

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors on Wednesday 17th June 2020 at 7pm.

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

Present: Councillors: Cllr A Green (Chairman), K Pattison, K James, T Shale, C Hickman, R Green, Donna Bowles, Clerk to the Parish Council. County Councillor Mike Brain.

Also in attendance: 0 members of the public.

1.	<p>Apologies accepted for absence: Cllrs Penn & Seabourne. Members asked that the Clerk send their condolences to Cllr Penn on his recent bereavement.</p>
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 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 disclosable pecuniary interests in items on the Agenda and their nature: None declared.</p> <p>Other Disclosable Interests: None declared.</p>
3.	<p>Open Forum: No questions were submitted and whilst one resident requested a link they didn't attend. The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.</p> <p>a) Have your say – No-one present.</p> <p>b) No under 18s were present.</p> <p>c) County Councillor Mike Brain's Report –</p> <ol style="list-style-type: none"> 1. Warwickshire County Council sent letters to parents regarding home to school transport stating that fees of £840 would need to be paid per pupil to attend Alcester Academy as Benedict's Catholic School is slightly closer. District Councillor Fleming & County Councillor Mike Brain became involved and Warwickshire County Council has decided to change the policy. No fees will therefore be payable. 2. A second round of Community Grants will be available shortly. 3. Fly tipping has increased although waste recycling centres have now reopened by appointment only. <p>d) District Councillor Fleming's Report –</p> <ol style="list-style-type: none"> 1. 90% of discussions have related to the pay outs to businesses with rate reductions etc, and hardship payments to Council Tax payers. The latest is the discretionary grant for small businesses with early releases for B&B businesses. 2. A meeting was held last week where there were plenty of questions for Cabinet to keep everyone informed of new developments for coming out of "lockdown" and how to keep safe. 3. Regulatory meetings will be commencing soon. 4. Planning meetings are starting tonight which will enable more applications to be debated at Committee stage, rather than delegation to officers. 5. The Broom Junction application has finally been sent to Committee. Other applications are proceeding as normal. <p>The Chairman closed the open forum and reconvened the meeting at 19:10</p>

4.	<p>Acceptance of Minutes: The Minutes of the Ordinary Parish Council Meeting held on Wednesday 20th May 2020 via Zoom due to social distancing laws were agreed by the Council to be a true record of the meeting and signed by the Chairman.</p>
5.	<p>Planning Matters: Applications Considered: None received.</p> <p>Decisions: 20/01241/AGNOT – replacing existing barn/tractor shed with secure modern building at Salford Lodge Farm, Pitchill, Evesham, WR11 8SN. The District Planning Authority raises no objection to the propose development and no further details are required to be submitted.</p>
6.	<p>Clerk's Progress Report:</p> <p>a) Report has been received for the TOPs roof. Very little work required. The temporary repair carried out is holding well. TOPs will be discussed under agenda item 11a(3). Cllr Maude requested that an additional member join the TOPs Management Committee to which Cllr Shale volunteered.</p> <p>b) Letters have been sent to residents/landowners re cutting back hedges that are growing over the footway</p> <p>The following delegated decisions have been taken to date:</p> <ul style="list-style-type: none"> • To cut back hedge on access track to soil bin and empty soil bin • Benches in the parish to be refurbished • 4 half allotment plots to be set up • Playing field car park lines repainted – Cllr James pointed out that the car park is not the Parish Council's responsibility and these works should not have been authorised by the Chairman and the Clerk. Cllr James proposed that the invoice of £450 be paid with unanimous approval. It was reiterated that the Parish Council will not be adopting this car park under any circumstances.
7.	<p>Playing Field: Members noted that inspections have not taken place as per government guidelines during the Covid-19 pandemic. The Chairman stated that some families have been using the equipment, but this is against the advice of the Parish Council. There may be some sanitisation required to the playing field equipment once it is allowed back in use.</p>
8.	<p>Highways:</p> <p>a) Members noted the Lengthsman has carried out the following works:</p> <ol style="list-style-type: none"> 1. Cleaned glass bus shelters on School Rd 2. Repaired the wooden gate to the entrance of the village from A46 3. Cut back all overgrown brambles/bushes by 2 bus shelters 4. Carried out various PROW works <p>b) To consider future tasks to be issued to the Lengthsman</p> <ol style="list-style-type: none"> 1. The 30mph signs approaching Tothall Lane from Irons Cross are becoming overgrown by brambles. 2. The Clerk has asked that Warwickshire County Council carry out clearance works at the junction of Tothall Lane as there is a health and safety issue offering a share of the costs from CIL monies. Cllr Maude queried this however Cllr James confirmed that it is appropriate as these monies are to be used for community infrastructure. 3. Grit bins will need checking before winter months set in. Clerk to make a note for Lengthsman to check these in September. 4. To clear the Salford Priors sign coming in from A46.
9.	<p>Garden Allotments:</p> <p>a) It was proposed at the last meeting for the garden allotment competition (Ivor Penn Rose Bowl Trophy) to be reinstated. This to be discussed at the July meeting once some rules have been put</p>

	<p>together. Cllr James has judged several allotment/garden competitions in the past. He will search for his old marking sheets.</p> <p>b) Members noted there is now a waiting list for the allotments. The amenity contractor will be marking up 4 half plots and power harrowing them when the ground conditions are better.</p>																																													
10.	<p>Rights of Way:</p> <p>a) Having spoken with Cllr Penn, Clerk advised he had had nothing to report.</p> <p>b) Members noted that works have commenced on the PROW with the following repairs having taken place:</p> <ol style="list-style-type: none"> 1. AL5 – kissing gate clearance 2. AL6 – kissing gate, signpost and wooden bridge clearance and repairs 3. AL9 – kissing gate clearance 4. AL10 – kissing gate clearance and strim length of footpath that runs behind The Bell 5. AL11 – kissing gate, signposts and wooden bridge clearance. 6. Awaiting new way marker posts and signs to be delivered and these will then be installed. 																																													
11.	<p>Working Groups:</p> <p>a) S106/CIL :</p> <ol style="list-style-type: none"> 1. Councillors considered the recommendations from the Playing Field Working Group regarding the new playing field improvements and the Tender Evaluation Report. <table border="1" data-bbox="331 846 1401 1055"> <thead> <tr> <th></th> <th>Contractor A</th> <th>Contractor B</th> </tr> </thead> <tbody> <tr> <td>1. Total Points (300 available)</td> <td></td> <td></td> </tr> <tr> <td>GRAND TOTAL</td> <td>238</td> <td>219</td> </tr> </tbody> </table> <p style="text-align: center;">9%</p> <table border="1" data-bbox="331 1182 1401 1485"> <thead> <tr> <th colspan="3">BREAKDOWN</th> </tr> </thead> <tbody> <tr> <td>Submission compliance</td> <td>38</td> <td>35</td> </tr> <tr> <td>A.New skatepark</td> <td>96</td> <td>89</td> </tr> <tr> <td>B.Outdoor gym</td> <td>44</td> <td>45</td> </tr> <tr> <td>C.Trim track</td> <td>24</td> <td>24</td> </tr> <tr> <td>D.Multi-goal / basketball set</td> <td>28</td> <td>24</td> </tr> <tr> <td>E.Enhancements & repairs to existing play equipment</td> <td>8</td> <td>2</td> </tr> </tbody> </table> <p>Members confirmed they are happy with the process followed. Cllr James proposed that Contractor A is awarded the contract, based on the report above, with Cllr R Green seconding. Unanimous approval. Clerk to advise tenderers. Clerk advised Members that the S106 monies are not yet available and therefore the order will not be placed until these are received.</p> <ol style="list-style-type: none"> 2. CIL monies – Traffic Calming Measures Following the Parish Council’s decision at the January 2020 meeting to investigate speed restriction and highway works, the following estimates have been received from Warwickshire County Council Highways: <table border="1" data-bbox="316 1839 1380 2094"> <tbody> <tr> <td>1.</td> <td>Build outs on Station Road and Evesham Road to include lighting. £23,500 x 2</td> <td>47,000</td> </tr> <tr> <td>2.</td> <td>Block setts around island area junction of School/Station Rd</td> <td>3,770</td> </tr> <tr> <td>3.</td> <td>Traffic calming School Road (between top Ban Brook Rd/Station Rd One build out and 2 sets of speed cushions and lighting</td> <td>32,900</td> </tr> <tr> <td>4.</td> <td>30mph repeater signs and roundals</td> <td>746</td> </tr> <tr> <td>5.</td> <td>3 vehicle activated signs (cost would be double if using solar)</td> <td>6,000</td> </tr> </tbody> </table>		Contractor A	Contractor B	1. Total Points (300 available)			GRAND TOTAL	238	219	BREAKDOWN			Submission compliance	38	35	A.New skatepark	96	89	B.Outdoor gym	44	45	C.Trim track	24	24	D.Multi-goal / basketball set	28	24	E.Enhancements & repairs to existing play equipment	8	2	1.	Build outs on Station Road and Evesham Road to include lighting. £23,500 x 2	47,000	2.	Block setts around island area junction of School/Station Rd	3,770	3.	Traffic calming School Road (between top Ban Brook Rd/Station Rd One build out and 2 sets of speed cushions and lighting	32,900	4.	30mph repeater signs and roundals	746	5.	3 vehicle activated signs (cost would be double if using solar)	6,000
	Contractor A	Contractor B																																												
1. Total Points (300 available)																																														
GRAND TOTAL	238	219																																												
BREAKDOWN																																														
Submission compliance	38	35																																												
A.New skatepark	96	89																																												
B.Outdoor gym	44	45																																												
C.Trim track	24	24																																												
D.Multi-goal / basketball set	28	24																																												
E.Enhancements & repairs to existing play equipment	8	2																																												
1.	Build outs on Station Road and Evesham Road to include lighting. £23,500 x 2	47,000																																												
2.	Block setts around island area junction of School/Station Rd	3,770																																												
3.	Traffic calming School Road (between top Ban Brook Rd/Station Rd One build out and 2 sets of speed cushions and lighting	32,900																																												
4.	30mph repeater signs and roundals	746																																												
5.	3 vehicle activated signs (cost would be double if using solar)	6,000																																												

		1 – Evesham Rd, 2 in Dunnington	
6.		Tarmac area in front of field – gateway by Church	760
7.		Sundries	200
		Total	91,376

Cllr Maude suggested that a VAS be placed on the B4088 as this is a very fast road. Clerk to seek advice from Highways regarding a VAS on a 50mph road at Rushford. Following discussion, it was decided to look into a VAS for Rushford/traffic calming measures, removing the speed cushions on School Rd which will save approx £9,400 and consider build outs instead. Also, to look into an additional VAS as you enter the village from Tothall Lane junction. Cllr Shale proposed the above works setting aside a budget of £100,000 in total. Cllr Maude seconded. Unanimous approval. Clerk to contact Highways with the amended works and obtain a more detailed design.

3. CIL monies – TOPs building
A £10,000 grant has been received from Stratford District Council with a request from the TOPs Management Committee (agenda item 14c). The Working Group were initially looking at a new build however Cllr James stated that a new modular building would now cost an additional 17.5/25% following an increase in requirement for classrooms for schools. The Working Group are now recommending a refurbishment, rather than a new build. Cllr James proposed that a consultation with the TOPs management committee take place. From that outcome provisional sums need to be obtained, and for TOPs to put a short-term business case together for the next 3 years. Once all this has been received then the Parish Council can consider. Cllr Pattison seconded. Unanimous approval. Clerk to advise TOPs Management Committee.

12. Community:

a) Members noted the TOPs accounts and report.
b) The TOPs roof was discussed under agenda item 6a.
c) Cllr Shale reported that the Memorial Hall Committee are not looking at a substantial commemoration this year for VE & VJ days due to current circumstances. He stated there may be a celebration next year. Cllr Shale to report back with an update at the July meeting.

13. Matters raised by Councillors: The following matters were raised by Council Members: Members noted that Ragley is being taken over by Saville International. Most staff members have been made redundant. Cllr Maude has a contact which he will forward to Clerk.

14. Correspondence Considered: (Yellow papers)

a) An email has been received from the website provider offering to provide accessibility tools at a cost of £50. All current websites must comply with accessibility regulations by 23 September 2020. Cllr James proposed that this is accepted with Cllr Maude seconding. Unanimous approval.
b) An email was received from Marie Curie Emergency Appeal requesting a donation – Cllr James proposed that £100 is donated, Cllr Pattison seconded. Unanimously approved.
c) A request has been received from the TOPs Management Committee following the receipt of a £10,000 grant for the Parish Council to take over the electricity and water payments. The purchase of a new oven and kitchen flooring have also been requested. Parish Council confirmed unanimously to take over the natural running costs. As discussions will be taking place regarding refurbishments (agenda item 11a(3)) it was decided to delay any interior improvements.

15. Correspondence Noted:
None

16. Finance:

a) A copy of Section 2 Annual Governance and Accountability Return Salford Priors Parish Council Accounts FY 2019/20 was provided for inspection and debate by all Council Members, having been signed by the Clerk in the role of Responsible Finance Officer. Confirmation of acceptance was proposed by Cllr Shale seconded by Cllr James and agreed by all Councillors. Clerk to prepare Section 2 entries for Minute Reference, dating and signature by Chairman.
b) The council gave consideration and approval of the payments listed in Appendix A.

	<p>c) Proposed by Cllr Maude, seconded by Cllr R Green and agreed by all Councillors.</p> <p>d) All payments previously agreed have been signed by The Chairman and Cllr Shale.</p> <p>e) In the circumstances Appendix A will be signed at a future date.</p> <p>f) Members noted the sum of £77,550 has been received from Stratford District Council in respect of the proportion of CIL receipts accruing from 19/00266/FUL (The Old Forge, Station Rd) & 17/02475/FUL (land at Evesham Rd, Salford Priors).</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 46 and Deposit Account Statement 55 issued 1st June 2020:-</p> <table border="1"> <tr> <td>Lloyds Deposit Account</td> <td>117,225.18</td> </tr> <tr> <td>Lloyds Current Account</td> <td>10,659.63</td> </tr> <tr> <td>Lloyds CIL Account</td> <td>28,985.09</td> </tr> <tr> <td>Lloyds S106 Account</td> <td>20,157.45</td> </tr> <tr> <td>Total Fund Balance</td> <td>177,027.35</td> </tr> </table>	Lloyds Deposit Account	117,225.18	Lloyds Current Account	10,659.63	Lloyds CIL Account	28,985.09	Lloyds S106 Account	20,157.45	Total Fund Balance	177,027.35
Lloyds Deposit Account	117,225.18										
Lloyds Current Account	10,659.63										
Lloyds CIL Account	28,985.09										
Lloyds S106 Account	20,157.45										
Total Fund Balance	177,027.35										
17.	<p>Date of Next Meeting: Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 15th July 2020 at 7.00pm via Zoom due to social distancing laws.</p>										
18.	<p>Closure of Meeting: The Chairman closed the meeting at 20:15 hrs</p>										

Chairman: _____ Date: _____

APPENDIX A: FINANCE

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
Cq 552	HMRC	Clerk & PC NIC & Tax	26.27		26.27
BACS	Mr J Hyde	Lman Works Feb	45.00		45.00
BACS	Mr J Hyde	Lman Works May	97.50		97.50
BACS	SLCC	Annual Membership	140.00		140.00
BACS	Stratford District Council	Dog/Litter Bin Emptying	134.23	22.37	111.86
BACS	Mrs D Bowles	Salary & Expenses	829.89		829.89
BACS	Limebridge Rural Services	Amenity Work	1218.77	203.12	1015.65
BACS	Limebridge Rural Services	Amenity - Planters	2178.72	363.12	1815.60
BACS	South West Works	Line Painting	540.00	90.00	450.00
BACS	SMTP2GO	Email Delivery Service	44.90	7.48	37.42
BACS	Mrs D Bowles	Zoom Subscription	14.39		14.39
DD	ICO	Data Protection Fee	35.00		35.00
DD	Nest	Clerk's Pension	99.78		99.78
DD	EDF Energy	TOPs electricity	54.00		54.00
DD	Lloyds Bank	Charges to 9.4.20	7.80		7.80
Total			5466.25	686.09	4780.16