

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors on Wednesday 19th September 2018.

Present: Councillors: A Green (Chairman), K Littleford, L Maude, J Stedman, D Penn, T Shale, P Gordon, County Councillor Mike Brain

Also in attendance: 2 members of the public.

74.	Apologies accepted for absence: Cllrs Godwin & James
75.	Register of Interests: Members were reminded of the need to keep their register of interests up to date
76.	<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 – agenda item 82g – Working Groups update if necessary & 85b – quote for allotment works</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>
77.	<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> <ol style="list-style-type: none"> 1. A resident asked when the canopy lift on the willow tree at TOPs will take place. The order has been issued and the works are due to be completed shortly. 2. There are a couple of trees that are potentially dangerous walking down to the newly cleared footway to the Wetlands, however this is not within the Salford Priors parish jurisdiction. Clerk has been requested to try to establish who the landowner is. <p>b) County Council Mike Brain Reported –</p> <ol style="list-style-type: none"> 1. The planning application for the South Western Relief Road has been published by Stratford District Council and is out for consultation. 2. The Shottery development of 800 houses will cause major disruption to traffic, especially at peak times. Works are expected to last several months. 3. A consultation has been launched into how Warwickshire County Council will support the health and wellbeing of young people in the county. 4. September is World Alzheimer’s Month – someone is diagnosed every 3 minutes. 5. Householders are being urged to ensure their chimney is safe and to have their chimney swept by a registered chimney sweep. 6. Information regarding recycling food waste 7. Warwickshire County Council have reported that timeshare scams haven’t gone away and to warn holidaymakers not to let their guard down. 8. That Stratford District Council held a 3 tier Highways/Parking event recently. <p>c) District Councillor Mark Cargill was unable to attend but sent a report detailing:</p>

	<ol style="list-style-type: none"> 1. He met with a Chinese delegation from Suichang Province wanting to establish better links with Stratford. 2. Councillor grant scheme closed 3. The PCC has provided additional funding to provide more full time fast response police based in Alcester. Better response times are expected. This is not the Safer Neighbourhood Team which has been reduced by one. 4. An overview of the first 100 days of the new leadership team in Stratford District Council, including homelessness, housing, wealth and wellbeing, traffic improvements, effective partnerships and shaping the Council for the future. Lots done but also lots more to do 5. Information regarding regenerating the old canal area. 6. Attending a BBQ with the residents of Salford Priors celebrating the removal of the gravel extraction site from the County local plan. <p>The Chairman closed the adjournment at 19:20 hrs.</p>
78.	<p>Acceptance of Minutes: The Minutes of the Ordinary Parish Council Meeting held on Wednesday 18th July 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.</p>
79.	<p>Clerk's Progress Report:</p> <ol style="list-style-type: none"> a) Abbot's Salford layby repairs – these are still outstanding. There has been a huge backlog with patching works due to the severe winter weather. Clerk to monitor. b) Crossroads sign by the Queens Head – this is still waiting to be installed. There is a requirement for additional traffic management hence the delay. Clerk to monitor. c) H&S issue B4088 footway – There is a jetting order in place to clear the culvert however there is a delay in trying to gain access with the contractor and the landowners. Clerk to monitor. d) Tothall Lane repairs - Clerk has been in contact with Severn Trent Water. Waiting to hear from correct department. Clerk to monitor. e) Evesham Rd footways – Highways are arranging an inspection. Clerk to monitor. f) Evesham Rd parking issues – PCSO Morris is looking into this – Cllr Stedman suggested the Clerk issue a generic letter requesting residents are considerate of others when parking. Unanimous agreement. g) Blocked land drain at Pitchill – a resident has reported a blocked land drain at Rushford. Cllr Stedman informed the Clerk as to the landowner. Clerk to contact landowner. h) Speed Awareness – It is hoped the Group will be back in action end Sep/early Oct. Clerk to monitor. i) Report on youths and damage in memorial hall grounds – Clerk has received a report from a resident regarding youths hanging around the memorial hall causing damage. This has been reported to PCSO Morris, and the Memorial Hall Committee and resident advised to dial 101 when this occurs. Noted. j) Noticeboard on Bovis Estate – this has now been paid for. Clerk awaiting details to collect this. k) Highway road sign at the approach to Iron Cross crossroads has been reported to Highways as the right hand support post has rusted away. Clerk to monitor
80.	<p>Planning Matters: Planning Matters Considered :</p> <ol style="list-style-type: none"> a) 18/02357/FUL & 18/02358/LBC – replace current windows with more suitable materials (timber) and a design which respects the historic property. Replace current rear extension with more suitable materials (timber) and a design which respects the historic property. Remove the rendering carried out on the north and south elevation at 70 Wood Bevington Rd, Wood Bevington, B49 5LX. This was considered – Clerk was requested to send a “No Objection” comment. <p>Planning Applications Noted :</p>

b) 18/02058/FUL – Construction of 2 detached houses with access to Station Rd, turning and parking area and flood compensation measures at The Old Forge, Station Rd, Salford Priors. Following email consultation the Parish Council responded as follows:

“This site has been allocated within the Neighbourhood Development Plan for new housing development Policy SP6/1, however, this site in terms of planning constraints is one the most important of all of the allocated sites as it forms the principle key gateway to the village and the conservation area. Any development should therefore make a positive contribution to the visual character and appearance of the area.

By ensuring a high quality of design it has the potential to visually improve the gateway to the village / conservation area and soften the impact of the industrial manufacturing site opposite.

The topography of the site would require site levels to be raised and lowered therefore it is important for the design and number of housing units to be right; the neighbouring property The Old Forge has been listed as a building of Local Importance NDP Policy SP2 and it is therefore essential that the development of this site does not have any detrimental impact on the this property.

The current application of two large houses would not be in keeping to retain the historic character or architecture, the development of the site should be either be i) two modest cottage style dwellings with roof dormers that would be subservient to The Old Forge, or, ii) one large dwelling in a traditional Farm House Style set in large grounds that would dominate The Old Forge.

Any new development should improve the quality of the public realm to maintain a strong sense of place reflecting the character and the distinctiveness of the parish.

The orientation of the proposed development should be in the context of the setting and the topography of the site, it is an importance consideration as is the retention and protection of all of the existing mature trees.

NDP Policy SP3 seeks to shape and direct sustainable development to ensure that local people get the right type of development for their community and as such meets the conditions of the strategic polices contained within the SDC Core strategy.

Whilst NDP Policy SP6/1 states approximately 2 dwellings a decision on numbers should be based on proportionate robust evidence taking into account all of the other adopted policies of the Neighbourhood Development Plan.

The Design and Access Statement Summary and Conclusions is misleading at:

S1 “Land here is allocated for 2 houses” it should read Land here is allocated for approximately 2 houses.

S3 “No published Conservation Appraisal on the SDC Web-Site” whilst the conservation appraisal may not be published on the website there is a published conservation appraisal and review which the Agent is fully aware of, which states at 3.1 Station Road that the designated conservation area starts at The Old Forge this development incorporates a number of out buildings to Arrow Bank (Listed) In particular is a range of brick buildings and a boundary wall which define Station Road very strongly marking the village entrance.

There is also a concern over the proposed site entrance - the Parish Council would prefer a shared access with The Old Forge.”

	<p>c) 18/01808/FUL - Conversion of agricultural buildings into three dwellings with all associated works at Wood Bevington Farm Wood Bevington Alcester B49 5LX. Further to last meeting comments were made by Cllr James, which Clerk posted on Planning Portal.</p> <p>“Salford Priors Parish Council raise no objection to the proposed conversion however make the following comments:</p> <p>The barns associated with this application are in the curtilage of Wood Bevington Manor which is a Listed Grade 2* former farmhouse dating back to the mid 16th century, therefore the Parish Council would like conditions imposed to protect the archaeological importance of the site.</p> <p>That the Public Footpath AL186 that runs along the Western boundary remains open and unobstructed at all times.</p> <p>Protection measures are taken for all trees that lie within the cartilage of the site and its boundaries.</p> <p>Policy SP10 of the Salford Seven Neighbourhood Development Plan supports the conversion of redundant buildings for housing and other uses subject to criteria being met, this application meets several of the NDP’s criterions.</p> <p>This proposal would provide additional housing to address the needs of the district, boosting the supply of housing as a windfall site, however, the Parish Council raise concern that this the forth application for conversion of redundant agricultural buildings by this applicant within the Parish with none of the other sites in the process of being developed or sold, the Parish Council do not wish to see a bank of planning permissions with no prospect of commencement of development and the delivery of housing units.</p> <p>The Parish Council would not wish to see these “dormant” applications have a detrimental impact on any future application were delivery of housing opportunities outside the main settlement can be delivered and the housing need met.”</p> <p>Planning Decisions :</p> <p>d) 17/02475/FUL – Full application for the development of 14 new dwellings, car parking and SUDs provision at land at Evesham Rd, Salford Priors. Planning permission granted with conditions.</p> <p>e) 17/02076/OUT – Construction of up to 68 dwellings, a new village green, new roads, footways, community car park, drainage and highway improvement works to School Rd and noise attenuation bund at land off School Rd, Salford Priors. All matters reserved except access and layout. Outline Permission Granted with Conditions</p> <p>f) 18/02528/TPO – G1 – yew x 2 – fell at Hill View, Abbots Salford, Evesham, WR11 8UT. Following email consultation the Parish Council responded as follows: “The trees are a predominate feather on the street scene of Abbots Salford and should therefore be retained as such. The Parish Council would question the allegation made by the applicant that structural property damage is being caused by the trees and would request a structural engineer's report to substantiate the damage claim. Both trees are on the south corner of the property and will create some shading to one quarter of the house. These trees received an overall canopy reduction some years ago and it is the Parish Council's recommendation that a further canopy reduction takes place in preference to the proposed felling.” “This application has been closed and no further action will be taken”</p>
81.	<p>Playing Field:</p> <p>Inspections took place on a weekly basis throughout the summer holidays. It was reported that there are still people walking their dogs off leads. There is some damage to one of the skateboard ramps which the Lengthsman is taking care of. It was reported that there has been an increase in</p>

	<p>rubbish being left despite 2 new larger bins being installed. This was disputed by Councillors. These inspections have now reverted to monthly.</p>
82.	<p>Working Groups:</p> <ul style="list-style-type: none"> a) Christmas Tree Switch On – meeting Weds 26th Sept b) A Nation’s Tribute – a report was received and included in the agenda pack. There is a shortfall of £1,465, although additional monies are expected to come from sale of food, raffle etc. Cllr Shale proposed a revised budget of £4,293 of which the Parish Council are donating £1,918. Cllr Stedman proposed increasing the donation from the Parish Council by £1,500, (to be allocated from Reserves) seconded by Cllr Maude, Unanimous agreement. c) Communications – Cllr Green proposed that the number of the group is increased. Cllrs Stedman, Gordon & Shale confirmed they are happy to join the group. d) NDP/Cycleways – a report was received and included in the agenda pack. Next meeting set for 1st October 7pm. e) Playing Field – a report was received and included in the agenda pack. Now all works have been completed Cllr Shale proposed this group is now disbanded. Cllr Littleford seconded. Unanimous agreement. Cllr Maude thanked the Working Group for all their hard work with unanimous agreement from Members. Clerk to thank the resident involved on behalf of the Parish Council. f) Streetlights – a report was received and included in the agenda pack. Cllr Stedman proposed that the remaining 6 streetlights be replaced with LED lights. Cllr Littleford seconded. Unanimous agreement. Clerk to arrange. Clerk to update the inventory once completed. g) Amenity – a report was received and included in the agenda pack. As this is the biggest contract, it was decided to monitor this more closely. The group would also like to look at simplifying the contract for the future. It was agreed the contractor had done a good job, especially with the recent extreme weather conditions. h) Staffing – the Grievance & Disciplinary Policies still to be reviewed. To be put on the next agenda.
83.	<p>Highways:</p> <p>The Lengthsman has been extremely busy with various jobs around the parish. These are the works outstanding:</p> <ol style="list-style-type: none"> 1. Spray the brambles in the corner of the playing field and TOPs grassed area. 2. Repairs to bus stop – remove rust and re-paint 3. Trim hedges by Hillers to Wood Bevington Lane 4. Station Rd – clear the footways outside the church and on opposite side. <p>Future Works :</p> <ol style="list-style-type: none"> 1. To re-fix dog bin by the church to upright position 2. To remove dead branch from Dunnington crossroads footpath, and clear vegetation off the footpath 3. Weed the bridge between Abbot’s Salford & Salford Priors 4. Clear field behind playing field 5. Clean playing field sign.
84.	<p>GDPR:</p> <ul style="list-style-type: none"> a) It was noted Clerk has issued Processor Agreement to Edge IT Finance b) It was noted Clerk has completed a data audit schedule, which will be reviewed in 12 months.
85.	<p>Allotments:</p> <ul style="list-style-type: none"> a) Councillors reviewed the last 5 year accounts. Cllr Stedman proposed the rent is reviewed at the March meeting, covering the annual rent, and covering the water bills. Cllr Gordon seconded. Unanimous agreement. Cllr Stedman left the room. b) A quote was received from the amenity contractor in the sum of £280 + VAT to clear the disused allotment plots. Clerk had received a quote for a skip of £225 including VAT. Cllr Maude proposed accepting the quote, with Cllr Shale seconding. Unanimous agreement. Clerk to arrange

	Cllr Stedman returned to the meeting
86.	<p>Community:</p> <ul style="list-style-type: none"> a) A grant application was received from 1st Salford Priors Rainbows in the sum of £360.50. Cllr Shale proposed, Cllr Gordon seconded. Unanimous agreement. b) The recent streetlight petition was considered. Cllr Maude will draft a response and forward to all Councillors. c) The telephony has now been removed from the telephone box. Once adoption certificate has been received Clerk to instruct Lengthsman to refurbish. d) Memorial Garden – Following administrative advice received from WALC for this project, Cllr Stedman proposed that all outstanding invoices for the project are transferred to the Memorial Hall Committee with immediate effect. All remaining purchase orders raised for the project to be withdrawn from the suppliers, and a donation of £1,623.17, which is the remaining balance of the original £2,500 agreed donation, paid to Memorial Hall Committee. This takes into account the sum of £876.83 already paid in respect of goods purchased for the project. No VAT will be reclaimed on the already paid invoices as advised by WALC. It was also agreed that the sum of £1,041.75 received by the council as a donation from SPATs for the memorial garden is transferred to the Memorial Hall Committee via BACS. The Memorial Garden project will now be fully administered by the Memorial Hall Committee only - Cllr Littleford seconded. Unanimously agreed.
87.	<p>Rights of Way:</p> <p>Cllr Penn reported that there has been a problem with the footpath from Tothall Lane to New Inn Lane, (AL6) this has now been rectified.</p>
88.	<p>Matters raised by Councillors: The following matters were raised by Council Members:</p> <ul style="list-style-type: none"> a) Cllr Gordon proposed putting a draft covenant document together for serving soldiers and veterans in the parish. Cllr Shale seconded. Unanimous agreement. This will be discussed at the October meeting. b) Cllr Stedman proposed the Publication Scheme and policies as read is adopted, Cllr Maude seconded. Unanimous agreement. c) Cllr Maude to send AGM minutes for TOPS to be sent out via E-News and Facebook. d) It was proposed having a spare key for the parish office, however Cllr Stedman stated that both he and Cllr Green have keys so these can be borrowed. e) Cllr Shale proposed that the unauthorised encampment information be put on Facebook, E-news etc. Unanimous agreement.
89.	<p>Correspondence Considered: (Yellow papers)</p> <p>None</p>
90.	<p>Correspondence Noted:</p> <ul style="list-style-type: none"> a) Delegated Powers to Determine Planning Applications (emailed 18.7.18) b) To note response regarding the draft Strategic Housing Land Availability Assessment 2018 c) Donation from SPATS in the sum of £1,041.75 towards the Memorial Hall Garden project
91.	<p>Finance:</p> <p>General:</p> <ul style="list-style-type: none"> a) Councillors noted the external audit report, with no queries. This information has now been posted on the website. b) Communications Group to look into the photocopier contract. c) A quote has been received for a new website. Various questions to be raised regarding this. Cllr Maude to provide Clerk with information. Clerk to contact current website provider to provide a quote for a website to be managed by the Parish Council. d) Members considered an amount for a donation for de-fib training – Cllr Stedman proposed £10 per person, Cllr Shale seconded. Unanimous agreement. e) The new streetlight energy contract was noted. <p>Payments:</p> <ul style="list-style-type: none"> f) Councillors noted an amendment was made to the BACS payment authorisation as Lloyds had set

	<p>up with only 2 signatories – this has now been changed to 3 – the Clerk (setting the payment up), Cllrs James & Littleford to authorise.</p> <p>g) The council gave consideration and approval of the payments listed in Appendix A. Proposed by Cllr Gordon, seconded by Cllr Maude and agreed by all Councillors. Clerk reported that 2 payments to Salford Priors Rainbows & Salford Priors Scouts of £13.45 each were donations from the cake sale of the opening of the playing field.</p> <p>h) It was agreed that Cllrs Green and Littleford would sign cheques/BACS for payments listed in Appendix A (Minute 94), with Cllrs Littleford & James authorising payments via Lloyds.</p> <p>i) The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 68 and Deposit Account Statement 34 issued 1st August 2018 :-</p> <p style="text-align: center;">Lloyds Deposit Account: £47,091.34 Lloyds Current Account £27,119.19 Total Fund Balance £74,210.53</p>
92.	Date of Next Meeting: Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 17th October 2018 at 7.00pm in the Memorial Hall, Salford Priors.
93.	Closure of Meeting: The Chairman closed the meeting at 22:00 hrs

Chairman: _____ Date: _____

94. APPENDIX A: FINANCE AUGUST PAYMENTS

CHEQUE	PAYEE	DETAILS	TOTAL	VAT	NET
000501	HMRC	Clerk PC & NIC	26.97		26.97
000502	BPS	Mem Hall Garden	39.06	7.81	46.87
BACS	TDP Ltd	Benches for playing field	671.60	134.32	805.92
BACS	Hartwell & Co	Mem Hall Garden	689.13	137.83	826.96
BACS	Mrs D Bowles	Clerk's Salary & Expenses	808.39		808.39
BACS	Digital Copier Systems	Photocopier Charges	12.51	2.50	15.01
BACS	Limebridge Rural Services Ltd	Allotment Maintenance	49.50	9.90	59.40
BACS	P Batacanin	Playing Field Inspection	10.00		10.00
BACS	Tony Shale	Expenses	23.10		23.10
BACS	Toolstation	Litter Equipment	32.54	6.51	39.05
BACS	V Signs	Playing Field Sign	90.00		90.00
SO	Limebridge Rural Services Ltd	Amenity Contract	1,188.08	237.62	1,425.70
BACS	NEST	Clerk's Pension	60.21		60.21
BACS	NPower	Streetlight Energy	353.67	17.68	371.35
BACS	Npower	Streetlight Energy	93.01	4.65	97.66
BACS	Lloyds Bank	Charges to 9 Jun	13.65		13.65
BACS	ESEDirect Ltd	Bins for playing field	265.00	53.00	318.00
BACS	CFC Finance Ltd	Photocopier Rental	35.00	7.00	42.00
000503	HMP Long Lartin	Noticeboard	168.75	33.76	202.50

Total			4630.17	652.58	5282.74
SEPTEMBER PAYMENTS					
000504	HMRC	Clerk's PC NIC	32.67		32.67
BACS	NEST	Clerk's Pension	57.73		57.73
BACS	Lloyds Bank	Charges to 9 Jul	9.36		9.36
BACS	C Hull	Part Payment Mem Garden Works	300.00		300.00
BACS	Quinns the Printers	A3 leaflets	78.00	15.60	93.60
BACS	Warwickshire Marquee Co	Deposit Marquee Hire	225.00		225.00
BACS	Mrs D Bowles	Clerk's Sal & Expenses	830.97		830.97
BACS	P Batacanin	Playing Field Inspections	50.00		50.00
BACS	PKF Littlejohn LLP	External Audit Fee	300.00	60.00	360.00
BACS	TOPs	Playgroup Rental	120.00		120.00
BACS	EDF Energy	TOPs Electricity	46.00		46.00
BACS	WALC	Playground Management Course	60.00		60.00
BACS	SP CE Academy	TOPS rent	168.75		168.75
BACS	Limebridge Rural Services	Allotment Works/Planter Watering	245.00	49.00	294.00
BACS	J Hyde	Lengthsman Works	309.48		309.48
BACS	Arrowscape	Website Updates	161.00		161.00
BACS	1 st SP Scouts	Donation	13.45		13.45
BACS	1 st SP Rainbows	Donation	13.45		13.45
Total			3020.86	124.60	3145.46