

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in the Memorial Hall, Salford Priors, on Wednesday 18th. February 2009 at 19.30hrs.

Present: Councillors, AW Wolfe (Vice-Chairman), JR Stedman, M Myers, RA Francis, DC Penn
 Also in attendance: County Councillor P Barnes, District Councillor BW Slaughter, and M.J.Philpott, Clerk. No members of the public were present.

The Chairman of the Council Cllr. KA James, had been delegated to attend a meeting to represent the Parish Council. In his absence, Cllr. Wolfe, Vice-Chairman took the Chair.

1. Apologies for absence

Council considered and agreed apologies for absence from Cllr. RM Pane due to illness.

2. Declarations of Office and Disclosure of Interests

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

2.2 Declaration of Interests: Members were reminded that they were required to declare and disclose any personal or prejudicial interests in items on the agenda. Councillors with a prejudicial interest were required to leave the room for the relevant agenda item.

Cllr. Stedman declared an interest in items 7.1 and 7.2 as a contractor to the Council.

3. Open Forum

3.1 Have your say: No under 18's were present.

3.2 Public Participation: No members of the public were present.

3.3 Ward Members' Reports Cllr. Barnes informed Council that the interactive sign between Salford Priors and Abbots Salford was operative. However, the electricity supply for the build out to restrict the road width was still awaited. Cllr. Wolfe proposed that the Clerk should write to Eon to press for this work to be completed and copy to Cllr. Barnes. Cllr. Barnes said that the three year strategic plan for the County indicated that Bidford Fire Station would be maintained. He confirmed that the bus service was 68 per cent full at Dodwell thus justifying the half hourly service. Finally, he referred to the green bin service, the excessive costs accruing to the County in disposing of green waste, and the proposed charges for additional bins.

Cllr. Slaughter said that the District rate had not been decided yet but the Council had suffered a reduction of £1 million in interest income. He said that the number of planning applications being processed had declined considerably and the two area committees were to be merged. Cllr. Stedman suggested that green waste might have to be deposited in the grey bins if the service were to be restricted.

4. Minutes

The Minutes of the Ordinary Meeting held on Wednesday 21st. January 2009 at 7.30pm at The Memorial Hall, Salford Priors, were approved and signed by the Chairman. Cllr. Stedman requested that the final minutes be e-mailed to Councillors for their records.

5. Matters arising from the Minutes - Clerk's report for consideration by Council**5.1 Speed limits for C216 and B4088**

The Clerk confirmed Cllr. Barnes' comments that the speed indication sign had been installed to remind drivers leaving Salford Priors that the 40mph zone continued right through Abbots Salford.

pdfMachine

Is a pdf writer that produces quality PDF files with ease!

Produce quality PDF files in seconds and preserve the integrity of your original documents. Compatible across nearly all Windows platforms, if you can print from a windows application you can use pdfMachine.

Get yours now!

Salford Priors Parish Council

5.2 Progress on drainage works.

The Clerk reported that letters had been sent to the Environment Agency regarding the large pieces of wall in the River Arrow and the meander in the Ban Brook at Tothall Lane. A letter had also been sent to the Highways Agency regarding the willows opposite Bomford Turner and the obstruction to Ban Brook behind that factory. Work continued on identifying the best solution to the flooding at Tothall Lane and Broom Lane and meetings had taken place with DM Clenzing and WCC. Council agreed that the Clerk should place an order with DM Clenzing, the County Council approved contractor, to improve the drainage at Tothall Lane and to jet blocked gullies around the parish. This work would be covered by the grant received from Stratford on Avon DC.

5.3 Housing needs.

Progress on arranging a meeting to discuss the housing report had been delayed pending a decision on personal interests. The Clerk said that Mr Charles Barlow of WRCC had been put on standby for the Annual Parish Meeting.

5.4 Lighting in Playing Field.

The Clerk confirmed that the lights had been ordered and advice sought from the supplier regarding a suitable contractor to install the lights. Construction on site had been commenced by marking out the bases and removing the turf. Council asked the Clerk to seek alternative quotations for installing the lights.

5.5 Confirmation of actions taken arising from previous meeting.

Council noted the following actions taken by the Clerk from the previous meeting:

1. The non-delivery of some fliers around the parish had been taken up with Michael Hyde.
2. The Precept notice had been served on Stratford on Avon DC.
3. A response had been sent to the DCLG regarding the draft code on local authority publicity.
4. Cllr. Myers had been nominated as a representative to Stratford on Avon District Council's Standards and Ethics Committee.
5. The Chairman's nomination to attend the emergency planning meeting had been sent to SDC.
6. An application had been submitted to WCC for a grant of £500 to cover production and delivery of the newsletter and the purchase of SERIF software. The Clerk further reported that this grant had been approved by WCC.
7. A letter of engagement had been sent to Louise Best and she had confirmed her acceptance of the terms therein. Letters had also been sent to all the auditors expressing an interest in the position. The Clerk confirmed that the letter of engagement was in the standard form approved by NALC.

6. Main Items**6.1 Annual Parish Meeting**

The Clerk circulated a revised schedule of dates of meetings as follows:

Wednesday 15 th . April	Annual Parish Meeting
Wednesday 22 nd . April	Ordinary Parish Council Meeting
Wednesday 20 th . May	Annual Meeting of Parish Council
	Ordinary Parish Council Meeting
Wednesday 17 th . June	Ordinary Parish Council Meeting
Wednesday 15 th . July	Ordinary Parish Council Meeting
Wednesday 19 th . August	Ordinary Parish Council Meeting
Wednesday 16 th . September	Ordinary Parish Council Meeting
Wednesday 21 st . October	Ordinary Parish Council Meeting
Wednesday 18 th . November	Ordinary Parish Council Meeting
Wednesday 16 th . December	Ordinary Parish Council Meeting

pdfMachine

Is a pdf writer that produces quality PDF files with ease!

Produce quality PDF files in seconds and preserve the integrity of your original documents. Compatible across nearly all Windows platforms, if you can print from a windows application you can use pdfMachine.

Get yours now!

Salford Priors Parish Council

Council approved these revised dates. Council asked the Clerk to invite Charles Barlow of WRCC to speak on the housing report and Robert Weeks of Stratford on Avon DC to speak on the new refuse collection arrangements. It was agreed that the event should be publicised by ensuring every household in the parish received notification.

6.2 Issues relating to declaration of interests.

Council considered the report on declaration of interests in relation to the housing report. Cllr. Stedman noted that the report gave an example of a planning application being considered and Council agreed that the initial discussion of the report long before this stage was reached would not require Councillors to exclude themselves from the discussion. It was further agreed that careful note should be taken of views expressed by parishioners at the Annual Parish Meeting following the presentation by Charles Barlow and that the Council should not discuss the report until this feedback had been obtained.

In respect of the Clerk's report on production of the Newsletter, Council agreed that the role of Editor to all council publications is delegated to the Clerk and that Standing Order 50 will be expanded to cover this aspect of the Clerk's executive responsibilities. Council also considered the proposed disclaimer to be attached to the website and agreed that the short form proposed by the Clerk should be adopted.

7. Amenity, Environment and Highways, and TOPS

7.1 Contracts, maintenance and repairs, allotments, lighting, highways, and TOPS.

The Clerk reported on various matters as follows:

1. Wicksteed had been asked to supply a quotation for inspecting and maintaining the bushes on the swings as identified in the independent inspection report.
2. The police had been asked to help regarding the incidents of broken glass at the playing field. Council considered that further action needed to be taken and the Clerk was asked to write to the police requesting that forensic evidence is obtained in order to identify culprits and prevent this danger to the users of the playing field. The Clerk was also asked to write to Stratford on Avon DC about alcohol free zones.
3. A quotation had been obtained from Glasdon for a new 370L grit bin to be placed opposite the School at £167 plus VAT. The Chairman had suggested that a further grit bin should be placed below the entrance of Ban Brook Road to ensure strategic coverage of School Road. It was proposed by Cllr. Stedman, seconded by Cllr. Francis and agreed that a further two bins should be purchased from Glasdon in deep green colour but that the expenditure should be deferred to the August meeting. It was also agreed that the public should be informed that they were able to spread this grit themselves by placing an article in the Newsletter.
4. The bus company had been asked to re-erect its bus stop sign in School Road. The Clerk was instructed to press the company for the remedial work to be carried out.
5. An order had been placed with Alcester Glass to replace the panes in the notice board in School Road with toughened glass. The police were also informed.
6. The notes of the meeting with allotment holders had been circulated to all the licencees.
7. A quotation in the sum of £150 plus VAT had been received for the supply of compost to the allotments from Limebridge Rural Services. Council agreed to accept this quotation.
8. A request for an allotment had been received and Plot No. 2 had been offered.

Cllr. Wolfe reported that TOPs had received two further regular bookings; for a monthly reading group and for a boot camp.

pdfMachine

Is a pdf writer that produces quality PDF files with ease!

Produce quality PDF files in seconds and preserve the integrity of your original documents. Compatible across nearly all Windows platforms, if you can print from a windows application you can use pdfMachine.

Get yours now!

Salford Priors Parish Council

7.2 New flower display contract – procedure for opening of tenders.

The Clerk had circulated a draft procedure for evaluating the tenders to be received for the new flower display contract. Council agreed the procedure and it was agreed that Cllrs. Wolfe and Myers would witness the opening of the tenders at 5.00pm on 27th. February and that all councillors should attend a working group to discuss the Clerk's report on the tenders received at 6.30pm on Friday 6th. March.

Cllr. Stedman returned to the meeting.

7.3 Storage container for football club on Playing Field

The Clerk reported that he had received a request to locate a storage container on the Playing Field. Council were not prepared to locate the container on the Playing Field but agreed that a location at the back of TOPs might be suitable. The Clerk was asked to consult the TOPs management committee and to seek details of the proposed container so that a decision could be made.

8. Communications**8.1 Newsletter**

Council agreed that the Newsletter should be produced for the last week in March so that it could be used to advertise the Annual Parish Meeting and cover the issue of the new refuse arrangements. The Clerk was asked to write to all organisations in the parish to solicit contributions and offer the possibility of delivering fliers. The Clerk also reported that a grant of £500 had been made by WCC to develop the Newsletter and this was welcomed by the Council.

8.2 Website

Cllr. Wolfe reported that he had examined the website and felt it was moving forward in a satisfactory manner.

8.3 E-mail newsletter

Council noted that a special e-newsletter had been prepared regarding charges for the green bin service.

9. Rights of Way**9.1 Report from P3 Co-ordinator.**

Cllr. Penn said there was nothing to report from the P3 Co-ordinator. Cllr. Myers said that AL17 was still in a most unsatisfactory condition and the Clerk was asked to chase Bomford Turner for their promised response to the earlier request of the Council.

10. Planning general

Nothing to report

11. New Planning Applications for Council's consideration

11.1 08/03264/FUL Retrospective application to (a) retain fence height between private dwelling garden and Public House beer garden; (b) retain and continue fence height between private dwelling garden and public car park/smoking area at The Old Post Office, Evesham Road, Salford Priors, Evesham, for Mrs M Stokes-Sheldon.

Councillors said they were aware of the issues relating to this application and Clerk was asked to inform the District Council of their strong support for the application.

12. Planning Decisions

12.1 Arboricultural works at Brook House, 5 Ban Brook Copse, Salford Priors, for J Alexander-Head. T1 willow: fell.

No objection subject to conditions

pdfMachine

Is a pdf writer that produces quality PDF files with ease!

Produce quality PDF files in seconds and preserve the integrity of your original documents. Compatible across nearly all Windows platforms, if you can print from a windows application you can use pdfMachine.

Get yours now!

13. Staffing**13.1 Appraisal**

This matter was considered at the Staffing Committee Meeting held at the conclusion of the Ordinary Meeting.

14. Matters raised by Councillors**14.1 Cllr. J R Stedman; to consider the re-siting of the Park Hall Mews grit bin to School Rd just below Ban Brook Road.**

This matter was considered under item 7.1.

14.2 Cllr. J R Stedman; to consider a new streetlight sited at the bus stop by Hedges Close.

Cllr. Stedman said that there was a request from parishioners for a new street light in School Road. The Clerk reminded Councillors of the lighting review to be carried out in the new financial year and it was agreed that Councillors should assist in carrying out the initial survey. The Clerk was asked to prepare a detailed rota and survey forms and to allocate different areas of the parish to each councillor.

14.3 Cllr. A Wolfe; to consider the departure of the Rev. S Tash from St Matthews

Cllr. Wolfe drew attention to the departure of the Rev. Steve Tash and the Clerk was asked to draft a suitable letter thanking him for his service the parish and particularly his work with young people and the Credit Union.

15. Consideration of Correspondence Received**15.1 Rural Services Community newsletter.**

Council noted the information provided.

15.2 Stratford on Avon District CVS, Retail Gurus.

Council noted the information provided.

15.3 Salford Lodge Farm Woodland Grant Scheme proposals.

Council considered that the proposals were satisfactory and noted that they had been informed because grant monies were involved.

15.4 Salford Priors Memorial Hall.

Cllr. Stedman declared a personal interest. Council noted that the Hall Management Committee would be considering the Council's request for a rent reduction for the Parish Office.

15.5 Warwickshire County Council, The "Right to Roam" in Warwickshire.

Council noted the information provided.

15.6 Salford Priors Fete Committee

Cllr. Stedman asked Council representatives on the Fete Committee to give consideration to some of the proceeds being used for parish organisations.

15.7 Local Councils UPDATE

Council agreed that the subscription to Local Council UPDATE should be cancelled.

16. To Table

Council noted the following tabled documents.

16.1 WRCC, Country Matters, Issue 41 Winter 2008.

16.2 Local Councils Update Jan/Feb 2009, Issue 111/112.

17. Finance**17.1 To consider and approve the payments and transfers listed in Appendix A.**

Council noted the income transactions in Appendix A Item 20.1

pdfMachine

Is a pdf writer that produces quality PDF files with ease!

Produce quality PDF files in seconds and preserve the integrity of your original documents. Compatible across nearly all Windows platforms, if you can print from a windows application you can use pdfMachine.

Get yours now!

Salford Priors Parish Council

Council considered the expenditure transactions listed in Appendix A Item 20.2. Authorisation for payment was proposed by Cllr. Myers, seconded by Cllr. Francis, and carried. Cheques were signed by Cllr. Wolfe and Cllr. Myers.

Council considered the Clerk's proposal to transfer £1000.00 from No.1 account to the Community account. Authorisation for transfer of funds was proposed by Cllr. Myers seconded by Cllr. Francis, and carried.

17.2 Letter relating to Internal Audit

Council reviewed a letter received from the former Internal Auditor. Council asked the Clerk to prepare a suitable response in consultation with all councillors.

18. Date of Next Meeting

Ordinary Meeting of Parish Council on Wednesday 18th. March at 7.30pm at The Memorial Hall, Salford Priors.

19. Closure of meeting

The meeting was closed by the Chairman at 9.50pm.

Signed.....

Date.....

pdfMachine

Is a pdf writer that produces quality PDF files with ease!

Produce quality PDF files in seconds and preserve the integrity of your original documents. Compatible across nearly all Windows platforms, if you can print from a windows application you can use pdfMachine.

Get yours now!

Salford Priors Parish Council

APPENDIX A**20. Finance****20.1 Income transactions for approval**

Tn. No.	Cheque	Gross	Vat	Net	Details
6390		1910.68	0.00	1910.68	VAT refund Quarter 3
6391		2225.60	0.00	2225.60	SDC payment for amenity mowing
6392		100.00	0.00	100.00	Harvington FC, Fee for use of football pitch
Totals		£4236.28	£0.00	£4236.28	

20.2 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
8367	dd	18.58	2.42	16.16	Plusnet Broadband
8368	102090	34.50	4.50	30.00	JB Signs, 'A' Board inserts
8369	102091	91.43	11.93	79.50	Newsquest, advertisement
8370	102092	41.92	5.47	36.45	Herald Publishing, advertisement
8371	102093	93.86	4.47	89.39	Npower, TOPs electricity
8372	102094	621.84	0.00	621.84	Clerk's salary February
8373	102095	20.14	0.00	20.14	Clerk's expenses, postage
8374	102096	101.96	13.30	88.66	Staples, stationery
8375	102097	75.00	0.00	75.00	TOPs grill to skylight
8376	102098	9.95	0.91	9.04	A W Wolfe, Serif upgrade
8377	102099	104.29	13.61	90.68	Alcester Glass Centre, Notice board
Total		1213.47	56.61	1156.86	

20.3 Transfers

Proposal to transfer £1000 from No.1 a/c to Community a/c.

20.4 Account Balances at 10.02.09

Community a/c	£826.56
No.1 a/c	£31914.23
No.3 a/c	£163.59

pdfMachine

Is a pdf writer that produces quality PDF files with ease!

Produce quality PDF files in seconds and preserve the integrity of your original documents. Compatible across nearly all Windows platforms, if you can print from a windows application you can use pdfMachine.

Get yours now!