

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 18th November 2020.

Present: Councillors: Cllr A Green (Chairman), K Pattison, L Maude, K James, T Shale, C Hickman, R Green
Donna Bowles, Clerk to the Parish Council

Also in attendance: 0 members of the public.

1.	<p>Apologies accepted for absence: Cllr Penn sent his apologies, stating that he has been unable to access via Zoom. In line with WALC's recommendations Cllrs did not accept his apologies. Members noted Brian Seabourne's resignation. Clerk confirmed the relevant notice has been placed in Noticeboards and via social media. The Chairman gave thanks for his efforts for the time he has been on the Parish Council.</p>
2.	<p>Register of Interests: Members were reminded of the need to keep their register of interests up to date 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. Pecuniary Interests: Members were asked to declare any disclosable pecuniary interests in items on the Agenda and their nature: None declared. Other Disclosable Interests: None declared.</p>
3.	<p>Open Forum: The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed. a) Have your say. b) No under 18s were present. c) County Councillor Mike Brain's Report – not present d) District Councillor Fleming's Report – not present, apologies given. The Chairman closed the open forum and reconvened the meeting at 19:10</p>
4.	<p>Acceptance of Minutes: The Minutes of the Extra Ordinary Parish Council Meeting held on Wednesday 21st October 2020 via Zoom were agreed by the Council to be a true record of the meeting and signed by the Chairman. The Minutes of the Ordinary Parish Council Meeting held on Wednesday 21st October 2020 via Zoom were agreed by the Council to be a true record of the meeting and signed by the Chairman.</p>
5.	<p>Planning Matters: a) 20/02520/FUL – Amendments to include: inclusion of pitched roof and use of timber cladding for external materials to a new single storey garage to house 2 cars at The Old Forge, Station Rd, Salford Priors, WR118UX Following discussion Clerk to respond with "No objection". Applications Considered: b) 20/02681/VARY – Vary conditions 2, 3 & 4 of planning permission 20/00621/FUL to provide an enclosure to the access stair in line with Building Regulations at The Bell Inn, Evesham Rd, Salford Priors. Following consultation with Members via email Clerk responded with "No Objection". c) 20/02268/FUL – Proposed single storey extension to rear of Wisteria House, 3 Ban Brook Copse, Salford Priors. Following consultation with Members via email Clerk responded with "No Objection". d) 20/02487/LDE – Use of Blacksmiths as a permanent self-contained dwelling at Blacksmith Cottage, Salford Lodge Farm, Pitchill, Evesham, WR11 8SN. Following consultation with Members via email Clerk responded with "No Representation". Decisions: e) None</p>
6.	<p>Clerk's Progress Report: a) The Rights of Way Team has now responded regarding CALA blocking access to a PROW by planting a hedge. The consultation response stated that the public footpath crossing this site must not be obstructed and any new planting should be set back from any public right of way. The officer has therefore raised this with the planning authority to seek assurance that the public footpath has been taken into account in any planting scheme. The officer has also alerted her colleague that deals with maintenance and enforcement of public rights of way, so they are aware of any potential obstruction by the new hedge. Clerk to monitor.</p>

	<p>b) Clerk has ordered the freedom scroll. Noted and Closed</p> <p>c) Highways has informed the Clerk that not all of Wood Bevington Lane is public highway, however he will arrange for some patching repairs to be undertaken. This may require a road closure and as such could take a while. Clerk to monitor</p> <p>The following delegated decisions have been taken this month:</p> <ul style="list-style-type: none"> The dog bin on private land on New Inn Lane has fallen into disrepair. A new bin has been ordered and will be installed on New Inn Lane.
7.	<p>Playing Field:</p> <p>a) 9/15 weekly play inspections have been carried out by the Councillors. Clerk is awaiting quotes for canopy lifts to the trees.</p> <p>b) Members noted the quarterly inspection has taken place by the Play Inspection Company. Report forwarded to all Councillors via email on 9.11.20. Remedial works to be carried out.</p>
8.	<p>Highways:</p> <p>Clerk has not received a response from the Lengthsman regarding recent works.</p> <p>Future Tasks:</p> <ol style="list-style-type: none"> Clear leaves by St Matthews Church wall Clear leaves from the footway and bus stop by Alamo Cut back growth from footway over A46 roundabout towards Bidford – Clerk to request Highways /amenity contractor to carry out these works
9.	<p>Garden Allotments:</p> <p>Meeting to be set.</p>
10.	<p>Rights of Way:</p> <ol style="list-style-type: none"> As Cllr Penn was not in attendance no report was received. Members noted that PROW works continue to progress with 24 new posts being installed, and a further 4 posts being re-installed on AL routes 3, 4, 5, 6, 13, 17, 17a & 42. Clerk to request more posts and directional signs from PROW team. There is an issue with one post by Angus Soft Fruits being removed each time it is installed. This will be re-installed tomorrow using concrete. A notice will then be installed on the sign stating the area is covered by CCTV, it is the property of Warwickshire County Council and it is an offence to remove or deface this.
11.	<p>Working Groups:</p> <ol style="list-style-type: none"> Christmas Tree Switch On – Confirmation has been received that the Christmas tree and the lights on the Memorial Hall will be installed at the end of November. Communications – Cllr Pattison issued the draft booklet via email. Cllrs congratulated Cllr Pattison with the booklet. Some minor amendments to be made. Streetlights – no further update CIL - <ol style="list-style-type: none"> A comprehensive design report, and approximate costs was sent by Sarah Mitchell regarding the CALA frontage. CIL monies & commuted sum monies can be used towards this. It was resolved that an initial budget of £100,000 plus design fees is allocated. Clerk to contact Sarah thanking her for her report and advising that a budget has been set. Highways – Members considered the email from Graham Stanley, forwarded 2.11.20 (in agenda pack). It was resolved that Warwickshire County Council is engaged for the sum of £1200 to progress the matter with urgency. TOPS – to note a full structural survey has been ordered. Graham Hayes from the MAT Central Team has carried out a conditions report. Cllr Shale confirmed it is feasible to install an internet link. The renewal of the lease is now being investigated. It was resolved that Robert Lunn & Lowther is engaged to progress the lease. Cycleways – To date landowners approached between Salford Priors & Wixford have been fully supportive with agreement in writing being awaited. Ecology survey quote has been received by one company, awaiting a further two quotes. A recommendation will be put to the Parish Council once all three quotes have been assessed. <p>S106 -</p> <ol style="list-style-type: none"> Playing Field – The S106a agreement has now been signed. Play Facilities Contribution of £98,575.36 is expected imminently. Once monies have been received a PO can be placed and a timeline put in place. Cllrs would ideally like the new equipment ready for 1st May. It was resolved that the deposit is paid out of reserves. PROW – Members considered ordering PROW markers for each post at £2 each – 96 in total. This will make it easier to identify the route when reporting any issues. It was resolved for Clerk to order these.

	<p>It is hoped that S106 monies can be used for this.</p> <p>e) Amenity – the amenity & planter contracts have been advertised in the local press. In order to gain more interest Clerk was advised to put them on Contracts Finder/Find it in Warwickshire.</p> <p>f) NDP – Cllr James had forwarded a comprehensive plan from the recent meeting. The NDP was worked through and it was decided which policies should be removed and which policies should be improved upon. The group will report back following their meeting in January.</p>
12.	<p>Community:</p> <p>a) A meeting was held recently regarding the Site Allocations consultation. It was resolved :</p> <ul style="list-style-type: none"> o for Clerk to respond to the consultation with the proposed response forwarded via email to all Members. o For fliers to be printed and delivered to Bomford Way, Station Rd & Evesham Rd o Clerk to place details of fliers on social media o Clerk to inform residents of Parish Council’s response once the consultation period has ended <p>b) Members considered the new community car park by CALA Homes – Cllr James reminded Members the car park was requested as part of the neighbourhood plan to assist the shop and to replace the lost spaces on School Rd. It was resolved for Clerk to email CALA accepting the car park, balancing pond and swales when offered.</p> <p>Cllr James proposed investigating installing two pay as you go electric vehicle charging points once the community car park is adopted. One for a trickle charger which costs approx £2,500 to purchase with installation costs on top. The other being a 25kw double fast charger at an approx cost of £20,000 plus installation costs. This will then meet a further NDP policy. CIL monies can cover this.</p>
13.	<p>Matters raised by Councillors: The following matters were raised by Council Members:</p> <p>Cllr James:</p> <ul style="list-style-type: none"> • start planning for funding the Queen’s Platinum Jubilee in 2022 • Name the CALA open space • Advised that £100 has been raised Dunnington residents to purchase a Christmas tree for Dunnington. He requested a donation from the Parish Council. It was resolved to pay £100 for the Christmas tree once the invoice is received. The monies raised by the residents will then be used to purchase decorations. <p>Cllr A Green:</p> <ul style="list-style-type: none"> • confirmed he has taken delivery of the scroll. He will arrange for this to be framed. • recently attended a WALC course on Improving Parish Council Relationships <p>Cllr Hickman:</p> <ul style="list-style-type: none"> • brought to the Parish Council’s attention the state of the boundary wall of Salford House Residence for the Retired. Members were advised that planning approval has been given to remove the trees which caused the initial damage and therefore there are 3 years before any improvements need to take place. • queried the fact that the Home has placed an advertisement in a conservation area. Clerk to report to Enforcement. • a Severn Trent Water drain has been damaged. Cllr A Green will take a photo for Clerk to report.
14.	<p>Correspondence Considered: <i>(Yellow papers)</i></p> <p>None</p>
15.	<p>Correspondence Noted:</p> <p>a) Members noted the update regarding Warwickshire County Council progress and intentions regarding unitary authorities and devolution of services. Email sent 4.11.20</p> <p>b) Members noted the thank you letter from The Royal British Legion following recent donation.</p>
16.	<p>Staffing: Confidential</p> <p>Members noted the Clerk’s mid-year review has taken place.</p>
17.	<p>Finance:</p> <p>a) Members resolved to appoint Mr Geoff Bradley to carry out an interim internal audit for the Parish Council accounts 2020/21 during December 20/January 2021.</p> <p>b) The council gave consideration and approval of the payments listed in Appendix A. Cllr A Green pointed out that a further invoice will be received for the PROW works shortly. Members approved this payment in advance. Proposed by Cllr R Green, seconded by Cllr Shale and agreed by all Councillors.</p> <p>c) Clerk to arrange for Cllrs Shale & A Green to sign cheques/invoices for payments listed in Appendix A.</p> <p>d) The Council noted the account balances reconciled with the Lloyds Bank Current & Deposit Account statements issued 1st November 2020:-</p>

	Lloyds Deposit Account	137,240.59
	Lloyds Current Account	2,569.56
	Lloyds CIL Account	106,547.08
	Lloyds S106 Account	20,160.13
	Total Fund Balance	266,517.36
18.	Date of Next Meeting: Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 16th December 2020 at 7.00pm via Zoom to discuss the budget and any planning applications.	
19.	Closure of Meeting: The Chairman closed the meeting at 21:00 hrs	

Chairman: _____ Date: _____

APPENDIX A: FINANCE

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
Cq 558	The Poppy Appeal	RBL Donation	518.50		518.50
Cq 559	HMRC	Clerk & PC NIC & Tax	35.80		35.80
BACS	Mrs D Bowles	Salary & Expenses	845.92		845.92
BACS	EDGE IT Systems	Finance Band Upgrade	261.60	43.60	218.00
BACS	TOPs	Running Costs	123.98		123.98
BACS	Limebridge Rural Services	Amenity Work	3652.74	608.77	3043.97
BACS	Westhill Direct	A4 paper	50.62	8.44	42.18
BACS	The Play Inspection Co	1/4ly inspection	180.00	30.00	150.00
BACS	GTL Services	PROW Works	130.00		130.00
BACS	WALC	Improving Parish Council relationships	60.00	10.00	50.00
BACS	Clerks & Councils Direct	Freedom Scroll	88.56	14.76	73.80
BACS	Stratford Herald	Amenity Advert	106.20	17.70	88.50
BACS	Newsquest	Amenity Advert	159.72	26.62	133.10
DD	Npower	Light Energy	117.03	5.57	111.46
BACS	NPower	Light Energy	304.32	14.49	289.83
DD	Nest	Clerk's Pension	102.26		102.26
DD	EDF Energy	TOPs electricity	50.00		50.00
DD	Lloyds Bank	Charges to 9.9.20	9.27		9.27
Total			6796.52	779.95	6016.57