

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall Salford Priors on Wednesday 16<sup>th</sup> March 2016.**

**Present:** Councillors: K Littleford (Chairman), J Stedman, K James, D Penn, P Dare, A Green, T Littleford, L Wright.

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

**276. Apologies for absence:** Councillor L Maude – Away on business  
County Councillor M Brain – Hospital Appointment  
District Councillor M Cargill – Planning Committee

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

**278. 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. Pecuniary Interests.** None.

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

**b. Other Disclosable Interests.** None.

**279. 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.** Mr J Bradfield commented on the narrowing of footways in the parish due to verge encroachment. The Chairman indicated that approach would be made to the WCC Localities Officer to enquire about support from the Community Payback Team.

**c.** Cllr K James advised that construction work on the B4088 footway between Dunnington crossroads and the Wood Bevington turn was anticipated to start in the next few weeks.

**d. County Council & Ward Members Reports.** None.

**The Chairman closed the adjournment at 19.05 hrs.**

**280. Acceptance of Minutes:**

**a.** Subject to transference of Minute 255(c) Open Forum Questions and Answers to Minute 275 Appendix B and deletion of attributing initials, the Minutes of the Ordinary Parish Council Meeting held on Wednesday 17<sup>th</sup> February 2016 at the Memorial Hall Salford Priors were proposed by Cllr K James and seconded by Cllr L Wright to be a true record of the meeting and signed by the Chairman.

**281. Clerk's Progress Report:**

- a. **Road Surface Broom Lane.** The Clerk accompanied the WCC Street Works Inspector during an on-site visit to Broom Lane on Tuesday 15<sup>th</sup> February 2016. Contractors were instructed by the Street Works Inspector to return to carry out further satisfactory repair to 3 of the reported areas, one of which showed evidence of continual water leakage. Significant service cable exposure was observed in the roadside verge opposite the entrance to Dunnington Court Farm. The finding was reported directly to Western Power by the Street Works Inspector. Clerk to monitor
- b. **Playing Field Post Inspection Works.** Work completed; attention to adjust gate closure springs has been requested. Clerk to monitor.
- c. **Solar Light Battery Installation.** Await dry surface conditions. Clerk to monitor.
- d. **Gullies B4088 to Weethley Lodge.** Gully clearance carried out as far as the Wood Bevington turn. Observation received that remaining stretch to Weethley Lodge remained uncleared. Clerk to contact Localities Officer.
- e. **B4088 Gutter Debris Clearance Iron Cross to Dunnington Crossroads.** **Resolved.**
- f. **B4088 National Grid Manhole Iron Cross.** **Resolved.**
- g. **Fly Tipping Broom Lane.** Resolved but 2 further reports of Flying Tipping in Ennister Lane and Tothall Lane Dunnington. Reported by Clerk to SDC Street Scene References: 731758 and 731764. Clerk to monitor.
- h. **Streetlight Repair Saunders Road.** Repair carried out by Lighting Contractor. **Resolved.**
- i. **AL15 Kissing Gate Installation.** Gate delivery disputed by Ragley Estates. Clerk to liaise with SDC Rights of Way Officer and Ragley Home Farm Manager.
- j. **Verge repair Evesham Road (Berryfields).** Awaiting drier conditions. Clerk to monitor.

**282. Minerals Plan.** The Clerk reported that costs had been obtained from a leading Planning Consultancy for commissioning work to support the Parish Council in objecting to the inclusion of Site 7 Salford Priors in any future Warwickshire County Council's Minerals Plan.

- a. **Transport.** A Transport Assessment at three locations on School Road / Tothall lane. Circa £5000 plus VAT
- b. **Noise Assessment.** Circa £2000 plus VAT.
- c. **Environmental Impact Assessment.** An Environmental Impact Assessment is capable of examining, interacting and balancing a wide range of environmental issues. It's only by "scoping out" the irrelevant environmental issues that the EIA becomes manageable and viable as a planning document that carries weight. The type of issues to be "scoped in" the resultant Environmental Statement are:
  - i. Planning policy
  - ii. Air quality and vibration
  - iii. Ecology
  - iv. Landscape and visual impact
  - v. Socio-economics

- vi. Agricultural land classification
- vii. Hydrology and flood risk
- viii. Archaeology and cultural heritage
- ix. Lighting

The Transport Assessment and Noise Assessment can be commissioned as "stand alone" documents or just as chapters in an Environmental Statement or both.

An EIA involving gravel extraction will cost in the region of £40,000 plus VAT.

Recommended consultants:

Ramboll UK Ltd - large environmental multi-disciplinary practice.

M-EC, Ibstock LE67 6HP - Highways and Noise

David Tucker Associates - Transport

Resound Acoustics

The Council noted the Clerk's report.

**283. Neighbourhood Development Plan (NDP).** Cllr James informed the meeting that Mr Christopher Collison has been appointed as the Independent Examiner for the Draft Neighbourhood Plan. Mr Collison is a Chartered Town Planner who has held high profile national and regional positions. His appointment has been confirmed by the Stratford on Avon District Council.

An invoice had been received from Kirkwells for the sum of £1,656.00 for consultancy work in association with Regulation 14 Consultation and finalisation of the plan for submission to the District Council.

**284. Planning General:** None

**285. Planning Applications:**

- a. **16/00656/TREE.** Proposed: T1 Sycamore Tree Fell. At Kenley House, Station Road, Salford Priors. Evesham WR11 8UX. For Mr Brown. Case officer: Assistant Planner. Clerk to submit '**No Objection**' by 21 March 2016.

**Amended/Additional Details**

- b. **15/04274/VARY.** Proposed: Variation of condition 04 (approved plans) and 14 (location of CCTV cameras and their direction and field of vision) of planning permission 15/00110/VARY which is a 'variation of condition 2 of planning permission ref. 14/02463/FUL for the 'Development of a Solar Park and associated ancillary infrastructure'. (Refers also to Planning Application 14/02463/FUL). At Salford Road, Pitchill, Salford Priors WR11 8SN. For: Mr Will Morgan. Case Officer: Erin Weatherstone. Clerk to submit '**No Representation**' by 24 March 2016.
- c. **16/00269/FUL.** Proposed: Erection of single and two storey extensions. At: 4 Fern Close Cottages, Rushford, Evesham, WR11 8SL. For: Mr & Mrs Lewis Walters. Case Officer: Ian Guffick. Clerk to submit '**No Representation**' by 17 March 2016.

## Planning Decisions

- d. **15/03761/FUL.** Erection of a single story extension to the rear of the church to provide meeting room facilities. At: St Matthews Church, Station Road, Salford Priors. For: Mr Peter Penney. **Planning Permission Refused. Noted by Council.**

**286. Enforcement Issues:** None.

## 287. Playing Field:

- a. **Monthly Inspection.** Inspection carried out on 26<sup>th</sup> February 2016. Report of a broken spring mechanism to U14 area gate nearest to skate ramps. Clerk to liaise with Amenity Contractor to restore gate closure mechanism. (See Minute 281(b) above).
- b. **Playing Field Equipment.** The Clerk provided outline of MUGA purchase/installation quotations provided by 4 leading sports equipment suppliers. These details would be evaluated in a separate meeting of the Playing Field Working Group. Council members would be notified of recommendations arising. Clerk to liaise arrangements for a Working Group meeting.

## 288. Highways:

- a. **Lengthsman Job Progress.** Completed side out School Road footway from the school to Ban Brook Road turn. Junction St Matthews Close/Ridsdale Close, levelled out damaged verge caused by heavy vehicle.
- b. **Lengthsman Tasks March into April.** From Ban Brook Road turn to Bus Shelter, continue side out/clear growth overhang and debris back kerb stone on hedge side and disperse arisings into bottom of hedge.
- c. **Highways (Lighting).** The Clerk provided outline of Western Power and WCC Highways (Lighting) costs for street light posts and LED down lighting installations in School Avenue and Ban Brook Road. These details would be discussed in a separate meeting of the Street Light Working Group. Council members would be notified of recommendations arising. A meeting of the Street Light Working Group would take place in the Parish Office on Wednesday 23<sup>rd</sup> March 2016 at 7.30pm.

## 289. Amenities:

- a. **Garden Allotment Plots 4 & 5.** The Clerk had written to the tenant of Garden Allotment Plots 4 & 5 regarding removal of accumulated debris and paving slabs from these areas. He outlined the nature of a brief unplanned conversation with the tenant. Proposed by Cllr K James, seconded by Cllr K Littleford and agreed by all Councillors that the scheduled date for clearance of Plots 4 & 5 should be met.
- b. **Amenity Contract Working Group.** Arrangements had been agreed for the Amenity Contract Working Group to meet at the Parish Office on Thursday 14<sup>th</sup> April 2016 at 6.00pm.

## 290. Community:

- a. The Queen – 90<sup>th</sup> Birthday Celebrations.** The Chairman reported a meeting of the 90th Birthday Celebrations Working Group had been held on Monday 14<sup>th</sup> March 2016. Updates arising from this meeting were outlined. These included notification of:

- Participation by representatives from Salford Priors Branch of the Royal British Legion, the Salford Priors Against Gravel Extraction (SPAGE) Group and Stratford upon Avon Hospice Branch Members.
- Grant of Temporary Event License
- Commencement of sale of tickets for the Grand Raffle

The next meeting of the Working Group will be held in the Eddie Clark Suite on Monday 4<sup>th</sup> April at 7.30pm.

- b. Communication Development Group.** Cllr L Maude was unable to attend the meeting this evening but had overseen change of [salfordpriors.gov.uk](http://salfordpriors.gov.uk) domain with [Names.co.uk](http://Names.co.uk). Arrangement of further change from [Webculture](http://Webculture) services was anticipated.

## 291. Rights of Way:

- a.** Cllr D Penn advised the Council that during the preceding period he had not received report of difficulty concerning Rights of Way.
- b.** The Clerk gave report concerning ‘kissing gate’ installation at the entrance to AL15 leading from Tothall Lane Dunnington. Ragley Estates office had replied stating that they had not received the item reportedly delivered in October 2015. In contrast, the WCC Rights of Way Officer confirmed its delivery to Weethley Farm. Clerk to liaise with both parties to resolve the discrepancy.

## 292. Matters raised by Councillors:

- a.** Cllr LWright commented on the unsatisfactory nature of email response from Stratford-on-Avon District Council Environmental Health Department to the Clerk’s submission reporting drainage/sewerage problems at the Severn Trent facility alongside the public Right of Way between Broom Lane and Tothall Lane Dunnington. The Clerk subsequently spoke to the local area Severn Trent Manager who had relayed enquiry to the Severn Trent Regional Engineer about Dunnington Pumping Station project proposals targeted for 2017. Response informed that flow monitoring in the catchment area highlighted problems which were greater than anticipated. Results of a review regarding a solution, its costs and its priority was expected to be available in May 2016. A proposal arose for the Regional Engineer and the Local Area Manager to meet with Parish Councillors to explain the issues directly. Clerk to liaise to arrange presentation in the Open Forum section of the June 2016 Ordinary Parish Council Meeting which would be rearranged to take place in the Baptist Church Hall Dunnington. Local residents were to be advised of the meeting and the Severn Trent presentation. Opportunity to be updated on Severn Trent sewage system installation in the Pitchill, Rushford and Iron Cross areas would also be explored.

### 293. Consideration of Correspondence Received

- a. South Worcestershire Development Plan Adoption.** **Noted by Council.**
- b. Salford Priors Parish Council - Calendar of Meetings 2016/17.** The Ordinary Parish Council Meeting planned for 15<sup>th</sup> June 2016 was to be rearranged to take place in the Baptist Church Hall Dunnington. (See Minute 292(a) above).
- c. Angus Fruits HGV Movements and Packing Shed Hours of Operation.** Complaints and observations associated with Angus Fruits activities at the Orchard Farm Packing Station had been raised by local residents. These concerned hours of operation, levels of noise, speed and number of HGV movements on Station Road and School Road. Councillors debated a variety of factors relating to the history of operations at Orchard Farm and the level and frequency of issues faced by residents in the area. It was agreed that Cllr K James and the Clerk would research relevant planning and other documents linked to operations at Orchard Farm and report back to Council Members at the Parish Council meeting in April 2016.
- d. Speaker Invitation to Annual Parish Meeting.** Mr Bob Church, Rural Crimes Co-ordinator Stratford on Avon District Council, had kindly accepted invitation to give a presentation at the Annual Parish Meeting on 27<sup>th</sup> April 2016. Clerk to liaise final details.

**294. Correspondence for Information only.** None tabled.

### 295. Finance:

#### General:

- a. Internal Auditor FY 2015/16.** Appointment of Mr Geoff Bradley to undertake duties of Internal Auditor for Salford Priors Parish Council accounts end of FY 2015/16 was proposed by Cllr K James, seconded by Cllr L Wright and agreed by all Councillors.
- b. NPOWER unmetered supply.** Council members evaluated a range of costings of NPOWER unmetered supply Contracts applicable from April 2016. Acceptance of a 2 year Fixed Term Contract was proposed by Cllr K James, seconded by Cllr L Wright and agreed by all Councillors. Clerk to progress contract acceptance document.
- c. HMRC Response to PAYE.** No response had been received from HMRC Dispute Team concerning their Letter dated 4<sup>th</sup> December 2015 re' PAYE underpayment FY 2013/14.

#### Payments

- d.** The council gave consideration and approval of the payments listed in Appendix A. Proposed by Cllr K James, seconded by Cllr A Green and agreed by all Councillors.
- e.** It was agreed that Cllrs K James and L Wright would sign cheques for payments listed in Appendix A (Minute 298).

- f. The Council noted the Lloyds Bank Deposit Account balance and Current Account balance reconciled with the Lloyds Bank Current Account statement Number 22 and Deposit Account Statement 4 issued 1<sup>st</sup> March 2016.

Lloyds Deposit Account:	<b>£50,006.24</b>
Lloyds Current Account	<b><u>£34,852.79</u></b>
Total Fund Balance	<b>£84,859.03</b>

**296. Date of Next Meeting:**

- a. Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 20<sup>th</sup> April 2016 at 7.00pm in The Memorial Hall Salford Priors.
- b. Council confirmed the date of the Annual Parish Meeting on Wednesday 27<sup>th</sup> April 2016 at 7.00pm in The Memorial Hall Salford Priors

**297. Closure of Meeting:**

The Chairman closed the meeting at 20.35 hrs.

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

298.

## APPENDIX A: FINANCE

Payments Authorised			Gross	Net
Cheque				
Number	Payee	Details	Payment	Payment
<i>DD</i>	Npower	Streetlight Energy	399.38	399.38
<i>DD</i>	CF Corporation	P'Copier March Rent	42.00	35.00
189	Pete's Handyman Services	Playing Field Inspection	10.00	10.00
190	Digital Copier Systems	Parish Office Printing	63.43	52.86
191	P D Long	Streetlight Maintenance	97.20	81.00
192	Limebridge RS	Amenity contract	1,584.60	1,320.50
<i>DD</i>	Lloyds Bank	Bank Charges to 9-Feb	17.24	17.24
<i>DD</i>	EDF Energy	TOPS Electricity	39.00	39.00
193	Shakespeare Hospice	Parish Council Donation	50.00	50.00
194	Mr G Howard	Allotment Deposit Return	50.00	50.00
195	Paul Mills	Clerk's Salary and Expenses	***	***
196	Terry Hunt	Lengthsman	56.00	56.00
197	Miss S Hyde	Leaflet delivery	35.00	35.00
198	Kirkwells	Salford Priors NDP Fees	1,656.00	1,380.00
<i>DD</i>	Npower	Streetlight Energy	128.38	128.38
<i>DD</i>	EDF Energy	TOPS Electricity	39.00	39.00
<i>0</i>	0	0	0.00	0.00
<i>0</i>	0	0	0.00	0.00
<i>0</i>	0	0	0.00	0.00
0	0	0	4,939.79	4,365.92
	0	0	0.00	
	0	0	0.00	