

Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held
At the Memorial Hall, Salford Priors on Wednesday 17th July 2024.**

Present: Councillors: K James (Chairman), R Green, L Maude, J McLean, D Price & L Stanley.

District Councillor Stanley

Donna Bowles, Clerk to the Parish Council

Also in attendance: 2 members of the public.

1.	Apologies considered for absence: Cllr Meakins - accepted
2.	<p>Register of Interests: 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>Declaration of Interests: 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>
3.	<p>Open Forum: The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.</p> <p>a) 2 members of public were present:</p> <ul style="list-style-type: none"> - Query regarding self-build housing development on Evesham Rd. It was thought that self-build can be any design however resident was advised in this case there are strict guidelines as to what can be built and people have to use the recommended builder. - A small hole appearing on the footway in School Rd. Resident was advised this can be reported via Warwickshire County Council Highways. Cllr James to report. <p>b) No under 18s were present.</p> <p>c) County Councillor Daren Pemberton's Report – not in attendance, no apologies or report received</p> <p>d) District Councillor Stanley's Report – provided a written report on matters relating to the District Council this had been received via email the Chairman asked if Councillors had any questions on the report. There were none.</p> <p>The Chairman closed the open forum and reconvened the meeting at 19:15</p>
4.	Acceptance of Minutes: The Minutes of the Ordinary Parish Council Meeting held on Wednesday 19 th June 2024 at the Memorial Hall, Salford Priors were agreed by the Council to be a true record of the meeting and signed by the Chairman.
5.	<p>Planning Matters: None</p> <p>Decisions:</p> <p>a) 24/01445/TREE -6no. sycamore and 2no. ash - Crown lift to 4 metres above ground level, to clear boundary fence. -T9 willow - Fell. At The Old Forge, Station Road, Salford Priors, Evesham, WR11 8UX. No Objection Subject to Conditions.</p>
6.	<p>Clerk's Progress Report:</p> <ul style="list-style-type: none"> a) The redundant light at the former traffic calming build out on School Rd has now been removed. b) The new skate ramp and pump track signs have been received and will be installed shortly. c) Warwickshire County Council has confirmed they will be cutting back the hedges between the Ban Brook Rd entrances. d) B4088 highways signage, south of Dunnington crossroads – the works to re-instate the signs have now been completed.
7.	<p>Highways & Maintenance Officer:</p> <p>Works completed:</p> <ul style="list-style-type: none"> - Brambles cleared from hedges on School Rd between Banbrook Rd entrances.

	<ul style="list-style-type: none"> - Strimmed around 2 grit bins in Dunnington and weed spray block setts by Dunnington School. - Cleared overgrown brambles/weeds around concrete planter on School Rd - Weed sprayed the bollards at St Matthews Close - Cleared the path at the back of Perkins Close and monthly grass cutting in the area - Cleared the weeds and brambles at Irons Cross bus stop <p>Future works:</p> <ul style="list-style-type: none"> - Clean benches and noticeboards - Install skateboard and pump track signage at the playing field - Cut Back the vegetation from the 30mph signs at the junction of the New Road/Tothall Lane Dunnington - Clean the signs and straighten the Dunnington village nameplate. - Straighten the Neighbourhood Watch Sign on the Post - Weed clear the refuge or spray with weed killer the refuge at the junction of the B4088 - Refix timetable at bus stop opposite Bomford Turner to correct height.
8.	<p>Working Groups Update:</p> <p>a) Infrastructure & Built Environment:</p> <p>1) Highways –</p> <ul style="list-style-type: none"> o Cllrs James & Maude reported there are hedges on the B4088 that need cutting back. Clerk to report to Warwickshire County Council Highways. The Lengthsman is not able to action these works as this is a 50mph road. o Clerk has requested a further meeting with Warwickshire County Council Highways for the proposed installation date of the Evesham/Station Rd traffic calming works. Also outstanding are queries relating to the new line painting by Salford Priors School and the correct installation of the dropped kerbs on School Rd. <p>2) Public Open Space (POS) – to note :</p> <ul style="list-style-type: none"> o Clerk has contacted SDC Enforcement regarding the Section 106 queries, which include unresolved drainage and landscaping issues. She was informed that the previous officer has not yet been replaced and that more critical enforcement cases are currently being prioritised. Cllr James noted that this situation constitutes a complaint against Stratford District Council and a letter will be drafted to be sent to David Buckland, Chief Executive of Stratford District Council. o Permission has been refused for an electrical supply on the POS by CALA Homes whilst the land is under their control prior to handover. o Members noted the newly planted trees on Priors Crescent may fail to establish due to the very poor soil structure and ecological environment of the soil. The amenity contractors will continue to monitor the situation, but consideration may need to be considered for replanting in the early autumn. <p>NDP – no further update. Meeting to be arranged to consider greybelt land. This is a new term for parcels of land by the newly elected Labour Government described as "poor quality and ugly areas"</p> <p>Playing Field – Members noted PlayMaintainRepair have carried out works on the play equipment. There are some works remaining to be carried out by the amenity contractor.</p> <p>Garden Allotments – Members noted works are to take place on garden allotment plots 9 & 18. All plots are taken with one person on the waiting list.</p> <p>PROW –</p> <ul style="list-style-type: none"> ▪ AL16 entrance to Ennister Woods has been strimmed and cleared. <p>Future Works:</p> <ul style="list-style-type: none"> o Cut back bramble hedge along both sides of footpath on AL10 that runs behind the Bell Inn. o Strim the path surface between the hedges and around the kissing gates. <p>b) Communications – a meeting to be established to consider the Parish Council website.</p> <p>c) Planning - this Committee has not been required to meet between Parish Council meetings</p> <p>d) Project Delivery Group – a meeting has been set for Thursday 18th July to address matters relating to Road Safety Traffic Audits.</p>
9.	<p>Community:</p> <p>a) Members considered the quote received from Warwickshire County Council to replace the streetlight on Ridsdale Close in the sum of £1,316.81 exc VAT. Clerk advised this is not within the light maintenance budget. Cllr James proposed the quote is accepted with the funds being remunerated from CIL monies seconded by Cllr Price and approved unanimously.</p>

	<p>b) Members considered the 80th Anniversary Commemoration of VJ Day 2025. Cllr James proposed a civic service takes place at St Matthews with refreshments being available following the service with the lighting of the beacon with a small fireworks display being held in the evening. Seconded by Cllr McClean and unanimously approved.</p> <p>c) Members considered the permanent installation of a ground socket for the Parish Beacon and its location. It was resolved the best place for it to be installed is on the POS, Priors Crescent. Clerk to contact CALA for permission.</p> <p>d) Members considered the provision of Christmas trees & additional replacement lighting. Three trees are purchased annually and installed at Abbots Salford, Dunnington and the island on Evesham/School Rd. Initially, the village sign was planned to be installed on the island, which conflicts with the placement of the Christmas tree. Cllr James proposed installing the village sign on School Rd/Tothall Lane (by the new fencing) and placing the Christmas tree on the island as usual. This was unanimously agreed by Members. It was resolved for additional replacement lighting to be purchased.</p> <p>e) Clerk is waiting to hear from Warwickshire County Council, Streetlighting Department regarding the provision of electricity for a defibrillator at Rushford, once National Grid have carried out the initial works.</p> <p>f) TOPs roof has now been replaced. Cllr James thanked Mr. John Bradfield for checking the works on a regular basis. Some water damaged roofboards need replacing inside the building. Clerk to investigate and issue purchase order.</p>
10.	<p>Matters Raised by Councillors: Cllr Price – to consider additional security measures for the POS, Priors Crescent and Bomford Way. Cllr James acknowledged Councillor Price's concerns but advised that neither the Parish Council nor Warwickshire County Council can act since both plots of land are privately owned. He confirmed that this issue would be addressed once the Parish Council acquires the land. Cllr James requested the Clerk email CALA again to convey the Parish Council's concern about the potential for unlawful occupation of the land.</p>
11.	<p>Correspondence Considered: Members considered the email from a resident in Walnut Grange, Bomford Way.</p> <ol style="list-style-type: none"> 1) Requested that the Parish Council assist with the process of having the Management Company dissolved and the deeds changed to remove the Management Company. The Parish Council has no legal jurisdiction to become involved with any Management Company. 2) Requested the sharing of correspondence between the Parish Council and Vistry Ltd. The Parish Council is unable to share any correspondence. If this becomes a legal issue then any information the Parish Council holds is privileged information and therefore not in the public domain. This is entirely a matter between the homeowners and the management company/landowners. 3) Issues with Stratford District Council Enforcement regarding landscaping and biodiversity plan. The Parish Council is already in contact with Enforcement although has been advised that the Enforcement Officer dealing with this case has left and not yet been replaced. More critical enforcement cases are currently being prioritised. <p>Clerk to convey these responses to the resident.</p>
12.	<p>Correspondence Noted:</p> <ol style="list-style-type: none"> a) WALC Weekly Updates – Circulated. Cllr James brought to the Councillors attention that WALC hold regular meetings for Councillors via Zoom and encouraged a representative from Salford Priors to attend. b) NALC Updates - Circulated
13.	<p>Regulatory Documents:</p> <ol style="list-style-type: none"> a) Reserves Policy – reviewed and accepted. To be reviewed bi-annually. b) Social Media Policy – minor amendments made and accepted. To be reviewed bi-annually. c) Working Groups Terms of Reference – reviewed and agreed. To be reviewed annually in May.
14.	<p>Finance:</p> <ol style="list-style-type: none"> a) Consideration was given to the first quarterly bank reconciliation, account balances and income and expenditure budgets. The Finance Audit Group (Cllr Price was on holiday) met to discuss the financial budget comparison, reviewed the figures and current spend to date. Only one budget has been exceeded, a budget of £1650 was set for annual insurance, however the renewal premium came in at £1725.81. It was resolved by all Councillors that these be accepted. b) The council gave consideration and approval of the payments listed in Appendix A. It was proposed to accept these by Cllr Price seconded by Cllr McClean and agreed by all Councillors. It was agreed that

	<p>Cllrs Price & McClean 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>c) Cllr James proposed that as there is not a meeting in August to agree that the delegated out of meeting payment process for all suppliers invoices and staff salaries to be paid in full with the authorisation of the Chairman. These payments to then be retrospectively approved in September. This was seconded by Cllr Stanley and agreed by all Members.</p> <p>d) Cllr James proposed to award a grant of £235, against the requested grant of £570 from St Matthews Church PCC Salford Priors for a community summer fun activities project. Seconded by Cllr Price. Unanimous approval.</p> <p>e) Members noted the bank account balances as of the 30th June 2024:</p> <table border="1"> <tr> <td>Lloyds Deposit Account</td> <td>69,331.29</td> </tr> <tr> <td>Lloyds Current Account</td> <td>8,786.12</td> </tr> <tr> <td>Lloyds CIL Account</td> <td>279,802.62</td> </tr> <tr> <td>Lloyds Warm Hub Acc</td> <td>3,980.26</td> </tr> <tr> <td>Total Fund Balance</td> <td>361,900.29</td> </tr> </table>	Lloyds Deposit Account	69,331.29	Lloyds Current Account	8,786.12	Lloyds CIL Account	279,802.62	Lloyds Warm Hub Acc	3,980.26	Total Fund Balance	361,900.29
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15.	<p>Date of Next Meeting: Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 4th September 2024 at 7.00pm in the Memorial Hall, Salford Priors.</p>										
16.	<p>Closure of Meeting: The Chairman closed the meeting at 20:30 hrs</p>										

Chairman: _____ Date: _____

APPENDIX A: FINANCE

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
BACS	HMRC	Statutory PC NIC	****	0.00	****
BACS	REDACTED	Salaries & Expenses	****		****
BACS	Birketts	Professional Charges Greenway	1348.80	224.80	1124.00
BACS	PlayMaintainRepair	Playing Field Repairs	1080.00	180.00	900.00
BACS	Warwickshire CC	Allotment Rental	90.00		90.00
BACS	Limebridge Rural	Amenity Contract	1880.40	313.40	1567.00
BACS	Mrs R Green	Warm Hub Expenses	67.50		67.50
BACS	Aqua Roofing	Deposit & Scaffolding	5000.00	0.00	5000.00
BACS	McVeigh Parker	Coronation Benches	1080.00	180.00	900.00
BACS	Steve Baker Services	Perkins Close works	88.00		88.00
BACS	Steve Baker Services	Various	88.00		88.00
BACS	Steve Baker Services	PROW works	56.00		56.00
BACS	Aqua Roofing	TOPs roof replacement	13500.00		13500.00
BACS	Kim James	Warm Hub Expenses	186.71		186.71
BACS	GPP	Playing Field Signage	330.00		330.00

BACS	Water Plus Ltd	Allotment Water Supply	9.32	1.55	7.77
BACS	Tower Trophies	Plaques for Coronation Benches	312.00	52.00	260.00
DC	Microsoft	LM Renewal	59.99	10.00	49.99
DC	Microsoft	DP Renewal	59.99	10.00	49.99
DC	JRB Enterprise Ltd	Dog Bags	36.48	6.08	30.40
DC	Tool Station	Combination Padlock	19.98	3.33	16.65
DC	B&Q	Chain	6.84		6.84
DD	Lloyds	Service Charge	7.00	0.00	7.00
DD	NEST	NEST Pension	****	0.00	****
DD	O2	Line Rental Charge	25.63	4.27	21.36
DD	EDF Energy	TOPs	108.00		108.00
DD	Yu Energy	Streetlight Energy	64.06	3.05	61.01
DD	Yu Energy	Streetlight Energy	19.10	0.91	18.19