

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors on Wednesday 16th November 2016.

Present: Councillors: K Littleford (Chairman), L Maude, J Stedman, K James, D Penn, A Green, L Wright & District Councillor Mark Cargill

Also in attendance: 6 members of the public.

136	Apologies for absence: County Councillor Mike Brain – planning committee meeting
137	Cllr Wright's resignation was noted. Cllr Stedman proposed that a letter of thanks should be sent to Cllr Wright. Clerk to organise.
138	Register of Interests: Members were reminded of the need to keep their register of interests up to date
139	<p>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.</p> <p>Cllr Stedman – item 150 – Amenity Contract</p> <p>a) Pecuniary Interests.</p> <p>Members were asked to declare any other disclosable interests in items on the Agenda and their nature.</p> <p>b) Other Disclosable Interests. None.</p>
140	<p>Open Forum: The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.</p> <p>a) Have your say. No under 18s were present.</p> <p>A resident re-raised the questions regarding an Environmental Survey and re-emphasises the requirement to have a meeting between SPAGE and the parish council. The Chairman replied by saying this would be discussed in minute number 151.</p> <p>b) District Councillor Mark Cargill reported –</p> <ol style="list-style-type: none"> 1. Affordable housing – it has been passed at Cabinet to set up a local housing company for building affordable housing. A consultant will be brought in to discuss the way forward. . 2. There are a few concerns about the 5 year housing land supply. He has raised with the MP the failure to bring this to completion. Planning permission is being granted however building work is not being commenced. 3. Speed aware – grants are hopefully being assigned for the speed camera. He will be arranging some more training sessions for new volunteers and a refresher for those already trained. 4. Boundary changes – next year county boundaries will change – the County Council will be reduced by 5 members. MPs are being reduced from 650 to 600 in national government which means their patches will change. The proposal is that Stratford District will be split into 4 with 4 MPs. This has been opposed at full council and a motion has been requested that there should only be 2 MPs representing the district. This would then maintain the cohesion of the district. Consultation finishes on 5 Dec.

	<p>5. Crime – Nottingham Knockers are knocking on doors pressurising sales. There have also been break ins around the area. A cache of power tools has been found by the police, these were abandoned as the items were permanently marked.</p> <p>6. Planning – there is currently a debate with developers over quality of design. Core strategy states high quality of design and appropriate housing mix.</p> <p>7. The Police and Crime Commissioner is launching his small grants scheme. This is for small scale but targeted schemes such as a temporary CCTV camera. This is aimed at putting victims and survivors first, ensuring efficient and effective policing, protecting people from harm and preventing or reducing crime.</p> <p>8. He recently attended a conference by WCC to build a stronger Warwickshire. If anyone can think of ways to improve a local service please get in touch with him.</p> <p>The Chairman closed the adjournment at 19.15 hrs.</p>
141	<p>Acceptance of Minutes: The Minutes of the Ordinary Parish Council Meeting held on Wednesday 19th October 2016 at The Memorial Hall, Salford Priors were agreed by the Council to be a true record of the meeting and signed by the Chairman.</p>
142	<p>Clerk's Progress Report:</p> <p>a) Salford House Care Home Wall – Clerk telephoned Building Control at Stratford District Council – awaiting response. <i>Clerk to monitor</i></p> <p>b) AL15 Kissing Gate installation – The Farm Manager has been away on holiday and as such these works are still outstanding. <i>Clerk to monitor</i></p> <p>c) Damaged Road Sign outside Hillers Farm – This has been chased once more. <i>Clerk to monitor</i></p> <p>d) Road surface repairs Broom Lane/Road sweep Cock Bevington – Clerk has received an email to confirm the Cock Bevington sweep was carried out on 19th October. Clerk has been in contact with Streetscene however there has been no response. <i>Cock Bevington sweep confirmed and matter closed. Clerk to monitor Broom Lane.</i></p> <p>e) Speed sign cleaning – This has again been chased. <i>Clerk to monitor</i></p> <p>f) Hedge overhang on School Rd – this hedge is still overgrown. <i>Clerk to write once more.</i></p> <p>g) Update on insurance claim re streetlight – All quotes have now been received and forwarded to Zurich Insurance. Annette Mackie, Assistant Lighting Engineer from Warwickshire County Council confirmed she is waiting for the lantern to be delivered and is hoping to have the column installed by the end of November. <i>Clerk to monitor</i></p> <p>h) Severn Trent Water Dunnington pumping station update – Nothing to report.</p> <p>i) Clerk computer back up plan – John Crossling from WALC (Worcestershire & West Midlands Association of Local Councils) has confirmed that Google Mail is acceptable to both WALC and the County Council. He also confirmed that storing documents on Google Drive is sensible and the ability to access them from anywhere is really useful. The Clerk also obtained a quote for a laptop to the value of £449. Cllr Maude proposed that should the current laptop break down then the Clerk has the authority to purchase a new laptop. This was agreed. It was decided to back up to an external hard drive. Cllr Maude proposed that a hard drive is purchased, backed up once a week and kept in the parish office. This was seconded by the Chairman and unanimously approved. <i>Clerk to arrange</i></p> <p>j) Streetlights – the streetlight outside 38/40 Ban Brook Rd has now been installed. <i>Noted and Closed</i></p> <p>k) The streetlight outside 50 Perkins Close has been reported to Orbit as being on continually. This has a 28 day turn around period for completion. Clerk has also reported that 2 trees are blocking the streetlights outside 56 Perkins Close and at the rear of flat 13. <i>Clerk to monitor</i></p> <p>l) Christmas lights on St Matthews Church tower – Peter Long has provided a quote for installing electricity to the top of the tower and it has been confirmed by Roger Huggins (PCC Vice Chairman) that they are happy for lights to be provided and installed by the parish council. A Councillor is concerned about the logistics of placing lights on the outside of the tower. As the Christmas tree was only to be for an initial 3 years it was decided to look at this again next year. A separate Christmas lights committee needs to be formed which requires</p>

	proper planning with parish council involvement. This will be publicised in the parish newsletter in order to try and get a committee together to progress this.
143	<p>Neighbourhood Development Plan: Draft plan has been renamed as the Referendum Draft. The report should have been reported to cabinet in December however it wasn't completed on time and will be reported to the cabinet meeting in January. Approval for referendum may be achieved in January which would mean the referendum would possibly be March, however there is a period of purdah in March owing to a County Council election. If this is not presented by early March it will then be May. Mark Cargill will check and see if it is affected by purdah.</p>
144	<p>Planning Matters: Applications Considered:</p> <p>a) 16/03456/COUQ – Prior approval for the change of use of agricultural building including building operations to form one dwelling under Class Q(b) and of Part 3 of the GPDO 2015 at Bevington Field Barn, Bevington, Salford Priors by Seymour Trust II. It was proposed by Cllr Stedman that Cllr James drafts the council response to the application for the Clerk to respond under her delegated powers, the proposal was agreed by council.</p> <p>b) 16/03616/COUQ - Prior approval notification for the proposed change of use of agricultural building to 2 no. dwelling houses, associated curtilage and building operations (Class Qa and Qb) at Wood Bevington Farm, Wood Bevington, Alcester, B49 5LX by The Trustees Of Seymour Trust 2. It was again, It was proposed by Cllr Stedman that Cllr James drafts the council response to the application for the Clerk to respond under her delegated powers, the proposal was agreed by council.</p> <p>c) 16/03459/FUL- Proposed single storey rear and side extensions at 3 Cleeve View , Evesham Road, Salford Priors, WR11 8UW by Holder and Harris. No objection or comments.</p> <p>d) 16/03448/FUL - Proposed erection of side extensions to provide indoor swimming pool building at Rough Hill, Low Road, Church Lench, Evesham WR11 4UH by Mr & Mrs John Ranson. No objection or comments.</p> <p>Planning Applications Noted:</p> <p>e) 16/03214/FUL – Erection of loading bay with associated down ramp and maneuvering area by Angus Soft Fruits Ltd. Following consultation with Council Members, under Clerk's delegated powers "Whilst the parish council have no objection in principle they note the reason given is to increase the HGV unloading capacity which should improve vehicle movements. The parish council would not want to see an increase in HGV traffic to the site" was registered.</p> <p>f) 16/03351/FUL – Demolition of existing attached garage and renovation/extension of dwelling by Mr Simon Upstone, The Garage, Salford Road, Rushford, WR11 8SL. Following consultation with Council Members, under Clerk's delegated powers "No objection" was registered.</p> <p>Planning Decisions:</p> <p>g) 16/02107/FUL – Removal of single storey, single skin kitchen extension, erection of two storey green oak extension to provide kitchen/dining and utility room with new staircase to two bedrooms and bathroom by Mr Matt Smith at 56 Dunnington Lane, Dunnington. <i>Permission refused.</i></p>
145	<p>Playing Field:</p> <p>a) Weekly Inspections – It has been reported that 2 more mole hills have appeared between the main goal post and the fence. Brandan White has quoted £120 for these works. Clerk to authorise the works and to ask how long treatments last. He does not offer a contract for mole control.</p>

	<p>b) Lighting by scout hut – Obtain 2 quotes for electrical cable to come off TOPs building for LED streetlight mounted on a 4m column and to remove the light by the scout hut. Cllr James confirmed he would provide Clerk with necessary specifications in order to obtain the quotes.</p> <p>c) Signage – It was suggested that the Communications working group draft suitable health and safety signage and include dog control. This to be considered at the December meeting.</p> <p>d) Dog issue – Clerk to look into inviting the dog warden to attend the local school.</p> <p>e) MUGA – The Playing Field working group met last week to discuss the way forward. It was suggested at that time for the Clerk to be in contact with Trevor Bury regarding planning permission however the Councillors have decided to go down the ESPO route as follows : As the spend will be over £25,000, the regulations require the council to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts as set out in Section 11b of the Parish Council Financial Regulations 2016. The following permissions were sought and agreed:</p> <ol style="list-style-type: none"> 1) To use ESPO and their Framework 115 for Outdoor Playground Equipment 2) To sign Customer Access Agreement
146	<p>Lengthsman:</p> <p>a) To note Lengthsman’s jobs issued from last Council meeting; brambles have been cut back from hedges along School Rd. The wall has been cleared alongside the Church and the path at School Rd has been edged back from Ban Brook Rd to bus shelter.</p> <p>b) Future tasks to be issued to the Lengthsman – chisel all the grit bins in order to loosen the grit.</p>
147	<p>Allotments: -</p> <p>a) Boundary fence installation – as the soil is still too dry this job has had to be postponed until wet weather appears.</p> <p>b) Request from a Bidford resident to rent half an allotment plot – this was confirmed. Clerk to contact.</p>
148	<p>Community:</p> <p>a) It was confirmed that polling cards would be ordered should the need arise. The Clerk has been informed to date there are no nominations. The parish council have to pay for the non-election as well as an election at a cost of approx. £800.</p> <p>b) Allocation of 106 monies – Clerk to contact Bidford Clerk regarding a joint proposition for Community Infrastructure Levy monies.</p> <p>c) Residual monies of £68.51 from the Neighbourhood Watch Scheme. It was proposed by Cllr James to pay the money into the account and be mindful of these for the future. Unanimous approval.</p>
149	<p>Rights of Way:</p> <p>a) Nothing to report from Cllr Penn on the Public Rights of Way within the Parish.</p> <p>b) It has been confirmed the Public Right of Way AL17 will remain as per the existing alignment with a crossing point denoted by paving where it meets the new estate road.</p>
150	<p>Amenity Contract :</p> <p>Cllr Stedman left the room.</p> <p>The Amenity working group met and went through all the corrections and amendments to existing contracts. Cllr Green is meeting with the Clerk in the morning to work through some of the finer details. The tenders will then go out to the companies that showed an interest.</p>
151	<p>Minerals Plan :-</p> <p>It was proposed by Cllr Maude that a working group be put together to discuss the way forward.</p> <p>Cllr James informed the council that if this is going to be positively fought then there is a need to engage a planning barrister to challenge the plan at enquiry. There are 4 points – has the plan been positively prepared, has it been justified, is technical evidence in place to justify the policies and is the plan effective? The plan has to facilitate joint working across local authority borders.</p>

	<p>Should be comparing the Warwickshire plan with South Worcestershire plan. Is it consistent with national policy? This will form the basis of the working group's work. Appoint a barrister to challenge the Council. Prove to the inspector that the policy Warwickshire proposing is not sound. The PC need a barrister to start picking holes in the policy.</p> <p>The group will report back to every parish council meeting and recommend the next stage forward.</p> <p>January is plenty of time to put something together and begin the fight. What can be done with the site if they remove it from the minerals plan and where else could gravel be extracted from?</p> <p>2008 Warwickshire County Council (WCC) went to the industry and asked for gravel, the industry came forward with some sites, WCC went through a consultation exercise and some of the sites the industry put forward were not taken any further. They have to produce a plan legally or the government will produce it for them. They have now thrown in their own land – the parish council need to prove that the decision was not sound. There is a track of land which adjoins Worcestershire which has the same stream of gravel. This links with a joint working on a cross boundary project.</p> <p>There is a statutory requirement to carry out environmental impact assessment (EIA) – this will come in the public domain once WCC gives the go ahead.</p> <p>Cllr Stedman proposed the working group should be councillors only. Cllr James stated the group will feed into the public domain what they can. The EIA has been quoted at £40,000. If this is going to be fought and have a fair chance of proving the plan is unsound then he would rather put the hard earned money of the rate payers to engage a planning barrister with minerals knowledge. This would cost between £2-25,000 per day which is needed to challenge the county council.</p> <p>Cllr Maude stated that it is important to have a frank and open discussion with the local extraction group.</p> <p>The Chairman proposed that a working group be formed, Cllr Green seconded. Unanimous.</p> <p>Working group – Cllr Stedman, Cllr James, Cllr Maude, Cllr K Littleford (Chairman). The first meeting will take place in January.</p> <p>Cllr Stedman advised that there should be private discussions but also to inform the local action group. He reiterated that the parish council are taking it very seriously and will be considering committing public funds to this.</p> <p>A member of the action group is concerned that it is just councillors on the group. She is concerned that there is no engagement. The Chairman informed that not all residents are against the plan and the parish council need to represent everyone.</p> <p>Cllr James confirmed that there will be one to one discussions between the working group and the action group.</p>
152	<p>Matters raised by Councillors: The following matters were raised by Council Members: Cllr Stedman – to consider a request to County Highways to extend the 30mph zone on Station Rd out to the A46. The site at Alamo will be active next summer and they will be outside the 30mph. He proposed that the zone is extended to the A46 island. To be discussed at the December meeting.</p>
153	<p>Consideration of Correspondence Received: (Yellow papers)</p> <p>a) Response to email from Mr Harper.</p>

	<ol style="list-style-type: none"> 1) Clerk confirmed she had spoken with Mr Sparks who controls the hedges along School Rd from Tothall Lane to Iron Cross. He has stated that a contractor carries out the works for him and the hedges will be cut back when the wet weather comes along as they are currently working on the field side hedges at present. Cllr Stedman has received further information that it will be carried out by the end of February. Farmers are under no obligation to cut the hedge should they not wish to. The grass verge is cut by the parish council and is reasonably short 2) Covert speed surveys were carried out in March 2015. Cameras were placed around the area – 1 in Station Rd, 1 in Abbots Salford, 1 in Evesham Rd and 2 in School Rd. School Rd was the worst by 3-5 mph over the limit. There were 959 vehicles recorded over the period of time. Neither WCC or police would take any action on the speed of vehicles on School Rd. Safety camera vans have to have clear vision in both directions which they are unable to obtain coming into the village, best place is at the school. It was stated that it is a perception of speed and doesn't warrant police action. Out of 28 vehicles stopped 26 were residents of Salford Priors. More volunteers are needed for the speed camera training. 3) It was believed the queries regarding the minerals plan was answered in minute 151. 4) Mr Harper requested a formal response which the Clerk will provide. b) There has been an email from a resident regarding Angus Fruits lorries. Clerk to write to Angus Fruits requesting clearer signs are provided. c) Proposed removal of telephone boxes – Iron Cross, junction School Avenue, Tothall Lane and outside 27 Dunnington. Cllr Stedman proposed that all phones boxes are removed with Cllr Green seconding. Unanimous. d) St Matthews Church welcome pack – it was decided to progress with the parish council welcome pack. A draft booklet will be available by the December meeting and the Chairman will obtain some quotes for printing. e) Ofsted report Salford Priors Primary School – the Councillors want to know what is the Local Authority's action plan for the school? What is happening with the governors? They were concerned to find Salford Priors Primary School has been placed in special measures, and that the LA haven't communicated with the parish council. The councillors want to engage with the LA and school to secure its future.
154	<p>Correspondence Noted :</p> <ol style="list-style-type: none"> a) Letter of thanks from Salford Priors Royal British Legion b) LTN 14E – Byelaws (England) c) LTN40 – Local Councils' Documents & Records d) LTN 44 – Trespass to Land and the Criminal Justice and Public Order Act 1994 e) Warwickshire Community & Voluntary Action (WCAVA) information
155	<p>Finance:</p> <ol style="list-style-type: none"> a) Clerk confirmed she had written to Grant Thornton confirming HMRC have stated that there is no liability on either the parish council or the former clerk regarding the PAYE for 13-14. <p>Payments</p> <ol style="list-style-type: none"> a) The council gave consideration and approval of the payments listed in Appendix A. b) Proposed by Cllr Green seconded by Cllr Maude and agreed by all Councillors. c) It was agreed that Cllrs James and Maude would sign cheques for payments listed in Appendix A (Minute 159). <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 32 and Deposit Account Statement 12 issued 1st November 2016 :-</p> <p style="text-align: center;">Lloyds Deposit Account: £ 50,022.95</p>

	Lloyds Current Account £ 67,756.87 Total Fund Balance £117,779.82
156	Staffing : Cllr James will provide dates he is available in order that a staffing committee meeting can be arranged to discuss end of Clerk's probation period.
157	Date of Next Meeting: Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 21 st December 2016 at 7.00pm in the Memorial Hall, Salford Priors. A budget meeting is also set for 7 th December at 7pm.
158	Closure of Meeting: The Chairman closed the meeting at 22.10 hrs

Chairman: _____ Date: _____

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APPENDIX A: FINANCE

Payments Authorised			Gross	Net
Cheque				
Number	Payee	Details	Payment	Payment
282	Poppy Appeal	Poppy Appeal Donation	250.00	250.00
283	Poppy Appeal	Poppy Wreath	18.50	18.50
284	Digital Copier Systems	Photocopier Printing Charges	6.01	5.01
285	Peter Batacanin	Playing Field Inspection	10.00	10.00
286	Westhill Direct	Printer Cartridge & Labels	42.80	35.67
286	Westhill Direct	Printer Cartridges - colour	94.00	78.33
287	Salford Priors Memorial Hall	Hire of Hall & Parish Office	485.00	485.00
288	Limebridge Rural Services	Amenity Contract	1982.40	1652.00
289	Mrs D Bowles	Clerks Salary & Expenses	####	#####
290	HMRC	Clerks PAYE & NIC	54.85	54.85
291	Mr T Hunt	Lengthsman	98.00	98.00
DD	CF Corporation	Photocopier Rental	42.00	35.00
DD	Severn Trent Water	TOPS Water Rates	56.35	56.35
DD	Lloyds Bank	Bank Charges to 9 Sep	15.45	15.45
DD	Npower	Streetlight Energy	17.43	16.60
DD	Npower	Streetlight Energy	180.13	171.55
DD	EDF Energy	TOPS Electricity	39.00	39.00
DD	CF Corporation	Photocopier Rental	42.00	35.00
230	PD Long	Service Visit to Lights	91.20	76.00
			4354.30	3961.49