

## Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held in the Memorial Hall, Salford Priors, on Wednesday 18<sup>th</sup>. June 2008 at 19.30hrs.**

Present: Councillors, K.A.James (Chairman), J.R.Stedman, R.J.A.Francis, D.C.Penn, and Mrs R.M.Pane, and District Councillors D.Pemberton and B.W.Slaughter.  
Also in attendance – M.J.Philpott, Clerk, and one member of the public.

**1. Apologies for absence**

Councillor A.W.Wolfe and County Councillor F.P.Barnes.

**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 Item 7.4.4 due to the application concerning a near neighbour.

**3. Open Forum**

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

**3.2 Public Participation:** Cllr. Stedman spoke regarding the planning application at 12A School Road. He said that he had written personally to object to the proposal on the grounds that it would have a severe impact on the rural street scene as the site was in an elevated section of School Road; that the redbrick effect concrete walls and white roof would cause an unacceptable visual feature on School Road; that the height and proximity of the garage to the retained very mature tree would mean an excessive removal of branches to accommodate the garage making the tree into a further unbalanced rural feature in the rural landscape; and, that the site of the garage would be well beyond the line of all existing buildings in this section of School Road. Finally, he urged the tree officer to place a tree preservation order on the tree to protect it from removal or destruction of its character.

Mrs Sharpe said that she wished to report that some of the footpaths in the Salford 7 walks booklet were overgrown or had been sown with crops. She particularly referred to Walks 1 and 5. The Chairman said that those paths where crops had been sown were being investigated by the County Council Footpaths Officer. Mrs Sharpe also referred to the Great British Coffee Morning being arranged on 26.09.08 and the Chairman agreed to provide publicity in the Newsletter and on the website.

**3.3 Ward Members' Reports** Cllr. Pemberton said that Cllr. Barnes had asked him to report that the drainage schemes in Salford Priors had been approved and that the speed reduction scheme was to be implemented following the completion of surface dressing work on Station Road and Evesham Road. He also reported that there appeared to be a £6 million deficit in the Environment and Economy budget for WCC. Cllr. Slaughter reported that the first meeting of the new community councils was scheduled for the following week and Cllr. James said that the delivery of the new waste bins was running at least one week behind programme.

#### **4. Minutes**

The Minutes of the Ordinary Meeting held on Wednesday 28<sup>th</sup>. May 2008 at 7.30pm at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

#### **5. Matters arising from the Minutes**

##### **5.1 Matters for consideration by Council**

The Chairman asked the Clerk to follow up the issues raised with the Post Office at the Annual Parish Meeting.

##### **5.2 Clerk's report on actions from previous meeting for consideration by Council**

###### **5.2.1 Bus service**

The Clerk reported that he had written to WCC regarding the poor timekeeping on the Number 28 service and replies from WCC and Stagecoach were read out by the Chairman. It was agreed to continue to monitor the timings and the Clerk was asked to provide a copy of the correspondence to Mrs Dare.

###### **5.2.2 Progress on drainage works**

The Clerk said that he had spoken to Nigel Chetwynd and both the Salford schemes had been approved for funding. The Clerk drew attention to the fact that Mr Chetwynd was the sole person working on the schemes and it was agreed that Cllr. Barnes should be requested to seek further resources to facilitate the design of the schemes. The Clerk also reported that application had been made to SDC for a Flood Defence Assistance Grant in respect of drainage issues on Broom Lane and at the Ban Brook and he asked for assistance in identifying the precise areas of concern.

###### **5.2.3 Lighting in Playing Field**

It was noted that the Stage 2 application form had been submitted to the CEMEX Community Fund and that Tony Rowley of CEMEX had agreed to chase the application on behalf of the Parish Council.

###### **5.2.4 Fencing at Playing Field car park**

It was noted that an application for Public Realm Grant Funding had been made to Stratford on Avon Area Office for half the cost of the proposed new fencing to the car park at the Playing Field.

###### **5.2.6 Hedges, Station Road**

The Clerk reported that he had met with Marianne Myers to inspect the hedges on School Road and Station Road and that letters had been sent where pruning was necessary.

###### **5.2.7 Farm Sunday**

It was reported that the Sandfields Open Farm Sunday had raised £700 for the two Air Ambulances serving the area.

###### **5.2.8 Perkins' Educational Foundation**

The Clerk reported that he had now received agreement from Mrs King, Mr Roberts, and Mrs Juned to serve on the Perkins' Educational Foundation. The Chairman proposed, and it was agreed that these names should now be sent to the Foundation.

###### **5.2.9 Middle Avon Policy Unit Action Plan**

The Clerk reported that he had examined the Environment Agency's Middle Avon Policy Unit Action Plan covering flooding issues in the area and he provided a summary of its contents to the meeting. The Chairman asked the Clerk to circulate his observations to Councillors and to David Tiley, the Flood Officer at the District Council.

## **6. Main Items**

### **6.1 Submission of Accounts for 2007 – 08 to External Auditor**

The draft Annual Return for the year ended 31 March 2008 to the Audit Commission was circulated to Members prior to the meeting. The Council approved section one, the Statement of Accounts. Cllr. Stedman read each of the eight questions in section two of the Annual Governance Statement and the Council answered in the affirmative to each of the questions therein. There being no Trust Funds a “Not Applicable” answer was given to this statement. The meeting noted the report of the Internal Auditor who answered in the affirmative to questions A,B,C,D,E,G,H,I, and to J. The answer given to question F was “Not Applicable” since no petty cash transactions take place. The Chairman and the Responsible Financial Officer signed the Annual Return Statement of Accounts and the Annual Governance Statement.

### **6.2 Report on Housing Needs**

The Chairman said that the report prepared by Charles Barlow of WRCC had been circulated to members and that Mr Barlow would be attending the July meeting of Council to answer any questions. He urged all members to read the report carefully prior to that meeting. The Chairman asked the Clerk to ensure that copies were provided for the Ward Members and Colin Staves, Senior Policy Planner at SDC. Cllr. Pemberton said that no additional housing had been allocated in the SDC plans for Salford Priors.

### **6.3 Membership of Parish Council**

The Chairman reported that action needed to be taken regarding the vacancy on the Parish Council and he outlined the options of either filling the vacancy by co-option or of asking for the position to be removed. The Council did not favour the latter option and agreed that it should try and fill the vacancy by the September meeting. It was agreed to form an informal working group comprising Cllrs. James, Stedman and Francis to progress the issue.

## **7. Consideration of Reports**

### **7.1 Amenity, Environment and Highways**

#### **7.1.1 Progress on orders placed for works at Churchyard, Playing Field, TOPS, Allotments, and Amenity Areas.**

The Clerk reported that he had obtained a quotation to repair the fence around the car park at the Playing Field from GTL Services in the sum of £210.05. As an application for funding for a more permanent solution had been made it was agreed to defer consideration of these repairs until the next meeting

The Clerk also reported that he had sought a quotation from Limebridge Rural Services to carry out various works at the allotments but the company had requested an extension of time to respond. It was agreed that the Clerk should proceed with items relating to the erection of the sign and the cutting of the new grass and report to the next meeting regarding the other items.

In respect of the planter contract the Chairman asked the Clerk to check compliance with the specification regarding the size of the plants used in the flower beds.

#### **7.1.2 Play equipment inspections**

The Clerk reported that Cllr. Francis had submitted weekly reports and that the steel storage container had been damaged beyond repair and was a potential hazard. A quotation had been received from MHF to remove the container at a cost of £45 and Cllr. James proposed, Cllr. Stedman seconded, and it was agreed, that this offer be accepted.

### **7.1.3 Options for ramp at TOPS**

A quotation had been received from John Hendey in the sum of £1400 to provide a solid concrete ramp. It was agreed to accept this offer and the Clerk was asked to ensure that a brushed finish was provided and that the Playing Field grass was not damaged.

## **7.2 Communications**

### **7.2.1 Progress on Awards for All project**

The Clerk circulated a note of the meeting held to discuss the proposed web site and said that as soon as Cllr. Wolfe had been able to identify the photographs to be used they would meet with UK192. The Chairman confirmed that he wanted the website running by August.

### **7.2.2 TOPS**

A report was received and circulated from Mrs Dare and the Council was pleased to note the progress on bookings and particularly the potential use by the health visitor.

## **7.3 Highways and Rights of Way**

### **7.3.1 Report from P3 Co-ordinator.**

Cllr. Penn agreed to check the paths which had been reported as being over grown.

### **7.3.2 Strimmer**

The Clerk reported that WCC had agreed to provide a strimmer and PPE and said he would chase this with Ian Merivale.

## **7.4 Planning**

### **7.4.1 Marsh Farm Quarry liaison meeting.**

The Clerk circulated a report of the meeting held with Ragley Estates and with CEMEX and the Chairman provided further commentary to inform Members.

### **7.4.2 Appeal by Mr & Mrs Belgrave in respect of refusal of application 07/03394/FUL, 10 School Road, Salford Priors.**

The Chairman read out the letter sent to the Planning Inspectorate for the information of Members.

### **7.4.3 08/00307/FUL Manor Farm, Luddington, amendment to application.**

Council noted the information provided.

Cllr. Stedman left the room.

### **7.4.4 New Applications for Council's consideration**

08/00945/FUL Single storey double garage at the front of the house adjacent to the public highway at 12A School Road, Salford Priors, WR11 8XD for Phillip Brooks.

Council carefully considered the application and objected to the proposal for the following reasons:

- The garage would occupy a very prominent position on top of a steep embankment immediately adjacent to School Road.
- By virtue of its size, height, and bulk, it would exert an extreme adverse effect on the landscape and would overshadow properties in the area and the road itself.
- The use of pre-cast concrete in this area is quite inappropriate and is not in accordance with the Salford Priors Design Statement.
- The location of the garage bears no relation to existing building lines.

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- The garage would adversely affect a mature tree close by that would have to be extensively pruned and would thus further damage the rural landscape.

Cllr. Stedman returned to the room.

#### **7.4.5 Decisions**

None to report.

### **8. Matters raised by Councillors**

#### **8.1 Speed Aware Request Forms (Cllr. J R Stedman)**

The Clerk reported that he had requested Stagecoach to remove their bus stop sign from the post provided by the Parish Council to erect a speed indication device. It was agreed that no further action needed to be taken regarding the use of the forms.

### **9. Consideration of Correspondence Received**

#### **9.1 Mencap, request for a donation.**

Council reluctantly decided not to make a donation in this instance but agreed to provide publicity for any events in the area.

#### **9.2 Surestart, Children's Centre for Stratford Area.**

Council noted the information provided.

#### **9.3 D Gascoigne, Motorcycles**

The Clerk was asked to send details of Mr Gascoigne's letter to the Police Traffic Unit at Warwick.

#### **9.4 Chairman, information on refuse collection**

The chairman reported that an information line had now been set up to assist residents.

#### **9.5 WRCC, competitions organised by WRCC**

Council noted the information provided.

#### **9.6 Letter from Mr Wathen regarding amount of precept.**

The Chairman asked the Clerk to respond and to invite Mr Wathen to inspect the accounts if he so wished. The Clerk was asked to send the detailed analysis provided at the Last meeting.

### **10. To Table**

Council noted the following tabled items:

- 10.1 Decorum – Standards and Ethics, Issue 5, June 2008.
- 10.2 Local Councils Update – Issue 104, June 2008.
- 10.3 Private Sector Housing Team, SDC – Grants leaflet
- 10.4 Warwickshire CC – The Warwickshire Tree Scheme 2007/2008 Newsletter

### **11. Finance**

#### **11.1 Approval of the payments and transfers listed in Appendix A.**

Council considered the income and expenditure detailed in Appendix A and approved the payments as shown.

#### **11.2 Signing of new bank mandate**

With the new Council the Clerk said that an Existing Account Replacement Mandate needed to be signed by all Councillors. Council agreed that this should be done and all Councillors present duly signed the official form. It was agreed that Cllr. Wolfe be asked to sign the document at the earliest opportunity.

#### **11.3 Transfer of £25.00 received from the John Coley Trust to the Number 3 account.**

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Council noted that the sum of £25 had been transferred to the Number 3 account. It was further noted that this account was available for use on expenditure in Abbots Salford.

**12. Date of Next Meeting**

Ordinary Meeting of Parish Council on Wednesday 16<sup>th</sup>. July at 7.30pm at The Memorial Hall, Salford Priors.

**13. Closure of meeting**

The meeting closed at 9.25pm.

Signed:.....

Date:.....

**APPENDIX A****11 Finance****11.1 Income transactions for approval**

<b>Tn. No.</b>	<b>Cheque</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Details</b>
6370		156.05	0	156.05	Interest on No. 1 Account
6371		56.67	0	56.67	Interest on No. 2 Account
6372		0.61	0	0.61	Interest on No. 3 Account
<b>Totals</b>		<b>213.33</b>	<b>0</b>	<b>213.33</b>	

**11.2 Expenditure transactions for approval**

<b>Tn. No.</b>	<b>Cheque</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Details</b>
8264	dd	12.14	1.81	10.33	Plusnet Broadband
8265	101994	76.00	0.00	76.00	Communicorp
8266	101995	2084.72	310.49	1774.23	GBD (Evesham) Ltd.
8267	101996	305.50	45.50	260.00	JB Signs & Graphics
8268	101997	100.00	0.00	100.00	Stratford on Avon DC
8269	101998	50.00	0.00	50.00	WRVS
8270	101999	200.00	0.00	200.00	Salford Priors Fete Committee
8271	102000	2635.58	392.53	2243.05	Pollard Horticulture
8272	102001	589.62	0.00	589.62	Clerk's salary June

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8273	102002	288.13	42.91	245.22	ABB Lighting maintenance for quarter ending 30.06.08
	102003	Cheque cancelled due to error			
8274	102004	51.84	0.00	51.84	HMRC NIC payments. Employer's contributions for quarter 1
8275	102005	62.50	8.63	53.87	BT Payment Services for office telephone
<b>Total</b>		<b>£6456.03</b>	<b>£801.87</b>	<b>£5654.16</b>	

Authorisation for payment was proposed by Cllr. Francis, seconded by Cllr. Mrs Pane, and carried.

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

### 11.3 Transfers for approval

To transfer £6000 from No.1 account to Community account.

Authorisation for transfer of funds was proposed by Cllr. Mrs Pane. seconded by Cllr. Penn, and carried.

### 11.4 Account Balances at 10.06.08

<b>No.1 a/c</b>	<b>£25625.56</b>
<b>No.2 a/c</b>	<b>£8412.97</b>
<b>No.3 a/c</b>	<b>£137.38</b>
<b>Community a/c</b>	<b>£1397.82</b>