

**Salford Priors Parish Council**

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors on Wednesday 21<sup>st</sup> March 2018.**

**Present:** Councillors: K Littleford (Chairman), K James, D Penn, A Green, T Shale, W Godwin, P Gordon  
District Councillor Mark Cargill

**In Attendance :** Donna Bowles, Clerk

**Also in attendance:** 6 members of the public.

<b>183</b>	Apologies for absence: Cllrs Maude & Stedman Cllr Paula Gordon was welcomed on to the Parish Council. Cllr Gordon had signed the declaration of office prior to the meeting as witnessed by the Clerk to the Council.
<b>184</b>	<b>Register of Interests:</b> Members were reminded of the need to keep their register of interests up to date
<b>185</b>	<b>Declaration of Interests:</b> 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.  <b>a) Pecuniary Interests.</b>  Members were asked to declare any other disclosable interests in items on the Agenda and their nature.  <b>b) Other Disclosable Interests.</b> None.
<b>186</b>	<b>Open Forum:</b> The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed. <b>a) Have your say.</b> No under 18s were present. A resident, along with several other residents would like to support the Parish Council adopting the phone box by the school, to turn into a book exchange. <b>b) District Councillor Mark Cargill reported –</b> 1) Council Tax bills have now been delivered showing various increases to services. There is an increase of £12 to the Police & Crime Commissioner but this does mean the number of officers can be retained. 2) District Councillor Mark Cargill brought to the Council's attention training sessions that are running – Green belt training 19 <sup>th</sup> July, Code of Conduct 22 <sup>nd</sup> March, Child Sexual Exploitation on 24 <sup>th</sup> May 3) Adman Ali has been appointed as a single point of contact for the various speed aware teams. The Parish Council were informed the calibration of the guns, hi-vis vests and coats along with speed aware signs will all be supplied. <b>The Chairman closed the adjournment at 19:15 hrs.</b>
<b>187</b>	<b>Acceptance of Minutes:</b> The Minutes of the Ordinary Parish Council Meeting held on Wednesday 21 <sup>st</sup> February 2018 at The Memorial Hall, Salford Priors were agreed by the Council to be a true record of the meeting and signed by the Chairman.
<b>188</b>	<b>Clerk's Progress Report:</b> a) New Weethley sign – still outstanding. <b>Clerk to monitor.</b> b) Abbot's Salford layby repairs - still outstanding. <b>Clerk to monitor.</b> c) Crossroads sign by the Queens Head - still outstanding. <b>Clerk to monitor.</b> d) H&S issue B4088 footway - still outstanding. <b>Clerk to monitor.</b>

	<p>e) Removal of 'new speed limit applies' sign - still outstanding. <b>Clerk to monitor.</b></p> <p>f) The pothole on junction of Ban Brook Rd has been filled by Warwickshire Highways. <b>Noted and Closed.</b></p> <p>g) Streetlight contractor information on maintenance servicing, repairs, and a pricing structure had been provided by Warwickshire County Council. Cllr James proposed that the Parish Council enter into a contract with the County Council, Cllr Green seconded, unanimous approval. <b>Clerk to contact Warwickshire County Council to confirm acceptance.</b></p> <p>h) It was confirmed that Angus Soft Fruits now have a telephone number for the Duty Manager on their main sign for members of the public to report any HGV issues or concerns. <b>Noted and Closed.</b></p> <p>i) Weeds coming through newly laid tarmac – no further update. <b>Clerk to monitor.</b></p> <p>j) Clerk has contacted Carl Watkins from Bovis Homes Ltd who has confirmed that Adam Parry will meet with the Parish Council for a final site visit. He also confirmed the balancing pond will be fenced off with a timber post and rail fence. Swales are to be placed in the Ban Brook to absorb water and stabilise the brook. He is under the impression that the compound and car park area will be reinstated to its previous state once finished. It was decided by Bovis that as there is a noticeboard near the new estate on School Road they do not consider it necessary to provide a further one. The Chairman requested <b>Clerk obtain a quote for a noticeboard.</b></p>
189	<p><b>Planning Matters: Applications Considered:</b></p> <p>a) <b>18/00749/TEL28 – Notification under General Permitted Development Order</b> - installation of broadband equipment cabinet as part of superfast broadband update from BT at 3-4 Moat Farm Cottages, Abbots Salford, Evesham, WR11 8US. Information only.</p> <p>b) <b>17-02076-OUT</b> To consider the latest illustrative layouts for the Orchard Farm site, the parameters plan and the delivery statement. Councillors confirmed they were happy with the proposals. Cllr James will speak at the Committee meeting on 4<sup>th</sup> April in support of this. Clerk to inform Anthony Young at Planning.</p> <p>c) <b>17/02475/FUL</b> – Amended layout and garage block to provide additional off-street parking, additional public open space adjacent to the Public Footpath and alteration to shape of balancing pond at land at Evesham Rd, Salford Priors. After discussion it was decided to respond as follows:</p> <p>“Parking provision should reflect local circumstances and have due regard to the need to promote sustainable transport outcomes. Any development should not have excessive on-site parking. The provision in the NDP is seen as excessive for this site but provision will need to be sufficient in relation to an individual scheme to avoid unacceptable impact on the amenity of the local area or highway safety.</p> <p>The National Planning Policy Framework promoting sustainable transport states:</p> <p>If setting local parking standards for residential and non-residential development, local planning authorities should take into account:</p> <ol style="list-style-type: none"> <li>1) The accessibility of the development;</li> <li>2) The type, mix and use of development;</li> <li>3) The availability and opportunities for public transport;</li> <li>4) Local car ownership levels; and</li> <li>5) An overall need to reduce the use of high-emission vehicles.</li> </ol> <p>The Parish Council are disappointed in the lack of detailing on the housing. They would like to see more character and detailing, perhaps bay windows, tones of red brick and herringbone pointing which is the traditional Warwickshire style”</p> <p><b>Planning Decisions :</b></p> <p>d) <b>18/00057/FUL</b> – single storey extension, gate and brick pillar at 17 Park Hall Mews, Salford Priors. Permission Granted with Conditions.</p>

	<p>e) <b>17/03594/FUL</b> – render the gable elevation facing the road as part of the conversion of garage to mobility accommodation at Mistelle, Evesham Rd, Salford Priors. Permission Granted with Conditions.</p> <p>f) <b>18/00022/LDP</b> – Certificate of Lawful Proposed Use or Development at 26 Ban Brook Rd, Salford Priors. First schedule – increase in height of garage roof and erection of side and rear extension.</p> <p>g) <b>18/00152/FUL</b> – erection of detached garage with storage in roof space at Dunnington Lodge, Broom Lane, Dunnington, B49 5NU. Permission Granted with Conditions</p> <p>h) <b>18/00181/FUL</b> – proposed timber frame detached carport, garage and store at The Garage, Salford Road, Rushford, WR11 8SL. Permission Granted with Conditions.</p>																						
<b>190</b>	<p><b>Playing Field:</b></p> <p>a) The monthly inspection was carried out on 2<sup>nd</sup> March. The skate ramp nearest the play area is slightly raised in the middle at the top. Clerk to arrange for Lengthsman to assess. There has been some vandalism on the fencing area which the Lengthsman has been asked to repair.</p> <p>b) Councillors considered the recommendations from the Playing Field Working Group regarding the new play equipment and the Tender Evaluation Report.</p> <table border="1" data-bbox="577 757 979 1167"> <thead> <tr> <th></th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Company A</td> <td>69467</td> </tr> <tr> <td>Company B</td> <td>69785</td> </tr> <tr> <td>Company C</td> <td>74857</td> </tr> <tr> <td>Company D</td> <td>74950</td> </tr> <tr> <td>Company E</td> <td>75000</td> </tr> <tr> <td>Company F</td> <td>74999</td> </tr> <tr> <td>Company G</td> <td>75000</td> </tr> <tr> <td>Company H</td> <td>74986</td> </tr> <tr> <td>Company I</td> <td>73995</td> </tr> <tr> <td>Company J</td> <td>75000</td> </tr> </tbody> </table> <p>Cllr James proposed on the basis of the tender evaluation that Kompan Ltd having submitted the most economical advantageous tender is awarded the contract, Cllr Green seconded. Unanimous approval. Clerk to advise tenderers. Cllr Shale offered to act as Project Manager, agreed by council.</p>		£	Company A	69467	Company B	69785	Company C	74857	Company D	74950	Company E	75000	Company F	74999	Company G	75000	Company H	74986	Company I	73995	Company J	75000
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<b>191</b>	<p><b>GDPR:</b></p> <p>The GDPR toolkit forwarded by NALC was noted. Clerk to work on it for the April meeting.</p>																						
<b>192</b>	<p><b>Working Groups:</b></p> <p>a) Christmas Tree Switch On – a new meeting is being arranged within the next couple of weeks.</p> <p>b) A Nation’s Tribute – Clerk to organise a meeting. Cllr Gordon joined the group.</p> <p>c) Communications – Clerk to organise a meeting once The Chairman has arranged a date with a website contractor.</p> <p>d) NDP – Clerk has received confirmation that representatives from Harvington, Bidford-on-Avon, Wixford, Cleeve Prior, Honeybourne, Norton Lenchwick, Parish Councils and Alcester &amp; Evesham Town Councils will be attending the meeting set up for Wednesday 25<sup>th</sup> April to discuss creating a cycle network. She is awaiting responses from Arrow &amp; Weethley and South Lenches Parish Councils. Clerk to organise a meeting for the Working Group to meet prior to 25<sup>th</sup> April.</p> <p>e) Playing Field – discussed under minute number 190</p> <p>f) Streetlights – quotes for replacing sodium lanterns with LEDs are still awaited from Warwickshire County Council.</p> <p>g) Minerals Plan – the group met on Wednesday 7<sup>th</sup> March. The purpose of the meeting was to review the Parish Council’s formal response to the Warwickshire County Council’s Draft County Minerals Plan and to consider future responses to the proposed re-consultation on the plan.</p>																						

1. The group expressed disappointment that the Parish Council only found out about the new consultation when members were contacted by a journalist from the Stratford Herald in February and not directly from the Warwickshire County Council or the Warwickshire County Councillors in October 2017 when the decision was made for a new round of consultation.
2. The group discussed the proposed timetable for the consultation and key milestones. A report was presented to the County Council's cabinet on 10th October 2017, with a summary of the comments received during the 2016 Publication Consultation of the Minerals Plan. A Sand and Gravel Topic Paper was also presented, which sets out the calculations and plan requirement figures on which the plan will proceed. It was therefore resolved:

***'that Cabinet request the Joint Managing Director (Communities) to prepare a proposed Minerals Local Plan on the 2017 10 year sales average and to present a further report to enable Cabinet to decide whether to publish the plan for consultation with a view to its submission to the Secretary of State.'***

3. The timeline when County Officers will report back was published in February.

Re-assess site assessment methodology and update as appropriate	Oct 17 – Dec 17
Carry out sites assessment	Dec 17 – Jan 18
Revise evidence based, this includes the Sustainability Appraisal and Habitat Regulations Assessment	Jan 18 – Feb 18
Report back to Cabinet on revised plan (and any other relevant information)	Mar 18 – Apr 18
6 week consultation period	Jun 18 – Jul 18

4. Members agreed to monitor the County Council's web-portal to ensure that any new developments are brought to the attention of the Parish Council.
5. The group set the following draft timetable subject to the County Council's proposed timeline being adhered to:

<b>May</b>	Group Meeting
<b>June</b>	Group Meeting Joint Meeting with representatives of SPAGE
<b>July</b>	Group Meeting – Draft Report to Parish Council. Parish Council Meeting (Public Meeting) Parish Council Meeting Submission of Response to WCC

6. The group reviewed the current Worcestershire County Council's Draft Mineral's Plan as there is a synergy between the two plans, the Worcestershire proposals could/would have an impact on the Parish. The Group noted that the Worcestershire County Council's website pages were more easy to navigate than the Warwickshire site, the information was clearly displayed and the process more transparent.
7. It was agreed that Cllr Tony Shale would liaise with SPAGE during the standstill period between March and May to ensure that SPAGE were fully aware of the Parish Council's position and the work of the group.

	Council agreed the contents of the report from the Minerals Plan Working Group
193	<p><b>Highways:</b></p> <p>a) Lengthsman has completed all tasks to a high standard.</p> <p>b) Clerk to issue a new worksheet to look at the skate ramp and to refurbish the bus stop down from the shop on the opposite side of the road.</p>
194	<p><b>Allotments:</b></p> <p>a) Clerk reported that all invoices had been sent.</p> <p>b) It was noted a meeting has been set for allotment holders and Parish Councillors for Monday 9<sup>th</sup> April, 7pm in the Eddie Clarke Suite.</p>
195	<p><b>Community :</b></p> <p>a) Future of the telephone box – the council discussed the adoption of the telephone box in School Road Salford Priors and the public interest that had arisen . The Clerk had quotes at £855 to replace the polycarbonate windows with toughened glass, prepare for and paint with undercoat and gloss to match. There is a large interest within the community to adopt this box and transform it into a book lending library. The council considered rescinding its previous decision of not adopting the box (Minutes of 16.11.16, number 153c). Cllr Shale proposed that the Parish Council adopt the box and refurbish it, Cllr Gordon seconded, unanimous approval. Clerk to make arrangements to adopt the box.</p> <p>b) The data from the road tube surveys were considered. It was resolved there is no issue with HGV traffic between 7pm and 6am. There is however an issue with speeding traffic in School Rd. The speed aware group cover School Rd and Station Rd. Clerk to send this information to the Roads Traffic Policing Unit and the Speed Awareness Group.</p>
196	<p><b>Rights of Way :</b></p> <p>Cllr Penn had nothing to report on the Public Rights of Way within the Parish.</p> <p>Cllr Green stated that he and the Clerk will be meeting with Bovis regarding the rights of way on the new estate.</p>
197	<p><b>Matters raised by Councillors:</b> The following matters were raised by Council Members:</p> <p>Following an application, Cllr James proposed the rent costs are met with a £100 donation being made. Cllr Godwin seconded. Unanimous approval. Paula Gordon registered an interest and did not vote.</p>
198	<p><b>Correspondence Considered: (Yellow papers)</b></p> <p>a) A request to increase the amount of dog bins around Cherry Tree Crescent, Ban Brook Rd, School Rd and Sanders Rd was considered. Councillors decided there are enough bins around the village and therefore considered unnecessary.</p> <p>b) An email had been received regarding the island at the junction of Evesham Rd/School Rd requesting that large rocks be placed on the corners of the island in an attempt to stop lorries/cars mounting it. This was considered but decided against – there is a concern that this could pave the way to public liability claims. Clerk to inform resident of Council's decision.</p> <p>c) An email regarding planning opposite Cleeve Rd was considered under minute 189c. Clerk to reply saying that the plans have been considered and the Parish Council have reservations, requesting more information from the developers. In its present state the Parish Council would recommending objecting to the application.</p> <p>d) The Development Requirements Supplementary Planning Document Consultation (emailed 1.3.18) was noted.</p> <p>e) District Councillor Mark Cargill had stated that he was not eligible to become a representative to the William Perkins Trust as he lives outside of the areas concerned. Cllr James stated that it isn't a requirement to live in the areas concerned and for Clerk to ask him once again. If he responds in the negative then Clerk to approach Headteacher at Salford Priors Primary School.</p>
199	<p><b>Correspondence Noted:</b></p> <p>a) March issue of Police &amp; Crime Commissioner</p> <p>b) L02-18 – Reporting Personal Data Breaches</p>
200	<p>Finance:</p> <p>It was noted Clerk had transferred £10,000 from the Deposit Account to the Current Account.</p>

	<p>Payments.</p> <p>It was also noted that 4 cheques had been stopped and re-issued. Cheques stopped were 449, 450, 454 &amp; 458, replaced with 460, 461, 462 &amp; 463.</p> <p>a) The council gave consideration and approval of the payments listed in Appendix A.</p> <p>b) Proposed by Cllr Littleford, seconded by Cllr Godwin and agreed by all Councillors.</p> <p>c) It was agreed that Cllrs James &amp; Green would sign cheques for payments listed in Appendix A (Minute 204).</p> <p>d) Councillors Littleford and James had both received their Lloyds Bank Authentication Cards &amp; card readers for on line transactions</p> <p>e) The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 55 and Deposit Account Statement 28 issued 1st March 2018 :-</p> <p style="padding-left: 40px;">Lloyds Deposit Account: £110,065.86 Lloyds Current Account £ 9,990.10 Total Fund Balance £120,055.96</p>
<b>201</b>	<p><b>Staffing:</b></p> <p>It was noted that Clerk has taken on a further Parish Clerk role in Worcestershire.</p>
<b>202</b>	<p><b>Date of Next Meeting:</b></p> <p>Council confirmed the date of the Annual Parish Council Meeting on Wednesday 18th April 2018 at 7.00pm in the Memorial Hall, Salford Priors.</p> <p>Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 18th April 2018 at the conclusion of the Annual Parish meeting in the Memorial Hall, Salford Priors.</p>
<b>203</b>	<p><b>Closure of Meeting:</b> The Chairman closed the meeting at 21:45 hrs</p>

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

**204. APPENDIX A: FINANCE**

CHEQUE	PAYEE	DETAILS	TOTAL	VAT	NET
000460	Universal Office Products Ltd	Brother A4 Printer	276.80	46.14	230.66
000461	Baker Ross	3D Wooden Christmas Decorations	25.37	4.23	21.14
000462	Mrs D Bowles	Salary & Expenses	****		****
000463	Microsoft	Office 365 Personal Subscription	59.99	10.00	49.99
000464	P Batacanin	Playing Field Inspection Feb	10.00		10.00
000465	Warwickshire County Council	Allotment Rent 1.3.18-28.2.19	100.00		100.00
000466	Mrs D Bowles	Salary & Expenses	****		****
000467	HMRC	Clerk & PC NIC	22.75		22.75
000468	Limebridge Rural Services Ltd	Various works	1380.00	230.00	1150.00
000469	Quinnstheprinters	A4 leaflets	49.20	8.20	41.00
000470	Quinnstheprinters	A3 leaflets	87.60	14.60	73.00
DD	NEST Pensions	Clerk's Pension Dec	35.82		35.82
DD	Lloyds Bank	Charges to 9 Dec	16.90		16.90
DD	EDF Energy	TOPs Electricity	51.00		51.00
DD	CF Corporate Finance Ltd	Photocopier Lease March	42.00	7.00	35.00
SO	Limebridge Rural Services Ltd	Amenity Contract	1425.70	237.62	1188.08
<b>Total</b>			<b>5314.42</b>	<b>557.79</b>	<b>4756.73</b>