

## Salford Priors Parish Council

### Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors on Wednesday 16<sup>th</sup> September 2020.

**Present:** Councillors: Cllr A Green (Chairman), K Pattison (left 19:55), L Maude, K James, T Shale, R Green, B Seabourne, District Councillor Bill Fleming & County Councillor Mike Brain  
Donna Bowles, Clerk to the Parish Council

**Also in attendance:** 0 members of the public.

<b>1.</b>	<p><b>Apologies accepted for absence:</b> Cllr Hickman Non-Attendance – Cllr Penn</p>
<b>2.</b>	<p><b>Register of Interests:</b> Members were reminded of the need to keep their register of interests up to date <b>Declaration of Interests:</b> 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. <b>Pecuniary Interests:</b> Members were asked to declare any disclosable pecuniary interests in items on the Agenda and their nature: None declared. <b>Other Disclosable Interests:</b> None declared.</p>
<b>3.</b>	<p><b>Open Forum:</b> The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.</p> <p><b>a) Have your say.</b> <b>b) No under 18s were present.</b> <b>c) County Councillor Mike Brain’s Report –</b></p> <ul style="list-style-type: none"> <li>• Works to repair New Inn Lane following the damage caused by the diversion route last year are taking place this week. Cllr James stated that Wood Bevington Lane is in a far worse condition and also requires attention. Clerk has already reported this to Highways however County Councillor Mike Brain will look into this.</li> <li>• Cllr A Green stated that the PROW Team are not responding to requests for new posts to be delivered. A lot of time has gone in to ascertaining what works are required however there is a distinct lack of support from PROW. Again, County Councillor Mike Brain will look into this.</li> <li>• The second round of the County Councillors Community Grant Scheme launched on 1<sup>st</sup> September with a closing date of 27<sup>th</sup> September</li> <li>• The proposed Unitary Authority will be fully debated at Warwickshire County Council Full Council meeting on 22<sup>nd</sup> September. In Warwickshire this could mean the scrapping of all District &amp; Borough Councils and running all services from Warwick.</li> <li>• Warwickshire County Council’s ten-point Covid-19 Recovery Plan was approved at today’s meeting of Cabinet. The Council moves towards the next stages of its recovery from the social and economic impacts of the pandemic.</li> </ul> <p><b>d) District Councillor Fleming’s Report –</b></p> <ul style="list-style-type: none"> <li>• Stratford District Council has a different view on unitary authority and is looking at a different proposal to Warwickshire County Council in running a southern division in conjunction with Warwickshire County Council. He will keep the Parish Council up to date.</li> <li>• He attended a meeting with WALC regarding the fast tracking of planning applications. Cllr James provided a brief update regarding the Government’s proposed changes to the planning system. This to be discussed in detail under agenda item 11f.</li> <li>• Stratford District Council held its Annual Meeting for making appointments to committees. District Councillor Fleming is now one of the Vice-Chairs of the Planning Committee. Meetings to be held fortnightly to speed up the process of planning applications.</li> </ul> <p><b>The Chairman closed the open forum and reconvened the meeting at 19:20</b></p>
<b>4.</b>	<p><b>Acceptance of Minutes:</b> The Minutes of the Extra Ordinary Parish Council Meeting held on Monday 3<sup>rd</sup> August 2020 via Zoom were agreed by the Council to be a true record of the meeting and signed by the Chairman.</p>
<b>5.</b>	<p><b>Planning Matters: Applications Considered:</b></p> <p>a) <b>20/02427/TREE –</b> T1 silver birch – reduce one limb away from parking space and remove large branch</p>

	<p>overhanging property boundary at 2 Meadow View, Evesham Rd, WR11 8UU. Following consideration by Members it was agreed for the Clerk to return the comment “No objection”.</p> <p>b) <b>20/01683/FUL</b> – two storey side extension with demolition of side building and rear outbuilding at 8 Rushford Cottages, Rushford, Evesham. Following consideration by Members it was agreed for the Clerk to return the comment “No objection”.</p> <p><b>Noted:</b></p> <p>c) <b>20/01805/FUL</b> – Extension to the south to form a new bedroom and kitchen breakfast room at Mistelle, Evesham Rd, Salford Priors, WR11 8UU. Following consultation with Members via email Clerk responded “No objection”</p> <p>d) <b>19/01507/VARY</b> – vary Condition 8, delivery of the car park of 18/01498/OUT to modify the timing of the delivery of the new car park prior to the occupation at Land off School Rd, School Rd, Salford Priors. Following consultation with Members via email Clerk responded “No objection”</p> <p>e) <b>20/02156/TREE</b> – T1 common ash – fell at Brook House, 5 Ban Brook Copse, Salford Priors, WR11 8GW. Following consultation with Members via email Clerk responded “No objection”</p> <p><b>Decisions:</b></p> <p>f) <b>20/01632/TREE</b> – T1 acer – removal of up to 3 lower branches, T2 damson – 30% crown reduction, T3 weeping birch – removal of up to 10 small branches that protrude from main crown shape at The Hayloft, Abbots Salfo Evesham. <b>No objection.</b></p> <p>g) <b>20/01442/FUL</b> – demolition of existing garage. Construction of single storey side extension in its place at 52 Dunnington, Alcester. <b>Planning Permission Granted subject to conditions</b></p> <p>h) <b>20/00652/FUL</b> – 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. <b>Planning Permission Granted subject to conditions.</b></p> <p>i) <b>20/00547/OUT</b> – outline application for a single dwelling with all matters reserved except access at Broom Junction, Former Railway Station, High St, Broom. <b>Outline Permission Granted subject to conditions.</b></p> <p>j) <b>20/01805/FUL</b> – proposed extension to the south to form a new bedroom and kitchen breakfast room at Mistelle, Evesham Rd, Salford Priors. <b>Permission Granted with Conditions</b></p> <p>k) <b>20/02467/DDT (Dead/Dangerous Tree Notification)</b> – T1 birch – prune cracked branch at 2 Meadow View, Evesham Rd ,Salford Priors, WR11 8UU</p> <p>l) <b>20/02156/TREE</b> – T1 common ash – fell at Brook House, 5 Ban Brook Copse, Salford Priors, WR11 8GS – <b>No Objection</b></p>
6.	<p><b>Clerk’s Progress Report:</b></p> <p>a) Warwickshire County Council has carried out works to clear brambles at Tothall Lane junction. <b>Noted and Closed</b></p> <p>b) Highways England regarding has received funding for the planting of the gaps in the A46 layby bushes. This has now been planted with established Berberis Ottawensis Superba which has long thorns and yellow flowers. It is hoped this will now deter people using this area as a toilet. <b>Noted and Closed</b></p> <p>c) Permanent signage re Covid-19 at the playing field has now been ordered. <b>Noted and Closed</b></p> <p>d) PROW works continue to progress with a further 20 new posts being requested. <b>Clerk to monitor</b></p> <p>e) The query regarding CALA blocking access to a PROW by planting a hedge has been passed on to the Rights of Way Team. <b>Clerk to monitor</b></p> <p>f) CALA has confirmed the car park being built will be for the whole community and there will be no management fee for this. They are therefore assuming the Parish Council will take this on, including all responsibility and costs, if they decide to offer it. Clerk has contacted Stratford District Council and they have stated they are reviewing the application this week and will investigate the maintenance query. <b>Clerk to monitor</b></p> <p>g) CALA have also confirmed that they expect the Parish Council to take on the balancing ponds and swales</p> <p>h) Cllr James thanked the Clerk for arranging the cleaning of the bus shelter at Iron’s Cross in a speedy manner.</p> <p>The following delegated decisions have been taken to date:</p> <ul style="list-style-type: none"> <li>• Increase income banding width on Edge IT Finance as limit has been exceeded</li> <li>• 4 new allotment plots have now been set up with a further plot being ordered. This now increases the plots from 12 to 18.</li> <li>• A new water trough has also been ordered for these plots.</li> </ul>
7.	<p><b>Playing Field:</b></p> <p>4/6 of the weekly playing field inspections have taken place. Repairs are due to be carried out to some of the play equipment on 5<sup>th</sup> October 2020. Cllr Shale to meet with Kompan regarding maintenance of the</p>

	<p>roundabout and trampoline. The Chairman reminded all Members to check the rota to see when they are due to carry out the weekly inspection. He reiterated that it is not just the signage that needs to be checked but the equipment should also be looked at to ensure everything is working well.</p> <p><b>Report on Works Carried Out</b> Playing field works to be carried out as per recent annual inspection.</p>
<b>8.</b>	<p><b>Highways:</b> Lengthsman has cleaned out the Iron's Cross Bus Shelter and installed additional anchorage for the 5 a side goalposts.</p> <p><b>Future Tasks:</b> Check the grit bins Repair playing field fence behind the teenage shelter</p>
<b>9.</b>	<p><b>Garden Allotments:</b></p> <p>a) Cllr James suggested appointing 2 independent judges for the Garden Allotment competition. The Chairman proposed a 2-stage competition – one in the Spring and one during allotment week 9-15 August 2021. Cllr James seconded. Members unanimously approved. A Working Party will be set up at the October Parish Council meeting to move this forward. Cllr Pattison to advise garden allotment holders of the competition. The Neil Corbett Challenge Trophy has also materialised which is the Junior Gardener Trophy.</p> <p>b) 4 more allotment plots have been created and leased bringing the total from 12 to 18.</p> <p>c) As mentioned in the Clerk's report a new water trough is to be installed closer to the new plots.</p>
<b>10.</b>	<p><b>Rights of Way:</b> Lengthsman has cleared an area on AL4 and repaired a bridge on AL6. Currently awaiting new posts from PROW team in order to install a further 20 posts.</p>
<b>11.</b>	<p><b>Working Groups:</b></p> <p>a) Christmas Tree Switch On – it was agreed at the July meeting that although the Christmas tree would be in place the usual Switch On Event would not take place this year due to Covid-19 restrictions.</p> <p>b) Communications – Cllr Pattison has made a start on updating the booklet however she is waiting to hear which groups will be up and running at the Memorial Hall to finalise it. Cllr Pattison to send a draft copy for Members to look at for the October meeting.</p> <p>c) Streetlights – no further update at this time. Clerk has reported the streetlight by the sub-station at Cherry Tree Crescent is on 24 hours a day however as previously reported Warwickshire County Council Street Lighting are only attending to streetlights where there is an immediate danger to the public.</p> <p>d) CIL – the build out plans sent through were extremely sketchy. Members require a detailed design from Highways Authority prior to making any decisions. They have requested Clerk arrange an informal meeting via Zoom with Graham Stanley to discuss in detail the Parish Council's requirements. Also invite County Councillor Mike Brain to attend.</p> <p>e) Amenity – The Chairman to arrange a meeting to discuss the tender.</p> <p>f) NDP – Cllr James reminded members that a review of the NDP was due to take place in January however this will cease to have any effect when the new White Paper comes into force. He attended a presentation that WALC held regarding this. He advised that although the Government is stating that a consultation is taking place regarding the new proposals this is in fact a White Paper which is a paper that goes to Parliament to gain Royal assent. This is being driven through rapidly. He gave details of the Government's proposals:</p> <ul style="list-style-type: none"> <li>• Where local policies have been in place before, the Government is going to state that a non-negotiable number of houses will have to be provided over the next 5 years.</li> <li>• Planning Policies will become National Planning Policies so developers will have the same policy for every district.</li> <li>• CIL monies will be set at the end of the development on the value of the development, not on the number of houses as is current. At present, affordable housing is deducted from the CIL contribution, when the White Paper comes into effect the affordable units will have to be included in the whole development.</li> <li>• Stratford District Council has got 6 months to prepare the new local plan – if they do not prepare it in this timescale the Government will prepare it for them.</li> <li>• Each area will have development zones dedicated – if the areas that have been put forward for the Call for Sites are included into Salford Priors' development zone outline planning permission will be automatic. There will be no appeal to this.</li> </ul>

	<ul style="list-style-type: none"> <li>• The purpose of the NDP will be to protect areas of conservation (national criteria will have to be met) and also protect design. The NDP will become a design guide and the developer will have to meet the design criteria which will have to be in keeping with the local area.</li> <li>• The duty to co-operate between Councils is being abolished. This means there will be no requirement for example for Stratford to consult with Salford Priors on a Bidford application. This is a major change.</li> <li>• Decision making is going to be 8-13 weeks as it is now, if the District Council doesn't make a decision in 13 weeks it is deemed consent and the District Council will have to pay back the planning application fee which in the case of the CALA development was in the region of £1m, meaning the rate payers will have to pick up the bill for that planning.</li> <li>• Stage 1 – Stratford District Council has 6 months to make its policy. This is the only chance the Parish Council will have to engage in the whole process. Need to re-establish the NDP Working Group – start talking to Stratford District Council. Cllrs James, Shale &amp; Maude will form the Working Group, Cllr James to lead, arrange a meeting and report back to the full Parish Council.</li> <li>• Stage 2 will take 12 months which is for the local planning authority to prepare its plan and consult with the Department of Communities.</li> <li>• There will then be 6 weeks for submission to the Secretary of State – there will be no public enquiry and he then has up to 9 months to make his decision. He will decide if it is legally sound and if so, it will come into force 6 weeks later. By mid 2022 a new planning regime will be in place.</li> <li>• S106 is being abolished.</li> <li>• The NDP Working Group needs to be re-established in order to start talking to Stratford District Council. Cllrs James, Shale &amp; Maude will form the Working Group with Cllr James leading. He will arrange a meeting and report back to full Parish Council at the October meeting.</li> </ul>
12.	<p><b>Community:</b></p> <p>a) The report from the recent Zoom meeting with the TOPs Management Committee regarding the viability of the building was noted. Cllr Shale has contacted Steven Holloway who will provide a quote for a full structural survey of the building. Data is being gathered as to which groups will be continuing. Possible suggestions for the building are :</p> <ol style="list-style-type: none"> <li>1. Install new floor, kitchen, blinds etc.</li> <li>2. Reconfigure the space to make it more usable for bigger groups</li> <li>3. To bolt on a further unit to extend it.</li> </ol> <p>Further report to be received at October meeting.</p> <p>b) Way forward regarding TOPs lease – Clerk to ascertain from Warwickshire County Council the ownership of the land. It will cost between £8,500/12,000 to remove the building and reinstate the land – it could be that these monies would be better used refurbishing the property. Clerk to report back at the October meeting.</p> <p>c) Members unanimously resolved to hold a Civic Appointment meeting regarding Honorary Freeman of the Parish. This will take place at 6:45 pm prior to the next Parish Council meeting on 21<sup>st</sup> October via Zoom. Members to exchange emails prior to the meeting to conclude wording.</p> <p>d) The Chairman had provided a report regarding the verge areas and large green open space at the CALA development. This was noted by Members.</p> <p>e) Cllr Maude stated that liaison needs to take place between the Parish Council and the Arrow &amp; Avon Greenway Project regarding moving the request for CIL monies forward. Cllr James proposed that £100,000 is earmarked in principle for a leisure route to convert the former railway line into a leisure activity route. Cllr R Green seconded. This was unanimously resolved. Ragley Hall is very enthusiastic but they do want the route to include horses. Cllr Maude confirmed that this is part of the feasibility study. Members requested some detailed information from the group – Cllr Maude to set up a Zoom meeting to invite Councillors to attend and report back to the October meeting.</p> <p>f) The Chairman provided feedback following attendance of a Zoom meeting regarding changing from a 3-tier system to a Unitary Authority. Paperwork was provided by email to Members. Decisions need to be made by March. There is a concern that Salford Priors would lose its identity and be amalgamated with Bidford.</p>
13.	<p><b>Matters raised by Councillors:</b> The following matters were raised by Council Members: None.</p>
14.	<p><b>Correspondence Considered: (Yellow papers)</b></p> <p>a) Cllr James stated that the NDP Group will consider a response to the consultation of the Government's proposed changes to the planning system and report back to full Council.</p> <p>b) The Equality &amp; Diversity Policy was considered for adoption. Cllr James proposed the policy is adopted; Cllr</p>

	<p>Seabourne seconded. It was unanimously resolved to adopt the Equality &amp; Diversity Policy.</p> <p>c) Clerk is awaiting a response from the District Council regarding the community car park that CALA is possibly providing and who will be responsible for and maintain it. Clerk to feedback via email when response received. It has also been confirmed that the Parish Council will be expected to adopt the balancing pond and swales as part of the open space for which the commuted sum should cover maintenance.</p>										
<b>15.</b>	<p><b>Correspondence Noted:</b></p> <p>a) Updates to various planning policies at Stratford District Council (emailed 28.7.20)</p> <p>b) Salford Priors Memorial Hall has not charged Salford Priors Parish Council rent for the office for the last 2 quarters</p> <p>c) New national salary pay scales, emailed 9<sup>th</sup> September 2020</p> <p>d) An anonymous letter has been received regarding a local business. Cllr James has looked into this and stated that he has not found any Parish Council that accepts anonymous phone calls or letters. Members unanimously resolved that as this is anonymous then the Parish Council should not become involved.</p>										
<b>16.</b>	<p><b>Finance:</b></p> <p>a) It was noted that the first quarterly bank reconciliation, account balances and income and expenditure budgets have been signed by Cllr R Green.</p> <p>b) The council gave consideration and approval of the payments listed in Appendix A for August and September.</p> <p>c) Proposed by Cllrs R Green &amp; Seabourne and agreed by all Councillors.</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current Account statement Number 55 and Deposit Account Statement 57 issued 1st September 2020:-</p> <table border="1"> <tr> <td>Lloyds Deposit Account</td> <td>117,234.66</td> </tr> <tr> <td>Lloyds Current Account</td> <td>1,632.81</td> </tr> <tr> <td>Lloyds CIL Account</td> <td>106,545.32</td> </tr> <tr> <td>Lloyds S106 Account</td> <td>20,159.79</td> </tr> <tr> <td><b>Total Fund Balance</b></td> <td><b>245,572.58</b></td> </tr> </table>	Lloyds Deposit Account	117,234.66	Lloyds Current Account	1,632.81	Lloyds CIL Account	106,545.32	Lloyds S106 Account	20,159.79	<b>Total Fund Balance</b>	<b>245,572.58</b>
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<b>17.</b>	<p><b>Date of Next Meeting:</b></p> <p>Council confirmed a Civil Meeting will take place on Wednesday 21<sup>st</sup> October 2020 at 6.45pm via Zoom</p> <p>Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 21<sup>st</sup> October 2020 at 7.00pm via Zoom due to social distancing laws until further notice.</p>										
<b>18.</b>	<p><b>Closure of Meeting:</b> The Chairman closed the meeting at 21:00 hrs</p>										

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

APPENDIX A - August

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
Cq 554	HMRC	Clerk & PC NIC & Tax	57.04		57.04
BACS	FirstAid4Less	TOPs PPE	136.65	16.80	119.85
BACS	The Play Inspection Co	Play Equipment Inspection	360.00	60.00	300.00
BACS	Perfect2Trade Ltd	TOPs PPE	26.00	4.34	21.66
BACS	Mrs D Bowles	Salary & Expenses	966.98		966.98
BACS	Hygiene4Less	TOPs PPE	18.94	3.16	15.78
BACS	Tone Improvements	Bench Refurbishment x 3	363.00		363.00

BACS	TTB Supplies	TOPs PPE	81.31	13.55	67.76
BACS	JRB Enterprise	Dog Bags	118.92	19.82	99.10
BACS	Eyelid Productions	Annual website support	100.00		100.00
BACS	Mr J Hyde	Lman & PROW Works	80.00		80.00
BACS	Leach's	Goal Anchors	138.12	23.02	115.10
BACS	Edge IT Systems	Finance Upgrade	108.00	18.00	90.00
BACS	Limebridge Rural Services	Amenity Work	1345.53	224.24	1121.29
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
DD	NPower	Streetlight Energy	301.00	14.33	286.67
DD	Npower	Streetlight Energy	115.75	5.51	110.24
<b>Total</b>			<b>4478.82</b>	<b>402.77</b>	<b>4076.05</b>

## APPENDIX A - Sep

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
Cq 555	Miss S Hyde	Flier Delivery	100.00		100.00
Cq 556	HMRC	Clerk & PC NIC & Tax	57.04		57.04
BACS	Graphic Print Partnership	Playground Posters/Fliers	130.00		130.00
BACS	Tone Improvements	Bench & Noticeboard refurbishment	242.00		242.00
BACS	JRB Enterprise	Dog Bags	118.92	19.82	99.10
BACS	Mrs D Bowles	Salary & Expenses	897.92		897.92
BACS	TOPs	TOPs PPE	64.76		64.76
BACS	Limebridge Rural Services	Amenity Work	1708.74	284.77	1423.97
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
<b>Total</b>			<b>3480.96</b>	<b>304.59</b>	<b>3176.37</b>