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Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 16th. January 2013 at 7.00 pm.

Present: Councillors, JR Stedman, (Chairman), LW Wright, P Dare, KA James, K Littleford, DC Penn, and A Quiney.

Also in attendance: MJ Philpott, Clerk, and three members of the public.

1. Apologies for absence

Apologies for absence were received and accepted from County Cllr. P Barnes and District Cllrs. M Howse and D Pemberton.

2. Declarations of Office and Disclosure of Interests

Members were reminded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, their family, a friend, or close associate.

2.1 Register of Interests:

Members were reminded of the need to keep their register of interests up to date.

2.2 Dispensations

The Clerk confirmed that there were no written requests for disclosable pecuniary interests dispensations.

2.3 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 were required to leave the room for the relevant agenda item. Members were asked to declare any other disclosable interests in items on the Agenda and their nature.

Cllr. James declared interests in items 7.1, Planning application at Marsh Farm, and 16.1, Mowing contract.

Cllr. Littleford declared an interest in item 23.1, Parish Lengthsman.

Cllr. Dare declared an interest in item 5.15, Steps at TOPs.

Cllr. Penn declared interests in items 7.1, Planning application at Marsh Farm, and 16.1, Mowing contract.

Cllr. Stedman declared interests in items 6.2, Mudwalls Farm, 7.1, Planning application at Marsh Farm, 13.1, New Bus Shelter, 16.1, Mowing contract, and 16.2, Flower display contract.

3. Open Forum

3.1 The Chairman moved that the meeting be adjourned for Open Forum and this was agreed.

3.2 Have your say: No under 18s. were present.

3.3 Open forum: Mr Charles Wilson enquired regarding the moving of the memorial plaque and magnolia bush to former Cllr. Edmunds. The Chairman said these had been moved to the Churchyard. Mr Maude enquired regarding the lights on the pack house and was informed that assurances had been received that these would be adjusted on Friday.

3.4 Ward Members reports: No Ward Members were present.

3.5 The Chairman closed the adjournment at 7.04 pm.

4. Minutes

4.1 The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 19th. December, at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

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5. Clerk's Progress Report**5.1. Affordable Housing.**

A request for an update was made on 7.01.13 to both Phil Ward of WRCC and Joanne Walsh of Jephsons. Jephsons said that progress regarding the land transfer from WCC has been very slow. There has been some work digging trial pits on the site in preparation for the planning application.

5.2 Memorials to former Councillors

Mr Bradfield had provided an estimate of £200 for an engraved strip running the length of the bus shelter. The Clerk said that if this was acceptable to the Council then he would now contact the family. The Clerk also reported that the Magnolia bush, post, and plaque, had been relocated to the Churchyard extension. Council considered that a smaller plaque, the length of one section of the shelter, would be more appropriate and authorised the Clerk to contact the family and incur expenditure of £70.

5.3 Flood defence works.

The Clerk reported that he had met Matthew Whiteman of Sandfields on 8.01.13. Mr Whiteman had agreed that further work needed to be done when the land dried out and had made proposals as to how the drainage could be improved. The Chairman said that the work done had prevented water entering the neighbour's garden but had not solved the problem of water and silt entering the highway drainage. The Clerk said it would be helpful for the Chairman to meet on site with Mr Whiteman and said this would be arranged.

5.4 Portable Appliance Testing

An order has been placed with PD Long to carry out Portable Appliance Testing in the Parish Office, in TOPs, and also in the Memorial Hall. The work will be carried out on Friday 18th. January.

5.5 Hedge cutting.

Regarding the laurel bush in Ridsdale Close the Clerk said he had contacted Orbit and Hannah Kavanagh had replied that 15 School Avenue was not on their register. The Chairman said he had visited the house and found building works in progress and the house apparently unoccupied. Cllr. Littleford said she was sure the house was being lived in and Cllr. Quiney suggested the Council cut the hedge. The Chairman said this would set a precedent and Council agreed to monitor the situation.

5.6 Community computer.

The WCC second hand computer has been installed in the office. It is loaded with Windows 7 but needs to have Microsoft Office loaded.

5.7 Greens at Iron Cross.

A proposal was received from Mr Simon Walker to assist in landscaping the triangle of land outside the entrance to Oak Tree Farm. The Clerk said he had contacted the highway authority and this piece of land was not part of the public highway. Council agreed the Clerk should write to Mr Walker stating that no further progress could be made.

5.8 Neighbourhood Plan matters.

The meeting decided by Council has been arranged for Wednesday 30th. January in the Memorial Hall at 7.30pm. The five residents who responded originally have been invited and notices have been placed on the notice boards.

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5.9 Residents' meeting with Alamo.

The Clerk said he had asked Mrs King for a list of names of residents who would attend a meeting to be arranged by Alamo but this had not been received. He suggested that Alamo be asked to arrange a meeting and to invite residents who might be affected by the building works and Council agreed.

5.10 Mole treatment to the Playing Field.

Following comments from Members at the last meeting the contractor has revisited the Playing Field and did not observe any new mole activity. He has agreed to visit again in two weeks and carry out any further necessary work at no cost to the Council. Cllr. Quiney said there was one new mole hill and the Clerk was asked to inform the contractor.

5.11 Purchase of Playing Field access.

A request for some urgent action was made on 7.01.13. Susan Shaw of SDC had responded that there was a delay due to the Christmas break. She said that she was now ready to look at the draft, feedback to the SDC Solicitors, and then be in touch with our legal people shortly.

5.12 Replacement of see-saw.

An order has been placed with Wicksteed to remove and dispose of the existing equipment and to replace it with a new see-saw. Wicksteed have agreed to hold the price to the figure quoted last June in spite of a 5 per cent price increase having been applied since then.

5.13 Council electoral arrangements.

Stratford on Avon DC has provided a notice regarding the proposal to increase the number of parish councillors. The notice repeats our reasons for the proposal and invites a response by 7.02.13.

5.14 Circular seat at Iron Cross.

An order has been placed with Mr Hackling as instructed to replace the circular seat at an agreed price of £185.

5.15 Access steps to TOPs.

The work to replace the access stops at TOPs comprises forming a base of slabs and then supplying and fixing a new set of metal steps. In consideration of the VAT status of the suppliers, TOPs Management Committee has ordered the base and the Council has ordered the metal steps.

5.16 Appointment of Internal Auditor.

Mr Geoff Bradley has accepted an invitation to be our Internal Auditor for the current financial year and has agreed to hold his fee at £125 as for last year. The Chairman said there should be an early systems audit.

6. Planning general**6.1 Orchard Farm Pack House.**

The Clerk reported that he had contacted the Manager of the Pack House regarding the lights and had been informed that an electrician was coming to the site on 18.01.13 to adjust the lights downwards.

Having declared an interest Cllr. Stedman left the room and Cllr. Wright took the chair.

6.2 Mudwalls Farm

The Clerk said he had contacted Mr Richard Beech, lead tenant of the Ragley Estate, as requested and he had spoken directly to Vicarage Nurseries, the Sub-Tenant installed by the administrators of the previous sub-tenants. Mr Beech had been informed that there was just one security guard on the

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site. Mr Beech also said that Vicarage Nurseries would be off the site by 1.01.14 latest and that he was not intending to continue with the high labour intensity farming. The future of the workers accommodation had not yet been determined. Cllr. James circulated copies of the planning permission and said that there were breaches of several of the conditions. The Clerk was asked to report these to the enforcement officer at Stratford on Avon DC.

Having declared interests Cllrs. James and Penn left the room.

7. New Planning Applications to consider

7.1 12/02677/FUL – Continued use of existing building for B8 storage and retention of 3 containers for a further 5 years at Marsh Farm, School Road, Salford Priors, Evesham, WR11 8SG for Mr Robert Lewis. Cllr. Quiney said the site was well screened and did not present any problems. Council agreed to make no representations.

Cllrs. Stedman, James and Penn returned to the meeting.

8. Planning Decisions

No planning decisions had been received.

9. Budget and Precept for Financial Year 2013/14

9.1 The Clerk reported that there had been no further changes from the Stratford on Avon District Council and it was agreed that the new form showing the precept required could now be sent to the District Council.

10. Playing Field**10.1 Weekly inspections.**

The Clerk said that he had prepared a new inspection sheet and proposed that Cllr. Quiney try it for a month to check its suitability. He said that inspection reports had been received dated 17.12.12; 24.12.12; 31.12.12; and 14.01.13 and no issues were reported. Cllr. Quiney confirmed that the field was in reasonable condition. Two small repairs were needed; a paling needed to be replaced around the children's play area, and one of the five-side goals needed welding. The Clerk was asked to arrange these repairs. The Clerk reported that the football team had moved to Harvington but he had now been approached by another team. Council were minded not to allow further use of the pitch at this time.

10.2 Solar lights on the playing field.

Regarding the solar light by the Scout Hut, the Clerk confirmed that an order, to replace the timer unit and make the light operable, had been placed with PD Long as agreed at the previous meeting. Cllr. Dare said that the light by TOPs also needed to be checked.

11. Council Matters**11.1 Publication of disclosable pecuniary interests.**

The Clerk informed Members that their registers of disclosable pecuniary interests had been published on the Stratford on Avon District Council website. The Clerk was asked to arrange a link from the Council's web site.

11.2 Annual Parish Meeting.

The Clerk said the Annual Parish Meeting would be held on Thursday 4th. April. He suggested that possible speakers were the Headteacher from Salford Priors Primary School, a member of the Warwickshire CC Superfast Broadband Team, and the new Police Commissioner. Council agreed

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that invitations should be sent given to the Headteacher and the Beat Manager of the Alcester South SNT.

11.3 Community Forum.

The Clerk reported that the next Community Forum would be held at Bidford on 12.03.13 and that a Forum meeting would be held in Salford Priors on Wednesday 4th. December 2013. The Clerk said that following the last meeting the police had been active in Salford and Bidford checking vehicle speeds.

12. Jubilee fund dispersal**12.1 Picture Post book.**

Cllr. Littleford reported that letters and e-mails had been sent to all organisations and photographs were being taken. It was agreed that the photograph of the Parish Council would be taken before the next meeting at 6.45pm.

12.2 Framing of the Queen's Jubilee portrait.

The Clerk reported that he was taking the golden jubilee portrait and the diamond jubilee portrait to a picture framer in order to get a good match of the frame.

13. Highways**13.1 New bus shelter.**

The Clerk reported that the first stage of construction work had been completed satisfactorily and delivery of the shelter was anticipated on 21.01.12. The Clerk said that a small amount of additional work had been approved covering the retention and slopes of the batters at each end of the shelter.

13.2 Various highways repairs.

Following various defects being identified at the previous meeting the Clerk said he had been informed by David Elliston of WCC that the pothole in New Lane had now been filled; that the drains by the quarry on the B4088 would be jetted as soon as the jetter was available; that the fault with the lights on the island at Hillers crossroads had been passed to the street lighting team; and that outside Salford House, the problem is tree roots and he believed additional drainage is required. David Elliston said he had put this area on the WCC drainage programme of works for action. Cllr. Penn confirmed that a light in a bollard at the Hiller's crossroads was out. Cllr. Wright requested a debate about the number of signs and general street furniture in the parish and it was agreed to consider this at the next meeting. The Clerk was asked to check the policy considerations with the County Council.

14. Communications**14.1 Website.**

Mr Liam Maude was invited to speak regarding the website. He said he had spoken to Arrowscape and considered that they provided a more dynamic approach to website design than the Council's current supplier. Council agreed with this analysis and agreed to invite Arrowscape to produce a new site for the Council. Council agreed that Mr Maud together with the Clerk should project manage the changeover.

14.2 Newsletter

Council agreed that a Newsletter should be produced in March in which the Annual Parish Meeting could be advertised. It was also suggested that the Headteacher be invited to write an Open Letter to residents to be included in the Newsletter.

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15. Rights of Way**15.1 Report from Cllr. Penn on the Rights of Way.**

Cllr. Penn confirmed there were no issues to report.

15.2 Layby on the A46 by AL17.

The Clerk reported he had written to Stratford DC for a litter clearance. He had also contacted CEMEX and Nigel Taylor had inspected the location where lorry drivers were climbing over the fence and using the public footpath as a toilet. He reported that the fence is in good order but the hedge is very thin and he was going to put in some measures along the bypass fence to deter this activity. Cllr. Penn was asked to monitor progress.

15.3 Paths for Communities scheme.

The Clerk reported that Sandfields had responded to the proposal for additional paths stating they did not support the idea. They considered there were sufficient paths in the Parish and that dogs roaming freely through expensive crops caused concerns of contamination for their customers. They considered there were safety issues through Slatters Farm yard and that a path from the Post Office was not acceptable because of the dog issue. As they were only tenants, Sandfields had referred the Council's letter to the owners for their comments. Council agreed to await comments from the owners.

Having declared interests Cllrs. Stedman, James, and Penn left the room. Cllr. Wright took the chair.

16. Contracts**16.1 New Mowing contract.**

The Clerk said that three tenders had been received following public advertisement in the Stratford Herald and the Evesham Journal. These tenders had been opened in the presence of Cllrs Wright and Quiney and were lettered A, B, and C. The Clerk explained to the members of the public present that details of the tenders, or the names of the contractors, were not disclosed to the Councillors at this stage. The Clerk circulated two reports showing the prices tendered for the contract without disclosing the names of the contractors. He said that each of the tenders complied fully with the specified requirements and all required documentation had been provided.

Members noted that Tender A was significantly less expensive than either B or C. The Clerk confirmed that the contractor was well known to the Council and had invariably produced high quality work. In view of this fact the Clerk had not taken up references. Cllr. Quiney proposed, Cllr. Wright seconded, and Council agreed unanimously that the Tender marked A should be accepted. The Clerk then informed Council that Tender A had been submitted by Limebridge Rural services Ltd.

16.2 New Flower Display contract.

The Clerk reported that he would be advertising the new flower display contract during the week commencing 21st. January as agreed by Council on 17.10.12. The Council would appoint the new contractor at their March meeting.

Cllrs. Stedman, James and Penn returned to the meeting.

17. Salford Priors Primary School

The Clerk said he had spoken to the Headteacher and had received copies of correspondence regarding funding problems. The main issues for the school appeared to be the Government's emphasis on allocating funding in relation to the number of children; changes in the way in which

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children with special educational needs were to be funded; and the amount of the “lump sum” which is designed to cover the fixed costs. This lump sum is critical for small schools and Warwickshire has allocated one of the smallest amounts amongst all authorities. Also, there are guarantees limiting the reduction in funding but these are only in place for three years. The School and Governors are fighting these proposals in co-operation with other small schools in the County. The Parish Council could help by writing to the County Council, our County Ward Member, and our MP, and by informing residents possibly by inviting the Headteacher to speak at the Annual Parish Meeting.

The Council supported this approach and Cllr. James said the view of the County Council should be sought. He said that the guarantee of three years of funding would give the County time to organise school closures. It was important for the subject to be included in the Newsletter so that residents could challenge potential County Council candidates.

18. Matters raised by Councillors

18.1 Matters raised by Councillors were considered under this item and Councillors were also invited to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future agendas.

18.2 Cllr. Quiney said there was a silting problem with Ban Brook by Tothall Lane and he was asked to inspect the site when water levels reduced and report to the next meeting.

19. Correspondence Received**19.1 WCC Home library delivery service**

Council noted the information provided and asked for it to be included in the next Newsletter..

19.2 WALC; Annual briefing day.

Council noted the information provided and the Clerk was asked to include it again for consideration on the next Agenda.

19.3 WALC; Nominations for Royal Garden Party.

Council noted the information provided.

20. Tabled Documents

Council noted the following tabled documents:

20.1 The Clerk Magazine, January 2013, Vol. 44, No.1.

20.2 Clerks & Councils Direct, January 2013 Issue 85.

21. Finance**21.1 Consideration and approval of the payments and transfers listed in Appendix A.**

Council noted the income transactions in Appendix A1.

Council considered the expenditure transactions listed in Appendix A2. Authorisation for payment was proposed by Cllr. Wright, seconded by Cllr. James, and carried.

Cheques were signed by Cllr. Wright and Cllr. Quiney.

Council considered and approved a proposal to transfer £2000.00 from No.1 account to the Community account in Appendix A3. Authorisation for transfer of funds was proposed by Cllr. Wright, seconded by Cllr. James, and carried.

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Council noted the bank balances in Appendix A4.

21.2 Donation to the Stratford Citizens Advice Bureau.

At the previous meeting Council agreed to consider a donation to the Stratford Citizens Advice Bureau. The Clerk said that donations of £400 had been made to date and the budget forecast allowed for a further £350. The previous donation to the CAB had been £150 in April 2010.

Cllr. James said that there was a real need for support and proposed that a donation of £175 should be made. This was seconded by Cllr. Wright.

Cllr. Dare proposed an amendment to make a larger donation of £250 and this was seconded by Cllr. Quiney. On taking a vote the amendment was carried.

22. Date of Next Meeting

22.1 Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm., on Wednesday 20th. February 2013 in The Memorial Hall, Salford Priors.

23. Exclusion of the Public from the Meeting.

The Chairman proposed, and it was agreed “That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.”

All members of the public left the meeting.

Both Cllr. Dare and Cllr. Quiney queried the need to exclude the public for item 23.2 but the Chairman assured them it was for reasons of commercial confidentiality.

Having declared an interest, Cllr. Littleford left the room.

23.1 Parish Lengthsman.

The Clerk had circulated a report regarding the interviews of candidates for the position of Parish Lengthsman. One of the candidates would need training and the Chairman said he had contacted Worcestershire CC who would charge £100 for training. In addition to this there would be mileage and the candidate’s time to pay for. Also, there was no date when any training might take place.

Cllr. James said that as it was a new position for the Council he preferred to appoint the more experienced candidate. Cllr. Wright also spoke in support of the experienced candidate. The Clerk said he had negotiated a one pound reduction on the hourly rate requested.

Council agreed that the position of Parish Lengthsman should be offered to Mr T A Hunt of Harvington.

Cllr. Littleford returned to the meeting.

23.2 Appointment of an Advisor regarding the play areas and community buildings.

The Clerk had circulated a brief for an Advisor regarding the play areas and community buildings. The Chairman asked the Clerk to lead the Council through the report. The Clerk proposed that the next stage should be an initial meeting with the potential advisor to discuss the brief to determine the viability of the ideas and to obtain an assessment of possible costs. Council agreed this approach and

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agreed Cllrs. Stedman and James and the Clerk should attend the suggested meeting. Cllr. James agreed to provide contact details of an advisor.

24. Closure of Meeting

The Chairman closed the meeting at 9.10 pm.

Signed.....

Date.....

APPENDIX A – Finance**A1 Income transactions for approval**

Tn. No.	Cheque	Gross	Vat	Net	Details
6542	BACs	1236.44	0.00	1236.44	Stratford on Avon DC, Contribution to mowing costs.
Total		£1236.44	£0.00	£1236.44	

A2 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
8988	Dd	18.99	2.83	16.16	Plusnet, Office Broadband
8989	Dd	27.00	1.29	25.71	EDF, TOPs Electricity
8990	102652	79.20	13.20	66.00	PD Long, Footway light repairs
8991	102653	78.12	13.02	65.10	Digital Copier Systems, Office photocopier
8992	102654	456.71	0.00	456.71	MJ Philpott, Clerk's salary January
8993	102655	136.20	17.70	118.50	Staples, Stationery, 5 books of 2 nd . Class stamps, Ink cartridges, White paper, A4 envelopes, divider set.
8994	102656	181.16	30.19	150.97	npower, footway lighting energy.
8995	102657	35.01	5.84	29.17	npower, footway lighting energy.
8996	102658	145.75	0.00	145.75	Warwickshire CC, Lease for TOPs.
Total		£1158.14	£84.07	£1074.07	

A3. Transfers

To transfer £2000 from No.1 account to Community account.

A4. Account Balances at 8.01.13

Community a/c	£1932.17
No.1 a/c	£54605.84
No.3 a/c	£214.16