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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. July 2011 at 7.30 pm.

Present: Councillors, JR Stedman, (Chairman), L Wright, DC Penn, L Maude, and A Quiney.
Also in attendance: MJ Philpott, Clerk, County Cllr. P Barnes, District Cllr. M Howse, and 9 members of the public.

1. Apologies for absence

Council considered and accepted apologies from Cllr. AW Wolfe due to being abroad.

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 a prejudicial interest in Item 15, in Item 22.1, Payment No. 8723, and in Item 5.9 if discussed, as a contractor to the Council.

The Chairman apologised to the meeting for his loss of composure at the June meeting. To ensure this would not happen again he said he would be adhering strictly to the legal requirements for meetings and would not be allowing any interjections from the floor except during the Open Forum.

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: Mrs Dare said she was speaking on behalf of the Fete Committee and that no date had been set for next year's event in view of the need to consider this in conjunction with any event for the Queen's Jubilee celebrations. She invited the Parish Council to nominate a representative to sit on a Village Jubilee Committee. Mrs Karen Littleford asked why letters regarding the switching off of lights in School Avenue had not been sent to every house in the road. The Chairman said that the letters were only delivered to properties where a light was still on but would be switched off due to the need to remove the wooden poles.

3.4 Ward Members' Reports Cllr. Barnes reported that 153 gully covers had been stolen in the County and work was in progress to replace with more secure covers. The perpetrator had been caught on CCTV and had been arrested. He reported that decisions had still not been made about cuts to the library service but Bidford library was likely to continue on a self-help basis. He had no news on the future of the mobile libraries. Cllr. Barnes also reported on the on-going tipping at Long Marston where Ms Broomhead had observed some 40 lorries delivering soil to the site. He also reported on grants for minor drainage works and provided details to the Clerk. Finally, Cllr. Barnes reported on the liaison developing between Warwickshire and West Mercia police forces and described the potential benefits to residents of Salford Priors. Mr Gascoigne expressed concern about the loss of revenue due to the illegal tipping at Long Marston and Cllr. Barnes said that WCC and SDC were working together to achieve an early result on this issue. The Chairman asked Cllr. Barnes for help in getting the cones protecting the vandalised gullies replaced as a matter of urgency.

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Cllr. Howse, reiterated the efforts being made to resolve the tipping situation. He said he was keeping an eye on the issue of discretionary rate relief that would take effect in April 2013. Cllr. Howse said that another site had been identified for a new medical centre in Bidford near the village boundary on Salford Road. He also said he had met Mr Zahawi and discussed the delaying effects of the progress of the Localism Bill on the provision of more housing. Mrs Littleford asked Cllr. Howse if he was aware of the fact that the Parish Council was removing the wooden footway lighting poles and Cllr. Howse responded that he was fully aware of the Council's plans. Finally, the Chairman thanked Cllr. James for having provided a very detailed report for the benefit of Councillors.

3.5 The Chairman closed the adjournment at 8.01 pm.

4. Minutes

4.1 In connection with the Minutes of the previous meeting, the Chairman referred to correspondence from a resident regarding the minuting of the discussion on the footway lights. All Members confirmed they were content with the Clerk's minute and the Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 15th. June at 7.30pm. at The Memorial Hall, Salford Priors, were approved unanimously and signed by the Chairman.

5. Clerk's Progress Report for consideration by Council**5.1 Conifer obstruction footway, Ban Brook Road.**

A letter was sent to the owner of the Conifer tree on 21.06.11. The householder had now cut back the offending branches.

5.2 Evesham Road VAS.

At last, the new sign on Evesham Road is operating satisfactorily. Richard Elbourne from WCC informed the Clerk that there was a technical fault with the sign. It is very disappointing this took so long to resolve. This item is now closed.

5.3 Councillor vacancy.

The Clerk reported that the final date for candidates to send their nomination papers to SDC was 15th. July. He said that two candidates had come forward, Mrs Karen Littleford and Mr Lawrence Robinson. The election will be on 11th. August. Council considered that Poll Cards should not be provided on the basis of cost and the closeness to the main elections in May 2012. Alternatively, Council decided to send out a flier to all households indicating the date and place of the election and the possible need to take some form of ID when voting. The Clerk was asked to contact SDC to check the information necessary and also the date when the fliers should be distributed. Council asked that the fliers should be distributed on their own and not with other papers.

5.4 Street nameplate, Fern Close.

The Clerk reported that Stratford DC had agreed to provide a sign at their cost. They had asked if the Council wished it to read "Fern Close Cottages" or "1 – 6 Fern Close Cottages". Council agreed the second option and asked that it should be located in the middle of the terrace.

5.5 Street nameplate, School Avenue

The Clerk reported that quotations had been obtained for the supply and delivery of a finger post sign to be sited in the shrub bed by the entrance to the Playing Field. These were as follows:

Elementary Signs	£316.50
The Sign Maker	£235.31

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Archer Signs

£203.00

These compared with £90.00 for two signs bolted beneath the existing street signs in School Road. Council approved the placing of an order with Archer signs stating "TOPs and Playing Field" to be installed by Mr Hackling.

5.6 Drainage at Broom Lane

The Clerk had inspected Broom Lane with Don Penn and had now written to Ragley with a plan showing the length of ditch to be cleaned out. A response was awaited. Council agreed that further consideration should be given to grant monies being sought if this work was not complete by September.

5.7 SDC Consultation regarding future ownership of parcels of District Council land.

Ward Members had been advised of the Parish Council's response to SDC. Cllr. M Howse had followed this up with SDC and they have confirmed receipt of the request.

5.8 Sewerage project on B4088

The Clerk said that the consultants to Severn Trent had confirmed that all the on-site investigations had been completed and these had highlighted the environmental problems in the S101A Application area. The costing of private and public solutions to the problems was in progress to enable them to compare costs. A Geotechnical report is expected in the near future and this should confirm the ground conditions and the high water table assertions. Once this report is received they can complete the Report. They anticipate that Severn Trent Water will be contacting the Parish Council and residents with their response in late August or early September. This information has also been circulated to local residents.

5.9 Hedge by Limebridge Bank

The Clerk said he had visited the site with Don Penn and confirmed the areas concerned with the Chairman. Letters requesting the trimming of overhanging branches and hedges had been written accordingly.

5.10 SpeedAware tests in School Road.

The Clerk said that the tests in School Road will be carried out starting on the 21st. September and finishing on the 5th. October. Rush hours will be covered and a full report will be submitted to the Council.

5.11 Wooden benches.

The Clerk reported that the bench at Ban Brook Road had been completed and a good job had been done. He said he had written to GTL emphasising the time taken and asking for a completion timetable. Council did not agree that the work was satisfactory in all respects and required the seat to be repainted in the areas that were missed. Cllr. Wright proposed that the restoration job had taken too long and that the contract should be terminated if it was not complete in four weeks; his proposal was agreed by the Council and the Clerk was asked to inform GTL accordingly.

5.12 Transfer of Minute Books to Warwickshire archive.

The Clerk said that a 4 ring folder had been obtained for the current year. The Chairman had offered to take the completed binders to the Warwickshire Archive.

5.13 Bus Shelter

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The Clerk informed the Council that the bus shelter would be installed on 25th. July. He had taken Mrs Torre to see the site and she was content with the proposals. Mr Hackling would be clearing the site before the installation.

5.14 Notice Board

The Clerk reported that Cllr. Quiney had repaired the lock on the Memorial Hall notice board.

5.15 Verge Mowing

The Chairman said the County Council had carried out the verge mowing and the Clerk said he now had a programme from David Elliston. He confirmed that he had contacted the Council's contractor regarding some missed areas of Amenity Mowing.

6. Planning general**6.1 Draft Minutes of a meeting of the Marsh Farm Liaison Group.**

The Clerk had circulated the draft Minutes of the meeting of the Marsh Farm Liaison Group held on 9th. June 2011 for information.

6.2 Report on tipping at Long Marston.

Following the earlier discussion regarding the tipping at Long Marston the Clerk was asked to write to Sue Broomhead of WCC and Roger Thatcher of SDC about possible enforcement action. The Clerk agreed to check the role of the Environment Agency in any enforcement.

6.3 Rearrangement of meeting with DC Members and Planning Officers.

The Chairman said that he would consider a meeting at the SDC offices and the Clerk was asked to arrange the meeting with Cllr. Howse.

7. New Planning Applications to consider

The Clerk reported that responses to the following applications had been made using his delegated powers following consultation with Members as follows and Council agreed the action taken:

7.1 11/01300/FUL - Single storey extension to dining room at The Barns, Station Road, Salford Priors, Evesham, WR11 8UX for Mr & Mrs A Fernihough. No representations.

7.2 11/01301/LBC - Single storey extension to dining room, removal of wall between dining room and kitchen and roof repairs, at The Barns, Station Road, Salford Priors, Evesham, WR11 8UX for Mr & Mrs A Fernihough. No representations.

7.3 11/00845/FUL - Two storey and single storey rear extension to replace existing single storey extension at 1 – 2 Pitchill Cottages, Pitchill, Evesham, WR11 8SN for Mr Brian Goll. SDC was informed that the Parish Council would wish to see a condition to protect, and possibly enhance, the existing landscape of trees and shrubs to protect the aesthetics of the rural landscape of the application site.

7.4 11/01370/FUL – Proposed side and rear single storey extension and proposed rear first floor balcony at Whiteoak, Rushford, Evesham, WR11 8SL. for Mr & Mrs Peter Young. No representations.

Council considered the following new application and made no representations:

7.5 11/01363/FUL – Proposed conservatory, utility and storm porch extension, at 3 Priors Grange, Salford Priors, Evesham, WR11 8XP, for Mr Martin Donn.

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8. Planning Decisions

Council noted the following planning decision:

8.1 11/00846/VARY – The Bell**Variation of condition agreed****9. Footway Lighting****9.1 Initial results from questionnaires.**

The Clerk circulated a summary of the result of the surveys. Council agreed to refer consideration to the F&GP Group meeting on 27th. July at 6.00pm. Cllr. Quiney said he was very disappointed at the low level of response and Cllr. Wright said it indicated the degree of concern from residents. The F&GP report will be considered at the August meeting.

9.2 Disconnection of supplies.

The Clerk reported that he had spoken to Western Power Distribution and the work to disconnect the supplies was planned to commence on Tuesday 30th. August. Letters explaining the disconnection where lights were still on had been circulated to all nearby residents. Following the comments made at the Open Forum Council agreed to deliver letters to the 8 houses in School Avenue not included in the original delivery. Council also agreed to arrange for informative notices to be attached to the poles that would be removed.

9.3 Consideration of a report from the Clerk relating to specific lights.

The Clerk had circulated a report covering specific lights as agreed at the previous meeting. He reported that in respect of wooden pole light at the Post Office he had written to Stagecoach asking them to relocate the bus stop and the timetable to the bus shelter. Stagecoach had completed this work.

For the light at the junction of School Road and Sandfields Farm Drive the Clerk said he had sought advice from Kevin Fennell, Senior Street Lighting Engineer at Warwickshire CC, regarding suppliers of solar lights. He was informed that WCC had no experience of these lights. He suggested Council might wish to consider the possibility of relocating one of the lights from the Playing Field which would be a very cost effective solution. The first light on the path to the Scout Hut would be the most suitable as there was already a light in the corner of the car park. Council agreed to defer consideration to the F&GP Group meeting.

The Clerk said he had sought quotations for a structural inspection of all the concrete columns in the Ban Brook Estate from Steven Holloway at Bidford, Richard Clarke at Stratford, Robert Smith at Great Alne, Latter Ramsay Consultants at Stratford upon Avon, and O'Brien & Price, at Cheltenham. Robert Smith felt he did not have the relevant experience, Latter Ramsay and O'Brien & Price had not yet responded, and Steven Holloway and Richard Clarke were on holiday. The Clerk said he would progress this further and report at the F&GP Group meeting.

Council had previously agreed that the two Victorian lights at the junction of School Road and Evesham Road should be fitted with part night timers. A quotation from PD Long of £110.00 had been received and this was agreed by Council.

Council had previously agreed that the light by the School should be fitted with a part night timer. Council considered that the actual light was in poor condition and the Clerk suggested that the new

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lantern at St Matthews Close by the Parish Office could be moved to this pole and fitted with a timer. This was agreed by Council.

10. TOPs

10.1 Electricity supply

The Clerk reported that the transfer of supply was now complete. The Direct Debit payment had been set initially at £79.00 per month payable on the 28th. of each month. This would be revised as further data was obtained. The Clerk said he was still chasing a credit from npower.

10.2 Report from Cllrs. Wolfe and Maude following the TOPs AGM.

Cllr. Maude said that the Minutes of the AGM had not been produced and it was agreed to defer this report to the next meeting.

10.3 Repairs to TOPs.

A mail to the Chairman from Mrs Dare indicated that a quotation was being sought for repairs to the wooden steps, for painting the fascia, and for weather proofing the cladding. Council agreed to await the outcome of the quotes and to ask Mrs Dare to expedite matters.

10.4 TOPs accounts.

Council considered the tabled accounts but decided that in the absence of the other reports there was nothing to comment on.

10.5 Loss of discretionary rate relief to Ward Members.

The Clerk reported that Ward Members had been informed of the loss of discretionary rate relief for TOPs that would take effect from April 2013. Cllr. Howse has the matter under consideration and will report to a future meeting.

11. Playing Field

11.1 Playing Field weekly inspection reports.

The Clerk reported that Cllr. Quiney had submitted reports dated 4.06.11, 11.06.11; 19.06.11; and 3.07.11. Cllr. Quiney reported that the goal posts needed attention. The Clerk was asked to arrange for Mr Hackling to repair the goal posts at the Scout Hut end of the field and to rub down and paint them. The other set of posts should also be painted and then taken down to allow the grass to recover. Council agreed that Don Penn should be asked to remove the two dead trees in the picnic area. Cllr. Quiney was asked to sort out replacement screws for the see saw with help from Cllr. Penn.

12. Highways

12.1 Stolen drain covers

The Clerk reported that a large number of cast iron gully covers had been stolen from roads in the parish. WCC had responded very quickly to place cones on the open gullies and had ordered hinged tops that would be harder to steal. It had also been reported that a person had been arrested in connection with the thefts. The Clerk was asked to monitor the replacement programme and to refer instances where cones were displaced back to WCC.

12.2 Hedge Cutting

The Chairman reported hedges that needed to be cut back as they were obstructing the footway between the School and Ban Brook Road; by the new bus stop at Hedges Close; and between Tothall Lane and Iron Cross. The Clerk was asked to write accordingly.

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13. Events**13.1 Progress of arrangements for a Civic Reception for ex-councillors.**

The Chairman reported that a meeting of Memorial Hall representatives and the F&GP Group had been arranged for 27th. July at 7.30pm. He said that Cllr. James had agreed to attend the reception.

13.2 Progress of arrangements for the Jubilee celebrations in 2012.

Reference was made earlier to the committee to be set up by Mrs Dare. Cllr. Quiney was delegated to attend the Fete Committee on behalf of the Parish Council.

14. Allotments**14.1 Informal meeting with the tenants.**

The Clerk had circulated a note of the meeting held with allotment holders. He also reported that the event had sparked some interest and all the plots were now taken and one other resident was keen to have a plot. He confirmed that the mowing contractor had been asked to cut the rest of the grass up to Mr Hackling's boundary. This had been completed.

The Clerk's note set out a long list of issues and Council made the following decisions:

- The rent renewal date would be changed to 1st. January and new tenants would be given the first year free. The Clerk would propose a way to compensate existing holders.
- Council would visit on a more regular basis, the next inspection to be October.
- The Clerk would arrange for the debris on the land adjacent to Mr Hackling's land to be removed and then for new plots to be marked out over this area starting from the Scout Hut end.
- Un-started plots would be cultivated by the Council before the new tenants took possession.
- Letting priority would be given to Salford Priors residents.
- The Clerk would obtain quotations for a bulk compost delivery from Lower Moor or the Biffa IVC plant or of mushroom compost.
- The Clerk to obtain two more dog fouling £1000 penalty signs from SDC.
- A further water tank would be installed at the Scout Hut end of the site.

Council also decided:

- Not to try and collect a bulk load of stones as insufficient were ready for collection.
- Not to try and provide advice on allotment gardening via the Newsletters.
- Not to provide a steel container to store tools because of committed expenses and budget constraints.
- Not to provide a central compost or central burning facility as they could attract misuse.
- Not to provide a dog waste bag dispenser on the dog waste bin.
- Not to provide stock proof fencing at Plot no. 1.

15. Planter Contract (Deferred to end of meeting)**16. Communications****16.1 Website**

Cllr. Maude reported that he had placed a link to the trial blog site on the web site. The Chairman said there needed to be a formal delegation to Cllr. Maude to administer the blog site; this was proposed and agreed. The Clerk was asked to forward to Cllr. Maude an e-mail from Mrs Corbett whereby she had not been able to download the Agenda.

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16.2 Letter from Mrs Dare regarding communications.

The Clerk had circulated a draft response that was agreed by Councillors and he confirmed that this had now been sent to Mrs Dare.

16.3 Newsletter

Council suggested that the next Newsletter should be produced in September.

17. Rights of Way**17.1 Report from the Rights of Way Inspector.**

Cllr. Quiney said there was nothing to report.

18. Matters raised by Councillors

18.1 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. Councillors were respectfully reminded that this was not an opportunity for debate or decision making.

18.2 Members' suggestions for items for consideration by F&GP Group.

No further items were raised but the Clerk was asked to add the possibility of the Youth Club carrying out a sponsored litter pick to the next Ordinary Meeting Agenda.

18.3 Date for F&GP meeting.

The date of the meeting was confirmed as 27th. July at 6.00 pm.

19. Staff and administrative matters**19.1 Report from the Chairman regarding the appraisal meeting with the Clerk.**

The Chairman said that the meeting was productive and amicable and that all issues were resolved. This was confirmed by the Vice Chairman. The Chairman said that consideration should be given to updating the Clerk's laptop and Cllr. Maude was asked to consult with the Clerk to agree a suitable specification.

20. Consideration of Correspondence Received**20.1 The Royal British Legion**

Members were pleased to note that The Royal British Legion had awarded a Certificate of Appreciation recognising sixteen years of support to the Poppy Appeal.

20.2 WALC Newsletter ADH\94

Council noted the information provided. The Clerk was asked to circulate the pass word to Members.

20.3 WALC Training courses

Council noted the forthcoming "Being a Good Councillor and Clerk" courses on 17.09.11 and 8.10.11.

20.4 Salford Priors Fete Committee

Council noted the appreciative letter from the Fete Committee.

21. To Table

Council noted the following items tabled by the Clerk:

21.1 The Clerk Magazine, July 2011, Vol. 43, No. 4

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21.2 Clerks & Councils Direct, July 2011, Issue 76

22. Finance

22.1 Approval of the payments and transfers listed in Appendix A. (Deferred to end of meeting)

22.2 Financial Report for the period April 1st. to 30th. June 2011.

The Clerk had circulated a detailed financial report showing the forecast income and expenditure to year end compared to the original budget. This indicated a reduction in the projected surplus from £4260 to £2813. The Clerk had also prepared an alternative front page to the report and Council agreed this was more suitable for Members.

22.3 To consider the Bank Reconciliation report for the period April 1st. to 30th. June 2011.

The Chairman examined the Bank reconciliation provided and checked this against the bank statements. He confirmed the accuracy of the reconciliation and signed the document.

23. Date of Next Meetings

Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.30pm on Wednesday 17th. August 2011 in the Memorial Hall, Salford Priors.

Cllr. Stedman, having declared a prejudicial interest in the remaining items left the room. Council agreed that the Vice Chairman, Cllr. Wright should chair the next items. The chair was taken by Cllr. Wright for the remainder of the meeting.

15. Planter Contract**15.1 Jubilee planting**

The Clerk reported that the current Flower Display contract terminates on 31st. March 2012 and the summer planting for 2012 will be carried out by the new contractor who will be appointed early in 2012. Council had earlier proposed that the summer planting in 2012 should be in colours red, white, and blue, and it was agreed that the specification for the new contract should be drafted accordingly.

15.2 Replacement of dead shrubs

The Clerk reported that the Flower Display contractor had reported that it had been necessary to remove several dead shrubs from the shrubberies maintained under the contract and also no the green at the bottom of Ridsdale Close.

15.3 Removal of dead shrubs on School Road between concrete planter and Park Hall Mews junction.

The Clerk said that the Flower Display contractor had also reported that there were dead shrubs on School Road at Park Hall Mews between the circular concrete planter and the Mews road junction.

Council agreed that Cllrs. Wright and Quiney should meet the Contractor with the Clerk to deal with the above items. Cllr. Quiney said he would like to see a discussion and decision about the future provision of the planters.

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

Council noted the income transactions in Appendix A1.

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Council noted the payment made between meetings on 22nd. June in Appendix A2 and approved the action taken.

Council considered the expenditure transactions listed in Appendix A3. Authorisation for payment was proposed by Cllr. Maude, seconded by Cllr. Quiney, and carried. Cheques were signed by Cllr. Penn and Cllr. Quiney.

Council considered and approved the proposal to transfer £2000.00 from No.1 account to Community account in Appendix A4. Authorisation for transfer of funds was proposed by Cllr. Wright, seconded by Cllr. Penn, and carried.

Council noted the bank balances in Appendix A5.

24. Closure of meeting

The Vice Chairman closed the meeting at 10.01 pm.

Signed.....

Date.....

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

Tn. No.	Cheque	Gross	Vat	Net	Details
6474		26.00	0.00	26.00	AM Willcox, Allotment rent Plot 8A
6475		42.00	0.00	42.00	RL Smith, Allotment rent Plot 11
6476		50.00	0.00	50.00	RL Smith, Allotment deposit Plot 11
Total		£316.69	£0.00	£316.69	

A2 Expenditure transactions approved between meetings

Tn. No.	Cheque	Gross	Vat	Net	Details
8722	102420	75.73	12.62	63.11	BT Payment Services Ltd., office phone
Total		£75.73	£12.62	£63.11	

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A3 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
8721	dd	18.99	2.83	16.16	Plusnet, Office Broadband.
8723	102421	199.26	33.21	166.05	Limebridge Rural Services, Planter contract.
8724	102422	558.00	93.00	465.00	Hightrees Landscape Services Ltd., Mowing contract.
8725	102423	494.12	82.36	411.76	npower, street lighting energy.
8726	102424	95.10	15.85	79.25	Digital Copier Systems Ltd., office photo copier.
8727	102425	402.70	0.00	402.70	MJ Philpott, Clerk's salary July.
8728	102426	145.75	0.00	145.75	Warwickshire CC, TOPs lease.
Total		£1913.92	£227.25	£1686.67	

A4. Transfers

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

A5. Account Balances at 12.07.11

Community a/c	£2434.90
No.1 a/c	£35332.77
No.3 a/c	£213.92