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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 18th. April 2012 at 7.30 pm.

Present: Councillors, JR Stedman, Chairman, L Wright, Vice-Chairman, AW Wolfe, DC Penn, A Quiney, L Maude, and L Robinson.

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

1. Apologies for absence

Apologies for absence were received and accepted from District Cllrs. M Howse and D Pemberton due to other commitments.

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. J Stedman declared a prejudicial interest in Item 11.1 as a contractor to the Council.

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 Public Participation: Mr Fenlon queried the work done by Warwickshire CC in painting just some of the road markings by Dunnington School. The Clerk said that WCC had been informed and were checking the situation. Mrs Littleford said that the solar light in School Road was still not working and the Chairman said that our contractor was working on it. The Clerk was asked to check progress. Mrs Seville asked whether there had been any progress on the bulk purchase of fuel oil and the Clerk said that only three residents had shown interest and it was not viable. Cllr. Wright suggested that the scheme should be publicised again in the Autumn Newsletter.

3.4 Ward Members' Reports Cllr. Barnes said that the Bidford Library was now open but the hours had changed. He then referred to the campaign to improve rural broadband and said there was a meeting on 15th. May when further information including proposals by Virgin and BT would be provided. The Clerk was asked to circulate details. Cllr. Barnes said he had raised a question at the recent meeting of WCC regarding progress on the Minerals Core Strategy and passed copies of the response to the Clerk. It was agreed to consider this further at the next Marsh Farm Liaison Group meeting. He confirmed that the schools recycling contract had started and he reported that a public meeting in Bidford had opposed proposals for new housing and a new medical centre off Salford Road had been strongly opposed. Finally, he reported his efforts in trying to obtain a licence for a resident of Salford Priors to drive her horse drawn carriage in Stratford. The Chairman told Cllr. Barnes of a meeting to be held with Richard Elbourne of WCC Highways to discuss speeding in School Road.

3.5 The Chairman closed the adjournment at 7.52 pm.

4. Minutes

4.1 The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 21st. March 2012 at 7.30pm. at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

DRAFT

Salford Priors Parish Council

5. Clerk's Progress Report for consideration by Council**5.1. Cones in School Road**

The Clerk reported that the police had informed him that the cones were provided at the request of a resident from School Avenue. He confirmed that the police had said they were only temporary.

5.2 Parking at Dunnington School

The Clerk reported that the police had been asked to supply details of incident reports in order to provide more evidence to WCC regarding the need for yellow double lines. A letter had also been sent to Miss Pedlar asking for the administrative cost of the necessary traffic order and also for the timing and format of a submission to the next Stratford on Avon Traffic Seminar. Cllr. Wright also referred to the painting of the road markings and said he would meet with the head teacher following comments made by Cllr. Barnes.

5.3 Proposal for a new bus stop in School Road

Council noted that letters were sent to five houses in School Road fronting the areas of green where a bus stop could be located on 31.03.12. but there had been no response so far. Council agreed that the Clerk should now contact the Land Registry at an approximate cost of £80.

5.4 Clearance of footpath to Wood Bevington turn

The Clerk informed Council that WCC had agreed to clear the remaining length of footpath using the Community Payback team. Council asked the Clerk to see if road planings could be used to eliminate the trip hazards.

5.5 Planning booklet circulation

The Planning Booklet was passed to Cllr. Penn.

5.6 Request for dispensations

Council noted that the SDC meeting to consider the dispensation request would take place on 30.04.12.

5.7 Affordable Housing

The Clerk reported that Cllr. Howse had informed him that the bid for grant funding of £110,000 has been agreed by SDC. Only three schemes were approved, the other two being at Snitterfield and Ilmington.

5.8 Core Strategy

The Clerk said that he had received confirmation that Council's contribution to the Core Strategy had been received.

5.9 TOPs electricity

The Clerk reported that the direct debit payment to EDF had been reduced to £27.00 with effect from 28.04.12.

5.10 Speeding and build-outs on School Road

The Clerk reported that he had spoken to Richard Elbourne and he proposed to meet Councillors on site the following week. The Chairman said that he proposed to raise the issue of heavy lorries using the road to access the packing station at Orchard Farm. Mrs Seville said that they had caused excessive damage to the kerbs outside her home and Cllr. Wolfe said he had watched a lorry reversing on Evesham Road on the wrong side of the road.

DRAFT**6. Planning general****6.1 Packing Station at Orchard Farms**

Council noted the extreme problems caused by huge vehicles using School Road and all Members were urged to record any instances of problems. The Chairman explained information provided by the planning enforcement officer and also by an environmental protection officer. Council was concerned that progress on enforcing the planning conditions was very slow and the Clerk was asked to contact Roger Thatcher and involve the Ward Members to find out what was happening. The Clerk was also asked to contact Jon Griggs, the Environmental Protection Officer, again regarding his comments that noise from lorries on the roads was the only environmental issue to consider. The Chairman said that the impact of these lorries throughout the village was much more than this. Cllr. Wright suggested that the reason officers were wary of acting against businesses was because of potential legal costs. Cllr. Quiney queried the ownership of the packing station site and was told it was John Roberts, the Ex-Managing Director of Bomford Farms.

6.2 Tree Preservation Order for the School Road Pine Tree

The Chairman reported that, with strong support from Ward Members, it had now been agreed that SDC would proceed with issuing a Tree Preservation Order on the pine tree in School Road. The Clerk was asked to confirm the arrangements for progressing this issue with SDC. Council recognised that the large heavy lorries were a potential risk to this tree if the turning area on to the access road needed to be enlarged.

The Chairman referred to another pine tree on Evesham Road by Cleeve View. He said a branch had been removed for highway safety reasons but the shape of the tree had not been affected. Council considered it was not the time to apply for a TPO for this tree. The Chairman expressed the Council's appreciation for the work of District Cllrs. James and Howse in achieving a satisfactory outcome on the School Road tree.

7. New Planning Applications

7.1 12/00668/FUL – Rear extensions to ground and first floor at 1 New Cottages, Evesham Road, Salford Priors, Evesham, WR11 8UU for Mr & Mrs Richard Corbett.
Council agreed that no representations be made.

8. Planning Decisions

Council noted the following planning decisions:

8.1 11/02866/FUL – Retrospective permission sought for marquee as extension to existing coffee shop at Dunnington heath Farm for AH Hiller & Son Ltd.

Planning Permission Granted

8.2 12/00415/FUL – Prefabricated timber garden shed at 3 – 4 Church Cottages, Station Road, Salford Priors, WR11 8UX for Mr Graham Howard.

Planning Permission Granted**9. Footway Lighting****9.1 Queensbury Shelter solar lights.**

The Clerk had circulated a list of locations where solar lights had been fitted to bus shelters. The Chairman said that he would be visiting the Worcester site in due course and would report back later. In the meantime the Clerk suggested that a quotation be sought from Western Power for a supply to a new light in this strategic location and this was agreed.

DRAFT

Salford Priors Parish Council

9.2 Cable removal

The Clerk reported that the cable at the back of Cllr. James' house had been removed satisfactorily.

10. Playing Field**10.1 Playing Field weekly inspections.**

The Clerk reported that he had received inspection reports from Cllr. Quiney dated 4.03.12; 11.03.12; 18.03.12, 25.03.12; and 2.04.12. The latest report indicated a problem with the see saw.

10.2 Playing Field car park.

The Clerk reported that he had met with the surveyor and estate manager from Orbit and had inspected the depression in the car park. The surveyor considered that the settlement was probably behind the tank and due to poor backfilling but said he would bring out some workmen to lift the manhole covers and verify the exact position of the tank.

10.3 Play Equipment.

Cllr. Quiney and the Clerk had inspected the play equipment and circulated a report showing proposals for remedial work. Council agreed the recommendation that Mr Hackling should be asked to carry out most of the minor works proposed including repairing the fence and gate, repairs to the multi tractor, repairs to the rocker bike surface, cleaning of all the rubberised surfaces, and removal of graffiti. The recommended re-painting of some pieces of equipment was suspended until a later date. Council agreed that specialist contractors should be asked to quote for the refurbishment of the see saw. Council also agreed to ask Mr Hackling to cover the holes for the goal posts.

10.4 Football on the Playing Field.

The Clerk reported that the plans for a football team seemed to be progressing with the intention of matches commencing in September. Mrs Dare asked that the team should be provided with contact details for TOPs.

10.5 Purchase of the access to the Playing Field from SDC.

The Clerk confirmed that he had informed Stratford on Avon DC that the Parish Council wished to purchase the access to the Playing Field as instructed. A response was awaited.

Cllr. Stedman having declared a prejudicial interest left the room and Cllr. Wright took the Chair.

11. Trees**11.1 Pruning of trees on Ban Brook Green and by Park Hall Mews**

The Clerk reported that he has sought quotations from Limebridge Rural Services and from Roger Small. Only Limebridge had returned a quotation the amount being £48.00 plus VAT. Council agreed to accept the quotation from Limebridge.

Cllr. Stedman returned to the room and re-took the chair.

11.2 Watering of the Oak tree on Iron Cross green

It was noted that Cllr. Quiney had watered the Oak tree. The Clerk said that Mrs Betteridge had also agreed to look after the tree.

11.3 Potential planting sites for Jubilee trees.

Cllr. Quiney suggested that an area of wetland by Ban Brook in Tothall Lane might be a suitable site to plant Jubilee trees and the Clerk was asked to investigate ownership.

12. Events**12.1 Progress report from the Jubilee Group**

Mrs Littleford was asked to report and she said that a Bingo event had raised a small sum and that they were now working on risk assessments and health and safety requirements. The Clerk said he would forward the information provided by the Council's new insurers (item 12.3 below).

12.2 Financial report from the Clerk for the Jubilee Group

The Clerk reported that he had now received all the sponsorship anticipated and this amounted to £4450. He had sent "Thankyou" letters to all sponsors.

12.3 Insurance issues for the Jubilee event.

A document from Came & Co had been circulated showing their requirements for insurance cover. The key points were a written risk assessment being prepared, a first aider in attendance, all third parties having public liability insurance, sufficient marshals, and fire-fighting equipment for barbecues. Council agreed that the paper should be provided to the Jubilee Group for action and evidence of compliance returned to the Clerk.

13. Allotments**13.1 Report from the Clerk regarding the rents for the allotments.**

A report had been circulated by the Clerk referring back to decisions made by the Council the previous year. Councillors questioned why the uptake had been so poor and it was generally agreed that the price might be too high. Cllr. Wolfe proposed, Cllr. Quiney seconded, and it was agreed that the rent should be reduced to £25.00 per year with effect from 1st. May 2012. The Clerk was asked to refer the provision of a third water tank to the next meeting and also to arrange a meeting of allotment holders with the new council.

14. Communications**14.1 Report from Cllr. Maude on the Council's website.**

Cllr. Maude reported that the site had been kept updated and also that he had added a RSS feed from the Highways Authority.

14.2 Report from the Clerk regarding the renewal of the domain name

The Clerk reported that the Salford Priors domain name would expire on 15th. May and needed to be renewed. He said he would contact the web site manager directly.

14.3 Newsletter

The Chairman said there should be a Newsletter following the election of the new council and Members were asked to provide contributions.

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

Cllr. Quiney said there was nothing to report.

15.2 Replacement of stile on AL11 with a gate.

The Clerk said the new gate had been delivered to Limebridge and Council agreed that Mr Hackling should be asked to collect the gate and install it.

15.3 Footpath booklet and charitable donations arising from sales.

DRAFT

Salford Priors Parish Council

Council noted that the original intention with the footpath booklet, which was produced in 2005, was for free copies to be given to all residents and also that it should be sold at various outlets with a charitable donation being made from the proceeds. The Clerk said that Mr Bolstridge had provided details of the charity to which a donation could be made and this was considered under Item 22.2 below. Packs of the booklet were handed to Councillors to deliver to businesses where walkers visited.

16. Elections**16.1 Information from the SDC Returning Officer regarding the Quadrennial Elections**

Council noted the information provided.

17 Annual Parish Meeting**17.1 Draft Minutes**

Council noted the draft minutes and agreed they should be published on the web site.

17.2 Matters arising from the meeting

The Chairman noted that several matters had been raised at the APM and proposed that these should be considered at the next meeting by the new Council.

17.3 Letter regarding TOPs lease raised at the APM.

Councillors had received a letter from the Chairperson of the TOPs Management Committee asking for a five year extension of the lease for TOPs. The Clerk was asked to find out the terms of such an extension and report back to the next meeting.

18. Staff and administrative matters**18.1 Report by the Chairman regarding holiday pay arrangements for the Clerk.**

The Chairman explained the situation whereby lone worker Clerks were entitled to receive statutory paid holidays on a pro rata basis. Members asked that a full report and documentation be provided for the next meeting.

19. Matters raised by Councillors

19.1 Councillors were invited to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future agendas.

19.2 Cllr. Quiney expressed appreciation for the work of Cllr. Wolfe and Cllr. Robinson who were retiring from the Council.

19.3 The Chairman asked the Clerk to put an item on the next Agenda considering the formation of a neighbourhood Plan Group.

20. Consideration of Correspondence Received**20.1 WALC, General Power of Competence.**

Council noted the paper from WALC describing the new General Power of Competence replacing the former Power of Well Being.

21. To Table

Nothing tabled.

22. Finance**22.1 Approval of the payments and transfers listed in Appendix A.**

DRAFT

Salford Priors Parish Council

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. Wolfe, and carried. Cheques were signed by Cllr. Wright and Cllr. Wolfe.

Council considered and approved the proposal to transfer £3000.00 from No.1 account to the Community account in Appendix A3. Authorisation for transfer of funds was proposed by Cllr. Quiney, seconded by Cllr. Wolfe, and carried.

Council noted the bank balances in Appendix A4.

22.2 Donations to the Alzheimer Cafe at Alcester, the Bidford Community Library, and Kidney Research UK.

Cllr. Wright explained the work of the Alzheimer Cafe at Alcester. Cllr. Wolfe proposed, Cllr. Quiney seconded, and it was agreed, that a donation of £150 be made.

The Clerk reminded Members that a sum had been provided in the budget to support the Bidford Community Library. The Chairman proposed, Cllr. Wright seconded, and it was agreed, that a donation of £1000 be made.

Cllr. Penn proposed, Cllr. Wright seconded, and it was agreed that a donation of £150 be made to Kidney Research UK in appreciation of the work of Mr Bolstridge in illustrating the footpath booklet.

22.3 Internal Auditor's report.

Council noted the Clerk's response to the Internal Auditor's report considered at the previous meeting. The Clerk said that he had discussed this with the auditor who had agreed the responses. Council agreed to review the documents referred to at the June meeting.

22.4 New insurance policy.

The Clerk said that following the decision made at the previous meeting he had prepared the payments and forms for the new insurance policy. He said that Council needed to confirm that they wished to enter into the three year agreement. Council agreed this course of action.

The Clerk also said that he had received a quotation of £25.00 to cover the loan of the two marquees from the Fete Committee for the Jubilee celebration and this was also agreed.

22.5 End of Year accounts.

The Clerk reported that he had passed the year end accounts to the Internal Auditor for examination. He hoped to present the accounts to the next meeting.

23. Date of Next Meetings

Council confirmed the date of the Annual Meeting of the Parish Council at 7.30pm on Wednesday 16th. May 2012 in The Memorial Hall, Salford Priors.

Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.45pm., or immediately following the Annual Meeting, on Wednesday 16th. May 2012 in The Memorial Hall, Salford Priors.

DRAFT

Salford Priors Parish Council

Before closing the meeting the Chairman thanked all Members for their work over the past four years. He particularly thanked Cllr. Wolfe who was retiring after eight years service and Cllr. Robinson who was also standing down. He wished them both well for the future.

24. Closure of meeting

The Chairman closed the meeting at 9.36 pm.

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

| Tn. No. | Cheque | Gross | Vat | Net | Details |
|----------------|---------------|----------------|--------------|----------------|-------------------------------|
| 6506 | | 225.00 | 0.00 | 225.00 | Jubilee Donation, Willow Park |
| 6507 | | 600.00 | 0.00 | 600.00 | Jubilee Donation, Alamo |
| Total | | £825.00 | £0.00 | £825.00 | |

A2 Expenditure transactions for approval

| Tn. No. | Cheque | Gross | Vat | Net | Details |
|----------------|---------------|-----------------|----------------|-----------------|---|
| 8844 | dd | 18.99 | 2.83 | 16.16 | Plusnet, Office Broadband |
| 8845 | dd | 60.00 | 2.86 | 57.14 | EDF, TOPs Electricity |
| 8846 | 102525 | 195.00 | 0.00 | 195.00 | M Hackling, Collect, paint, and install new seat at Abbots Salford |
| 8847 | 102526 | 35.00 | 0.00 | 35.00 | Information Commissioner, Data protection registration |
| 8848 | 102527 | 306.00 | 51.00 | 255.00 | Hightrees Landscape Services Ltd., mowing contract |
| 8849 | 102528 | 35.00 | 0.00 | 35.00 | Sarah Hyde, Deliver APM Notices |
| 8850 | 102529 | 100.00 | 0.00 | 100.00 | Warwickshire CC, rent for allotments |
| 8851 | 102530 | 113.58 | 18.93 | 94.65 | Digital Copier Systems, Office photocopier |
| 8852 | 102531 | 216.00 | 36.00 | 180.00 | B&W Hire Ltd., Toilet hire for Jubilee event. |
| 8853 | 102532 | 1293.49 | 0.00 | 1293.49 | Came & Co. Insurance, 3 year price |
| 8854 | 102533 | 25.00 | 0.00 | 25.00 | Came & Co. Insurance – Marquees |
| 8855 | 102534 | 402.70 | 0.00 | 402.70 | Clerk's salary April |
| 8856 | 102535 | 286.19 | 47.70 | 238.49 | Npower, footway lighting energy |
| 8857 | 102536 | 74.73 | 12.45 | 62.28 | Staples, stationery, Canon printer ink cartridges, report binders, sellotape. |
| 8858 | 102537 | 21.00 | 0.00 | 21.00 | Stratford on Avon DC, Jubilee event licence |
| Total | | £3103.69 | £166.08 | £2937.61 | |

DRAFT

Salford Priors Parish Council

A3. Transfers

Transfer £3000.00 from No.1 account to Community account.

A4. Account Balances at 10.04.12

| | |
|----------------------|-------------------|
| Community a/c | £2,570.01 |
| No.1 a/c | £35,696.30 |
| No.3 a/c | £214.04 |