

**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 21<sup>st</sup> October 2020.**

**Present:** Councillors: Cllr A Green (Chairman), K Pattison (left 20:30), L Maude, K James, T Shale, C Hickman, R Green, County Councillor Mike Brain  
Donna Bowles, Clerk to the Parish Council

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

<b>1.</b>	<b>Apologies accepted for absence:</b> Non Attendance: Cllr Penn & Cllr Seabourne
<b>2.</b>	<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.
<b>3.</b>	<b>Open Forum:</b> The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed. <b>a) Have your say – No members of the public were present.</b> <b>b) No under 18s were present.</b> <b>c)</b> Graham Stanley, Team Leader, Minor Works Team, Warwickshire County Council Highways attended at this point to discuss the recent informal meeting with Cllrs James, Shale & Hickman following concerns raised regarding the proposed traffic calming measures discussed at recent Parish Council meetings. Graham talked Members through a presentation of Google Maps from a driver perspective from A46 towards Abbots Salford and along School Rd. This to be considered in detail under agenda item 11d(ii). <b>d) County Councillor Mike Brain’s Report –</b> <ul style="list-style-type: none"> <li>• He has been dealing with the closure of B4632 Stratford &amp; Mickleton due to major gas works which has caused disruption at Welford &amp; Bidford.</li> <li>• Dunnington School is closed for the time being due to Covid-19</li> <li>• He reiterated that he has funds available for Highways works, although he is aware the Parish Council has a large amount of CIL monies to spend on this.</li> <li>• He is happy to support a North &amp; South unitary authority but not a single unitary authority</li> <li>• Cllr Maude asked whether there were any funds available for the Cycleways scheme currently being worked on. County Councillor Mike Brain requested the details for him to look into.</li> </ul> <b>e) District Councillor Fleming’s Report – sent apologies and provided the following report:</b> <ul style="list-style-type: none"> <li>• At Full Council the Reserved Site Allocations plan passed through Council by 20 votes to 14 with no contentious issues for Salford Priors. Cllr James disagreed with this which will be discussed under agenda item 12b.</li> <li>• All Councillors voted against a rise in the yearly allowances and deferred the next review until 2023.</li> <li>• The annual mileage allowance was also scrapped for the rest of the financial year.</li> <li>• There have been no planning applications that have required interventions in the last month.</li> </ul> <b>The Chairman closed the open forum and reconvened the meeting at 19:46</b>
<b>4.</b>	<b>Acceptance of Minutes:</b> The Minutes of the Ordinary Parish Council Meeting held on Wednesday 16 <sup>th</sup> September 2020 via Zoom were agreed by the Council to be a true record of the meeting and signed by the Chairman.
<b>5.</b>	<b>Planning Matters:</b> <b>Applications Considered:</b> <b>a) 20/02520/FUL –</b> proposed new single storey garage to house 2 cars at The Old Forge, Station Rd, Salford Priors, WR11 8UX. Following consideration by Members it was agreed for Cllr James to provide comments for the Clerk to return to Stratford District Council. ‘The Parish Council raise objection to the proposed development for the following reasons: <ul style="list-style-type: none"> <li>• The proposed development is not in accordance with the established standard of design in the area by reason of the inappropriate flat roof of the proposed building, and if carried out in the manner</li> </ul>

	<p>proposed, it would be seriously injurious to the visual amenities of the area, the garage falls within the Salford Priors Conservation area.</p> <ul style="list-style-type: none"> <li>• Policy SP1 of the Salford Priors Neighbourhood Development Plan specifically states that i) maintaining the distinctive and separate character in the built form ii) having particular attention to the conservation area and iii) preserving and reflecting local vernacular building styles, maintaining the rural character of the settlement.</li> <li>• Policy SP4 High Quality Design - The proposed design namely the flat roof fails to satisfy the policy of the NDP.</li> <li>• A building with a pitched roof would address using traditional materials incorporating small tiles which would be more in keeping in the conservation area.'</li> </ul> <p>b) <b>20/20487/LDE</b> – use of Blacksmiths as a permanent self-contained dwelling at Blacksmiths Cottage, Salford Lodge Farm, Pitchill, WR11 8SN. As this application had only been received today it was decided to allow more time for Members to give consideration to and email their comments to Clerk to forward to Stratford District Council.</p> <p><b>Considered:</b></p> <p>c) <b>20/02657/TPO</b> – T2 common ash – lateral branch spread to be reduced by 3m in all directions and the canopy height reduced by 2-3m to balance. Remove dead wood and suspended branches from the canopy at Ashmead, 4 Ban Brook Copse, Salford Priors, WR11 8GW. Following consultation with Members via email Clerk responded “No objection”</p> <p><b>Decisions:</b></p> <p>d) <b>20/01683/FUL</b> – two storey side extension with demolition of side building and rear outbuilding at 8 Rushford Cottages, Rushford, Evesham, WR11 8SL. Planning Permission Granted with conditions.</p> <p>e) <b>20/02427/TREE</b> – remove large branch of silver birch overhanging property boundary at 2 Meadow View, Salford Priors, WR11 8UU. No Objection</p>
6.	<p><b>Clerk’s Progress Report:</b></p> <p>a) PROW works continue to progress with a further 20 new posts being requested. These have now been received. <b>Noted and Closed.</b></p> <p>b) The query regarding CALA blocking access to a PROW by planting a hedge has been passed on to the Rights of Way Team. Clerk has not yet received a response despite chasing. <b>Clerk to monitor</b></p> <p>c) The CALA community car park is to be offered to the Parish Council to maintain as with the other open space. If the Parish Council decline to manage it a Management Company will step in. There is no commuted sum for the maintenance and the car park will be retained for public use regardless of who maintains it. <b>This to be considered at the November Parish Council meeting.</b></p> <p>d) Clerk has received communication from Salford Priors Academy regarding the lease of TOPs. Warwickshire County Council own the land however the Academy has a 125-year lease with them, making Warwickshire County Council the superior landlord. The conditions survey would be carried out by the Estates Business partner meaning the Parish Council would not incur a cost for this. They have looked into the rent increase and would be proposing somewhere in the region of £2500 pa, which is a considerable increase on the £674 currently paid. All funds will go directly into the education of the children in the school. The existing lease was forwarded to the school’s legal advisors who quoted a renewal lease fee of £2,500-3,000 plus VAT. Whilst this seems excessive the school would not want to go elsewhere at this time. <b>To be considered under agenda item 11d(iii)</b></p> <p>e) The direct debits for electricity payments for the TOPs building have been increased from £54 pm to £95pm for the next 6 months. This is based on an estimated reading – Clerk has challenged this and the payments have now been reduced to £50pm</p> <p>f) Clerk is awaiting update from highways regarding Wood Bevington Lane repairs.</p> <p>The following delegated decisions have been taken to date:</p> <ul style="list-style-type: none"> <li>• Further garden allotment plots have now been created. This has increased the plots to 21.</li> <li>• Wasp nest removal at TOPs building.</li> <li>• Ink cartridges for Chairman’s printer have been ordered due to the amount of printing being carried out</li> <li>• The noticeboard has been removed from the side of the shop and permission gained from Highways to re-site next to the bus stop facing the footway. Clerk currently obtaining quotes for the re-installation.</li> <li>• New padlock installed at the allotments.</li> </ul>
7.	<p><b>Playing Field:</b></p> <p>a) 7/11 of the weekly playing field inspections have taken place.</p> <p>b) Kompan has carried out necessary repair works.</p> <p>c) Clerk is awaiting a quote from Limebridge Rural Services to carry out canopy lifts on trees</p>

	<p>d) Cllr Green proposed obtaining quotes for new galvanised fencing around the toddler area using S106 monies. This fencing has fallen into disrepair and is difficult to repair. Cllr Pattison stated that galvanised fencing may look out of place. Cllr Shale pointed out to Members that the proposed new gym equipment will be surrounded by painted steel fencing. Clerk to obtain quotes for both alternatives to be discussed at the next Parish Council meeting.</p>
<b>8.</b>	<p><b>Highways:</b></p> <p>a) Lengthsman has carried out grit bin check. All bins are full except the one in Perkins Close which is half full. Clerk has contacted Warwickshire County Council requesting this bin is filled.</p> <p>b) Fencing repairs behind teenage shelter still to be carried out.</p> <p><b>Future Tasks:</b></p> <p>c) Clear and remove brambles from bus shelter on School Rd</p> <p>d) Lengthsman to loosen the grit bins</p>
<b>9.</b>	<p><b>Garden Allotments:</b></p> <p>a) A Working party to move the allotment competition forward was set up involving Cllrs James, A &amp; R Green. Cllr R Green will lead the Group.</p> <p>b) Cllr A Green proposed that an information board be placed at the Ridsdale Close entrance to the allotments detailing the numbered plots, and a 'please place dogs on leads' sign be placed at the scout hut entrance. Cllr Shale asked whether emergency contact information was available at the site. Clerk to look into this and order appropriate signage.</p> <p>c) Cllr A Green proposed that a second water supply be installed along the backs of the new plots numbered 16 &amp; 20. Unanimously resolved.</p>
<b>10.</b>	<p><b>Rights of Way:</b></p> <p>a) No report provided as Cllr Penn was not in attendance.</p> <p>b) PROW works continue to progress. Cllr Shale proposed that the posts should be detailed with the number of the route. Cllr James suggested one at each end of each route. Clerk to investigate.</p>
<b>11.</b>	<p><b>Working Groups:</b></p> <p>a) Christmas Tree Switch On – Members noted a PO has been issued for the provision and installation of a Christmas tree at the triangle Station Rd/School Rd and installation of lights on the Memorial Hall</p> <p>b) Communications – Cllr Pattison will try and update this in time for the November meeting.</p> <p>c) Streetlights – no further update</p> <p>d) CIL:</p> <ul style="list-style-type: none"> <li>▪ Clerk raised a query with Jo Bozdoganli, Local Plans Manager as to whether CIL monies can be used for fees relating to projects eg traffic calming proposals. She confirmed she was happy with this although ultimately it is for the Parish Council to determine how best to apply the monies in line with the regulations. Members confirmed they are happy for CIL monies to be used in respect of fees relating to projects.</li> </ul> <p>Reports were received from:</p> <ul style="list-style-type: none"> <li>▪ Cllr Maude re AAGP – costings were provided prior to the meeting. An ecological survey is required which CIL monies do not cover although some monies were put into the budget to cover such a requirement. Permission in writing is being sought from landowners for right of access works to be carried out. Cllr James proposed that quotes are received for an ecological survey to be funded out of this year's budget, Cllr Shale seconded. Members unanimously approved. AAGP to obtain quotes to report back to Clerk. Cllr James to provide an overview of planning to AAGP.</li> <li>▪ Cllr James re Highways – Following the meeting with Graham it was apparent that a reduction in speed would not be achieved through the main part of the village with the previously discussed speed restrictions as they would be set too far apart. Alternative suggestions have now been proposed which are simple engineering solutions and should address a lot of the issues. The proposed measures do not require any improved street lighting and are as follows: <ul style="list-style-type: none"> <li><b>A46 /Station Road approach –</b> <ul style="list-style-type: none"> <li>○ New white gateways, including the name of Salford Priors under the speed limit</li> <li>○ Replacement of the coloured surfacing to make drivers aware of the change of surroundings</li> <li>○ Lay existing 40mph roundels on Station Rd on a coloured surface to make them stand out</li> <li>○ Include bus stop bay markings at the bus stop into Salford Priors on the left hand side to make motorists more aware that they may encounter pedestrians crossing at this section of the road.</li> </ul> </li> <li><b>Station Rd approach at 30mph speed limit change -</b> <ul style="list-style-type: none"> <li>○ Renew old and faded Dragons Teeth, and coloured surfacing</li> <li>○ 30mph Signs to have yellow reflective backing Boards</li> </ul> </li> <li><b>Station Road approach Pedestrian Refuge –</b></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Introduce an edge of carriageway line, next to the kerb line, left and right of the refuge</li> <li>○ Install a large Keep Left reflectorised sign on the pole in the middle of the refuge under the hat pin.</li> </ul> <p><b>Pedestrian Footpath exit onto Station Road</b></p> <ul style="list-style-type: none"> <li>○ Install finger post signage to assist pedestrians in both crossing at the safest point and directing them to the Church and Public Footpath</li> <li>○ Put yellow backing board on bend signs</li> <li>○ Install white edge of carriageway markings through Salford Priors, both sides, to the end of the village. This will help define the footpath from the road and make it safer for pedestrians.</li> <li>○ Install 30mph roundels at every 60-70m to reinforce the 30mph speed limit.</li> </ul> <p><b>Evesham Road</b></p> <ul style="list-style-type: none"> <li>○ Improve signage, install yellow backing boards to bend signs</li> <li>○ Install 30mph roundels</li> </ul> <p><b>Evesham Road near The Bell</b></p> <ul style="list-style-type: none"> <li>○ Install 30mph roundels</li> </ul> <p><b>Evesham Road South West approach to Salford Priors</b></p> <ul style="list-style-type: none"> <li>○ Improve gate way signage by installing yellow backing boards to 30mph sides</li> <li>○ Renew dragons teeth markings</li> <li>○ Install gateway on right hand side of 30mph speed limit</li> </ul> <p><b>School Rd</b></p> <ul style="list-style-type: none"> <li>○ Install white edge of carriageway markings both sides of School Rd up to the 30mph count down signs coming from Irons Cross</li> <li>○ Clear the post and rail fence completely of all brambles at the junction of Tothall Lane to the 30mph count down signs from Irons Cross</li> <li>○ Gateway on side of road</li> </ul> <p>Members requested Clerk to obtain quotes for the above works. Quotes have already been received for the block setts, tarmac area at the church gate and the VAS on Evesham Rd.</p> <ul style="list-style-type: none"> <li>▪ Cllr Shale reported on TOPs – The rent increase proposed by the Academy would mean the total outgoings for TOPs would be approx £5,000 with projected income being approx £3,000. This would mean that this is not viable as a business. A decision therefore needs to be made whether to keep it as a community asset or pay approx £10k to remove the building and give up the lease. Following discussions, Cllr Shale proposed renewing the lease for 5 years and authorising a full building survey to be carried out at a cost of £700. Once this is received the management committee will look into various options regarding the way forward. Cllr James seconded. Unanimous approval. Clerk to instigate renewal of lease and full building survey.</li> <li>▪ Amenity – a report was included in the agenda pack. An alteration has been made to the existing contracts ensuring that the mowing is in one contract and all miscellaneous works, eg planters, hedges, shrub beds etc are all in the planter contract. This provides the flexibility of offering the contracts to one contractor as a whole, or two different contractors. The following amendments are recommended to the amenity contract: <ul style="list-style-type: none"> <li>○ Section of verge mowing between Irons Cross and Rushford be changed to Amenity Mowing.</li> <li>○ The wide verge in front of the new CALA development in School Road be included and classified as Amenity Mowing.</li> <li>○ A section of verge between Salford Priors and Abbot’s Salford be changed to Amenity Mowing.</li> <li>○ The verges in New Inn Lane be added to the contract and classified as Verge Mowing.</li> <li>○ Additional verge leading to Wood Bevington be added as Verge Mowing.</li> <li>○ Removal of verge cutting both sides of the roundabout on the A46, as well as the roundabout itself.</li> </ul> </li> </ul> <p>Members unanimously approved the recommendations and draft contracts for Amenity/Verge Mowing and Provision of Summer/Winter Flowering Displays and Miscellaneous Works for 2021-24. The timetable for tendering the contracts was also unanimously approved. Clerk to now advertise the contract.</p> <ul style="list-style-type: none"> <li>• NDP – this has not been progressed. Cllr James will arrange a date for the group to meet and report back to November meeting.</li> </ul>
12.	<p><b>Community:</b></p> <ul style="list-style-type: none"> <li>a) TOPs running costs (Cllr Maude) – covered under agenda item 11d</li> <li>b) Cllr James reported on the recent Site Allocations meeting. The final version has now been produced which</li> </ul>

	<p>should be out for public consultation this month. There are 3 sites reserved in Salford Priors - west of Evesham Rd (30 dwellings – self build site), south of School Rd East and north of Bomford Way. This plan is open for anyone to put plans forward without consultation. If it meets the Council's criteria it will go into the plan to be put to the Secretary of State. The Parish Council can suggest alternative sites. The plan is a Reserved Sites plan at present. Salford Priors falls into Tier 7 of release of allocations because an NDP is in existence and it has significantly exceeded the LS3 contribution. The exception to this is self-build which will be released when the market calls for it to be released. Where there are sites in the plan, they will automatically receive outline planning consent under the new legislation.</p> <p>Salford Priors Parish Council need to respond, looking at alternative suggestions, as the criteria has changed.</p> <p>Once the plan goes public there is a 6-week consultation to respond.</p> <p>It has been made quite clear that the strategic plan is the core strategy, the reserved site is in accordance with the strategic plan and all neighbourhood plans will have to conform to the reserved sites.</p> <p>It was decided to set up a Site Allocations Working Group consisting of Cllrs James, A Green, Hickman and Shale. There is a need to revisit the reserved sites allocation, being pro-active as this will form planning policy and aim to limit development. As soon as documents are published then this can be worked on. Cllr Maude volunteered to help should it be required.</p>										
<b>13.</b>	<b>Matters raised by Councillors:</b> The following matters were raised by Council Members: None										
<b>14.</b>	<b>Correspondence Considered:</b> ( <i>Yellow papers</i> ) a) No action to be taken regarding email sent 16.9.20 re G&T Sites. b) Members considered the request from the village shop to add a second light to the front of the shop. It was decided to ask the electrician to put a light on the corner of the shop covering both angles.										
<b>15.</b>	<b>Correspondence Noted:</b> a) Confirmed change of PROW route AL10 (emailed 23.9.20) b) The email sent 5.10.20 regarding the local government reform was noted.										
<b>16.</b>	<p><b>Finance:</b></p> <p>a) Councillors noted the external audit report, with no queries. This information has now been posted on the website.</p> <p>b) Members considered the provision of a Parish Council wreath and donation for Royal British Legion. Cllr James proposed £500 donation plus £18.50 for the wreath. Cllr Maude seconded. Unanimous approval.</p> <p>c) Consideration was given to the second quarterly bank reconciliation, account balances and income and expenditure budgets. These were agreed by all Councillors. Cllr R Green to sign the quarterly bank reconciliation.</p> <p>d) The council gave consideration and approval of the payments listed in Appendix A. Proposed by Cllr R Green, seconded by Cllr Shale and agreed by all Councillors.</p> <p>e) Clerk to arrange for Cllrs Shale &amp; A Green to sign cheques for payments listed in Appendix A</p> <p>The Council noted the account balances reconciled with the Lloyds Bank Current &amp; Deposit Account statements issued 1st October 2020:-</p> <table border="1"> <tr> <td>Lloyds Deposit Account</td> <td>107,239.70</td> </tr> <tr> <td>Lloyds Current Account</td> <td>37,009.40</td> </tr> <tr> <td>Lloyds CIL Account</td> <td>106,546.20</td> </tr> <tr> <td>Lloyds S106 Account</td> <td>20,159.96</td> </tr> <tr> <td><b>Total Fund Balance</b></td> <td><b>270,955.26</b></td> </tr> </table>	Lloyds Deposit Account	107,239.70	Lloyds Current Account	37,009.40	Lloyds CIL Account	106,546.20	Lloyds S106 Account	20,159.96	<b>Total Fund Balance</b>	<b>270,955.26</b>
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<b>17.</b>	<b>Date of Next Meeting:</b> Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 18 <sup>th</sup> November 2020 at 7.00pm via Zoom.										
<b>18.</b>	<b>Closure of Meeting:</b> The Chairman closed the meeting at 21:35 hrs										

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

## APPENDIX A: FINANCE

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
Cq 557	HMRC	Clerk & PC NIC & Tax	92.58		92.58
BACS	V Signs	Covid-19 Playground Posters	163.00		163.00
BACS	MS Computers Ltd	Litter Picker	21.78	3.64	18.14
BACS	Home Solutions	Bin Liners	5.49	0.92	4.57
BACS	Mrs D Bowles	Salary & Expenses	959.40		959.40
BACS	PKF Littlejohn	External Audit Fee	480.00	80.00	400.00
BACS	Stratford District Council	Wasp Nest Removal	75.00		75.00
BACS	Eurotrade Ltd	Hoop Rings	47.94	7.98	39.96
BACS	Adv Bus Comp	Chairman Cartridges	88.98	14.83	74.15
BACS	TOPs	Running Costs	290.86		290.86
BACS	Mr J Hyde	PROW Works	103.00		103.00
BACS	Stapleoffice Ltd	Treasury Tags	2.90	0.48	2.42
BACS	Mr J Hyde	Lman/PROW works	130.50		130.50
BACS	Limebridge Rural Services	Allotment Padlock	42.00	7.00	35.00
BACS	Limebridge Rural Services	Amenity Work	1357.54	226.24	1131.30
DD	Nest	Clerk's Pension	99.78		99.78
DD	EDF Energy	TOPs electricity	54.00		54.00
DD	Lloyds Bank	Charges to 9.8.20	7.15		7.15
<b>Total</b>			<b>4021.90</b>	<b>341.09</b>	<b>3680.81</b>