillor Mike Brain met with Localities Officers today regarding potholes of which there is a backlog of approximately 400 jobs outstanding. These are being treated as a matter of priority.</li> <li>2. Economic growth is twice the national average for Warwickshire.</li> <li>3. He chaired the recent 6<sup>th</sup> annual Waste &amp; Recycling conference last week. Stratford District Council is still in the top 10 in the country for waste and recycling. National average is 45%, Stratford District Council is 61%.</li> <li>4. He reported that there were no applications received from Salford Priors in the second round of his community grant. Clerk stated members of the public had been informed via E-News.</li> <li>5. Cllr James asked what the response time is for attending to fly tipping. The reply was that it is 24 hours if considered a danger, otherwise it can take up to a week. County Councillor Mike Brain informed the Clerk to contact Angela Lloyd directly rather than the Contact Centre.</li> <li>6. No update on minerals.</li> </ol> <p><b>The Chairman closed the adjournment at 19:20 hrs.</b></p>
<b>167</b>	<p><b>Acceptance of Minutes:</b> The Minutes of the Ordinary Parish Council Meeting held on Wednesday 17<sup>th</sup> January 2018 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>
<b>168</b>	<p><b>Clerk's Progress Report:</b></p> <p>a) New Weethley sign – the Clerk has received confirmation that this was installed on 24<sup>th</sup> January,</p>

	<p>however Cllr Maude has stated this is still outstanding. <b>Clerk to contact Highways once more.</b></p> <p>b) Abbot's Salford layby repairs – this was mentioned in Public Forum. <b>Clerk to monitor.</b></p> <p>c) Rats around bin outside shop - STW have further investigated and found no problem with the pipework. They spoke to residents who live nearby who stated there was no problem. <b>Noted and Closed.</b></p> <p>d) It was confirmed the bus stop sign has now been installed on the bus stop outside the shop. <b>Noted and Closed.</b></p> <p>e) Crossroads sign by the Queens Head – the sign has been made and an instruction from Highways has been issued to re-install this on 2 new poles. No timescale for the work. <b>Clerk to monitor.</b></p> <p>f) Orbit service charge for grounds maintenance - The Chairman and the Clerk met with Scott Williams, Occupation Agreement Officer for Orbit Living who stated that this charge has been levied across a number of parishes for some time, and Orbit are bringing everyone in line, although this is not being carried out in the immediate future. <b>Clerk to monitor.</b></p> <p>g) H&amp;S issue B4088 footway – this is under Ragley's jurisdiction. <b>Clerk to monitor.</b></p> <p>h) Removal of new speed limit applies – an instruction has been issued for these signs to be removed. <b>Clerk to monitor.</b></p> <p>i) Pothole on junction of Ban Brook Rd – a permanent repair has been issued however no timescale for the work has been given. <b>Clerk to monitor.</b></p> <p>j) Streetlighting – Clerk has been in contact with Annette Mackie, Streetlighting Engineer at Warwickshire County Council who has confirmed that they do provide a contract for streetlighting. She will forward the information once the pricing structure has been approved along with details of a further contractor who may be able to help. <b>Clerk to monitor.</b></p> <p>k) Following the January meeting Clerk contacted JPP Consulting regarding the issue of adopting the proposed new/existing street lighting under Section 38 for Priors Grange, Salford Priors. They have confirmed:</p> <ol style="list-style-type: none"> <li>1. that the roads are currently going through a Section 38 (Highways Act 1980) application, approval and inspection with Warwickshire County Council to ultimately gain adoption.</li> <li>2. the surface water attenuation tanks are currently going through a Section 102 (Water Industry Act 1991) application, approval and inspection with Severn Trent Water to ultimately gain adoption. The foul sewers were transferred and gained adoption by Severn Trent Water in 2011.</li> <li>3. They are awaiting instructions from Orbit regarding the Parish Council's request to reduce the number of columns and a re-design of the lighting using LED bulbs. <b>Clerk to monitor.</b></li> </ol> <p>l) Cllr James left the meeting. A quote had been requested and received from Limebridge Rural Services to provide 3 trees on the B4088. This was considered, Cllr Green proposed this was accepted with Cllr Godwin seconding. Unanimous approval. Cllr James returned to the meeting.</p>
169	<p><b>Planning Matters:</b></p> <p>a) <b>17/02475/FUL</b> – full application for the development of 14 new dwellings, car parking and SUDs provision at land at Evesham Rd, Salford Priors – an amended layout, landscaping and biodiversity information. After discussion Clerk to reply with "The Parish Council will go with the Officer's recommending the parking in accordance with the District Council's parking standards".</p> <p><b>Planning Applications Noted:</b></p> <p>b) <b>18/00152/FUL</b> – Erection of detached garage with storage in roof space at Dunnington Lodge, Broom Lane, Dunnington, B49 5NU. Following consultation with Councillors via email a "No objection" response was recorded.</p> <p>c) <b>18/00181/FUL</b> – proposed timber frame detached carport, garage and store at The Garage, Salford Rd, Rushford, WR11 8SL. Following consultation with Councillors via email the following comment was recorded "The Parish Council objects due to inappropriate size and adverse impact on the street scene"</p> <p>d) <b>17/03253/FUL</b> – Change of use of existing agricultural building and associated land for the sale, storage, display and distribution of farm machinery to serve farm machinery business and the storage of existing agricultural equipment at Mudwalls Farm. In addition to a temporary three year permission for three office cabins to be associated with the farm machinery business at</p>

	<p>Mudwalls Farm, Salford Road, Dunnington, Salford Priors, B49 5PA. Following consultation with Councillors via email a “No Objection” response was recorded.</p> <p><b>Planning Decisions :</b></p> <p>e) <b>17/03160/FUL</b> – erection of a two storey modular building to provide additional office space at Alamo Group Europe Ltd, Station Rd, Salford Priors. Permission granted with conditions.</p> <p>f) <b>17/003590/FUL</b> – installation of 3 battery packs, an inverter and associated infrastructure to provide backup power to the poultry sheds for a period of 25 years at Salford Lodge Poultry, Salford Lodge Farm, Pitchill, Evesham – Permission Granted with Conditions</p> <p>g) <b>17/03678/FUL</b> – Alterations to doors and windows, new external boiler and oil tank and minor landscaping to facilitate conversion from offices to dwelling house as approved under ref 17/00005/COUO at Old Forge Court, Iron Cross, Salford Priors. Permission Granted with Conditions.</p>
170	<p><b>Playing Field:</b></p> <p>a) The monthly inspection was carried out on 2<sup>nd</sup> Feb with nothing to report.</p> <p>b) The Council have requested more detail regarding the 10 tenders received. The Clerk to provide a full tender evaluation report detailing the tenders and the evaluation panels assessment of the quality marking of the bids prior to the next meeting. A decision will be made at the March meeting.</p>
171	<p><b>Working Groups:</b></p> <p>a) Christmas Tree Switch On – the Working Group are not meeting until September however an email has been received from Roger Huggins, Church Administrator of St Matthews Church stating that the PCC are happy to re-look at the Christmas lights request for the church tower. They would like to speak with someone as to what exactly the lighting would look like. The Councillors have decided, after consideration, that this is not something that benefits the whole Parish and is cost prohibitive. It is felt that the monies could be put to better use for the Christmas event.</p> <p>b) A Nation’s Tribute - Clerk has contacted Dunnington Primary School, Salford Priors Primary School and St Matthew’s Church to see if they would be interested in taking part in this tribute. Salford Priors Primary School have indicated they would like to take part, as well as St Matthews Church. Awaiting a response from Dunnington Primary School.</p> <p>CLlr Shale has contacted the RSC Costumes Department and whilst they have a small number of period &amp; civilian uniforms, typical prices on the website are £90 each, so probably a non-starter. He then carried out a Midlands search for costume hire, but there really isn't anything around, mainly WW2.</p> <p>He also visited Ashdown Camp last Monday and although there were plenty of people there, as expected it was mainly WW2. However, they have promised him contact details for a number of WW1 groups, which he is still awaiting. He also put out a call for both a piper and bugler.</p> <p>CLlr Godwin has spoken to Air Force Cadet Association who are very keen to be involved – he is going to pass the information on to the adult Company Commander in Stratford &amp; Alcester.</p> <p>He is also looking into details of another company regarding WW1 costumes.</p> <p>c) Communications - Items were considered for the forthcoming newsletter, which CLlr Littleford will prepare. The website was also discussed. Members and Clerk to look at other Parish Council websites particularly the static and dynamic elements. The Chairman has discussed this with Gary New, who has worked on website design and is happy to help with re-designing and setting up the website with the Clerk having full control. CLlr Maude has looked at costs from Namesco and it will cost £6/7 pm, with an initial set up cost from £349. The Chairman will arrange for Gary New to attend the next Communications meeting. An email was recently received regarding a job source link to be put on the website. The website contractor has advised against this being placed on the website. CLlr James stated the website is for local information and not advertisements.</p>

	<p>d) NDP – a meeting was held, concentrating on the District Council’s Call for Sites and proposed built up boundary for Salford Priors. The group are looking to improve the public footpaths and also want to host a meeting with surrounding parishes to see if they would be interested in forming a safe cycling route. Clerk to set up a meeting late April regarding the cycle route to find out what the feedback would be. The group would like a definitive map of the footpaths produced so it could go into the notice boards. They also discussed producing the definitive footpath routes booklet which is currently in written format that was produced in 1948, it is a very good guide for walkers. Cllr James to provide Clerk with this information for her to produce a modern, clear version. <b>Clerk to contact local parishes to see if there is any interest in forming a safe family orientated cycling route.</b></p> <p>e) Playing Field – discussed under minute 170</p> <p>f) Streetlights – meeting to be held once quotes for replacement bulbs has been received.</p> <p>g) Minerals Plan – this group will meet on Wednesday 7<sup>th</sup> March</p>
172	<p><b>Highways:</b> The Lengthsman has inspected all grit bins, cleaning the outsides and breaking up any lumps inside. He has reported that all bins are full except for one outside Perkins Close, by flats 13-19 which is half empty and badly damaged. Clerk has contacted Highways who have confirmed that whilst they are able to fill the bins they do not replace them. <b>Clerk to order a new grit bin.</b></p> <p>Future tasks –</p> <ol style="list-style-type: none"> <li>1. To repair the damage caused by a vehicle on the grass verge in School Avenue.</li> <li>2. To provide a quote for re-painting the telephone box and re-glazing with toughened glass.</li> <li>3. To look at parish noticeboards regarding the fit of the doors.</li> </ol>
173	<p><b>Allotments:</b></p> <p>a) The lease fee was discussed, it was proposed by Cllr James and seconded by Cllr Maude to maintain the fee at £30.</p> <p>b) The Clerk has received a complaint regarding 2 plots, where a large amount of soil has been deposited at the end of the allotment. It was decided to write to tenants inviting them to an annual meeting. <b>Clerk to organise.</b></p>
174	<p><b>Community:</b></p> <p>a) An application for vacancy of Councillor has been received from Pauline Gordon (known as Paula). Cllr James proposed Pauline Anne Gordon is co-opted to fill the vacancy of Parish Councillor, Cllr Maude seconded, unanimous approval. <b>Clerk to contact.</b></p> <p>b) It was noted the Domesday Book is now held in the office, following correspondence with the school who stated they no longer wish to hold it.</p> <p>c) The Speed Aware Group is up and running and has completed 4 sessions to date, one being cut short by equipment failure. It was confirmed that the gun is having an impact on motorists. The gun is now being recalibrated.</p>
175	<p><b>Rights of Way:</b> Cllr Penn had nothing to report.</p>
176	<p><b>Matters raised by Councillors:</b> The following matters were raised by Council Members:</p> <p>a) It was decided to defer adopting the Model Publication Scheme for Freedom of Information requests &amp; associated policies until the May meeting.</p> <p>b) Cllr Penn had received a report from a resident regarding a lorry driver using the hedge as a toilet, Clerk to write to Angus Soft Fruits asking for a duty number to be made available for residents to contact.</p> <p>c) Cllr Green requested the Clerk contact Bovis to arrange a final site meeting, and to request that a parish notice board be placed on the new estate.</p>
177	<p><b>Consideration of Correspondence Received: (Yellow papers)</b></p> <p>a) An email had been received regarding street lighting on Evesham/Station Rd. The Parish Council has considered the valid points raised however the current policy of the Parish Council is for no new streetlights to be provided.</p> <p>b) To consider a response to a 6 week consultation on the revised scope of Stratford-on-Avon District Intention to Provide a Local Plan – As 3 sites have already been identified within Salford</p>

	<p>Priors it was decided to resist putting any suggestions forward. It was proposed the boundary line be supported with a couple of amendments. <b>Cllr James to outline the changes and forward to the Clerk.</b></p> <p>c) Following Dr Susan Juned's resignation from the Williams Perkins Trust it was decided to ask District Councillor Mark Cargill if he would consider the position. <b>Clerk to contact District Councillor Mark Cargill. Clerk to write to Dr Juned thank her for her time spent on the Trust.</b></p> <p>d) An email had been received from a resident requesting the Parish Council revisit its decision to remove the telephone box on School Rd. After discussion, it was decided to obtain a quote from the Lengthsman for re-painting the box, and reglaze with toughened glass. <b>Clerk to reply to the resident asking him to quantify how much money would be raised in donations and contributions from local groups and what the box would be used for. To also ask whether he would be willing to form a Community Interest Company to adopt from the Parish Council at a later date. Clerk to contact the Council's insurers to ask what the premium would be to insure the box.</b></p>
<b>178</b>	<p><b>Correspondence Noted:</b></p> <p>a) Following the conversion of Salford Priors Primary School to an Academy, the Diocese of Coventry Multi Academy Trust is now the new leaseholder of the TOPs building.</p> <p>b) January update from the Warwickshire Police &amp; Crime Commissioner</p> <p>c) The findings of Stratford District Council consultant's report looking at the mix of housing for the School Road, Salford Priors application for up to 68 dwellings.</p> <p>d) Peter Long, electrical contractor, has retired with immediate effect.</p> <p>e) LO1-18 Financial Assistance to the Church</p> <p>f) LTN82 – Compulsory Purchase Orders</p> <p>g) LTN87 – Procurement</p> <p>h) Police &amp; Crime Commissioner February report</p>
<b>179</b>	<p>Finance:</p> <p>a) It was noted that County Councillor Mike Brain had granted £200 under the County Councillor Grant towards the Christmas lighting scheme at the Memorial Hall.</p> <p>b) It was noted that the sum of £1,806.98 was received regarding the amenity mowing grant from Stratford on Avon District Council</p> <p>Payments</p> <p>a) The council gave consideration and approval of the payments listed in Appendix A.</p> <p>b) Proposed by Cllr Maude and seconded by Cllr Penn and agreed by all Councillors.</p> <p>c) It was agreed that Cllrs Green &amp; James would sign cheques for payments listed in Appendix A (Minute 182).</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 53 and Deposit Account Statement 27 issued 1st February 2018 :-</p> <p style="padding-left: 40px;">Lloyds Deposit Account: £110,061.19 Lloyds Current Account £ 11,313.43 Total Fund Balance £121,374.62</p>
<b>180</b>	<p><b>Date of Next Meeting:</b></p> <p>Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 21<sup>st</sup> March 2018 at 7.00pm in the Memorial Hall, Salford Priors.</p>
<b>181</b>	<p><b>Closure of Meeting:</b> The Chairman closed the meeting at 22:05 hrs</p>

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

## 182. APPENDIX A: FINANCE

CHEQUE	PAYEE	DETAILS	TOTAL	VAT	NET
SO	Limebridge Rural Services Ltd	Amenity Contract Dec	1425.70	237.62	1188.08
DD	CF Corporate Finance Ltd	Photocopier Lease Jan	42.00	7.00	35.00
DD	NEST	Clerk's Pension Dec	36.83		36.83
DD	Lloyds Bank	Bank Charges Dec	22.34		22.34
DD	Npower	Streetlight Energy	17.48	0.83	16.65
DD	Npower	Streetlight Energy	180.73	8.61	172.12
DD	EDF Energy	TOPS Electricity	51.00		51.00
DD	Limebridge Rural Services Ltd	Amenity Contract Jan	1425.70	237.62	1188.08
DD	CF Corporate Finance Ltd	Photocopier Lease Feb	42.00	7.00	35.00
000448	The Bell Inn	NDP Event	119.00	19.83	99.17
000449	Universal Office Products Ltd	Brother A4 Printer	276.80	46.14	230.66
000450	Baker Ross	3D Wooden Christmas Decs	25.37	4.23	21.14
000451	Diocese of Coventry Multi Academy Trust	TOPS Rent 3.1.18-31.3.18	162.74		162.74
000452	P Batacanin	Playing Field Inspection	10.00		10.00
000453	Edge IT Systems Ltd	2 <sup>nd</sup> year of contract	333.60	55.60	278.00
000454	Mrs D Bowles	Clerks Salary & Expenses	****		****
000455	HMRC	Clerk & PC NIC	49.38		49.38
000456	Water Plus Ltd	Water Supply to Allotments	76.73	12.79	63.94
000457	Digital Copier Systems Ltd	Photocopier Charges	20.80	3.47	17.33
000458	Microsoft	Office 365 Subscription	59.99	10.00	49.99
000459	W Godwin	Expenses for CIL Training	13.50		13.50
			<b>5335.00</b>	<b>650.74</b>	<b>4684.26</b>