

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 15th.August 2012 at 7.00 pm.

Present: Councillors, JR Stedman, (Chairman), L Wright, P Dare, K Littleford, DC Penn, and A Quiney.

Also in attendance: MJ Philpott, Clerk, County Cllr. P Barnes, District Cllr. M Howse, and nineteen members of the public.

1. Apologies for absence

Apologies for absence were received and accepted from Cllr. KA James and District Cllr. J Spence, due to being on holiday

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 Disclosure of Interests: Members were reminded that they were required to disclose any disclosable pecuniary interests in items on the agenda. Councillors with a disclosable pecuniary interest were required to leave the room for the relevant agenda item.

Cllr. Stedman declared pecuniary interests in Items 11, 13.1, 14.4, 17.1, 17.2, and 23.1.

Cllr. Dare declared pecuniary interests in Items 11.1, 13.1, 19.1, 20.3, and 23.1.

Cllr. Littleford declared a pecuniary interest in Item 23.1, payment 8923.

Cllr. Quiney declared pecuniary interests in Items 13.1 and 20.3.

Cllr. Penn declared pecuniary interests in Items 13.1 and 20.3.

For the benefit of Members and the public the Chairman provided a brief explanation of the new rules for declaring interests and reminded Members to advise the Clerk of any interests in advance of meetings.

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 Ann Bishop asked whether the embankments along School Road were cut by the Council and the Chairman said they were included in the contract. Mr Mike Davis, Mrs King, and another resident from Garrard Close made strong representations regarding the planning application for development of the Alamo site. They claimed that the proposal to deposit excavated soil adjacent to their land had not been properly considered by the Parish Council and they had not been consulted prior to the Council's views being sent to the Planning Authority. The residents considered that the raising of the land to a depth of one metre would be highly detrimental to their environment and would severely damage the ecology of the area. It would also present a flood risk and would pollute the ground; other alternatives, such as depositing the soil in Marsh Farm were preferable. Finally, the residents referred to two black walnut trees which had the benefit of tree preservation orders and claimed these trees would be put at risk.

In response, the Chairman said he thought the quantity of soil to be disposed would be much less than indicated in the application and no polluted soil would be allowed to be deposited because of the requirements of the Environment Agency. He refuted the statements that the Council had not properly considered this aspect of the application and said that the detailed ecological and environmental surveys included in the application did not support the points made by the residents.

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3.4 Ward Members' Reports Cllr. Barnes reported that he had not received a response to his proposal that elections for the new police commissioners should be by postal ballot. Regarding the Burton Farm recycling centre he said that the new opening hours had proved satisfactory. Cllr. Barnes said he had spoken to the head teachers regarding the proposals for an environmental study area at Marsh Farm and they were supportive. Finally, he said he was raising money for Molly's Mission to Walk by selling straw corn dolly Olympic torches.

Cllr. Howse reported that he had met Roger Thatcher regarding Orchard Farm. He was still pressing for a meeting between the Parish Council and the planners and lawyers regarding the planning conditions. Cllr. Howse said that the submission of the planning application for a new medical centre at Crabtree Garden Centre had brought the proposals for Friday Furlong and for Marriage Hill back on the agenda. This could complicate matters and urgent discussions were taking place at the District Council. Finally, Cllr. Howse said that there would be a meeting with Orbit to discuss sales of rental properties.

3.5 The Chairman closed the adjournment at 7.45pm.

4. Minutes

4.1 The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 18th. July 2012 at The Memorial Hall, Salford Priors were approved and signed by the Chairman.

5. Clerk's Progress Report

5.1. Affordable Housing

The Clerk reported that the Cabinet of Warwickshire CC had not discussed the land at their July meeting as previously advised. Phil Ward had said that the Housing Association was meeting with County officials on 15.08.12.

5.2 Purchase of access to Playing Field

The Clerk had written to Tony Perks on 23.07.12 and had been informed that the valuers were due to report back to SDC during the week commencing 13.08.12.

5.3 Orbit inspection

As advised by Cllr. James the Clerk confirmed to Orbit that the lights in Perkins Close are the responsibility of the Parish Council. Regarding the landscaping areas of Priors Grange these were inspected with Cllr. Littleford. It is understood that the adoption of highways and infrastructure process is well underway. Council agreed to include these areas in the new planter contract.

5.4 Dog Fouling

The Animal Welfare Officer at Stratford on Avon DC has sent a warning letter to the owners of the dog observed in the Play Area. Some new signs are on order to fix to the wooden fence around the area.

5.5 Sale of Housing Association properties

Cllr. Howse reported that Stratford on Avon DC had considered the sale of housing properties and was seeking a meeting with Orbit to discuss their disposal policy and other matters.

5.6 Signage at A46 roundabout

The Clerk had contacted the Highways Agency Route Sponsor of the A46 who had checked the signage and found it to be correct.

5.7 Parking at St Matthews Close

As instructed a letter was sent to the householder in St Matthews Close regarding parking in the road. No response was received to date.

5.8 Bus Shelter opposite Hedges Close

The Clerk met Queensbury Shelters' representative on 14.08.12. Quotations are being prepared with and without the groundworks. There is an issue with sight lines to check with WCC. The Chairman said that turning the shelter around might solve this problem. Cllr. Wright said this would expose passengers to road spray and Cllr. Quiney was concerned that lorries might clip the corner of the shelter. Council agreed that the Chairman, Vice Chairman, and Clerk would carry out a site inspection and report back.

5.9 Newsletter printing and distribution.

The Newsletter was passed to WRBT40 for printing on 6.08.12 and distributed over the weekend of 11th. August.

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

The Clerk reported that a public meeting had been arranged with representatives from Angus Soft Fruits to discuss the impact of the lorries visiting the Packing Station at Orchard Farm. The meeting is to be held at The Memorial Hall on Monday 20th. August at 7.30pm. The Chairman reported that some 200 fliers had been distributed by Cllr. Quiney and Mrs Wan.

6.2 Neighbourhood Plan matters.

The Clerk said that Cllr. James had spoken with the Policy Unit at Stratford for an officer to come and talk about the neighbourhood plan process at the proposed workshop to be held on Thursday 20th. September. Cllr. James has drafted some general questions for this meeting and has arranged with the Policy Manager to go through these prior to the workshop. There will also be an officer's update on the Core Strategy. Council agreed to publicise the event on the E.news and on posters.

6.3 Correspondence from Mrs King regarding the Alamo planning application.

The Clerk had circulated correspondence with Mrs King regarding aspects of the Alamo planning application and the Parish Council's response. He confirmed that this exchange of correspondence had been copied to Ward Members and the Planning Authority and also that he had recommended to Richard Ward that he consult with local residents prior to operations taking place.

7. New Planning Applications

7.1 12/01482/FUL – Replacement of existing garage/workshop building with new garage/workshop building with a pitched roof with office/storage in roof and conservatory to rear. (Retrospective) (Amendment to previously approved scheme 10/00724/FUL) at Hawkfield, Station Road, Salford Priors, Evesham WR11 8UX for Mrs Nicky Burt.

The Clerk reported that the Planning Authority had not allowed an extension of time and following circulation of the proposals to councillors no representations had been made.

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8. Planning Decisions

Council noted the following planning decisions:

8.1 12/01243/LBC - Window renewal, utilising inset frames, leaded double glazing and lead cover sills at Church Cottages, Station Road, Salford priors for Mr Graham Howard.

Listed Building Consent Granted

8.2 12/01035/ELEC – Replace single span of overhead line and relocate transformer at Holly Bush Farm, Dunnington, B49 5NN for Western Power Distribution.

No Objection

8.3 12/01417/FUL - Rear extensions to ground and first floor (Amendment to previously approved application 12/00668/FUL) at 1 New Cottages, Evesham Road, Salford Priors, Evesham WR11 8UU for Mr & Mrs Richard Corbett.

Planning Permission Granted

8.4 12/01492/TREE - T1: Oak – Crown reduction by 30% at Berryfield, Evesham Road, Salford Priors, Evesham, WR11 8UU for Mrs Annette Porter.

No Objection

8.5 12/00894/ELEC – Install one span of 11,000 volt overhead line on land at Mudwalls Farm.

No Objection

9. Council Governance**9.1 New Code of Conduct**

The Clerk had circulated the new Code of Conduct based on the District Council code. The Chairman proposed, Cllr. Wright seconded, and it was agreed to adopt the New Code. The Chairman said there were some concerns regarding the new code and the Clerk was asked to refer these concerns to WALC requesting they consider these concerns with Stratford on Avon DC.

9.2 Revised Financial Regulations

The Clerk had circulated a copy of the existing and proposed regulations with the changes highlighted. The Chairman led the meeting through the proposed detailed changes to the regulations. Cllr. Wright proposed, Cllr. Littleford seconded and it was agreed to adopt the revised regulations.

9.3 Stratford-on-Avon District Area Community Governance Review

The Chairman said that this review was a legal process undertaken by the District Council to review the number of parish councillors and parish boundaries. The Parish Council has the opportunity to express its support for the current arrangements or to suggest changes. The closing date for responses is 12th. September. The Chairman proposed that the number of parish councillors be increased from seven to nine. Council agreed that this proposal should be put to the District Council with any change taking place at the next elections. Regarding the revision of parish boundaries the Chairman suggested that, if Weethley were interested, then this settlement could be incorporated within the parish. The Clerk was asked to contact Weethley Parish Meeting and to include this possibility in our response.

9.4 Staffing Committee

The Chairman considered that due to the new Code of Conduct he had a conflict of interest as a professional clerk and it was agreed that his position on the Staffing Committee should be taken by Cllr. Quiney.

9.5 Consideration of a permanent change of meeting start times to 7.00pm.

Council agreed that future meetings should start at 7.00pm.

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

The Clerk reported that inspection reports had been received from Cllr. Quiney dated 6.08.12; 31.07.12, and 16.07.12. Cllr. Quiney said the moles had gone and the Chairman reported that the works to prepare the football pitch were under way. Cllr. Quiney said he had seen children playing golf but they were not damaging the field. The Council agreed that golf could not be allowed on the field for safety and damage reasons and the Clerk was asked to get a metal sign made by JB Signs. Cllr. Wright suggested that when the play area grass was cut provision should be made for it to be collected.

10.2 SALTEX Exhibition

The Clerk said the SALTEX exhibition will take place at Windsor Racecourse from 4th. to 6th. September. Council agreed that it would be useful to attend this exhibition in view of the need to consider replacements to the play equipment. The Councillors who wished to attend were Cllrs. Stedman, Penn, Quiney and James. The Clerk was asked to make the necessary arrangements.

11. Allotments – *This item was moved to the end of the Agenda***12. Footway Lighting****12.1 Footway light installation criteria**

The Clerk circulated a report showing how the criteria might apply to five particular locations in the parish. Council approved the criteria and methodology as set out in the Clerk's report.

12.2 Alternative light types for Hedges Close

The Clerk reminded Members that he had previously reported that the connection charge for a light in this area was £925.65 plus VAT. He had requested a quote from PD Long for the supply and installation of a new column and light which would be about £800 for either a 70W SON lamp or a 57W compact fluorescent lamp. Applying the agreed criteria strictly as set out would mean a light was not provided. However, Councillors felt that some of the assumptions made should be verified, particularly the footfall in the winter months. Council therefore deferred a decision until later in the year and the Clerk was asked to organise a small survey to determine the number of residents benefiting from a light in this location.

13. Jubilee fund dispersal**13.1 Proposed Pergola and Picture Post book**

Cllr. Littleford reported that she estimated the cost of the picture book would be £1270. She said the Jubilee Group were very supportive of the proposal. Council agreed to give further consideration to this item, together with the proposals for the pergola at the Memorial Hall, at the next meeting.

14. Highways**14.1 Provision of dropped kerbs**

Cllr. Quiney reported that he had spoken to Mrs Hunt who had requested a dropped kerb in Priors Grange between the social and private housing areas. She had also requested one at the Shop. Councillors considered that there was already adequate provision at these two locations. Mr Bailey had requested numerous locations but Council considered this was not feasible within the constraints of the County Highway budget. It was agreed the matter should be put on hold unless a specific problem was identified.

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14.2 WCC requirements for a Parish Lengthsman.

The Clerk said that Cllr. James had expressed his support for the scheme. It had earlier been reported that the scheme had the support of the County Council.

14.3 Engagement of a Lengthsman and any terms of contract.

Council considered the merits of employing a lengthsman directly or working with a contractor. Council agreed to pursue the contractor option. The Clerk suggested that the “other work” item should be expanded to allow works other than on the highway and it was agreed that the Chairman and the Clerk should review the detailed terms of the draft contract. Council agreed to place a public advertisement in the Evesham Journal seeking expressions of interest based on an hourly rate and minimum of 100 hours per year.

14.4 Storage and provision of sand bags – *This item was moved to the end of the Agenda***14.5 Clearance of the footway between Salford Priors and Abbots Salford.**

The Clerk reported that the hedge adjacent to the footway had been well cut and that Don Penn would be asked to clear the weeds from the bridge. The Chairman asked for a laurel hedge in Ridsdale Close to be trimmed and Cllr. Wright asked for the hedge at the junction of Broom Lane and the B4088 also to be cut back.

14.6 Request from Dunnington residents for a dog waste bin.

The Clerk reported that Dunnington residents had requested a dog waste bin at the corner of Tothall Lane and New Lane. Cllr. Wright proposed there should be two litter bins, one by Conway Croft and one by the School. He also said that the next Newsletter should include the information that properly bagged dog waste could be deposited in litter bins. It was noted that the key factor would be whether or not Stratford DC would be prepared to empty two further bins and the Clerk was asked to obtain this information along with the costs involved.

14.7 Letter from Tony Richard regarding road safety in School Road.

The Chairman said that Mr Richard was complaining that vehicles were travelling on the wrong side of the road coming round the bend at the bottom of School Road. No Councillors had observed this as an issue and the Clerk was asked to consult with the highways officer in WCC to see if they considered it to be dangerous and what could be done.

15. Communications**15.1 Website**

The Clerk said the website was up to date. He reported that, at the allotments meeting, it had been suggested that a more prominent item on the allotments with photographs might encourage more people to take them up and this was agreed.

16. Rights of Way**16.1 Report from Cllr. Penn on the Rights of Way.**

Cllr. Penn said there was nothing to report.

17. Contracts - *This item was moved to the end of the Agenda*

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18. Closure of A&E Facilities in Worcestershire**18.1 Report from Cllr. James.**

The Chairman said that Cllr. James had reported that the review of A&E in Worcestershire is gathering pace and the next round of consultation will take place from September. He had said that, at the moment, the Parish Council only had a watching brief, along with many other communities, but once the plans are announced then the Council should make its views known and attend the various meetings.

Having declared an interest in the following item, Cllr. Dare left the meeting.

19. TOPs**19.1 TOPs audited accounts.**

Council noted that a small profit had been achieved and that the building was in excellent condition. The Chairman praised the Management Committee for their diligence and hard work. The Chairman asked that the subject of TOPs be placed on the next Agenda so that a discussion could be commenced with the Management Committee and any other interested parties regarding the future operation of TOPs.

Cllr. Dare returned to the meeting.

20. Matters raised by Councillors

20.1 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.

20.2 Cllr. Dare, Queen Elizabeth II Fields Challenge

Cllr. Dare said that the aim of the Queen Elizabeth II Fields Challenge was to protect playing fields in perpetuity at no cost to the community. Cllr. Littleford expressed her support for the idea. However, Cllr. Wright and the Chairman both considered this proposal could be prejudicial to the interests of residents in the future. The Chairman said that the likelihood was that there would be further development in the parish and he drew attention to large areas of County Council land and to other areas where purchases had been made with future development in mind. In such a scenario he said the present playing field would not be adequate for the needs of a larger community. The Chairman said that the purchase and preparation of a much larger playing field could be funded from the sale of the existing field and, in any case, the deeds for the playing field stipulated that any revenue from its sale had to be used for recreational purposes. In view of these comments, Cllr. Dare declined to proceed with the proposal.

20.3 Chairman, Memorial Hall Trustees.

The Chairman reported that the Trustees of the Memorial Hall were having difficulty recruiting new Trustees and committee executives. They have considered employing a manager to run bookings and general management operations on the day to day running of the Hall and have also considered the possibility of the Parish Council taking over the management or ownership of the Hall. The Chairman said he would report further at a later date.

21. Correspondence Received**21.1 Letters from Mrs Jane Corbett and Mr John Bradfield**

Cllr. Wright thanked the correspondents for their comments. He said there had already been considerable discussion on the matter and said the Council should move on. The Chairman said he would not apologise for the matters discussed in the correspondence.

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21.2 WALC, Newsletter ADH/101/4/2012

Council noted the information provided and the Chairman drew attention to the benefits of Members taking advantage of the training opportunities being offered.

21.3 WALC, Briefing on the Localism Act 2011

The Chairman again recommended that Members tried to attend the training offered.

22. To Table

No items were tabled.

23. Finance**23.2 First quarter bank reconciliation. (Taken before 23.1)**

As agreed at the previous meeting, the Chairman confirmed he had fully checked the bank reconciliation and found it to be correct.

Having declared an interest in Items 11, 13.1, 14.4, 17.1, 17.2, and 23.1, Cllr. Stedman left the room. Cllr. Wright took the Chair.

23.1 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. Wright.

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. Wright, seconded by Cllr. Littleford, and carried.

Council noted the bank balances in Appendix A4.

11. Allotments – Moved from earlier in the Agenda**11.1 Meeting with tenants**

The Clerk circulated a report of the meeting with allotment tenants. Council agreed that the deposits relating to plots 6 and 10 should be returned as they were in a reasonable state when the plots were relinquished. Council agreed to defer consideration of a third water tank until further plots had been taken up and cultivation had commenced. The Clerk reported that he had written to Bidford and Alcester Councils but it appeared unlikely there would be any interest. Council asked the Clerk to also write to Harvington Parish Council and suggested an advert be placed in Connections magazine. Council agreed that new plots should be cultivated on being taken up and after the requisite payments had been made. Council agreed the detailed works on individual plots as set out in the Clerk's report.

14.4 Storage and provision of sand bags – Moved from earlier in the Agenda

The Clerk reported that the stock that was held at the Limebridge Rural Services depot had reduced from 65 bags in October 2011 to 48 in July 2012. There was a limited but regular demand and previously it had been agreed that the stock level should be about 70 bags. Council agreed to purchase a further 25 bags at a cost of £1.25 per bag.

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17. Contracts - Moved from earlier in the Agenda**17.1 New Planter contract**

The Clerk had circulated a report setting out the options for the Planter contract. These were; extension of the current contract; tendering a new contract from 31.03.13; and removing all planters and flower beds. Cllr. Wright said that the displays brought colour and joy to the parish and were cherished by many residents. Council agreed with this sentiment and decided to adopt the second option of tendering for a new contract. Members agreed that some changes were appropriate and the Clerk was asked to make arrangements for a Working Group comprising Cllrs. Wright, Penn, Dare, Littleford, and Quiney to discuss a new contract and report to the October Parish Council meeting.

17.2 Correspondence and other matters with the Mowing contractor

Correspondence between the Clerk and the mowing contractor had been circulated. Council agreed that the existing contract should run through to the end of the current mowing season and that a new contract should be prepared for tender for 2013. Council agreed to set up a Working Group to consider the terms of the new contract comprising Cllrs. Wright, Penn, Dare, Littleford, and Quiney. In response to a query from Cllr. Wright, the Clerk reported that he had asked WCC what conditions might be imposed if the Parish Council were to take over the verge mowing contract and whether a financial contribution would be provided and the request had been referred to senior management. Cllr. Quiney asked the Clerk to check the mowing of the verge along School Road below the top junction with Ban Brook Road.

24. Date of Next Meetings

Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.00pm., on Wednesday 19th. September 2012 in The Memorial Hall, Salford Priors.

25. Closure of meeting

The Vice-Chairman closed the meeting at 10.14pm.

Signed.....

Date.....

APPENDIX A – Finance**A1 Income transactions to be noted**

Tn. No.	Cheque	Gross	Vat	Net	Details
6529	BACs	1017.93	0.00	1017.93	HMRC, VAT Refund Q1
6530	Cheque	26.00	0.00	26.00	Allotment rent, Plots 8B & 9B
6531	Cheque	132.68	0.00	132.68	TOPs Mgt. Com., Electricity and Water charges Q1
6532	BACs	20.00	0.00	20.00	Fine Floor Sanding, Jubilee Event, advertisement
Total		£1196.61	£0.00	£1196.61	

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A2 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
8915	dd	18.99	2.83	16.16	Plusnet, Office Broadband
8916	dd	27.00	1.29	25.71	EDF, TOPs electricity
8917	102589	9.84	1.63	8.21	Npower, Footway lighting energy
8918	102590	108.00	0.00	108.00	CommuniCorp, Jubilee portrait of The Queen.
8919	102591	475.00	0.00	475.00	Salford Priors Memorial Hall, Office rent and Hall hire
8920	102592	457.11	0.00	457.11	MJ Philpott. Clerk's salary, August
8921	102593	360.00	60.00	300.00	Hightrees Landscape Services Ltd., Mowing contract
8922	102594	120.00	0.00	120.00	Arden Pest Control, Mole control at Playing Field
8923	102595	30.00	0.00	30.00	Greens Bouncy Castle Hire
8924	102596	30.00	0.00	30.00	WRBT90Ltd., Printing of Newsletter
8925	102597	31.19	0.00	31.19	MJ Philpott, Purchase of "No Dogs Allowed" signs.
8926	102598	42.00	0.00	42.00	MJ Philpott, Purchase of postage stamps.48x2nd.;24x1st.; 4x Large.
8927	102599	115.00	0.00	115.00	M Hackling, Remove ragwort from allotments
8928	102600	180.00	0.00	180.00	M Hackling, Pruning trees and repairs at Playing Field
Total		£2004.13	£65.75	£1938.38	

A3. Transfers

Transfer £2000 from No.1 account to Community account.

A4. Account Balances at 7.08.12

Community a/c	£1701.27
No.1 a/c	£43275.94
No.3 a/c	£214.08