

Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held on
Wednesday 20th May 2020 at 7pm**

The meeting took place via Zoom due to Covid-19 & social distancing laws

Present: Councillors: Cllr A Green (Chairman), K Pattison, L Maude, K James, T Shale, C Hickman, R Green

Donna Bowles, Clerk to the Parish Council

Also in attendance: 1 members of the public.

1.	<p>Apologies accepted for absence: Cllr Seabourne. Cllr Penn did not attend, nor provide apologies. Councillors noted the cancellation of the Annual Meeting of the Parish Council as per Covid-19 April legislation and for the current Parish Council make up to continue until the Annual Meeting of the Parish Council in May 2021.</p>
2.	<p>Register of Interests: Members were reminded of the need to keep their register of interests up to date Declaration of Interests: Members were asked to disclose any 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. Pecuniary Interests: Members were asked to declare any disclosable pecuniary interests in items on the Agenda and their nature: None declared. Other Disclosable Interests: None declared.</p>
3.	<p>Open Forum: Residents were advised by the Clerk 2 weeks prior to the meeting to submit any questions by Thursday 14th May, or to email for the Zoom link. 1 member of the public in attendance to listen to agenda item 10.</p> <p>a) County Councillor Mike Brain's Report –</p> <ul style="list-style-type: none"> - VE Day was celebrated although not in the way everyone wanted. - Warwickshire County Council continue to provide daily briefings. - Volunteers' Week is 1-7 June and is an annual celebration of the contribution millions of people make across the UK through volunteering. - Several grant applications have been approved which will hopefully help voluntary groups supporting families and especially the elderly. - There has been a big increase in digital library downloads in Warwickshire as there is a national surge in e-Book loans. - He has stressed that if anyone knows of anybody needing assistance please let him know and he will do what he can to support or signpost them appropriately. <p>b) District Councillor Fleming's Report –</p> <ul style="list-style-type: none"> - A business rates grant is available although there are approximately 200 businesses yet to claim. - A wider scheme was announced last week for Discretionary Rates Grants. Broad guidance has been provided but Stratford District Council and all other authorities have to establish acceptance criteria and amounts that can be claimed and processed. Payments are expected to begin before the end of the month. - Councils are setting up a scheme regarding the Council Tax Hardship. They need to ensure payments do not create problems for new claimants and hope to be ready to apply credits to Council Tax accounts early June. - Plans are being discussed regarding Stratford Town's re-opening.

	<p>- An Economic Recovery Group is being established with industry and commerce input to guide Stratford District Council's plans.</p> <p>The Chairman closed the open forum and reconvened the meeting at 19:05</p>
4.	<p>Acceptance of Minutes: The Minutes of the Ordinary Parish Council Meeting held on Wednesday 18th March 2020 at The Memorial Hall, Salford Priors were agreed by the Council to be a true record of the meeting and were signed by the Chairman.</p>
5.	<p>Planning Matters: Applications Considered:</p> <p>a) 20/00652/FUL – proposed residential conversion of redundant and vacant care home to form 9 dwellings, together with private gardens, new garages, landscaped areas and access driveway at Pitchill House, Pitchill, Evesham, WR11 8SN. Following consultation with Members via email Clerk responded with:</p> <p>“Pitchill House is identified in the NDP as being a building of local importance as below: POLICY SP2: BUILDINGS OF LOCAL IMPORTANCE The Buildings of Local Importance identified in Table 2 and shown in Appendix 1 of the NDP will be protected. Alteration and conversion will be supported when the building is retained and the proposed development is sympathetic to the heritage value of the building. The loss of these buildings will only be supported in the following circumstances: a) the loss of the building would not have a detrimental impact on the surrounding area; b) the building is in a poor state of repair and it can be clearly demonstrated that economic cost of bringing the building back in to use outweighs its value as a heritage asset; or c) the building can no longer sustain a viable use.</p> <p>Where redevelopment leading to replacement is considered necessary, following assessment against criteria a to c above proposals will also have to demonstrate that the replacement development will make a positive contribution to the character of the local area.</p> <p>The Parish Council has no objection to this application provided the above has been considered.”</p> <p>b) 20/00937/TREE – G1 maple x 4 – fell at Salford House, Station Rd, Salford Priors, WR11 8UX. Following consultation with Members via email Clerk responded with “No objection”</p> <p>c) 20/00621/FUL – the proposal constitutes a second storey extension to the rear and over existing single storey extension of the building with render finish to the walls and a pitched tiled and flat roof using matching materials. The proposals will provide 5 additional bedrooms with en-suite bathroom for holiday let and will be accessed from a new external staircase at The Bell Inn, Evesham Rd, Salford Priors, WR11 8UU. Following consultation with Members via email Clerk responded with “The Bell Inn is recognised in the Neighbourhood Development Plan as a community asset and as such the Parish Council support this application”.</p> <p>Planning Decisions:</p> <p>d) 20/00344/FUL – erection of conservatory to the rear of 10 Bomford Way, Salford Priors, WR11 8AF. Planning Permission Granted subject to conditions.</p> <p>e) 19/02612/FUL – proposed single storey and two storey extensions to dwelling, insertion of dormer windows and alterations to the external appearance of the dwelling. Erection of detached garage at Oakfields, Salford Rd, Rushford, WR11 8SL – application withdrawn.</p> <p>f) 20/00288/FUL – proposed extension to existing restaurant at Dunnington Heath Farm, Evesham Rd Dunnington Heath, Salford Priors, B49 5PD – Planning Permission Granted with Conditions.</p> <p>g) 20/00611/FUL – single storey side and rear extensions, first floor extension over the new ground floor, insertion of dormer windows. Planning Permission Refused.</p>

	<p>h) 20/00248/VARY – variation of condition 2 (approved plans) of 14/02558/FUL to change external materials at New Inn Lane Nurseries, Pitchill, Evesham, WR11 8SN. Planning Permission Granted with Conditions</p> <p>i) 20/00937/TREE – arboricultural works at Salford House, Station Rd, Salford Priors, WR11 8UX. No objection subject to conditions.</p> <p>For Information Only:</p> <p>j) Notification reference: 20/01084/TEL28 – install broadband electronic communications apparatus Rushford Paddocks, Rushford, Evesham, WR11 8SL</p> <p>k) 20/01241/AGNOT – replace existing barn/tractor shed with secure modern building at Salford Lodge Farm, Pitchill. This is a notification for prior approval and not a formal planning application.</p>
6.	<p>Clerk's Progress Report:</p> <p>a) Various potholes have been reported around the parish. Clerk has been advised that the contractor has been furloughed for the time being so may be some time before repairs are made. Clerk to monitor.</p> <p>b) The TOPs roof inspection has been carried out and the report is awaited. Clerk to monitor.</p> <p>The following delegated decisions have been taken to date:</p> <ul style="list-style-type: none"> • Repair of grass on junction of School Rd/School Avenue by telephone kiosk • Allotment plot 5 has been power harrowed • Quotes are being arranged for benches in the parish to be sanded down and re-varnished. • Noticeboard on junction of Ban Brook Rd/School Rd was vandalised and subsequently repaired. • Repair the roof on the TOPs shed.
7.	<p>Playing Field:</p> <p>a) Members noted the play equipment has been closed following government instructions during the Covid-19 pandemic. All inspections have ceased, and Zurich Insurance has been made aware the play equipment has been closed.</p> <p>b) Recommendations re tenders – Cllr Shale advised that all scores have now been received however this has not yet been discussed as a working party. Clerk to set a date for a Zoom meeting in order for a recommendation to be made to the June Parish Council meeting. Cllr James advised that CIL payments may be late and the Parish Council need to be aware before issuing any PO's.</p>
8.	<p>Highways:</p> <p>Members noted the Lengthsman has not been working to date. A local repair man in Salford Priors is available to undertake repairs and maintenance. He has provided relevant insurance certification.</p>
9.	<p>Garden Allotments:</p> <p>a) Members noted that Clerk has let allotment plot 5 in 2 halves. This means the allotments are now full. She has also received further interest and has obtained the measurements for adding further allotments. Cllr A Green will be marking these out and the Clerk will arrange for the amenity contractor to power harrow 2 further allotments.</p> <p>b) Allotment invoices have been sent and all but 1 rental payment has been received to date. Clerk has chased for remainder.</p> <p>c) Members noted the expenditure for the garden allotments totalled £346, with income being received for 19/20 of £512 resulting in a profit of £165. Members also noted that the Water Plus account is still in credit to the sum of £110 – it is anticipated that this account will remain in credit for the next 6 months at least before any payments will need to be made.</p> <p>d) Cllr Pattison advised that she has set up a Facebook page for the allotment holders. The Chairman suggested that it might be worth looking into a gardening club.</p> <p>e) Cllr James informed the Members that there is a trophy called the Ivor Penn trophy that could be awarded for the best allotment.</p>

10.	<p>Rights of Way:</p> <p>a) Cllr Penn was not in attendance, and no report was received.</p> <p>b) Members noted that all PROWs have now been surveyed by Cllrs Green & some residents. The Chairman expressed his thanks to those residents involved. This has been invaluable in providing information regarding damaged stiles, missing posts etc. Warwickshire County Council have confirmed these monies are now available to spend with the Clerk issuing purchase orders and forwarding invoices to Warwickshire County Council. The Lengthsman has confirmed he is happy to start work next week.</p> <p>c) Members noted the process of the land survey has also commenced with $\frac{3}{4}$ of the land being identified. The landowners have been extremely helpful with this project. This will enable the Clerk to be able to seek permission for works to be carried out.</p> <p>d) Cllr Maude requested assistance regarding land ownership as the Cycleways Project is also looking into this.</p>
11.	<p>Working Groups:</p> <p>It has not been necessary in the current circumstances for the groups to meet. Cllr Maude advised that the Cycleways Project are continuing to meet via Zoom and are looking into funding. There have been some successful funding applications from the 2 County Councils and things are moving forward as best they can.</p>
12.	<p>Community:</p> <p>There has been a number of complaints regarding the amount of dog waste not being picked up. Clerk is seeking permission from Stratford District Council to re-site the dog bin on Station Rd to the PROW at Bomford Way. The landowner has already confirmed they are agreeable to this. A flier has also been distributed to every household in Salford Priors, as well as being posted on Facebook and emails sent via the website.</p>
13.	<p>Matters raised by Councillors: The following matters were raised by Council Members:</p> <p>a) Cllr Shale has suggested that the Parish Council support the Memorial Hall in putting on a simple event in August to commemorate both VE & VJ days together subject to normality being resumed. Cllr Shale will put together a report for the June meeting. The Chairman asked for Members to contact the Clerk with any suggestions they may have.</p> <p>b) Cllr Hickman reported issues with hedges on Cherry Tree Crescent and along School Rd.</p>
14.	<p>Correspondence Considered: <i>(Yellow papers)</i></p> <p>None</p>
15.	<p>Correspondence Noted:</p> <p>None</p>
16.	<p>Finance:</p> <p>a) Individual questions comprising the Annual Governance & Accountability Return Section 1 for Local Councils FY 2019/20 were forwarded prior to the meeting. Sections 1 to 8 were all agreed affirmative with trust fund response being not applicable. Confirmation of these findings was proposed by Cllr James and seconded by Cllr Pattison and agreed by all Councillors. Clerk to prepare Section 1 entries for Minute Reference, dating and signature.</p> <p>b) The Council noted the Internal Audit Report 2019/20 with no recommendations.</p> <p>c) Consideration was given to the fourth quarterly bank reconciliation, account balances and income and expenditure budgets. These were agreed by all Councillors. These will be signed when full Council can meet in person.</p> <p>d) Members noted the first precept payment of £32,500 has been received and transferred to the Deposit Account.</p> <p>e) The council gave consideration and approval of the payments listed in Appendix A for April & May. Proposed by Cllr Maude and seconded by Cllr Hickman and agreed by all Councillors.</p> <p>f) All remittances for payments listed in Appendix A will be signed when full Council can meet in person.</p>

	g) The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 43 and Deposit Account Statement 54 issued 1st May 2020:-	
	Lloyds Deposit Account	117,220.80
	Lloyds Current Account	3,182.90
	Lloyds CIL Account	28,983.82
	Lloyds S106 Account	20,156.57
	Total Fund Balance	169,544.09
17.	Date of Next Meeting: Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 17th June 2020 at 7.00pm via Zoom.	
18.	Closure of Meeting: The Chairman closed the meeting at 19:40 hrs	

Chairman: _____ Date: _____

APPENDIX A: FINANCE - APRIL PAYMENTS

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
000549	HMRC	Clerk & PC NIC & Tax	26.27		26.27
BACS	GM Roofing Ltd	Roof Survey TOPs	180.00	30.00	150.00
BACS	SPMH	Hire of Hall	475.00		475.00
BACS	Limebridge Rural Services	Amenity Contract	1,238.06	206.33	1,031.73
BACS	NALC/WALC	Annual Subscription	603.00	85.00	518.00
BACS	Mrs D Bowles	Salary & Expenses	833.51		833.51
BACS	Limebridge Rural Services	Allotment Expenses	36.00	6.00	30.00
BACS	Namesco	Renewal Website	179.99	30.00	149.99
DD	CF Corporate Finance Ltd	Final Lease Rental Payment	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 9.2.20	7.15		7.15
Total			3791.91	364.33	3427.58

MAY PAYMENTS

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
550	HMRC	Clerk & PC NIC & Tax	26.27		26.27
551	SP Post Office & Stores	Wall Rental & Electricity for Light	50.00		50.00
BACS	Mr G Bradley	Internal Audit Fee	125.00		125.00
BACS	Zurich Municipal	Annual Insurance Fee	1343.68		1343.68
BACS	Mrs D Bowles	Zoom Payment	14.39		14.39
BACS	Mrs D Bowles	Salary & Expenses	815.80		815.80
BACS	GTL Services	Noticeboard Repair	71.00		71.00
BACS	Amazon EU	USB Drive	34.99	5.83	29.16
BACS	Tone Improvements	TOPs Works	160.00		160.00
BACS	Limebridge Rural Services	Amenity Contract	599.29	93.21	466.08
DD	NPower	Light Energy	299.97	14.28	285.69
DD	NPower	Light Energy	114.72	5.46	109.26
DD	Water Plus	TOPs	69.89		69.89
DD	Nest	Clerk's Pension	95.93		95.93
DD	EDF Energy	TOPs electricity	54.00		54.00
DD	Lloyds Bank	Charges to 9.3.20	7.15		7.15
Total			3882.08	118.78	3723.30