

## Salford Priors Parish Council

### Minutes of an Ordinary Meeting of the Parish Council held At the Memorial Hall, Salford Priors on Wednesday 22<sup>nd</sup> February 2023.

**Present:** Councillors: Cllr A Green (Chairman), L Maude, K James, D Penn, R Green, J Meakins (left 21:00), L Stanley & J McClean. District Councillor Fleming

Donna Bowles, Clerk to the Parish Council

**Also in attendance:** 2 members of the public.

<b>1.</b>	<b>Apologies accepted for absence:</b> Cllr Price
<b>2.</b>	<p><b>Register of Interests:</b> Members were reminded of the need to keep their register of interests up to date. Members were reminded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, their family, a friend, or close associate.</p> <p>Declare the existence of any Disclosable Pecuniary Interest (DPI), Other Registerable Interest (ORI) or Non-Registerable Interest (NRI) for any agenda item</p> <p><b>Declaration of Interests:</b> DPI – None declared, ORI – None declared, NRI – None declared</p> <p>Members were also reminded of the need to declare predetermination on any matter.</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) Two members of the public were in attendance:</b></p> <ul style="list-style-type: none"> <li>- Query was raised regarding the King's Coronation. Chairman advised that commemorative coins would be issued to children under the age of 18, afternoon tea boxes would be provided as per the Queen's Jubilee, six commemorative benches would be installed throughout the parish &amp; £50 grants would be available for residents wishing to hold a street party.</li> <li>- The Parish Council were thanked for the setting up the Warm Hub – it is very popular with residents.</li> <li>- Query was raised regarding the police surgery. The police officer is sat in the van and doesn't circulate amongst residents. Clerk to contact the Inspector of the Area.</li> </ul> <p><b>b) No under 18s were present.</b></p> <p><b>c) County Councillor Daren Pemberton's Report</b> – apologies given, report to follow</p> <p><b>d) District Councillor Fleming's Report</b> –</p> <ul style="list-style-type: none"> <li>- purdah comes into effect on 15<sup>th</sup> March.</li> <li>- Stratford District Council is 6/139 councils for recycling. Residual waste down with the food waste collection being very popular.</li> <li>- Stratford District Council will not be cutting any services for 23/24.</li> <li>- Orbit Housing Association are tackling more of the damp problems, prioritising the most urgent cases.</li> <li>- Planning Enforcement is now back to full strength.</li> <li>- Stratford District Council will no longer operate a vermin control department.</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></p> <p>The Minutes of the Ordinary Parish Council Meeting held on Monday 18<sup>th</sup> January 2023 at the Memorial Hall, Salford Priors 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:</b></p> <p><b>Planning Applications received after the agenda by the clerk:</b> None received</p> <p><b>Planning Decisions:</b></p> <p><b>a) 22/03672/TREE - Periwinkle Cottages, Jack Thomson Croft, Salford Priors, WR11 8XL.</b></p> <p>We have considered your proposal and raise <b>NO OBJECTION</b> to the following arboricultural work:</p> <ul style="list-style-type: none"> <li>-T2 and T3 oak - Remove small branches and crown thin by approximately 5% to clear street light.</li> <li>-T4 silver birch - Reduce to previous pruning points.</li> </ul>

	<p>b) <b>22/03559/TPO - Hill View, Abbots Salford, Evesham, WR11 8UT.</b> We have considered your proposal and consent to the following arboricultural work: -G1, yew x2no. - growing in close proximity, forming a single canopy that has been heavily reduced at various times in the past. Smaller tree situated close to boundary and overhanging neighbouring property - reduce canopies by 0.5-1.0metres and crown thin by 10% (alternative specification agreed with the agent/applicant).</p> <p>c) <b>22/02053/OUT Four Acres , Evesham Road, Salford Priors, Warwickshire WR11 8UU</b> Outline application for the erection of a detached self-build dwelling including elongation of existing private drive and other associated works with all matters reserved except access and layout. <b>Planning Permission Granted subject to conditions.</b></p> <p>d) <b>22/03708/FUL - 52 Dunnington Road Dunnington Salford Priors Warwickshire B49 5NY - On receipt of the amended plans and the case officers comments, Salford Priors Parish Council withdrew the previous objection. <b>Planning Permission is granted subject to conditions.</b></b></p> <p>The Planning Committee to meet to discuss South Warwickshire Local Plan Issues &amp; Options Consultation. Clerk to call a meeting.</p>
<b>6.</b>	<p><b>Clerk's Progress Report:</b></p> <p>a) Awaiting update regarding the gap in the hedgeline at Angus Soft Fruits.</p> <p>b) A replacement set of railings outside Dunnington School have been ordered. They should be installed within the next month or so.</p> <p>c) Lighting and bollards at Dunnington crossroads – orders have been placed for works and will be carried out when all the necessary equipment has been delivered.</p> <p>d) Traffic calming – Warwickshire County Council is still awaiting completion of a legal agreement between the developer and the Council to enable the speed cushion works to be programmed.</p> <p>e) Bus shelter, School Rd – the legal agreement is now in place and being circulated for final signatures. Timescales for work are subject to relevant permits being granted and the developer's resources. Clerk to contact CALA to find out if they will provide a new base and confirm the position. Bus shelter to be the same as outside the shop.</p> <p>f) Enforcement has been chased regarding the necessary landscaping works that should have been undertaken on the CALA site. Awaiting response.</p> <p>g) Flagpole has been installed at the Memorial Hall.</p> <p>h) Blocked drains on Evesham/Station Rd have been reported to Highways.</p> <p>i) Christmas Switch On Volunteer meeting set for 1<sup>st</sup> March, 7pm.</p> <p>j) The new defib is due to be installed at The Bell Inn on Thursday 6<sup>th</sup> April. Clerk to organise defib training.</p> <p>k) Clerk has reported flooding issues on Tothall Lane to Highways. Awaiting response.</p> <p>l) Angus Soft Fruits have confirmed they will repair the grass verge on Banbrook Rd.</p>
<b>7.</b>	<p><b>Playing Field:</b> The slats on the toddler bridge have been broken again. Cllr Stanley reported that it is children from Salford Priors CE Academy First School that have been causing the damage.</p>
<b>8.</b>	<p><b>Highways:</b></p> <p>a) Members noted there are some outstanding works</p> <p>b) To consider future tasks to be issued to the Lengthsman</p> <ul style="list-style-type: none"> <li>- Repair slats on toddler bridge</li> <li>- Remove letter box outside Council meeting room</li> <li>- Cleaning of road signs</li> <li>- Stain the back of the noticeboard on Priors Crescent.</li> </ul> <p>c) Members resolved to place the advertisement for a Lengthsman. Interviews to take place in April. Interview panel to consist of Cllrs A Green, James &amp; Penn.</p> <p>Cllr James advised that the hedge is being removed on the corner of Tothall Lane and the fence will be installed.</p>
<b>9.</b>	<p><b>Garden Allotments:</b> Garden Allotment numbered 8 (full plot) is being relinquished, along with half plots 13, 14 and 15. Clerk will offer these plots to people on the waiting list.</p>
<b>10.</b>	<p><b>Rights of Way:</b> Members noted the report from Cllr R Green. Richard Barnard (PROW Officer) will send a letter to resident who has obstructed a PROW in Dunnington.</p>
<b>11.</b>	<p><b>Working Groups:</b></p> <p>a) Christmas Tree Switch On – Volunteer meeting being held on 1<sup>st</sup> March, 7pm.</p> <p>b) <b>Infrastructure &amp; Built Environment:</b></p>

	<ul style="list-style-type: none"> <li>- The 20 is plenty signs have been installed at Salford Priors and Dunnington.</li> <li>- Highways – Members noted Highways have confirmed the Stage 1 Road Safety Audit commenting that streetlighting will be required through the hours of darkness if there are any vertical features. Streetlighting would be guided by Road Safety Team in Traffic &amp; Road Safety. The scheme also requires technical approval and a Road Safety Audit Stage 2 after detailed design. It meets the requirements the Parish Council were looking for on Station Rd. Clerk has requested the way forward.</li> <li>- Public Open Space: <ul style="list-style-type: none"> <li>o the consultation Byelaws have now been placed on the website and advertised via social media and on the noticeboards.</li> <li>o Clerk to contact regarding enforcement issues now that Enforcement Team are back to full strength.</li> </ul> </li> <li>- Playing Field – a practice golf net has been requested. Following discussion, it was <b>resolved</b> to decline this request at the present time.</li> <li>- Village Sign – contact has been made with a company who specialise in village signs. Cllr R Green has been advised there is an 18-month waiting list but has been given an initial quote for a double sided sign at £6,681. A budget was set between £8-10,000 at the meeting on 19<sup>th</sup> October 2022. It was <b>resolved</b> to be placed on the waiting list to receive a design to consider.</li> <li>- Coronation Fund – it was <b>resolved</b>: <ul style="list-style-type: none"> <li>o To order 6 x recycled benches</li> <li>o Cllr Stanley to design a poster for the street party grant, the tea boxes and commemorative coins</li> <li>o to purchase 250 Shiny Gold &amp; Sand blasted finished Coronation Coins. Clerk to issue a PO.</li> </ul> </li> <li>- Leisure Trails. Cllr A Green informed Members the grant of £310,396.00 from CIL allocation funding has been granted which, including the budget previously set by the Parish Council of £100,000 brings a total budget of £410,396. The sum of £4,173 has already been spent on legal fees and an Ecology Study bringing the revised budget to £406,223. Cllr A Green thanked everyone concerned with the grant application. It was <b>resolved</b>: <ul style="list-style-type: none"> <li>o to engage Solicitors to act on the Parish Council’s behalf for legal agreements</li> <li>o bring the names of proposed Project Managers and Solicitor(s) to the March meeting.</li> <li>o for all payments associated with the grant will be made with the full approval of Salford Priors Parish Council, following Parish Council financial regulations and the conditions of Stratford District Council</li> </ul> </li> </ul>
12.	<p><b>Community:</b></p> <p>a) Members noted the TOPs report and considered the recommendations.</p> <ul style="list-style-type: none"> <li>- A temporary roof repair has been carried out. Discussions were held regarding the cost of a new roof. Concerns were raised regarding the age of the building (61 years) and the ongoing costs. Discussions were held regarding a new building being placed on the playing field and applying for a grant from the King Charles Coronation National Lottery. It was <b>resolved</b> to carry out a preliminary investigation for the provision of a new building.</li> </ul> <p>b) Members noted the minutes from TOPs Extra Ordinary meeting and considered the request to set up a Nursery. Following discussion, it was <b>resolved</b> not to support the idea of a nursery at TOPs.</p> <p>c) An urgent matter has arisen regarding the hot water boiler which needs to be replaced. It was <b>resolved</b> to allow a budget of £1,200 for a replacement, subject to quotes.</p>
13.	<p><b>Matters raised by Councillors:</b> The following matters were raised by Council Members: Cllr A Green reminded Members that despite personal opinion, all Members must be seen to support a resolution once it has been made.</p>
14.	<p><b>Correspondence Considered:</b> None</p>
15.	<p><b>Correspondence Noted:</b> None</p>
16.	<p><b>Policy Reviews:</b></p> <ol style="list-style-type: none"> <li>a) Recruitment</li> <li>b) Policy &amp; Procedures for Handling Requests for Information</li> <li>c) Risk Management</li> <li>d) Retention of Documents &amp; Records Management</li> <li>e) Publication Scheme</li> <li>f) Asset Register</li> </ol>

	<p>g) Data Audit Schedule It was <b>resolved</b> to approve all policies, with a slight change being made to the Policy &amp; Procedures for Handling Requests for Information.</p>																																					
<b>17.</b>	<p><b>Finance:</b></p> <p>a) The council gave consideration and approval of the payments listed in Appendix A. It was proposed to accept these by Cllr Maude, seconded by Cllr Stanley and agreed by all Councillors. It was agreed that Cllrs A Green &amp; James would sign the payments sheet confirming the payments in Appendix A have been approved by full Council and there is provision within the budget, financial regulations and relevant policies have been followed.</p> <p>b) It was <b>resolved</b> to accept the quote from Warwickshire County Council for the Footway Lighting Maintenance.</p> <p>c) Members noted CIL monies received to date and expiry dates:</p> <table border="1" data-bbox="397 613 1171 1066"> <thead> <tr> <th>CIL Monies Received</th> <th>Date</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>28,980.45</td> <td>Jan-20</td> <td>Jan-25</td> </tr> <tr> <td>77,550.00</td> <td>Jun-20</td> <td>Jun-25</td> </tr> <tr> <td>41,495.63</td> <td>Nov-21</td> <td>Nov-26</td> </tr> <tr> <td>1,964.16</td> <td>Jun-21</td> <td>Jun-26</td> </tr> <tr> <td>41,495.63</td> <td>Nov-21</td> <td>Nov-26</td> </tr> <tr> <td>207,964.61</td> <td>Jun-22</td> <td>Jun-27</td> </tr> <tr> <td>2,363.93</td> <td>Nov-22</td> <td>Nov-27</td> </tr> <tr> <td><b>401,814.41</b></td> <td></td> <td></td> </tr> </tbody> </table> <p>d) Members noted the S137 limit for 2023/24 has been announced as £9.93. This is an increase from the current year which is £8.82</p> <p>e) Members noted the comments about general reserves received by the internal auditor on the draft report. The risks were assessed regarding the amount held in the Bank accounts and were considered low. It is anticipated most of these monies will be spent during 23/24 and as such an Investment Policy is not considered to be appropriate. It was pointed out by Cllr James that CIL monies cannot be invested. Cllr A Green thanked the Clerk for a good report.</p> <p>f) The Council noted the account balances reconciled with the Lloyds Bank Current &amp; Deposit Account statements:-</p> <table border="1" data-bbox="252 1424 1037 1662"> <tbody> <tr> <td>Lloyds Deposit Account</td> <td>80,149.07</td> </tr> <tr> <td>Lloyds Current Account</td> <td>1,502.00</td> </tr> <tr> <td>Lloyds CIL Account</td> <td>357,508.10</td> </tr> <tr> <td>Lloyds Warm Hub Acc</td> <td>300.00</td> </tr> <tr> <td><b>Total Fund Balance</b></td> <td><b>439,459.17</b></td> </tr> </tbody> </table>	CIL Monies Received	Date	Expiry Date	28,980.45	Jan-20	Jan-25	77,550.00	Jun-20	Jun-25	41,495.63	Nov-21	Nov-26	1,964.16	Jun-21	Jun-26	41,495.63	Nov-21	Nov-26	207,964.61	Jun-22	Jun-27	2,363.93	Nov-22	Nov-27	<b>401,814.41</b>			Lloyds Deposit Account	80,149.07	Lloyds Current Account	1,502.00	Lloyds CIL Account	357,508.10	Lloyds Warm Hub Acc	300.00	<b>Total Fund Balance</b>	<b>439,459.17</b>
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<b>18.</b>	<p><b>Date of Next Meeting:</b> Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 15<sup>th</sup> March 2023 at 7.00pm in the Memorial Hall, Salford Priors. Members noted the Christmas Switch On Volunteer Meeting set for Wednesday 1<sup>st</sup> March, 7pm at the Memorial Hall, Salford Priors.</p>																																					
<b>19.</b>	<p><b>Closure of Meeting:</b> The Chairman closed the meeting at 21:15 hrs</p>																																					

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

**APPENDIX A: FINANCE**

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
Cq 587	Miss S Hyde	Flier Delivery	120.00		120.00
BACS	HMRC	Clerk & PC NIC	47.12	0.00	47.12
BACS	Mrs D Bowles	Salary & Expenses	982.65		982.65
BACS	SP Mem Hall	Hire of Hall & Office	800.00		800.00
BACS	Mrs R Green	Warm Hub expenses	41.86		41.86
BACS	Kompan Ltd	Play Equipment Repairs	1800.44	300.07	1500.37
BACS	House of Flags	Flagpole & Flag	1132.80	188.80	944.00
BACS	GPP	Christmas fliers	86.00	0.00	86.00
BACS	LRS	Allotment works	192.00	32.00	160.00
BACS	DTA	Transport Consultants	986.40	164.40	822.00
BACS	WCC	Streetlight Maintenance	93.88	15.64	78.24
BACS	Kim James	Warm Hub expenses	95.26		95.26
BACS	Tone Improvements	Refurbishment	1724.26		1724.26
BACS	M Mallia-Parfitt	Allotment Refund	40.00		40.00
BACS	Water Plus	Allotment supply	24.05	4.01	20.04
BACS	CEF	Electrical Cabinet	1023.00	170.50	852.50
DC	Express 365	USB Adapter	6.56	1.09	5.47
DC	Currys	Wireless Mouse	16.77	2.79	13.98
DC	Namesco	SMTP Access	39.47	6.58	32.89
DC	Namesco	cpanel backup	40.79	6.80	33.99
DC	JRB Enterprise	Dog bags	130.92	21.82	100.60
DC	Blinds2Go	TOPs	190.30	31.72	158.58
DD	NEST	Clerk Pension	115.77	0.00	115.77
DD	O2	Line Rental Charge	20.10	3.35	16.75
DD	Lloyds Bank	9.1.23	7.00		7.00
DD	EDF Energy	TOPs	55.00		55.00
DD	Yu Energy	Streetlight Energy	86.73	4.13	82.60
DD	Yu Energy	Streetlight Energy	20.26	0.96	19.30
<b>Total</b>			<b>9799.39</b>	<b>954.66</b>	<b>8836.23</b>

