

Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held in The Baptist Church Hall,
Dunnington on Wednesday 20th June 2018.**

Present: Councillors: A Green (Chairman), L Maude, J Stedman, K James, D Penn, T Shale, W Godwin, DC Mark Cargill.

Cllr Godwin left the meeting at 20:50

Also in attendance: 2 members of the public & a representative from Lone Star Land.

32.	<p>Apologies accepted for absence: Cllr Littleford Cllr Gordon</p>
33.	<p>Register of Interests: Members were reminded of the need to keep their register of interests up to date</p>
34.	<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>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>
35.	<p>Open Forum: The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.</p> <p>Andy Murphy from Lone Star Land informed the Parish Council that a second planning application has been submitted which is very similar to last one except for access and layout. A road safety audit has been approved by Warwickshire County Council. Housing mix layout similar to last one which has been agreed with Stratford District Council & Parish Council.</p> <p>Councillors viewed a planning application prior to submission to the Planning Department at The Old Forge, Station Rd.</p> <p>a) Have your say. No under 18s were present.</p> <p>b) County Council Member's Report – County Councillor Mike Brain was unable to attend the meeting however had provided information regarding the Minerals Plan:</p> <p>Officers are aiming to report back in June 2018 to enable Cabinet to decide whether to publish the plan for further consultation with a view to its submission to the Secretary of State. It is anticipated that consultation period will commence in September 2018.</p> <p>District Councillor Mark Cargill also provided the following report:</p> <ol style="list-style-type: none"> 1. Canal quarter is ongoing. This is the redevelopment of the old canal quarter in the centre of Stratford. SDC do own a parcel of land in this space and will be partners in the scheme. 2. SWRR is moving along. Meetings being held with interested parties. This has to happen to allow the release of the next tranche of homes at Long Marston

	<ol style="list-style-type: none"> 3. Rail or other link Stratford to Long Marston Airfield. Concerns over the potential costs of such a system especially using heavy rail. Looking into alternatives such as light rail or guided bus 4. Housing company. Pushing this up the agenda Transformation plan. This is a high priority and is essential for the modernisation of SDC. 5. A46. I am now on the A46 partnership team and involved in the meetings. (First one 13/6/18) Still awaiting feedback from Highways England on Binton & Haselor junction redesign 6. Electric vehicles. Entering into an agreement with WCC for County wide scheme. Trying to get funding from the Government. 7. Infrastructure. Greig Hall, ongoing. We have just purchased the old Studley medical centre for a potentially locally led redevelopment scheme here. 8. Planning. A revocation application was submitted however the case was not proven and it was rejected. 9. Perkins trust. Unable to attend last meeting but should be OK for next one 10. Involved with new inspector interviews for new Chief Executive Director. There have been a number of strong candidates with a decision being made today. 11. District Councillor Mark Cargill is now Deputy Leader of Stratford District Council. <p>The Chairman closed the adjournment at 19:20 hrs.</p>
36.	<p>Acceptance of Minutes:</p> <ol style="list-style-type: none"> a) The Minutes of the One Hundredth & Twenty-fourth Annual Meeting held on Wednesday 16th May 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) The Minutes of the Ordinary Parish Council Meeting held on Wednesday 16th May 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.
37.	<p>Clerk's Progress Report:</p> <ol style="list-style-type: none"> a) Alan Caldwell-Jones (Locality Officer) has ordered the potholes in the Abbots Salford layby be repaired. Clerk to monitor b) Crossroads sign by the Queens Head – no update. Clerk to monitor c) H&S issue B4088 footway – there is a meeting between the County Council and Ragley Estate on 21.6.18. Clerk to monitor. d) Update from Bovis Homes Ltd – Cllrs Green & Penn met with representatives from Bovis and agreed the following: <ol style="list-style-type: none"> 1. Steps have been designed and a drawing issued to site for the steep ramping to the Public Right of Way (PROW) either side of the access road 2. They are currently looking into resolving the flooding to the (PROW) between the development road and Station Rd. 3. There is a wooden knee rail to be installed in front of plots 50-57 to stop cars parking on the grassed areas adjacent to the access drive. 4. They are liaising with the site to close the small gap between the site and Alamo land at the side of Plot 43. 5. The safety wooden fencing around the balancing pond is due to be completed. 6. The hedge to be reinstalled adjacent to Plots 21-24. 7. It was confirmed the landscaping contract has a clause that any trees/shrubs that die in the first 12 months will be replaced. They require photographs and the location of any dead trees/shrubs to pass on the landscaping contractor. Clerk to monitor. e) Clerk has received a report from Mark Simons (Operations Supervisor Safer Roads). Although some high speeds were recorded the 85th percentile came back as 34mph and 31mph. As such he is unable to deploy mobile enforcement to Salford Priors and suggested the volunteers from the Speed Awareness Group go out on a regular basis and to contact the Safer Neighbourhood Team who may be able to help with more frequent speed checks. This information to go to

	<p>Communications Group to relay this to the residents. Clerk to monitor through Speed Awareness Group.</p> <p>f) Clerk has contacted Ragley re forthcoming events. They stated there are no further road closures planned currently, and they work very closely with Traffic Management companies to ensure very little interference is caused to local residents. They will keep us advised in the future of any occasions where they feel this may have an impact. Noted and Closed.</p> <p>g) Clerk was presented with a petition for streetlighting to be replaced on School Rd. This was passed on to the Communications Group.</p>
38.	<p>Planning Matters: Applications Considered:</p> <p>a) 18/01498/OUT - Construction of 68 dwellings, a new village green, new roads, footways, community car park, drainage, highway improvement works to School Road and new noise attenuation bund. All matters reserved except access and layout at land off School Rd, Salford Priors. An observations was made regarding the access points, the metal fencing and the ha-ha that runs the length of the site. The ha-ha was put in the Neighbourhood Plan with the support of the County Council to stop vehicles driving on to the green. The access points are to ensure that pedestrians cross the road at the appropriate points. All Councillors, except one, agreed they are happy to support the application with the suggestion that the rural aspect is preserved eg bird mouth fencing or hedging as opposed to metal fencing. Clerk to submit comments.</p> <p>b) 18/01454/FUL - Replacement front porch and new single storey rear extension at 1 Fern Close Cottages, Rushford, Evesham, WR11 8SL – All Councillors support the application – Clerk to submit comments.</p> <p>Planning Applications to Note : None</p> <p>Planning Decisions :</p> <p>c) 18/01057/TPO – Arboricultural works at Burleigh House, Chapel Rd, Salford Priors – Consent given for remedial works to be undertaken to the Oak to reduce limb extending towards highway, pruning back to a growth point where appropriate. Undertake a 30% reduction to the remaining crown and remove deadwood. Consent given to fell the Robinia.</p> <p>d) It was brought to the Councillors attention that planting should have taken place in the first season at Orchard Farm. Clerk has chased on a number of occasions with the most recent reply coming back that the land is too dry to carry out any planting. Clerk to contact Enforcement.</p>
39.	<p>Playing Field:</p> <p>a) The monthly inspection was carried out on 2nd June 2018 reporting that there was a bit more litter than usual, especially tin cans. Clerk to contact the Amenity Contractor to receive a revised quote based on their recommendations for strimming around the new play equipment.</p> <p>b) All equipment fully installed except for the parent and toddler seat – there has been a delay in receipt of this item. An independent inspection has taken place, with Cllr Shale in attendance. The report has been received with no major issues – any points made have been clarified by Kompan. The inspector is happy for the parent and toddler seat to be self-certified by Kompan.</p> <p>c) The Working Group have met to discuss the installation of benches. All types of benches were considered and the recommendation is for recycled benches. Cllr James proposed the purchase of 2 Ribber benches from TDP with the Lengthsman providing an installation cost. Cllr Godwin seconded. All Members agreed. Cllr Shale to arrange.</p> <p>d) Cllr Maude proposed that the new Section106 Financial Contribution Agreement is signed by the Clerk which passes all of the District's obligations under the s106 agreement to the Parish, with Cllr Shale seconding. All Councillors approved provided that any future S106 monies are ringfenced and accounted for separately.</p> <p>e) Cllr Godwin proposed the recommendation from the Working Group for an Opening Event. Cllr Maude seconded. All Councillors approved.</p> <p>f) It was noted The Bell have removed the tractor and made a donation.</p>
40.	<p>Working Groups:</p>

	<p>a) The Terms of Reference for Working Groups was reviewed and updates made. All Councillors approved.</p> <p>b) Christmas Tree Switch On – not meeting until September</p> <p>c) A Nation’s Tribute – meeting 25.6.18</p> <p>d) Communications – a meeting to be set by the Clerk.</p> <p>e) NDP – Cycleways. Representatives from Wixford, Salford Priors, Cleeve Prior & Bidford Parish Councils and Evesham Town Council met on 18th June to discuss the next steps to pursue a cycleway route around the area. It was decided to have a phased approach -</p> <ol style="list-style-type: none"> 1. The group to meet to look at what the routes could look like. Highlight potential routes and look at how they will work, costs, who owns the land etc. Look at easiest routes first to get the idea off the ground. 2. To identify where funding could come from. S106 monies/CIL. Warwickshire County Council, Stratford District Council, Worcestershire County Council. Sustrans are a national charity putting cycle routes in all over the country. They could possibly provide someone to come along to a meeting, point the group in the right direction for funding etc <p>f) Streetlights – meeting to be set by the Clerk.</p> <p>g) Minerals Plan – reported under County Councillor Mike Brain’s report</p> <p>h) Amenity – a meeting to be set by the Clerk.</p> <p>i) Marsh Farm Quarry – The group met on 5th June and discussed the following:</p> <ol style="list-style-type: none"> 1. The hedgerows need to be established before the footpath diversion on AL17 is removed which will take in the region of 2 years. 2. AL17 to AL11 will be connected and signposts will be installed by Ragley. 3. All quarry signs to be removed this summer. 4. All sub soils and top soils have been replaced so the restoration works are finished. Hedgerow and tree planting has taken place and it is the intention to enter the site into aftercare this Autumn. 5. Over the winter planting has been carried out and hedges and trees are now all in place. The rest of the drainage is due to be put in at the end of June which will take 1 month to complete. Finishing touches with grass seeding can then take place. 6. Laura White from Warwickshire County Council had a walk round the site this morning, taken some photos and has no concerns. Once the site goes into aftercare there will be annual checks taking place. She will schedule a site visit towards the end of the year to formally put it into after care. It is hoped that no further top soil will be required. 7. Cllr Stedman requested that Alan Granger produce the plans with permissive footpaths and outline the ecology areas as stated in minute 7, 1st December 2016. Mr Granger would like to consult with the Parish Council regarding maintenance and use of the ecology site. 8. Laura is going to co-ordinate a site meeting for September.
41.	<p>Highways:</p> <p>The Lengthsman has carried out a number of jobs this month to a very high standard. There are still some items outstanding from the April worksheet and Clerk has reminded him of these.</p> <p>Future tasks :</p> <ol style="list-style-type: none"> 1. Clear the bus stop on School Rd of weeds 2. Clear branches by noticeboard 3. Clerk to write to Cherry Tree Crescent residents re overgrown hedges.
42.	<p>Allotments:</p> <p>a) All rental payments have now been received.</p> <p>b) There are 4 ½ empty plots. Clerk received no response to the letter sent to the tenant of plots 4 & 5 regarding non-renewal of lease and has therefore requested the Lengthsman clear these of all rubbish – these works will take place towards the end of July/beg of August. The tenant of plot number 9 has relinquished her plot. Clerk has also contacted Bidford & Harvington regarding the empty plots however there is no interest. A letter has been issued to all</p>

	<p>allotment holders requesting the best date available for a skip to be hired with no response to date.</p> <p>c) There has been a complaint from an allotment holder regarding the trench between the water troughs. Clerk has reported this to the amenity contractor who has stated that now the soil has dried out it will need heavy equipment to compact it to a level surface which may damage the water pipe in the trench. They have offered to dig the raised soil off however the trench will eventually sink to below the surface causing a further problem of sinkage. The area of concern is on the edge of the site where no one can walk or trip over the raised surface. Councillors discussed this and decided that as it is not causing a health and safety issue to leave as is.</p> <p>d) Clerk to contact Amenity Contractor to mow the empty plots once they have been cleared. Cut back overgrowth</p> <p>e) Clerk to offer plots to Salford Priors School for forest school etc</p>
43.	<p>Community:</p> <p>a) Quotes were received for a new noticeboard on the Bovis Estate. Cllr James proposed that the quote from HMP Long Lartin is accepted with Cllr Shale seconding. All Members agreed. Clerk confirmed that Bovis are happy for a noticeboard to be installed.</p> <p>b) The launch of the Councillor Grant fund was noted– applications due by 31st August 2018. Cllr James suggested refresher training on the defibrillators. All Members agreed.</p> <p>c) Quotes were provided from the Memorial Hall Working Group totalling £6,128. Cllr James stated that it is hoped that donations will cover some of these costs. The maximum provision by the Parish Council is £2,500 which was approved in the minutes of March 2017. The adoption of the planters to be discussed at the Amenity meeting.</p> <p>d) Members would like to improve parish engagement which will be discussed at the Communications meeting.</p>
44.	<p>GDPR:</p> <p>Clerk has received advice from a Solicitor regarding issuing a Processor Agreement to both the Internal Auditor and EdgeIT Systems as data is processed on behalf of the Parish Council. She is in the process of issuing this to both parties.</p>
45.	<p>Rights of Way:</p> <p>a) Cllr Penn reported that AL4 & AL6 are both overgrown. Clerk to contact Footpaths Warden.</p> <p>b) The AL12 steps have rotted away – Clerk to contact Quarry Office</p> <p>c) Alamo have cut the AL17 to a very high standard.</p>
46.	<p>Matters raised by Councillors: The following matters were raised by Council Members:</p> <ol style="list-style-type: none"> 1. Cllr James provided photos of the damage caused to the road surface at the entrance to Tothall Lane by Severn Trent Water. Clerk to contact Severn Trent Water to request these are repaired. Cllr James to forward photos of the damaged road to Clerk. 2. Clerk to email residents re Warwickshire County Council GDPR statement stating that if they do not opt in to the email newsletters they will not receive updates regarding the proposed Minerals plan.
47.	<p>Correspondence Considered: <i>(Yellow papers)</i></p> <p>Self Assessment toolkit – to be looked at by Communications Working Group.</p>
48.	<p>Correspondence Noted:</p> <p>The website manager is on holiday from 21.6.18-15.7.18</p>
49.	<p>Finance:</p> <p>a) Cllr Maude proposed the renewal of membership of Clerk to SLCC at £128, Cllr Shale seconded. All Members approved.</p> <p>b) Cllr James proposed that the Financial Regulations are accepted, Cllr Penn seconded. All Members agreed.</p> <p>c) Cllrs Green & James signed the bank mandate authorising Cllrs Gordon & Shale to become signatories on the Bank accounts.</p> <p>d) The council gave consideration and approval of the payments listed in Appendix A. Proposed by Cllr Maude seconded by Cllr Shale and agreed by all Councillors.</p>

	<p>e) It was agreed that Cllrs K James and Green would sign cheques/BACS remittances for payments listed in Appendix A (Minute 53).</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 60 and Deposit Account Statement 31 issued 1st June 2018 :-</p> <p style="padding-left: 40px;">Lloyds Deposit Account: £125,078.54 Lloyds Current Account £ 12,641.38 Total Fund Balance £137,719.92</p>
50.	<p>Staffing : Confidential</p> <p>a) Cllr Green will cover any emergencies during Clerk's holiday between 5.7.18 & 16.7.18</p> <p>b) Staffing Committee met on 13th July to discuss the Clerk's salary. After discussion it was recommended that clerk's salary is increased from spinal column point 21 to 22 wef 1st July 2018. This scale is now set at spinal column point 22 and subject to agreed national salary percentage as of 1st April each year. Cllr Maude proposed, seconded by Cllr Penn. All in agreement.</p>
51.	<p>Date of Next Meeting: Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 18th July 2018 at 7.00pm in the Memorial Hall, Salford Priors.</p>
52.	<p>Closure of Meeting: The Chairman closed the meeting at 21:40 hrs</p>

Chairman: _____ Date: _____

53. APPENDIX A FINANCE

CHEQUE	PAYEE	DETAILS	TOTAL	VAT	NET
DD	Lloyds Bank	Bank Charges to 9 Apr	14.30		14.30
DD	ICO	Data Protection	35.00		35.00
DD	NEST Pension	Clerk's Pension	67.07		67.07
BACS	Zurich Municipal	Annual Insurance	1246.62		1246.62
DD	EDF	TOPs Electricity	46.00		46.00
BACS	Digital Copier Systems	Photocopier Charges	83.93	13.99	69.94
BACS	Mrs D Bowles	Postage	0.67		0.67
BACS	Water Plus Ltd	Water for Allotments	80.53		80.53
BACS	P Batacanin	Monthly Playing Field Inspection	10.00		10.00
BACS	Tony Shale	Travel Expenses	27.90		27.90
BACS	Mrs D Bowles	Clerk's Salary & Expenses	****		****
BACS	John Hicks & Associates	Independent Playing Field Inspection	300.00	50.00	250.00
BACS	Mr J Hyde	Lengthsman Works	203.95		203.95
BACS	Cartridge Save Ltd	Printer Cartridges	421.67	70.28	351.39
SO	Limebridge Rural Services Ltd	Amenity Contract	1425.70	237.62	1188.08
DD	CF Corporate Finance	Photocopier Rental	42.00	7.00	35.00
000485	Miss S Hyde	Leaflet Delivery	50.00		50.00
000495	HMRC	Clerk & PC NIC	42.19		42.19

Total			4972.14	378.89	4593.25
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