

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall Salford Priors, on Wednesday 19th August 2015.

Present: Councillors: K Littleford (Chairman), D Penn, K James, A Green, T Littleford, P Dare.

Also in attendance: County Councillor M Brain, District Councillor M Cargill and 2 members of the public were present.

85. Apologies for absence: Councillor L Maude - Holiday
Councillor L Wright - Away from District
Councillor J Stedman - Medical Appointment

86. Register of Interests: Members were reminded of the need to keep their register of interests up to date.

87. Declaration of Interests: Members were asked to disclose any disclosable pecuniary interests in items on the Agenda and their nature. Councillors with a disclosable pecuniary interest are required to leave the room for the relevant agenda item.

- a. Cllr. T Littleford declared disclosable pecuniary interest in Minute 99(e)

Members were asked to declare any other disclosable interests in items on the Agenda and their nature.

- b. None

88. Open Forum: The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.

- a. **Have your say.** No under 18s were present.
- b. **Other Comments/Reports.** None
- c. **County Council Member Report.**
 - i. **Combined Authorities Consultation.** County Councillor Mike Brain explained that much of his time had been taken up with matters relating to the Combined Authorities Consultation – a grouping of local authorities created through a legal process. Principal authorities under consideration were Birmingham, Walsall, Sandwell, Coventry, Coventry & Warwickshire combined and Warwickshire as stand-alone. A local survey appears to favour combination with Birmingham whilst Coventry appeared to favour links with Stratford on Avon. No decisions have been made with important discussion about such matters as equal voting rights still to be pursued. It is clear that whatever arrangements unfold, focus will be firmly on cost saving and all undertakings will be paid from existing funding. There remained much concern about individual budget protection.
 - ii. Parish Cllr Kim James commented upon the Chancellor's National Strategy regarding Combined Authority arrangements. He thought Warwickshire's functionality had more in common with Worcestershire, Gloucestershire and Oxfordshire authorities and noted a lack of options to pursue combined arrangements with these particular authorities.

- iii. **Long Marston Airfield.** Long Marston Airfields had been reintroduced as a possible future site for building 400 houses. This indication was currently premature on the basis of no final decision yet on the Core Strategy.
- iv. **Bidford on Avon Bridge.** Repairs to Bidford on Avon Bridge were proceeding according to plan with a completion date targeted for October 2015. Some local businesses were struggling; a number of contingencies had been adopted to alleviate difficulties. No prosecutions were expected as a result of Police investigations.
- v. **County Councillors Grant Fund.** Cllr Brain reminded opportunity to apply to the County Councillor's Grant Fund. Funds of £5K were available overall. He advocated individual applications for grants up to a maximum of £1k.

d. District Council Member Report.

- i. **Planning.** District Councillor Mark Cargill commented that local service villages could anticipate building of circa 2000 houses throughout the district. However, the local decision on this was yet to be tested and work on the Core Strategy continued.
- ii. **Murray House Alcester.** Cllr Cargill had visited Murray House, a WCC established Care Home for persons with learning difficulties. In its early stages of development this was a pilot scheme which he had found very interesting. Arrangements centered on devolved services within Alcester district and provided a good example of local people generating a successful venture.
- iii. **Speed Aware Training.** To date, around 5 parishioners had registered their interest in undertaking Speed Aware Training. Cllr Cargill would like to encourage more to do so and agreed to pursue training arrangements with the local Police Authority at the earliest opportunity.

The Chairman closed the adjournment at 19.20hrs.

89. Acceptance of Minutes:

The Minutes of the Ordinary Parish Council Meeting held on Wednesday 15th July 2015 at the Memorial Hall Salford Priors were proposed by Cllr K James and seconded by Cllr A Green to be a true record of the meeting and signed by the Chairman.

90. Clerk's Progress Report:

- a. **Bus shelter window repair – Hedges Close School Road.** Work completed. **Resolved**
- b. **Damaged street sign Ridsdale Close.** Replacement awaited. Clerk to progress chase.
- c. **Overhanging trees Ragley Estate/Iron Cross.** These work requirements have been alerted to and acknowledged by Ragley Estates and WCC Localities & Community Centre (Forestry Section). Responsibility will remain with those departments to carry out the work indicated. Clerk to monitor at intervals but now removed from Minutes.
- d. **Overhanging trees School Rd/Evesham Rd junction.** Work completed. **Resolved**
- e. **Fence access point – Scout Hut.** Work completed. **Resolved**
- f. **Side out footway School Lane.** Agreed by Localities Officer. Clerk to monitor.
- g. **Speed limit sign Evesham Road.** Progress chased. Awaited. Clerk to monitor.
- h. **LED Streetlight School Road build out.** Reported to WCC Highways. Clerk to monitor.

91. Neighbourhood Development Plan (NDP). Cllr James gave report of progress concerning Salford Priors Parish Pre-Submission Neighbourhood Plan Regulation 14 Consultation (Neighbourhood Planning (General) Regulations, 2012).

The six week public consultation of the draft Neighbourhood Development Plan (NDP) had been concluded. A total of 37 representations had been received; 16 from statutory bodies and from 21 residents. The NDP Group had been pleased to note the detailed comments returned. Comments received from the Public Health Authority had been especially complimentary and heralded opportunity for future close support for the NDP. The NDP Working Group would now apply final amendments before submitting the NDP to Stratford on Avon District Council (SDC). The SDC Cabinet will evaluate the NDP and make a decision on either 21st or 28th September 2015. The Cabinet will process the document from that point.

92. Planning General: None

93. Planning Applications:

a. 15/02811/TREE. Proposed:

T1: Beech. 15% crown thin, reshape and rebalance crown

T2: Walnut. Reduce branches to clear hedge and greenhouse

T3: Conifer. Fell; replant with flowering shrubs

T4: Conifer. Reduce height by one-third

At The Gables, Station Road, Salford Priors, Evesham. WR11 8UX. For Mr John Barlow. The Parish Council agreed with the rationale given for each of the 4 elements of work envisaged. Clerk to submit statement of '**No Objection**' to SDC by 25 August 2015.

b. 15/02508/COUQ. For Mr and Mrs Bomford. Bevington Hall Farm, Salford Priors, Evesham. WR11 8SJ. Prior approval notification of change of use and conversion of an agricultural building to a single dwelling use Class C3, including associated operational development, under Part 3 Class (a) and (b). Circulated to Councillors for comment via SDC e-planning link. Submission of '**No Representation**' on 6 August 2015.

Noted by Council.

c. 15/02160/FUL. For Mr Malcolm Hughes. The Old Church House, Abbots Salford, Evesham. WR11 8UT. Proposed detached garage. Circulated to Councillors for comment at Parish Council meeting held 15th July 2015. Submission of '**No Representation**' SDC on 16th July 2015.

Noted by Council.

94. Planning Decisions:

a. 15/01716/COUO. Proposed change of use of existing office (B1) to create 1 dwelling (C3). For Mr Sanjay Dhir. Mayridge Group, Burleigh House, Iron Cross, Salford Priors, Evesham. Confirmation that Prior Approval was not required for this development.

Noted by Council.

95. Appeal Decisions: None

96. Enforcement Issues: None

97. Playing Field:

a. Weekly Inspection. The playing field weekly inspection schedule had been revised. The next planned inspection would take place on 21st August and would continue at weekly intervals until the end of school summer holidays. The Clerk reported need to replace a rivet on the upper platform of the skate ramp nearest to the U14 Play area. Cllr D Penn agreed to attend to this repair.

b. Playing Field Equipment Upgrade. The Clerk had made a provisional booking for the TOPS Building to hold a series of Playing Field Equipment Upgrade consultations with children, youth and adult parishioners over the weekend 24th & 25th October 2015. These dates coincided with the start of half-term and would cause least disruption to planned TOPS activities. These dates were amended to exclude Sunday 24th and would commence at the end of school lessons on Friday 23rd October. This would give opportunity to visit by primary school children with their parent/s at the end of the school day. Further consultation sessions would be available for all parishioners during the following day. Costs for hire of the TOPS facility were anticipated to be in the region of £60.00.

Clerk to:

- Arrange for Project illustrations and catalogues to be on display and liaise regarding Newsletter advertisement
- Contact Councillors with suggested dates prior to consultations to view playing field equipment installations in nearby parishes and advise re' SALTEX dates in the NEC

Cllr Dare had agreed to undertake liaison with Salford Priors Primary School Staff and TOPs Group Leaders.

c. Playing Field Equipment Funding. Cllr T Littleford enquired about external funding research in relation to playing field projects. Clerk to look into the Funding Doctor Service. Cllr James agreed to provide a link to this service.

98. Highways:

a. Lengthsman Job Progress. Clearance of debris and accumulated growth in Abbots Salford Layby had been progressed but was not completed. Application of preservative to fencing at Abbots Salford Green had been completed. Elements of bus shelter cleaning and shrub cut back had been carried out.

b. Lengthsman Tasks August into September. The Lengthsman would be asked to complete outstanding work in Abbots Salford Layby. Clerk to monitor progress.

c. Road Surfaces Broom Lane. In the last month Severn Trent representatives had missed two planned on-site meetings with the WCC Street Works Inspector. The required work had now been allocated to a third party. Clerk to monitor progress with the Street Works Inspector.

d. No Parking Signs. Quotation to provide and install three 'No Parking' signs on the lower island in School Avenue had been received from Champion-Knight Graphic Solutions. Costs of £45 + VAT for the signs and application of clear laminate vinyl was proposed by Cllr K James and Seconded by Cllr T Littleford and agreed by all Councillors. Clerk to progress Requisition Order.

99. Amenities:

a. Renewal of Amenity Contracts. The following Amenity Contracts were due consideration for update and renewal in early 2016:

- Amenity and Verge Mowing and Miscellaneous Works
- Provision of Summer and Winter Flower Displays and Miscellaneous Landscaping Maintenance

A working group comprising Cllr's K Littleford, A Green, K James and the Clerk would review requirements and report recommendations to the Council. It was agreed that a 4 year contract ending in 2019 was to be considered.

b. Tree Planting Junction New Lane & B4088 Dunnington. At a Precept meeting held on 3rd December 2014 a tree planting project on the green at the Junction of New Lane & the B4088 at Dunnington was raised for consideration to be undertaken in autumn 2015. Cllrs discussed this proposal linked to commemorating the current year in which HM Queen Elizabeth II becomes the longest reigning monarch and also her 90th birthday in 2016. Clerk to request the Amenity Contractor to provide Salford Priors Parish Council with advice regarding the most appropriate types of tree for this particular location and to provide quotation to procure, deliver and plant a total of 6 (six) trees during Autumn 2015.

c. Fence-line separating Garden Allotments from adjoining allotment. This area had been very recently harvested. It was not known if fence line work had been undertaken. Discussion of this topic would take place at a later date.

d. Spray-off/clearance Allotment Plots 2 and 11. Spray off (Plot 2) and clearance by strimming (Plot 11) had been completed. Additionally, both plots had been chisel ploughed at a total cost of £40. Each of these plots were now allocated to new incoming tenants. Clerk to contact and issue one remaining outstanding contract for Plot 11.

NB: It was agreed by Council that The Clerk would liaise with the Amenity Contractor to undertake chisel plough preparation on Garden Allotment Plot 1, prior to delivery of bulk load soil improver later in the autumn.

Cllr T Littleford left the meeting hall

e. Bulk Load Soil Improver. The Amenity Contractor had provided a quotation for purchase and delivery in autumn 2015 of bulk load soil improver for shared use of Garden Allotment tenants. Charge to collect and deliver £58.00 plus 8 tons @ £5.00 per ton; total £98.00 +VAT. Proposed by Cllr K James and seconded by Cllr A Green and agreed by all Councillors. Clerk to progress Requisition Order.

Cllr T Littleford returned to the meeting hall

f. Planted Areas in Priors Grange & Allotment Hedge Line. The Clerk had written to Orbit Estate departments requesting an on-site meeting to discuss matters of planted area and hedge maintenance and to the Orbit Contracts Manager seeking update of progress about road adoption in these areas. To date, no replies had been received. To facilitate progress, the Clerk was to request a quotation from the Amenity Contractor for mechanical cutting of the hedge line adjoining the Garden Allotments and, additionally,

the playing field hedge line bordering Priors Grange. Hedge cutting would be subject to date restrictions. Authority to instruct the Amenity Contractor to proceed with these works was delegated to the Clerk subject to combined costs not exceeding £150.00.

100: Community:

- a. **Communication Development Working Group (CDWG).** Cllr T Littleford reported on the work of the CDWG which had been established in May 2015. Initial focus on content of the Salford Priors Parish Community website resulted in a number of updated details being applied. A review of services provided by Arrowscape and Webculture and their respective costs had also been undertaken. Arrowscape provision was supported by detailed breakdown of charges made. Arrowscape services were considered to be appropriate and entirely satisfactory. Charges for Webculture domain registration providing email services were £250 pa. A breakdown of the costs of specific components of this service provision was not available. The CDWG considered there were potential cost saving measures on web hosting to be made and further research regarding this prospect would be undertaken. Recommendation about website hosting provision would follow in September or October 2015. Any contract renewal proposals arising would be targeted to take effect in May 2016.
- b. **Parish Community Fund.** Cllr P Dare raised the topic of establishing a Parish Community Fund aimed at supporting local initiatives. It was recognized that Salford Priors Parish Council was already proactive in responding generously to requests for donations to support local worthy causes/activities. Councillors acknowledged that introducing specific arrangements would enhance the process of evaluating the various merits and requirements of requests for funding support from both existing and new groups. A standardized application form would facilitate this process. Proposed by Cllr Dare, seconded by Cllr James and agreed by all Councillors that a Parish Community Fund be established with allocation of £1,500 in the current FY, rising to £2,000 in the FY 2016/17. Cllr T Littleford agreed to draft a standardized Community Fund Application Form for consideration by the Parish Council.
- c. **HM The Queen's 90th Birthday in 2016.** Cllr D Penn introduced the topic of a Salford Priors Parish event to commemorate HM The Queen's 90th Birthday in 2016. It was understood that a National Day of celebration was to take place on 13th June 2016. A date for a local event was also likely to target a day in June 2016. Consideration of funding support should be undertaken during the Parish budget preparation meeting planned for 2nd December 2015. The Chairman advocated formation of a Working Group to oversee preparations. Initial membership was identified: Cllr's K Littleford and P Dare.
- d. **Christmas Tree Illumination event 2015.** A Working Group formed to oversee the Christmas Tree Illumination event 2015 would hold an initial meeting to discuss arrangements on 25th August 2015. Cllr K Littleford agreed to lead this meeting.
- e. **Parish War Memorial.** Cllr L Maude was not able to attend this evening's meeting. The topic would remain on the Agenda (Community) with intention to promote this topic again in November 2015.
- f. **Defibrillator Awareness Training.** Mr John Barlow had notified the Clerk that the Avon Valley Community First Responder's (AVCFR) Team had kindly agreed to request to provide up to 2 AED Awareness training sessions for Salford Priors Parishioners. Details regarding dates/times/venues would be discussed with the AVCFR Team Trainer. Clerk to advise when arrangements are confirmed.
AED Cabinet Damage. It was noted in discussion that an attempt to break into the AED Cabinet located on the external wall of the Baptist Church Hall Dunnington had been discovered by Cllr K James and the Clerk on 22nd July 2015. An element of indentation damage to the cabinet door was evident (probably caused by use of an implement such as

a crowbar). However, the attempt at entry was not successful and both the door mechanism and the AED apparatus remain fully functional. The incident was reported to the Alcester Police South SNT and the local PCSO. Crime reference: 23S6/21901E-15.

- g. Neighbourhood Watch Scheme.** A meeting to discuss regeneration of a Neighbourhood Watch Scheme (NWS) was held in the Parish Office on 4th August 2015. Notes arising from this meeting are attached to these Minutes at Appendix B. Cllr K James commented on the increased importance of the role of the Parish Council in encouraging Community NWS's in light of reports indicating substantial reductions in (for example) West Midlands Police Authority resources over the next 2 years. A reduction of up to 1000 PCSOs was envisaged in the West Midlands area, a trend which was likely to impact on Warwickshire districts. The Clerk had made a provisional booking of the Memorial Hall on Wednesday 30th September 2015 to hold a NWS Property Marking launch event. Cllr K Littleford proposed and Cllr T Littleford seconded support for the launch event by meeting the costs of hire of the Memorial Hall and provision of light refreshments. Clerk to confirm arrangements with PCSO Rebecca Morris and to promote event notice through Newsletter and E-News.
- h. Speed Aware Team Volunteers.** See SDC Councillor report at Minute 88(d)(iii) above.

101. Rights of Way:

- a.** Cllr Penn commented on clearance of the Alcester Road access point to Public Footpath AL16(a) and advised the Council that during the preceding period he had not received report of difficulty concerning Rights of Way matters elsewhere.
- b.** The Alcester Road access point to Public Footpath L16a has been cleared. **Resolved.**

102. Matters raised by Councillors:

Matters raised by Councillors are considered under this item. Councillors are 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.

Cllr A Green raised 2 issues relating to Public Footpaths in the parish:

- a. Footpath Map on Parish Noticeboards.** Provision of an A4 Public Footpath Map on Parish Noticeboards. Clerk to liaise with Cllr Green to pursue this option and to locate earlier printed brochures of 'Salford Seven Walks' for availability for sale in the Parish Office.
- b. Angus Fruits visiting HGV drivers.** Report of complaint concerning Angus Fruits visiting HGV drivers urinating in public, including during daylight hours, in the vicinity of hedgerow areas on the approach to Orchard Farm buildings. Clerk to write to Angus Fruit Management Team expressing strong disapproval and to seek assurance that action will be taken to put a stop to such unacceptable public behaviour.

103. Strategic & General Issues:

- a. Marsh Farm Quarry.** To date the Clerk had not received email response from Mr Tony Rowley of Rowley Associates concerning the outcome of his meeting with the CEMEX Management Team at Marsh Farm Quarry on 11 August 2015. Mr Matthew Williams, WCC Minerals Planning Officer had contacted the Clerk informing of his emails to Mr John May and Mr Sean Denny and the lack of response currently to his requests for a Liaison Group meeting. The Clerk was invited to notify him of the Parish Council's response to these matters. Clerk to contact the WCC Minerals Planning Officer to lodge the Parish Council's

strong displeasure at the lack of response, over a prolonged period of time, regarding liaison meeting arrangements.

b. CEMEX Access Road. Cllr K James explained the rationale of wanting to retain the current CEMEX quarry access road leading from the B4088 after quarry restoration. Use of this route would continue to reduce transit of farm vehicle traffic through Dunnington village. The desirable retention of this access road would be reflected in the current NDP.

104. Consideration of Correspondence Received:

a. Lengthsman Scheme. The WCC Localities and Partnership's, Group Manager, Communities Group had forwarded notice via WALC with update on deadline for expressions of interest to participate in a Lengthsman Scheme. Responses were required to named Council Districts by the end of September 2015. It was understood that WCC funding for this scheme was unlikely to be forthcoming. Nevertheless, the Parish Council wished to express continued interest in the scheme. Cllr Stedman had been closely involved in project discussions on this topic. Clerk to liaise with Cllr J Stedman prior to submitting response.

b. Combined Authorities Consultation. Councillor's considered that the on-line consultation document gave inadequate opportunity to respond fully. Cllr T Littleford suggested that an appropriate written response submitted thro' County Cllr Brain would have more helpful impact in conveying opinion. Cllr K James referred to earlier comments about localization of control, in particular about retaining local control of funds. Cllr James agreed to provide an initial draft letter for the attention of and subsequent submission by the Clerk.

c. Speeding on the B4088. Correspondence had been received from a resident of Iron Cross, concerning issues of speeding on the B4088. An email reply outlining history and practical responses to speeding concerns had been forwarded by the Clerk. The Council noted the continuing disquiet expressed and recalled the measures already undertaken to address problems together with the recommendations of police and WCC Highways representatives regarding the B4088 route. Work has been agreed by WCC to be undertaken in the especially challenging area of Weethley Lodge and its approaches, but elsewhere the speed limit of 50mph is considered to be appropriate for the B4088. Allocation of Police resources at regular intervals to enforce compliance with speed limits was considered unlikely. Speed Aware training of parishioners elsewhere in the village was being instigated in a bid to provide a means of addressing vehicle speeding. It may prove possible, in due course, for a Speed Aware Team to attend sections of the B4088. Clerk to provide follow up written response.

d. Interim Adopted Core Strategy Policies. A Core Strategy Representations period was available from 13th August to Friday 25th September 2015. Councillors noted the contents of the circulated document.

105. Correspondence for Information Only:

- a.** Salford Priors Youth Club – Letter of Thanks for Summer Scheme Donation
- b.** WALC Newsletter August 2015 – Contents include: Legal Updates, National News, Local News, Planning, WALC Advice, Funding Opportunities, Training.

106. Finance:

General: Appendix A and information notes on Lloyds Bank Business Accounts were circulated to all members of the Parish Council prior to the meeting on 15th August 2015. The

following procedures were applied:

- a. Lloyds Business Banking – Current and Deposit Account Options.** The Council debated the various options available concerning Current and Deposit Accounts. No changes would be introduced at present to Current Account arrangements. Proposed by Cllr K Littleford, seconded by Cllr K James and agreed by all Councillors that arrangements be undertaken to open an Instant Access Deposit Account and that an initial transfer of £50,000 (fifty thousand pounds) be made from Salford Priors Parish Council Business Extra Current Account to a newly opened Instant Access Deposit Account.

Payments

- b.** The council gave consideration and approval of the payments listed in Appendix A. Proposed by Cllr T Littleford, seconded by Cllr P Dare and agreed by all Councillors.
- c.** It was agreed that Cllrs K Littleford and K James would sign the cheques for payments as listed in Appendix A (Minute 110).
- d.** The Council noted the bank account balance reconciled with the Lloyds Bank Current Account statement for July 2015.

Lloyds Account:	£73,742.81
Total Fund Balance	£73,742.81

107. Staffing Matters. The Staff Consultation Group met with the Clerk in the Parish Office to conduct a staff progress appraisal on Wednesday 29th July 2015. Cllr James reported on the outcome of the meeting. There were no adverse issues arising. The Staff Consultation Group authorized the purchase of a Dymo Labelwriter, at a cost of £112.50 +VAT.

108. Date of Next Meeting:

- a.** Council confirmed the date of the Parish Council Meeting at 7.00pm on Wednesday 16th September 2015 in The Memorial Hall, Salford Priors.

109. Closure of Meeting:

The Chairman closed the meeting at 21.32 hrs.

Chairman: _____ Date: _____

110. Payments Authorised			APPENDIX A - FINANCE	
Cheque Number	Payee	Details	Gross Payment	Net Payment
112	PJ & EM Batacanin	Playing field inspections	20.00	20.00
<i>DD</i>	Npower	Streetlight Energy	15.71	14.96
<i>DD</i>	NPower	Streetlight Energy	197.52	188.11
<i>DD</i>	Lloyds Bank	Bank Charges	15.19	15.19
113	Salford Priors Memorial Hall	Hire of Hall & Parish Office	505.00	505.00
114	Warwickshire CC	Lease TOPS Building	145.75	145.75
<i>DD</i>	EDF Energy	TOPS Electricity	48.00	48.00
115	Queensbury Shelters	Bus Shelter repair	228.76	190.63
116	Digital Copier Systems	Parish Office Printing	13.86	11.55
<i>117</i>	Pete's Handyman Services	Paint Barrier Abbots Salford	115.57	115.57
<i>117</i>	Pete's Handyman Services	Playing Field Inspections	20.00	20.00
118	Limebridge RS	Amenity contract	895.20	746.00
119	Westhill Direct	Office Dymo Labelwriter	135.00	112.50
120	Westhill Direct	Office Supplies	34.18	28.48
DD	CF Corporation	P'Copier August Rent	42.00	35.00
121	Salford Priors Shop & PO	Wall Rent & Electricity Chg	150.00	150.00
122	Paul Mills	Clerk's Salary and Expenses	***	***
123	Miss S Hyde	NDP Flyer Delivery	35.00	35.00
124	Terry Hunt	Lengthsman	168.00	168.00
0	0	0	3,460.32	3,225.32
	HMRC	VAT Repayment 010215 to 310315	871.41	
	HMRC	VAT Repayment 310315 to 300615	1,594.84	
	TOPs	EDF Jun 15 + Severn Trent 1st half	172.86	
	T Littleford	Allotment Rent 2015/16	26.00	
	0	0	0.00	
	0	0	0.00	
	0	0	0.00	
	0	0	0.00	
	0	0	0.00	
	0	0	0.00	
	0	0	0.00	
	0	Total Receipts	2,665.11	

APPENDIX B**111. Discussion Notes - Meeting to Discuss Regeneration of a Neighbourhood Watch Scheme held in Salford Priors Parish Office on Tuesday 4th August 2015 at 7.00pm****ATTENDEES:**

Mr Graham Littleford
Mr Michael Hyde
Mrs Susan Savage
Cllr Kim James
PCSO Beccy Morris
Mr Paul Mills – Clerk
Apologies – Mr John Bradfield

- 1. Introduction.** Following on from a presentation on Neighbourhood Watch Schemes (NWS) given by PCSO Beccy Morris at the Annual Parish Meeting in April 2015, notice had been included in the Summer Newsletter advising that the Parish Council was keen to promote interest in reforming a Neighbourhood Watch Group in Salford Priors Parish. This purpose of this exploratory meeting was to gauge the level of interest in regenerating the previously very successful scheme and to identify a series of ‘start-up’ arrangements.
- 2. NWS Central Co-ordination.** PCSO Beccy Morris explained that the central co-ordination of NWS in the Warwickshire district was undertaken by July Dale who was based at Leamington Spa Police Station. July.Dale@warwickshire.pnn.police.uk It was customary for local NW Group Members to attend a general meeting held locally, ideally twice a year, when July Dale and other colleagues would give update on matters such as a Police Team Report. This would include details of crime figures and give insight into the profiles/trends of crime across Warwickshire with specific emphasis on local incidents and patterns of offence. These occasions were also an opportunity to discuss matters of NWS group activity and to exchange ideas and receive advice and information.
- 3. NWS Local Co-ordination.** Local NWS effectiveness relied heavily on the guidance and support of a Head Co-ordinator and sufficient numbers of local NW group members volunteering across all areas of the parish to receive and disseminate information within a designated local ‘patch’. Clearly, the more volunteers available, the greater the spread of workload and watchfulness, both in terms of notifying suspicious persons/activity and protecting the interests of those most vulnerable in the community. A list of arrangements to cover areas of the parish agreed by those persons present at this inaugural meeting is shown at the end of these notes. This should be considered as a start-up arrangement to initiate activity with the intention of recruiting additional NW Group members over the coming months. Expressions of interest will be welcomed from all persons who may choose simply to keep an eye out for events or people very near to their own home, or who might be willing to take up the role of vigilance over a wider area in their locality.
- 4. NW Group Members.** The particular value of having a local NW Group representative is that they are likely to know, or will become aware of, persons who are elderly or perhaps more vulnerable in other ways. These persons may be in need of being alerted to current episodes of bogus callers for example through a brief visit by the representative. In this way a general eye on the safety and well-being of others can be maintained. It is a means of advising the individual but it is also a means of receiving alert from them about unusual events or suspicious visitors to the area. NW representatives need to be known to residents in their area, but it is not intended that they should take personal responsibility for the safety of others, except in terms of helping to provide relevant information to residents and by passing on alerts to Police/SNT teams when appropriate. Representative involvement is not expected to be onerous. Once the scheme is re-generated, 1 or sometimes 2 hours a month should be sufficient.
- 5. Initial Activity.** The first step will be to give individual parishioners the opportunity to complete the Neighbourhood Watch ‘Sign up’ Form. This provides the central co-ordinator with contact details and consent to forward information at intervals. Contact can be by telephone or email, but email is preferred. This personal information remains confidential. It is not shown to others in the chain of communication and any changes in contact details should be notified since this is the key to receiving information direct from the central Police/SNT Neighbourhood Watch Co-ordinator. Those who sign up to email will be largely independent of any need of support from the local NW Representatives.
The Clerk agreed to distribute Neighbourhood Watch ‘Sign up’ Forms to named representatives.

B1

6. Launch Event. It has been proposed to hold NWS Launch Event combined with a free property security marking event to be held in Salford Priors Memorial Hall on a date to be arranged in September 2015 in the Memorial Hall Salford Priors. Hopefully, this meeting will give the opportunity to increase the number of interested persons becoming NW Group members across all areas of the parish.

The Clerk agreed to liaise with Cllr Kim James and PCSO Beccy Morris to promote this occasion.

7. NW Representative Areas of Cover. Initial agreed allocations are:

- Mr Michael Hyde – *Station Rd, Evesham Rd, Garrards Close, Banbrook Copse, Sanders Rd*
- Mr Graham Littleford – *Cherry Tree Crescent, Banbrook Rd, School Road (1 to 16) and Hedges Close*
- Mr Paul Mills – *School Avenue and School Road (17 to 32)*
- Mrs Sue Savage – *St Matthews Close, Perkins Close, Ridsdale Close*
- Mr Kim James – *Dunnington area*
- Mr John Bradfield – *Abbots Salford area (Request; agreement to be confirmed)*
- Mr Simon Harrisson – *Iron Cross*

NB. Initial start-up allocations, Area allocation expected to be reduced with increased number of volunteer representatives

8. Follow Up Activity. Newsletter issue to promote:

- Proposed NWS Launch Event combined with a free property security marking event to be held in September 2015.
- Volunteer NW Representatives to cover the many remaining areas of the parish

B2