

## Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held in the Memorial Hall, Salford Priors, on Wednesday 16<sup>th</sup>. July 2008 at 19.30hrs.**

Present: Councillors, K.A.James (Chairman), A.W.Wolfe, J.R.Stedman, R.J.A.Francis, D.C.Penn, and Mrs R.M.Pane, County Councillor F.P.Barnes, and District Councillor D.Pemberton.

Also in attendance – M.J.Philpott, Clerk, and Charles Barlow, WRCC.

**1. Apologies for absence**

District Councillor B.W.Slaughter.

**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 prejudicial interests in Items 7.1.1, 7.4.2, Appendix A,11.2 (8277) and a personal interest in 9.7.

**3. Open Forum**

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

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

**3.3 Ward Members' Reports** Cllr. Barnes reported that Eon had commenced work on the Station Road and Evesham Road speed limit scheme and that the proposed surface dressing work had been deferred. A meeting had been arranged with Severn Trent regarding the drainage issues on these roads and some work on the School Road manhole was imminent. Cllr. Barnes said that the consultation on the B4008 speed limit had been issued although the scheme might not be implemented in the current year and in respect of the arrangements for waste treatment he said that the Biffa IVC application was likely to be determined by the Secretary of State.

Cllr. James confirmed that the new refuse bins had been delivered but that there was a shortfall elsewhere. Regarding the proposed Post Office closures he said that the District Council was objecting to the closure programme but reminded members that the WR postcode area of Salford Priors proposals would not be published until the third week of August. Cllr. Pemberton explained the new criteria for grants, particularly for sports clubs, arising from the new joint committees. He said that with limited funds it was important to spread the resources as widely as possible.

**4. Minutes**

The Minutes of the Ordinary Meeting held on Wednesday 18<sup>th</sup>. June 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**

No matters from the Minutes were raised by Councillors.

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

### 5.2.1 Bus service

Cllrs. Wolfe and Pane reported that the bus service was still very erratic and often half an hour late. The Clerk was instructed to write again to the company.

### 5.2.2 Progress on drainage works

The Clerk was asked to chase the response from SDC for a Flood Defence Assistance Grant in respect of drainage issues on Broom Lane and at the Ban Brook.

### 5.2.3 Lighting in Playing Field

The Clerk reported that the outcome of the grant application from the CEMEX Community Fund was still awaited and a response would be chased.

### 5.2.4 Fencing at Playing Field car park

The Clerk reported that the outcome of the application for Public Realm Grant Funding for new fencing to the car park at the Playing Field was still awaited. Council decided to defer a decision on the temporary repairs until the August meeting and the Clerk was asked to obtain a response from SDC.

### 5.2.5 Hedges, Station Road

The Clerk's report that hedges on School Road and Station Road had been trimmed as requested was noted.

### 5.2.6 Middle Avon Policy Unit Action Plan

The Clerk reported that he passed his note regarding the plan to SDC and he was asked to seek a response.

### 5.2.7 "Speaking-Out" distribution

The Clerk explained new arrangements for distributing the regional magazine "Speaking-Out" and these were noted.

### 5.2.8 Post Office complaints

The Clerk reported that he had asked John Chapman for a response to questions raised at the Annual Parish Meeting but no reply had been received. The Clerk was asked to approach Post Watch if a reply was not forthcoming. Cllr. Wolfe said that the service in Evesham Road was actually quite good and he asked the Clerk to ensure that any complaints did not reflect on the new post lady. Other Councillors said that the post was still late in their areas.

### 5.2.9 SDC "Turn up for sports" - TUFFS

The arrangements for two play sessions during the holidays were noted.

### 5.2.10 Bank Mandate

The Clerk reported that specific resolutions needed to be minuted in respect of the new bank mandate. Cllr. James proposed, Cllr. Wolfe seconded and it was resolved unanimously:

- (i) That bank accounts be continued with HSBC Bank plc (*the Bank*) and the Bank is authorised to:
  - a) pay all cheques and other instructions for payment or accept instructions to stop such payments signed on behalf of the Salford Priors Parish Council by two Councillors together with the Clerk/Responsible Financial Officer (*the Signatories*) whether any account of Salford Priors Parish Council is in credit or debit.
  - b) deliver any item on behalf of Salford Priors Parish Council by *the Bank* in safe keeping against the written receipt of *the Signatories*; and
  - c) accept *the Signatories* as fully empowered to act on behalf of Salford Priors Parish Council in any other transactions with *the Bank* (including closing any account(s)).
- (ii) That any debt incurred by *the Bank* under this mandate shall, in the absence of written agreement by *the Bank* to the contrary, be repayable on demand.

(iii) That the Clerk/Responsible Financial Officer from time to time is authorised to supply *the Bank* as and when necessary with lists of persons, duly signed by *the Signatories*, who are authorised to sign, give receipts and act on behalf of the Salford Priors Parish Council, and that *the Bank* may rely on such lists.

(iv) That these resolutions remain in force until cancelled by notice in writing to *the Bank*, signed by *the Signatories* from time to time acting or claiming to act on behalf of the Salford Priors Parish Council, and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.

## **6. Main Items**

### **6.1 Report on Housing Needs**

Mr Barlow reviewed his report and said that a need for a small number of new houses for local people had been identified. He confirmed that under planning agreements it was possible to ensure that local people did benefit and also that permission for this type of development might be achievable where normal commercial development would not be permitted. The way ahead was to form a small working group with Mr Barlow and Council agreed that Cllr. James and Cllr. Wolfe should represent the Parish Council to provide the local knowledge.

### **6.2 New Quality Status Scheme**

The information on the new Quality Status Scheme was considered and the Clerk confirmed that the deadline for renewal was 31.12.08. The Clerk said that a particular issue was his CiLCA certificate and his portfolio was now 80 per cent complete. The Chairman requested that this remain as an item on future agendas.

### **6.3 Post Office Closures**

The Chairman explained the criteria used by the Post Office in deciding which offices to close. However he indicated that the main driver was the £25,000 incentive to postmasters to retire. It was agreed to reconsider this item when the list for Worcestershire is published.

### **6.4 Membership of Parish Council**

Cllr. James reported that the working group had not been able to meet but would do so shortly. Cllr. Wolfe was also invited to attend. The Clerk was asked to circulate the flier provided by Cllr. Stedman to the working group.

## **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 the oil tank on the Playing Field had been removed by A Hathaway under Order number 1288-08 as MHF had declined to carry out the work.

The Clerk reported that an order had been placed with John Hendey Construction to construct the concrete ramp. Cllr. Stedman expressed concern regarding the exact specification and the Clerk said that this would be confirmed at a meeting to be held with Mr Hendey.

Cllr. Stedman left the room.

The Chairman enquired regarding the works at the allotments and the Clerk confirmed that a new padlock had been welded to the chain and the gate for added security. The noticeboard

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was awaiting erection by Limebridge and the sub-soiling, sowing of the amenity area, and the fencing, was still outstanding.

Cllr. Stedman returned to the room.

Council agreed that a request to keep chickens on an allotment should be refused and that future erection of sheds or greenhouses might need planning consent; Cllr, James agreed to provide the Clerk with information about this new legislation.

### **7.1.2 Play equipment inspections**

Cllr. Francis reported on his inspections of the Playing Field that the only defect was damage to the fence around the Scout Hut.

The Chairman asked for a safety inspection to be made of the goal posts and Cllr. Francis and the Clerk agreed to do this.

The Clerk drew attention to the insurance policy of the Council whereby volunteers under the instruction of the Council were covered for public liability.

## **7.2 Communications**

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

The Clerk reported that the website would go live during the next week for restricted viewing. Cllr. Wolfe said that he was nearly ready to take the photographs to the designer.

### **7.2.2 Newsletter**

Cllr. Wolfe said that the Clerk had provided various items for the newsletter but he awaited contributions from other Councillors. It was agreed that all submissions should be made by 21.07.08. It was agreed that the Clerk would draft a letter, to be agreed with Cllr. Wolfe, to all organisations, regarding the possibility of them providing their news sheets for co-delivery with that of the Parish Council four times per year.

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

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

Council noted that the strimmer had now been delivered to Warwickshire CC and arrangements were underway to provide PPE and training for Don Penn. The Clerk informed Council that he had contacted the landowner regarding sowing of the path AL6 at New Inn Lane

## **7.4 Planning**

### **7.4.1.1 Proposed eco-town at Long Marston**

The Chairman informed Council of a legal challenge from BARD and that the Minister had deferred any response to the proposals to the New Year.

### **7.4.1.2 Marsh Farm Liaison meeting**

Council noted that there will be a meeting of the liaison committee on 19<sup>th</sup>. August at the quarry.

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

08/01450/FUL Rear ground and first floor extension to include a kitchen extension – resite of the bathroom to the first floor – resite of bedroom 3 – study extension to the first floor, at Avonlea, Cleeve View Cottages, Evesham Road, Salford Priors (WR11 8UR) for Mrs S Clack.

Council resolved to make no representations.

08/01271/FUL Conservatory to rear at 9 Cleeve View, Evesham Road, Salford Priors, WR11 8UW for Miss Baskett.

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Council resolved to make no representations.

Cllr. Stedman left the room.

08/00130/ADV Revised plan in respect of sign at Pitchill House Nursing Home.

Council decided to sustain their original objection because of the mis-match between the Lauriston park sign and the proposed Pitchill House sign.

Cllr. Stedman returned to the room.

### **7.4.3 Planning Decisions**

08/00307/FUL Temporary one year use of existing buildings for the storage, handling, washing, refrigeration, packing and despatch of vegetables at Manor Farm, Luddington, CV37 9SY for Sandfields Farm Ltd.

**REFUSED**

The Clerk was asked to obtain a copy of the reasons for refusal.

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.

**REFUSED**

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

### **8.1 Hedges on Ridsdale Close**

Cllr. Stedman said that the hedges at the rear of houses in School Avenue were again obstructing the carriageway in Ridsdale Close. The Clerk was instructed to write to residents accordingly.

### **8.2 A Board for the Parish Office**

Cllr. James proposed that an "A" Board should be obtained at a cost of approximately £160 from JB Signs and this should be put out on the verge when the Office was open.

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

### **9.1 BT's Proposals to re-align payphone provision to meet consumer demand.**

The Chairman confirmed that there was a proposal to remove the telephone box at Irons Cross. Cllr. Stedman said he had observed that there was less usage because of changing technology and more mobile phones. However, Cllr. Wolfe said he considered this was a public service on an important road and should be retained. The Clerk was asked to respond to SDC in these terms.

### **9.2 WALC Newsletter June 2008**

Council noted the information provided.

### **9.3 A Short Guide to Partnership Working in Warwickshire**

Council noted the information provided.

### **9.4 New refuse and recycling service (from SDC)**

Council noted the information provided.

### **9.5 Salford Priors Fete Committee**

Council noted the information provided.

### **9.6 LCR, NALC, July 2008**

Council noted the information provided.

### **9.7 Letter from Memorial Hall Bookings Secretary regarding bookings.**

Council agreed that use of the Misys Room for the September and October meetings was satisfactory.

### **9.8 Letter from WRVS in response to donation.**

Council noted the information provided.

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**9.9 Consumer Council for Water, Notice of a meeting on 22<sup>nd</sup>. July in Coventry.**

Council noted the information provided.

**9.10 Letter from SDC regarding Code of Conduct training sessions.**

Council asked the Clerk to ensure that SDC kept the Council informed regarding the training sessions.

**9.11 WCC, Speed Limit formal consultation regarding B4008.**

Council considered the formal consultation and fully supported the proposals. The Clerk to write accordingly. It was agreed that a flier should be produced and put up on the noticeboards to enable parishioners to also express support for the proposals.

**10. To Table**

Council noted the following tabled items:

- 10.1 Clerks & Councils Direct, July 2008.
- 10.2 SLCC National Conference 2008.
- 10.3 the CLERK, July 2008.
- 10.4 Speaking Out, April 2008, Issue 19
- 10.5 Local Council Update, July 2008, Issue 105

In respect of Local Council Update, Cllr. Stedman asked the Clerk to copy the July and August copies to all Councillors in order to decide whether or not to continue with this publication.

**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 Consideration of the reports for Quarter 1.**

The Clerk introduced his report for Quarter 1 including the Bank Reconciliation together with a spreadsheet showing current and forecast expenditure compared with the budget.

Councillors noted that the projected out-turn was slightly over budget indicating that expenditure must be closely controlled during the rest of the year. Un-budgeted expenditure had been approved for completing the development of the allotments, for paying employer's NIC contributions, and for the website - although the latter was anticipated and an appropriate reserve made. It was noted that several annual payments had been made during the first quarter such as subscriptions and insurance and these raised the overall percentage spent. Cllr. Stedman and the Chairman checked the actual bank statements against the bank reconciliation and confirmed these were correct. Cllr. Stedman requested that the full Income and Expenditure statement be presented with future reports.

**12. Date of Next Meeting**

Ordinary Meeting of Parish Council on Wednesday 27<sup>th</sup>. August at 7.30pm at The Memorial Hall, Salford Priors.

**13. Closure of meeting**

The meeting closed at 10.03pm.

Signed:.....

Date:.....

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**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>
6373		47.00	0.00	47.00	Allotment rent L Robinson
<b>Totals</b>		<b>47.00</b>	<b>0.00</b>	<b>47.00</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>
8276	dd	18.99	2.83	16.16	Plusnet Broadband
8277	102006	145.12	21.62	123.50	Limebridge Rural Services, Allotments mowing and padlock
8278	102007	589.62	0.00	589.62	M J Philpott, Clerk's salary July
8279	102008	34.56	0.00	34.56	M J Philpott, postage
8280	102009	42.64	6.35	36.29	Digital Copier Systems, photocopying
8281	102010	125.00	0.00	125.00	Warwickshire CC, TOPS Lease
8282	102011	1232.30	183.53	1048.77	GBD Mowing Contract
8283	102012	733.97	109.32	624.65	Npower, Street lighting energy
<b>Total</b>		<b>2922.20</b>	<b>323.65</b>	<b>2598.55</b>	

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

Cheques were signed by Cllr. Wolfe and Cllr. Mrs Pane.

**11.3 Transfers for approval**

To transfer £3000 from No.1 account to Community account.

Authorisation for transfer of funds was proposed by Cllr. Francis, seconded by Cllr. Wolfe and carried.

**11.4 Account Balances at 9.07.08**

<b>No.1 a/c</b>	<b>£19672.56</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>£986.78</b>