

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held via Zoom due to Covid-19 & social distancing laws on Wednesday 15th July 2020.

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

Also in attendance: 0 members of the public.

1.	Apologies accepted for absence: Cllrs Pattison & Penn
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, or link requested. The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.</p> <p>a) Have your say.</p> <p>b) No under 18s were present.</p> <p>c) County Councillor Mike Brain's Report –</p> <p>Jobs completed in Salford Priors –</p> <ol style="list-style-type: none"> 1. Carriageway patching on Evesham Rd 2. Void in footway on School Rd filled and capped <p>Jobs Outstanding –</p> <ol style="list-style-type: none"> 1. Clearance of drainage system partially completed on New Inn Lane, road closure required for substantial carriageway patching. 2. Wood Bevington drainage issue in winter – plan to modify Highway drainage system and abandon damaged culvert 3. Mechanical sweep of Cock Bevington Rd, Iron Cross to remove silt/debris. <p>Elsewhere in the County –</p> <ol style="list-style-type: none"> 1. Welford on Avon & Bidford on Avon have been awarded significant funding to repair and maintain the 2 historic bridges. 2. The Stratford District Council Cabinet met informally with the Executive from Warwick District Council to explore ways to work together for the benefit of the people of South Warwickshire and the wider community. The purpose of these discussions was to consider the best way for the local government to evolve for the benefit of residents ahead of an expected white paper in relation to devolution scheduled to be released by government later this year. <p>d) District Councillor Fleming was unable to attend due to a Planning meeting. He provided the following report –</p> <ol style="list-style-type: none"> 1. Track & Trace microsites are being set up and some, not all, can offer results in 20 minutes. Neighbouring authorities are being worked with to try and cover all areas in a comprehensive way. The intention is to tackle any localized outbreaks that may happen. There are fewer positive cases being reported and none in care homes. 2. Libraries are being re-opened under controlled circumstances, starting with a click and collect system building up to a normal regime eventually although the number of people allowed in will be reduced. 3. A number of council recovery groups at District level have been set up with the intention of finding ways to restart the economy. 4. Government released another £500 million package for local authorities. Stratford District Council are looking to get a similar grant which may cover up to 75% of the losses incurred this year. 5. Leisure centres will be re-opening wef 25th July. 6. District Council held their first full council meeting since lockdown began. 7. Elizabeth House has re-opened with reduced hours from 10am to 2pm with a steady stream of visitors.

	The Chairman closed the open forum and reconvened the meeting at 19:05
4.	<p>Acceptance of Minutes: The Minutes of the Ordinary Parish Council Meeting held on Wednesday 17th June 2020 at The Memorial Hall, Salford Priors were agreed by the Council to be a true record of the meeting and will be signed by the Chairman at a future date.</p>
5.	<p>Planning Matters: Applications Considered:</p> <p>a) 20/01257/FUL & 20/01258/LBC – extension to dwelling house and replacement of existing garage at 70 Wood Bevington, Alcester, B49 5LX. Following consideration by Members it was agreed for the Clerk to return the comment “No objection”</p> <p>b) 20/01683/FUL – two storey side extension with demolition of side building and rear outbuilding at 8. Rushford Cottages, Rushford, WR11 8SL. Following consideration by Members it was agreed for the Clerk to return the comment “No objection”</p> <p>Noted:</p> <p>c) 20/01442/FUL – demolition of existing garage and construction of a single storey side extension in its place. All materials to match the existing at 52 Dunnington, Alcester, B49 5NY. Following consultation with Members via email Clerk responded “No objection”</p> <p>d) 20/01632/TREE – proposed T1 – acer – removal of up to 3 lower branches, T2 – damson – 30% crown reduction & T3 – willow – removal of up to 10 small branches that protrude from main stem at The Hayloft, Abbots Salford, WR11 8UT. Following consultation with Members via email Clerk responded “No objection”</p> <p>Decisions:</p> <p>e) 20/00621/FUL – 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 bathrooms for holiday let and will be accessed from a new external staircase at The Bell Inn, Evesham Rd, Salford Priors, WR11 8UU. Planning permission granted subject to conditions.</p> <p>f) 20/00304/FUL & 20/00305/LBC – proposed alterations to farmhouse, including the removal of the 20th century extension and chimney, alterations to windows, installation of new French windows, extension to existing outbuilding to provide workshop and log store. New porch to front elevation and provision of calor gas storage tank. Post and rail fence and gates to boundary. Planning permission granted subject to conditions.</p>
6.	<p>Clerk’s Progress Report:</p> <p>a) Hedges have been cut back from Cherry Tree Crescent, School Rd and Evesham Rd.</p> <p>b) Warwickshire County Council has confirmed they will be arranging for the clearance of the brambles at Tothall Lane junction.</p> <p>c) Chairman & Clerk met with Highways England regarding the issues with the A46 layby/Ragley Estate being used as a toileting area. The officer has taken photos and will report back with a possible solution shortly. This is a major health & safety issue as the area needs clearing and cleaning. Clerk has contacted District Councillor Fleming to help with this, however it would appear this is a County issue. Clerk to contact Highways & County Councillor Mike Brain.</p> <p>d) The Lengthsman has re-sited the dog waste bin from Station Rd to the PROW on Bomford Way following Stratford District Council’s confirmation and the landowner’s permission.</p> <p>e) The bird mouth fencing works at the Piper Homes development will be taking place in August.</p> <p>f) Clerk reported that the streetlight outside the sub-station by Cherry Tree Crescent is on 24 hours a day. The response from Streetlighting Department is that they are only attending to streetlights where there is an immediate danger to the public. Faulty and non-operational equipment will be attended to as soon as possible following a reduction in the present National lockdown measures.</p> <p>The following delegated decisions have been taken to date:</p> <p>a) Power harrowing of garden allotment plot 2a</p> <p>b) Playground safety check</p>
7.	<p>Playing Field:</p> <p>a) Members noted that a safety inspection was carried out on 15th July and the report is awaited. Following a lengthy discussion, Members unanimously resolved to maintain the closure of the play equipment at the Playing Field, School Avenue, Salford Priors. The Parish Council will continuously monitor the situation. Clerk to order A3 Correx signs to place at the playing field entrances and toddler area.</p> <p>b) Members considered the offer by a resident to carry out monthly inspections however decided that it would be in everyone’s best interests for the inspections to be carried out by a professional Company.</p>

	<p>Three separate quotes had been received from companies and considered by the Members. Members unanimously resolved to hold 3 quarterly inspections and one annual inspection. Cllr Shale proposed that The Play Inspection Company take on this role, subject to sight of public liability and professional indemnity insurance with Cllr Hickman seconding. Members unanimously approved.</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. Clear requested 30mph signs of brambles 2. Dog bin re-sited from Station Rd to Bomford Way. <p>b) To consider future tasks to be issued to the Lengthsman/handyman</p> <ol style="list-style-type: none"> 1. Clear crossroads signs on B4088 Irons Cross 2. Clear 30mph signs before Tothall Lane, approaching from Irons Cross 3. Clear brambles from bridge approaching Abbot's Salford from Salford Priors 4. Re-varnish the noticeboard at the bottom of Ban Brook Rd - handyman 5. Hedge clearance on School Rd, Iron's Cross is required. This is land owned by Warwickshire County Council – Clerk to contact.
9.	<p>Garden Allotments:</p> <p>a) Members noted that all 3 new allotment plots have had interest shown in them, with one being taken up.</p> <p>b) Clerk had provided some suggested allotment judging criteria in the agenda pack. The Chairman proposed the criteria is adopted, with Cllr R Green seconding. Members unanimously approved.</p>
10.	<p>Rights of Way:</p> <p>a) Having spoken with Cllr Penn, Clerk advised he had nothing to report.</p> <p>b) Clerk advised Members that PROW works have ceased for the time being as she has not been able to obtain way marker posts or directional signs from Richard Barnard. She has asked County Councillor Mike Brain to help with this.</p>
11.	<p>Working Groups:</p> <p>a) Christmas Tree Switch On – due to Covid-19 it was unanimously resolved by Members not to hold a Switch On Event this year. Cllr James proposed a limit of £800 for the purchase of a Christmas tree, installation of lights and removal of tree, Cllr R Green seconded. The Chairman proposed that a Working Group is formed in January to consider the Switch on Event for Christmas 2021. Members unanimously approved.</p> <p>b) Communications – No update from Cllr Pattison regarding the welcome booklet & book of walks</p> <p>c) Streetlights – quotes are still awaited. Clerk has chased.</p> <p>d) CIL/S106 –</p> <ol style="list-style-type: none"> 1. Members noted the winning contractor has been advised regarding playground improvements. 2. Awaiting finalised quotes from Highways regarding traffic control measures. Graham Stanley has contacted the Clerk to find out where all the proposed VAS would be sited. Cllr James suggested one by the Baptist Chapel and one by Conway Croft in Dunnington. Cllr Seabourne expressed his concerns regarding the positioning of the proposed build outs. The Chairman proposed that Members wait for design and proposals, at which time a decision can be made. <p>e) Amenity – Clerk to set a date to consider the tender process</p>
12.	<p>Community:</p> <p>Cllr Shale stated that the village hall will not be opening until at least September and as such only an informal commemoration of VJ day will take place. The village hall committee may consider holding a commemoration next year.</p>
13.	<p>Matters raised by Councillors: The following matters were raised by Council Members:</p> <p>a) Cllr Green proposed that a review of the NDP take place, however Cllr James pointed out that the review does not need to take place until 5 years after it was adopted. A Working Group to be set up in January 2021.</p> <p>b) Cllr Shale requested that consideration be given to the front of the new CALA development and issues that may come from cars parking on the extended verge. Cllr James proposed that a CALA Working Group be set up, with all Members invited. Clerk has raised other queries with CALA; once these have been answered a date can be set to consider this and any other queries. Members raised a concern regarding the adoption of the balancing pond which is a query Clerk has raised with CALA.</p> <p>c) To consider retirement gift for John Stedman. All Cllrs to all think about how to move this forward.</p>
14.	<p>Correspondence Considered: (Yellow papers)</p> <p>a) A request from NALC had been received to consult on the proposed national model member code of</p>

	<p>conduct. As Salford Priors Parish Council has adopted the Stratford District Council Member of Code it was decided not to respond.</p> <p>b) An email has been received regarding commemorating the late Donald Penn. Cllr James proposed that the refurbishment of the TOPs building be carried out in the memory of Donald Penn, with a plaque being placed on the building, once completed. He carried out a lot of work to obtain the building and put a lot of time into the Youth Club and fete. Cllr R Green seconded. Members unanimously approved.</p> <p>c) Clerk has received an email from the government digital service regarding the website's domain name not being locked. This is a service that protects against someone else taking ownership of the domain, or against significant changes being made to the domain. Cllr Maude stated that this is a requirement to be completed and needed minuting. Clerk to complete the necessary requirements.</p> <p>d) Members considered a request from Village Post Office & Stores for funding following the rejection of the community grant application of £30,000 as it did not comply with the terms and conditions of the grant. This is not something the Parish Council is able to help with however if evidence can be provided of other Parish Councils being involved in this type of request then it will be looked into further.</p> <p>e) A request has been received from TOPs for extra cleaning, sanitising and PPE equipment that will be incurred to comply with government and ACRE guidelines for reopening community buildings. Bearing in mind a grant of £10,000 has been received for the TOPs building, Cllr James proposed the full cleaning and sanitising equipment be purchased. Members unanimously approved this expenditure. The building will also require a legionella test which Cllr Shale confirmed will be carried out by a local company free of charge.</p>										
15.	<p>Correspondence Noted: Members noted thanks from Marie Curie following the £100 donation.</p>										
16.	<p>Review : Members unanimously approved the following regulatory documents:</p> <p>a) Standing Orders – May 2021 b) Financial Regulations – May 2021 c) Terms of Reference Parish Council Working Groups – July 2022</p>										
17.	<p>Finance:</p> <p>a) Consideration was given to the first quarterly bank reconciliation, account balances and income and expenditure budgets. These were agreed by all Councillors. Clerk will arrange for these to be signed.</p> <p>b) As there is not a meeting in August it was agreed by Members that any regular monthly invoices requiring payment be signed by Chair or Vice-Chair and one other. These payments to then be retrospectively approved in September.</p> <p>c) The council gave consideration and approval of the payments listed in Appendix A.</p> <p>d) Proposed by Cllr R Green, seconded by Cllr Hickman and agreed by all Councillors.</p> <p>e) It was agreed that Appendix A would be signed at a later date with Cllrs James & Pattison completing the on-line BACS payments.</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 50 and Deposit Account Statement 56 issued 1st July 2020:-</p> <table border="1" data-bbox="427 1509 1098 1729"> <tr> <td>Lloyds Deposit Account</td> <td>117,229.84</td> </tr> <tr> <td>Lloyds Current Account</td> <td>5,126.38</td> </tr> <tr> <td>Lloyds CIL Account</td> <td>106,537.20</td> </tr> <tr> <td>Lloyds S106 Account</td> <td>20,158.25</td> </tr> <tr> <td>Total Fund Balance</td> <td>249,051.67</td> </tr> </table>	Lloyds Deposit Account	117,229.84	Lloyds Current Account	5,126.38	Lloyds CIL Account	106,537.20	Lloyds S106 Account	20,158.25	Total Fund Balance	249,051.67
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18.	<p>Date of Next Meeting: Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 16th September 2020 at 7.00pm via Zoom. Future strategy planning meeting to take place on Wednesday 26th August, 7pm via Zoom.</p>										
19.	<p>Closure of Meeting: The Chairman closed the meeting at 20:50 hrs</p>										

Chairman: _____ Date: _____

APPENDIX A: FINANCE

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
Cq 553	HMRC	Clerk & PC NIC & Tax	26.27		26.27
BACS	Eyelid Productions	Accessibility Tool	50.00		50.00
BACS	Mr J Hyde	Re-site dog bin	28.00		28.00
BACS	Mr J Hyde	Lman Works Jun	44.00		44.00
BACS	Mrs D Bowles	Salary & Expenses	870.18		870.18
BACS	Salford Priors CE Academy	Apr-Jun TOPs rent	168.75		168.75
BACS	Salford Priors CE Academy	Jul-Sep TOPs rent	168.75		168.75
BACS	Limebridge Rural Services	Amenity Work	1605.29	267.53	1337.76
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			3122.82	267.53	2855.29