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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 20th. March 2013 at 7.00 pm.

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

Also in attendance: MJ Philpott, Clerk, County Cllr. P Barnes and five members of the public.

On opening the meeting the Chairman expressed the sincere condolences of the Council to Cllr. Quiney on the sad death of his wife, Elaine.

1. Apologies for absence

Apologies for absence were received and accepted from Cllrs. L Wright for personal reasons. Also, from District Cllrs. Pemberton, Howse, and Spence due to attending a Planning Committee meeting and from Mr Liam Maude.

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 reported that he had received requests for dispensations from Cllrs. Stedman and Penn in respect of the parcel of land on which the Scout Hut stands. The Chairman informed Members that Cllr. Penn and himself were solely custodian trustees and had no pecuniary interest in the land. Council considered and agreed unanimously the following resolution:

“This Council hereby grants dispensations to Cllr. John Stedman and Cllr David Penn to enable the said Parish Councillors to participate and to vote in any discussion relating to the parcel of land on which the Salford Priors Scout hut stands or any matters involving the land for a period of four years or until May 2016 for the reason that granting the dispensation is in the interests of persons living in the Council’s area.”

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 an interest in Item 13.1. Cllr. Dare declared interests in Items 5.2, and 18.3 and Payments 9013 and 9021. Cllr. Penn and Cllr. Stedman also declared an interest in Item 13.1.

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 Baker said he wanted to speak about the Neighbourhood Plan as he was concerned that it appeared to have been killed at birth. He was concerned that there should be a proper vision for the future of the parish and he thought the Council’s approach to

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community engagement had not been effective. Mr Baker proposed that the Parish Council should stand back from the issue and that if there was a single champion from the Council together with just a few concerned residents he was confident a team could be grown by approaching individuals on a personal basis. The Chairman responded that the lack of a Core Strategy from SDC was a problem but he said that the matter would be re-considered at the April meeting.

3.4 Ward Members reports: Cllr. Barnes reported that the County Council had reduced some funding for the disabled and this would affect some children in the village. He mentioned problems at Dunnington with the sewage works. Cllr. Barnes said that the County had offered a sum of £1 million to each of the District Councils within the County to assist residents to obtain a deposit to purchase affordable homes but Stratford DC had not taken up this funding. This money had been made available from County reserves that had been set aside to meet any fine imposed by the courts with regard to a breach of the health and Safety at Work Act by Warwickshire Fire and Rescue Service. In response to a question from Cllr. James he said the matter might be reconsidered. Finally, Cllr. Barnes said that the County Council would not be funding additional building works at Bidford Primary School and this might help with the shortfall in pupils at the schools in Dunnington and Salford Priors.

The Clerk had circulated a report from District Cllr. Howse confirming that that the new medical centre at Bidford is still on track and also that the Friday Furlong development is still progressing. He had also mentioned a Business Conference on April 12th. and the formation of a new tourism organisation in Stratford District Council combining with Warwick District Council to offer enhanced trips to visitors to the district.

3.5 The Chairman closed the adjournment at 7.25 pm.

4. Minutes

4.1 The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 20th. February, at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

5. Clerk's Report

5.1. Flood defence works.

The Chairman and Matthew Whiteman of Sandfields will meet shortly to discuss flooding and tractor damage. The Clerk to arrange.

5.2 Portable Appliance Testing.

Following the discussion at the previous meeting, Peter Long had supplied a list of items tested at each of the three locations. Now the list has been supplied, as agreed at the meeting, his cheque has been forwarded to him.

5.3 Framing of the Queen's Jubilee portrait.

The picture framer proposed by the Clerk proved too expensive. A frame has been purchased from an on-line company that matches the size and form of the earlier picture.

5.4 Annual Parish Meeting.

Both the Head Teacher and the Chairman of the Governors are away on holiday when the Annual Parish Meeting takes place so there will be no item on the School. However, PCSO Becky Morris, who is our local officer has agreed to attend to speak and answer any questions. Councillors noted that the Deputy Police Commissioner had attended the Community Forum.

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5.5 Laurel bush, Ridsdale Close.

Following an inspection by the Chairman which showed that the bush is actually in the garden of 14 School Avenue, a letter was sent to the resident at that address on 5.03.13.

5.6 Cars outside Alamo.

Alamo was contacted on 26.02.13 and there was an instant response from Richard Ward who said that a direct management instruction had been given to all employees requiring that they park inside the factory boundaries and not on the road. It seems to have had limited effect but Council decided to take no further action as there were no highway restrictions on this stretch of carrirageway..

5.7 Community Governance Review.

The Council's case to increase the number of councillors from 7 to 9 has been supported by the Elections Reference Group at SDC. It now has to go before the Audit Committee of the District Council on 25.03.13. The report to that committee has been posted on the District Council's website.

5.8 Affordable Housing project.

The Clerk said that he had been informed that Jephsons has now received all of the reports on the surveys carried out and a meeting has been arranged with the potential developer, Architect, and Engineer, to go through the scheme in detail. They then hope to have a clear idea of the costs and its viability and to be able to make a decision on this in the next week or so.

5.9 Post box at Dunnington.

The Post Box at Dunnington School was damaged and removed. Following efforts by the Clerk and John Fenlon it has now been replaced with a new post box.

5.10 Repairs to 5 aside goalposts.

The Chairman reported that he had visited Anthony Hathaway to chase the repair of the goalposts.

5.11 Circular seat at Iron Cross.

The Clerk reported that he had spoken to Mick Hackling and he has the job in hand but has been waiting for slightly better weather.

6. Planning general**6.1 Warwickshire Waste Core Strategy**

The Clerk said that the Waste Core Strategy had been through an independent examination and as a result of the Inspector's report certain modifications were now proposed. The Clerk said he had looked at the proposals and did not consider it necessary for the Parish Council to make any further observations and Council agreed.

6.2 Neighbourhood Planning

The Clerk reported that he had received a request from 3 councillors, namely, Cllrs. Wright, Littleford, and Quiney, that the decision by Council at the last meeting regarding the Neighbourhood Plan should be reconsidered before the six month limit imposed by Standing Orders. This matter will be taken up at the next meeting in April because the principal councillor was not able to attend tonight. Cllr. Quiney referred back to Mr Baker's earlier remarks and said that he thought the Council had tried hard to get residents involved. Cllr. James referred to information regarding the Community Infrastructure Levy (CIL) which will replace S106 payments and said that parishes with

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a Neighbourhood Plan would receive a higher percentage uncapped of the locally applied CIL and those without a plan.

6.3 Consultation from Cleeve Prior Parish Council.

The Clerk reported that he had received a consultation notice from Cleeve Prior Parish Council regarding the designation of their area for preparing a Neighbourhood Plan. He said that the area extended to the County boundary and did not impact on the area of the parish of Salford Priors. Council agreed to raise no objections.

6.4 Meeting with a Planning and Design consultancy

The Clerk reported that he had been contacted by a planning and design consultancy based in Bristol wishing to visit the parish. He confirmed that a meeting had been arranged for later in the week and the Chairman and Vice-Chairman will also attend. The Clerk will report to all councillors following the meeting.

7. New Planning Applications

7.1 13/00463/TREE – T1: Holly, Prune overhanging branches to boundary wall, at Church House, Station Road, Salford Priors, Evesham WR11 8UX for Mr Stephen Page. Council made no representations.

7.2 13/00464/TREE – T1: Maple, Remove, at Church House, Station Road, Salford Priors, Evesham WR11 8UX for Mr Stephen Page. Council made no representations.

7.3 13/00482/TREE – T1: Poplar, Fell, T2: Ash, Fell, T3: Silver Birch, Reduce crown by 30%, at Linton, 1 Ban Brook Close, Salford priors, Evesham, WR11 8GW for Mr Eric Mitchell. Council agreed the felling of the Poplar but raised objections to the felling of the Ash and to the crown reduction of the Silver Birch.

7.4 13/00484/TREE – G1: No.3 Poplar, 50% crown reduction, T1: Dark Leaf Maple, fell at Cedar House, 2 Ban Brook Copse, Salford Priors, Evesham, WR11 8GW for Mrs Enid Riley. Council made no representations.

7.5 13/00563/FUL – Proposed two storey and single storey extensions at 1 Rushford Plantation, Pitchill, Evesham, WR11 8SN for Mr Alan Bosely. Council made no representations.

8. Planning Decisions

None reported.

9. Playing Field**9.1 Playing Field weekly inspections.**

The Clerk said he had received an inspection report from the Chairman which noted that the 5 a-side goal is still broken and needs welding and that, on the access track, two concrete fence posts are broken off at ground level and need replacing – they are next to each other making a large section of fence unstable. Council agreed that a quotation should be obtained from Mr Bacon and authorised the Clerk to proceed if the price was acceptable. The Clerk said he had instructed the mowing contractor to carry out a cut of the Playing Field when conditions were suitable. Cllr. Quiney reported that many of the trees around the field required attention.

9.2 Annual Inspection of play equipment.

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The Clerk reported that he had been informed that Digley Associates would be carrying out the independent annual inspection during the period 18th. March to 1st. April. The report should be available for the next meeting.

9.3 Purchase of access to Playing Field

A letter from the solicitors acting for the Council had been circulated. Council agreed that SDC should be informed that the Council would not be proceeding with the purchase and that the registration of the land should be carried out.

10. Jubilee fund dispersal

10.1 Cllr. Littleford reported that three quarters of the required photos had been taken and she hoped to complete the project shortly.

11. Highways**11.1 Broom Lane**

The Clerk said that he had asked Severn Trent to check the water flowing down Broom Lane and they had come out on 21.02.13 and carried out sounding tests on the mains and valves and also checked for chlorine in the flowing water. Severn Trent had reported that there was no evidence of any mains water leakage. On this basis the water flowing down the lane was draining from the land. The Clerk had discussed the problems with the WCC Area Surveyor and there did not appear to be an easy answer. Tractors from Sandfields were still causing major problems by driving on the verges in order to pass.

Cllr. James disagreed with the assessment that it was due to the high water table and he asked that the old reservoir be investigated as a possible source for the leak. He said that the water posed an unacceptable safety hazard on Broom lane. Cllr. Quiney agreed to show the Clerk where this reservoir was located.

11.2 Redundant signs.

Members mentioned the chequerboard sign at Dunnington cross roads and also drew attention to signs needing repairs such as two bollards at the same location and the 40mph SID between Abbots Salford and Salford Priors.

11.3 Grit bins.

The Clerk had circulated a report showing the location of the 11 grit bins in the parish which suggested that the Lengthsman be tasked with inspecting each bin, cleaning the outsides, and breaking up any lumps inside. He would also check which bins need re-filling so that WCC can be informed. Council agreed this course of action. It was agreed that no new grit bins were required in the parish and that some existing bins were underused.

11.4 Work done by the Lengthsman

The Clerk reported that the Lengthsman had carried out drainage works on Tothall Lane, New Inn Lane, and Broom Lane. Further work was necessary. The Lengthsman had also identified a possible cause of the drainage problems opposite the shop in School Road and this would be taken up with WCC. The Clerk said the scheme was working well so far. Members were asked to identify any jobs and inform the Clerk. Cllr. Quiney reported that a drainage gully on the quarry access road is blocked and the Clerk was asked to report this to the Quarry Manager.

12. Communications

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12.1 Website.

The Clerk said he had circulated a letter to nearly sixty local businesses and organisations. The response so far was very poor with only six replies. Only one of these was in a condition that could be uploaded directly. All the rest would require to be re-written in a suitable format.

12.2 March Newsletter

The Clerk reported that the draft had been circulated to councillors and requested changes had been made. Cllr. Dare had formatted the text into a suitable form and the newsletter would be circulated over the next weekend.

Having declared an interest in the following item, Cllrs. Stedman, James and Penn left the room and Cllr. Quiney took the chair.

13. Contracts**13.1 New Flower Display contract.**

The Clerk had circulated a report which stated that Public Notices were posted in the Stratford Herald and the Evesham Journal during the week commencing 21.01.13. Five contractors requested tender documents and these were duly dispatched. In the event, only one contractor returned a valid tender. The Clerk contacted each of the other potential tenderers and asked them to comment as to why they had not submitted a tender. Only two contractors had responded. One said that due to illness and other commitments he had not had the time to produce a competitive tender and the other felt he was not experienced enough and did not have adequate insurance cover. The Clerk said that the one tender received was compliant in all respects with the requirements of the Council in its tender document and he circulated a copy of the proposed planting schedule which was imaginative and would produce an excellent display throughout the parish. Cllr. Quiney proposed, Cllr. Littleford seconded and it was agreed unanimously that the tender from Limebridge Rural Services should be accepted.

Cllrs. Stedman, James and Penn returned to the room and Cllr. Stedman took the chair.

14. Rights of Way**14.1 Report from Cllr. Penn on the Rights of Way.**

Cllr. Penn said there was nothing to report.

15. Matters raised by Councillors

15.1 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.

15.2 Cllr. Stedman, Overgrown bush in Perkins Close.

The Chairman referred to an overgrown bush in Perkins Close which had dangerous spikes. Cllr. Quiney agreed to show the Clerk who would contact Orbit accordingly.

15.3 Cllr. Stedman, Painting of BT phone boxes

The Chairman said that the phone boxes at the Queens Head, Salford Priors Primary School and Dunnington were all in a poor state of maintenance. The Clerk was asked to contact BT to see if repairs could be effected.

16. Correspondence Received**16.1 WALC, training course for new councillors.**

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The Chairman strongly advised new Members to attend the course and they were asked to book through the Clerk.

16.2 NALC, Section 137 expenditure for 2013 – 14.

Council noted the information provided.

16.3 Stratford upon Avon CAB

Council noted the thankyou for the donation made to the CAB.

16.4 WALC Newsletter, ADH/104/7/2013.

The Chairman drew attention to several useful articles. Council noted the information provided.

16.5 Local Government Boundary Commission, Electoral review of Stratford-on-Avon.

Cllr. James said he fully supported the reduction in the number of councillors and also the proposal that there should be an election for the entire council every four years. The Clerk was instructed to write to the LGBC on the basis of a reduction to 31 members.

17. To Table

Council noted the following tabled documents:

17.1 Clerks & Councils Direct March 2013 issue 86.

17.2 The Clerk, March 2013.

17.3 LCR. Spring 2013

18. Finance**18.1 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. Quiney, seconded by Cllr. Littleford, and carried.

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

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. Dare, seconded by Cllr. Quiney, and carried.

Council noted the bank balances in Appendix A4.

18.2 Report from the Internal Auditor on a systems audit.

The report of the Internal Auditor was circulated. Mr Bradley reported he had carried out an interim internal audit and examined some of the financial and other records and carried out compliance testing to confirm that financial records have been correctly maintained and the overall system of internal control is adequate. He made just one recommendation, relating to an outstanding recommendation arising from the 2011/12 audit which was that the Health and Safety policy needed to be reviewed. Council noted the report. Cllr. James said he would provide a draft H&S Policy to the Clerk before the next meeting.

18.3 TOPs electricity charges.

The Clerk reported that the direct debit payment for electricity at TOPs was to be increased to £56.00 per month from 28th. April.

19. Date of Next Meetings

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19.1 To confirm the date of the next Ordinary Meeting of the Parish Council at 7.00pm., on Wednesday 17th. April 2013 in The Memorial Hall, Salford Priors.

20. Closure of meeting

The Chairman closed the meeting at 8.46pm.

Signed.....

Date.....

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

Tn. No.	Cheque	Gross	Vat	Net	Details
6545	BACs	6.31	0.00	6.31	HSBC Bank Interest No. 1 a/c
19012	BACs	0.03	0.00	0.03	HSBC Bank Interest No. 3 a/c
Total		£6.34	£0.00	£6.34	

A2 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
9012	Dd	18.99	2.83	16.16	Plusnet, Office Broadband
9013	Dd	12.00	0.57	11.43	EDF, TOPs Electricity
9014	102672	456.71	0.00	456.71	MJ Philpott, Clerk's salary March
9015	102673	970.94	0.00	970.94	Post Office Ltd., HMRC Tax and NI for Quarter 4
9016	102674	149.53	0.00	149.53	TA Hunt, Lengthsman work in February
9017	102675	80.00	0.00	80.00	MJ Philpott, Clerk's expenses, Postage stamps and mileage to meetings.
9018	102676	165.60	27.60	138.00	Staples, HP Printer for office plus ink cartridges and lead.
9019	102677	72.50	12.08	60.42	Staples, Stationery, folders, paper, dividers for new financial year.
9020	102678	151.18	25.20	125.98	MJ Philpott, Picture frame for Jubilee picture from e-frame.
9021	102679	57.21	0.00	57.21	Severn Trent Water, TOPs water supply.
9022	102680	86.81	14.47	72.34	BT Payment Services Ltd., office phone
Totals		£2221.47	£82.75	£2138.72	

A3. Transfers

To transfer £2000.00 from No.1 account to Community account.

A4. Account Balances at 12.03.13

Community a/c	£1809.73
No.1 a/c	£42888.08
No.3 a/c	£214.19