

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors on 18th March 2020.

Present: Councillors: Cllr A Green (Chairman), D Penn, T Shale, C Hickman, R Green, B Seagrove
Donna Bowles, Clerk to the Parish Council

Also in attendance: 2 members of the public.

1.	Apologies accepted for absence: Cllrs Maude, Pattison & James
2.	<p>Register of Interests: Members were reminded of the need to keep their register of interests up to date</p> <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>Pecuniary Interests: Members were asked to declare any other disclosable interests in items on the Agenda and their nature: None.</p> <p>Other Disclosable Interests: None.</p>
3.	<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 comments were made.</p> <p>b) No under 18s were present.</p> <p>c) County Councillor Mike Brain sent his apologies.</p> <p>d) District Councillor Fleming reported:</p> <ol style="list-style-type: none"> 1. Warwickshire County Council have stood down all Councillors with the Leader & Deputy Leader working with delegated powers. All meetings have been cancelled. This is much the same situation with Stratford District Council. 2. Bidford Parish Council have formed a working group with the Chairman, District Councillor Fleming & the Clerk to help residents through the Coronavirus pandemic – they have set up a system for volunteers to drop off food deliveries and arranged a credit account with Budgens. <p>The Chairman closed the open forum and reconvened the meeting at 19:01</p>
3.	<p>Acceptance of Minutes:</p> <p>The Minutes of the Ordinary Parish Council Meeting held on Wednesday 19th February 2020 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>
4.	<p>Planning Matters: Applications Considered:</p> <p>a) 20/00611/FUL – single storey side and rear extensions, first floor extension over the new ground floor, insertion of dormer windows at 52 Dunnington Rd, Dunnington, B49 5NY. Following consideration by Members it was agreed for the Clerk to return the comment “No objection”.</p> <p>b) 20/00547/OUT – outline application for a single dwelling with all matters reserved except access at Broom Junction, former Railway Station, High St, Broom. Following consideration by Members it was agreed for the Clerk to return the comment “No objection”.</p> <p>Planning Applications Noted–</p> <p>c) 20/00422/COUQ – convert the existing building to form one dwellinghouse at Dunnington Lodge, Dunnington, Alcester, B49 5NU. After consultation via email Clerk responded with “No objection”</p> <p>d) 20/00288/FUL – proposed extension to existing restaurant at Dunnington Heath Farm, Evesham Rd Dunnington Heath, Salford Priors, B49 5PD. After consultation via email Clerk responded with “No objection”</p>
5.	<p>Clerk’s Progress Report:</p> <p>a) Clerk has written to the PCC regarding cars being parked on the grass verge during church services. They have stated that they understand the issue and will work with the Parish</p>

	<p>Council to try and eradicate this. They will mention it to their congregation and ensure that wedding and funeral parties are aware of the situation. Noted and Closed.</p> <p>b) Various potholes have been reported around the parish. Some have been repaired however Clerk has chased for remainder to be repaired. repair. Clerk to monitor.</p> <p>c) There has been an issue with the TOPs roof – whilst this has received a temporary repair the roof has not received an inspection since 2006. Clerk is in the process of arranging a roofing contractor to carry out an inspection. Clerk to monitor.</p>
6.	<p>Playing Field:</p> <p>a) It was noted that the February inspection had taken place on 28th February with nothing to report.</p> <p>b) It was noted that Pete Batacanin has carried out his final inspection. Clerk has received a quote for this service from Kompan and is looking into obtaining 2 further quotes.</p>
7.	<p>Highways:</p> <p>The Chairman proposed Members report any future works, copying in all members, that need carrying out to Clerk via email for the time being. Cllr Shale seconded. All in agreement.</p>
8.	<p>Garden Allotments:</p> <p>It was noted that a part of the fencing has been removed at the allotments. Orbit have been made aware of this and have been assured that the fence will be replaced shortly once some painting works have been carried out.</p>
9.	<p>Rights of Way:</p> <p>a) Cllr Penn had nothing to report on the Public Rights of Way within the Parish.</p> <p>b) The Chairman confirmed that he has looked into the complaint that CALA has planted a hedge over the footpath by Angus Soft Fruits and agrees with the resident. He will forward photos to the Clerk who will contact CALA regarding this.</p> <p>c) To note meeting has been postponed for volunteer walkers to discuss walking the PROW.</p>
10.	<p>Working Groups:</p> <p>a) Christmas Tree Switch On – not meeting until September. Cllrs Seabourne & R Green to join this group.</p> <p>b) Communications – Coronavirus - It was decided that Cllr Hickman would meet with Roger Huggins from St Matthews Church for the Parish Council to offer their help to the Church. Clerk has received an email offering volunteers. Members unanimously approved for Cllrs R Green & Seabourne to join the working group.</p> <p>c) Streetlights – Members considered & unanimously approved the quote for footway lighting maintenance received from Warwickshire County Council. It was noted that Clerk is awaiting a quote to replace the remaining 2 sodium lights to LEDs and the 2 Victorian lights to be replaced with 70 watt son. Once quote has been received, Clerk to contact the Chairman to agree the works. Members unanimously agreed.</p> <p>d) CIL – nothing further to report.</p> <p>e) S106 – The Chairman proposed for the CIL/S106 working group to consider any tenders received for the playing field improvements. Unanimously approved. 3 companies attended the information briefing. Tenders due by 30th March. Cllr Shale proposed that once tenders come in, he will assess first, take it on to the next Cllr and then the next. Unanimous approval.</p> <p>f) Amenity – Members unanimously approved for Cllr Seabourne to join this group. A meeting had been set for 1st April however in view of current circumstances this has been postponed. Clerk to forward the draft contracts to Cllr Seabourne with all Councillors on the group assessing and communicating via email. There are concerns with the frontage of the new CALA estate and the possibility of travellers being able to gain access.</p>
11.	<p>Community:</p> <p>a) The Parish Meeting was held on 5th March regarding car parking at Cleeve View. The Chairman proposed that the Clerk write to Piper Homes to facilitate a meeting (once the current situation has improved) asking if the residents in Evesham Rd can rent a car parking space. The Parish Councillors are concerned that there may also be an issue with the community car park being installed by CALA if the new residents pay for its upkeep. Clerk to write to CALA to find out who</p>

	<p>will be maintaining this.</p> <p>b) Members noted the report from the Clerk further to recent meeting with the Chairman and CALA.</p> <p>c) The Chairman proposed that the Clerk purchase a noticeboard from HMP Long Lartin (at the appropriate time) to be installed at the CALA site. This was unanimously approved.</p>										
12.	<p>Matters raised by Councillors: The following matters were raised by Council Members:</p> <p>a) The Chairman proposed that the Waters Upton Parish Council Scheme of Delegation sent by WALC is adopted, including the power to combine all comments received regarding planning applications and form a formal response on behalf of the Parish Council. If the responses are equal against then Councillors to be informed and asked to confirm their comments. Unanimous approval.</p> <p>b) Cllr Shale informed Members that the Memorial Hall are proposing to hold a low-key event for VE75 (which may need to be cancelled)</p>										
13.	<p>Correspondence Considered: <i>(Yellow papers)</i></p> <p>a) Members considered and unanimously agreed supporting the Local Electricity Bill (information emailed 19.2.20).</p> <p>b) Salford Priors Memorial Hall are proposing to hold an Open Day to promote the hall. This has obviously been postponed due to current circumstances however the Chairman proposed that this is supported and for the Parish Council to participate in when rearranged. Members unanimously agreed. Clerk to notify Pat Dare.</p>										
14.	<p>Correspondence Noted:</p> <p>Members noted the new fees and charges to Lloyds Bank Accounts</p>										
15.	<p>Policy Reviews:</p> <p>The following policies were reviewed and unanimously agreed by Members:</p> <p>a) Grievance</p> <p>b) Disciplinary</p> <p>c) Data Protection and Information Security policies.</p>										
16.	<p>Confidential – Staff Appraisal:</p> <p>Clerk left the room whilst this was discussed.</p> <p>The Chairman reported that the Clerk’s annual appraisal had been carried out. This was an appraisal with input from the Clerk and responses from the Chairman with the aid of the Councillors survey. It was noted that the Clerk had a very satisfactory appraisal. It was recommended that the Clerk’s salary be increased by 2 spinal column points from 12 to 14 with effect from 1st April 2020. This is to recognise the work that the Clerk has carried out during the current year and to acknowledge the additional financial responsibilities that the Clerk will have in the coming year. Members unanimously agreed.</p>										
17.	<p>Finance:</p> <p>a) The council gave consideration and approval of the payments listed in Appendix A.</p> <p>b) Proposed by Cllr Seabourne seconded by Cllr Penn and agreed by all Councillors.</p> <p>c) It was agreed that Cllrs Shale and A Green would sign cheques/BACS for payments listed in Appendix A</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 35 and Deposit Account Statement 52 issued 1st February 2020:-</p> <table border="1" data-bbox="391 1769 1018 1960"> <tr> <td>Current Account</td> <td>7,906.52</td> </tr> <tr> <td>Deposit Account</td> <td>84,713.90</td> </tr> <tr> <td>CIL Account</td> <td>28,981.48</td> </tr> <tr> <td>S106 Account</td> <td>20,155.13</td> </tr> <tr> <td>Total Fund Balance</td> <td>141,757.03</td> </tr> </table>	Current Account	7,906.52	Deposit Account	84,713.90	CIL Account	28,981.48	S106 Account	20,155.13	Total Fund Balance	141,757.03
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18.	Date of Next Meeting: Members proposed the date of the Annual Parish meeting be Wednesday 15 th April 2020 at 7pm in the Memorial Hall, Salford Priors however this is subject to national/local circumstances prevailing at the time. Members proposed the date of the next Ordinary Parish Council Meeting to be Wednesday 15 th April 2020 directly following the Annual Parish Meeting in the Memorial Hall, Salford Priors, however this is subject to national/local circumstances prevailing at the time.
19.	Closure of Meeting: The Chairman closed the meeting at 20.10 hrs

Chairman: _____ Date: _____

APPENDIX A: FINANCE

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
000548	HMRC	Clerk & PC NIC & Tax	32.54		32.54
BACS	Limebridge Rural Services	Amenity Works	204.00	34.00	170.00
BACS	Office 365	Subscription	59.99		59.99
BACS	Edge IT Systems	4 th year of a 5 year contract	328.80	54.80	274.00
BACS	P Batacanin	Monthly Playing field inspection	10.00		10.00
BACS	Mrs D Bowles	Salary & Expenses	833.51		833.51
BACS	Mr C Hickman	Training Expenses	13.50		13.50
BACS	Warwickshire County Council	Garden Allotments Rental	100.00		100.00
BACS	Dunnington Baptist Church	Hire of Hall 5.3.20	18.00		18.00
BACS	Warwickshire County Council	Streetlight works & maintenance	164.88	27.48	137.40
BACS	Finchley Enterprise	A4 file dividers	2.83	0.47	2.36
BACS	Digital Copier Systems Ltd	Photocopier Charges	9.20	1.54	7.66
BACS	BAPA Ltd	A4 Dividers	1.93	0.32	1.61
BACS	Blue Screenz Ltd	Address labels	14.11	2.35	11.76
DD	CF Corporate Finance	Photocopier Rental	42.00	7.00	35.00
DD	Nest	Clerk's Pension	95.93		95.93
DD	EDF Energy	TOPs electricity	75.00		75.00
DD	Lloyds Bank	Charges to 9.12.19	10.09		10.09
Total			2016.31	127.96	1888.35