

Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held
At the Memorial Hall, Salford Priors on Wednesday 16th October 2024.**

Present: Councillors: K James (Chairman), R Green, L Maude, J McLean, J Meakins (left 20:10) & L Stanley.

District Councillor Stanley

Donna Bowles, Clerk to the Parish Council

Also in attendance: 3 members of the public.

1.	Apologies considered for absence: Cllr Price - 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) 3 members of public were present:</p> <ul style="list-style-type: none"> - Query regarding the expected timeline for the works on the setts at School Road, near Corner Cottage. Completion is anticipated by the end of the financial year. A meeting with Warwickshire County Council Highways is scheduled, during which the issue will be raised again. - Thanks were received from the Memorial Hall Trustee Committee for the recently approved grant of £10,000. to enable the installation of the solar panels on the roof to take place. <p>b) No under 18s were present.</p> <p>c) County Councillor Daren Pemberton’s Report – no apologies or report received</p> <p>d) District Councillor Stanley’s Report –</p> <ul style="list-style-type: none"> - A planning application that she has been working on closely with Temple Grafton Parish Council has been dismissed at appeal. - The next round of climate change funding is now - The winter fuel allowance was discussed at the recent full Council meeting however no conclusion was reached. <p>The Chairman closed the open forum and reconvened the meeting at 19:14</p>
4.	<p>Acceptance of Minutes: The Minutes of the Ordinary Parish Council Meeting held on Wednesday 4th September 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.</p>
5.	<p>Planning Matters: Planning Advisory Committee - the Committee has not been required to meet between Parish Council meetings. Application 24/01685/FUL dealt with through e-mail. Applications Considered:</p> <p>a) 24/01685/FUL Proposed - Single storey rear extension (retrospective) at Mistelle, Evesham Road, Salford Priors, Evesham WR11 8UU. As this was received between meetings and a retrospective application Members considered this via email. Following responses Clerk forwarded the following comments: “The Parish Council supports the application; the design of the proposed rear bedroom extension improves the overall design aspect of the property and balance when viewed with the design of the kitchen extension (Conservatory). proposal has no significant or adverse impact on neighbouring buildings or the conservation area.”</p> <p>b) 24/02427/FUL - Single storey flat roofed single garage side extension at Vine Cottage, 28 Dunnington, Alcester, B49 5NT. Following consideration Clerk to respond with “No objection”.</p>

	<p>Decisions:</p> <p>c) 24/01757/FUL - Proposed new and replacement extensions at Tanglewood, Dunnington, Alcester, B49 5 Planning Permission is Granted Subject to Conditions.</p> <p>24/02017/FUL - Conversion of part of garage to create family annex at 18 Priors Crescent, Salford Priors, Evesham, WR11 8AN. Planning Permission Granted Subject to Conditions. The Chairman drew the attention of members to Condition 5 - The development hereby permitted shall only be used for additional living accommodation ancillary to the enjoyment of the main dwelling known as 18 Priors Crescent. It shall not be used as a separate dwelling unit, or as a unit of holiday accommodation, or for any trade, commercial or business use, and no separate curtilage shall be created.</p> <p>Other Matters:</p> <p>Bomford Way Section 106 – Members considered the email from Vistry Ltd. regarding the adoption of the Public Open Space, Bomford Way. Cllr James proposed Salford Priors Parish Council inform Vistry Ltd that the Parish Council wishes to adopt the public open space. Cllr Stanley seconded with unanimous approval.</p>
6.	<p>Clerk's Progress Report:</p> <p>a) Clerk has chased National Highways regarding the removal of some willow trees at the Ban Brook.</p> <p>b) TOPs roof has still been leaking, despite the installation of the new roof. Clerk met with Aqua Roofing who has admitted liability. They have re-installed the guttering and will carry out the necessary repairs, they have also agreed to pay any costs incurred through resulting damage.</p> <p>c) Clerk has applied for the Local Council Award Scheme and has been provided with the link for the application form.</p> <p>d) B4088 overgrown hedge at Irons Cross, Warwickshire County Council will be attended to on Warwickshire County Council's 'flail cut programme' which takes place from October onwards.</p> <p>e) Salford Priors CE Academy's permission has been sought and approved to trim back the trees that are overhanging TOPs.</p>
7.	<p>Highways & Maintenance Officer:</p> <p>All works from previous meeting have been actioned.</p> <p>Future Works:</p> <ul style="list-style-type: none"> - Repair lock on noticeboard at bottom of School Rd - Replace damaged glass at defibrillator telephone box, Abbot's Salford. - Trim the trees overhanging TOPs - Trim the willow trees and remove branches by A46 roundabout - Sand and revarnish the bench at bottom of Ban Brook Rd - Sweep path along Evesham/Station Rd by the church on the Friday before Remembrance Sunday on 10th November
8.	<p>Working Groups Update:</p> <p>a) Infrastructure & Built Environment:</p> <ol style="list-style-type: none"> 1) Highways – <ol style="list-style-type: none"> I. The Evesham/Station Road line painting safety scheme has been completed. Warwickshire County Council Highways will be carrying out an inspection at the end of October. II. School Keep Clear Yellow Warning Hatchings have been repainted at both schools. 2) Public Open Space – Members noted the wording is being worked on for the Deed of Variation to the S106 for Priors Crescent and the outstanding work to the open space is due to commence the first week of November. The wildflower meadow will be replanted in 2025 during the correct season. 3) NDP – Cllr James reported that he recently attended the Future of Neighbourhood Plans seminar. <ul style="list-style-type: none"> o The key advice from the seminar was to move forward with any revisions to Neighbourhood Plans. The Neighbourhood Planning Support Programme, available through Locality, will be accessible until June with grants being available of a basic amount of £10,000 and an additional £8,000. o Areas to focus on for policy updates include: <ol style="list-style-type: none"> I. Self-build policies II. Emphasis on high-quality design III. Plans for site allocations IV. Policies addressing local housing needs V. Biodiversity policies VI. A policy to eliminate garages, replacing them with covered car spaces incorporating solar panels and electric vehicle charging facilities VII. Additionally, the need to establish policies for S278 and S106 funding was noted. <p>- Following this update, Cllr James proposed that a tender is issued for the appointment of planning consultants approaching Avon Planning Services and Kirkwells Planning & Sustainability</p>

	<p>Consultants. Cllr R Green seconded. Unanimous approval. Cllr James to prepare a tender proposal.</p> <ul style="list-style-type: none"> - Cllr James proposed obtaining quotes for conducting a Housing Needs Survey, to be distributed in paper format. Unanimous approval. Following this, those who recently participated in the previous NDP meeting will be contacted for a follow-up meeting <p>4) Playing Field –</p> <ol style="list-style-type: none"> I. The members noted the damage to the sunken trampoline edging, which has now been taken out of use, and quotes are being sought for its repair. This is a frequently used piece of equipment but is in poor condition, with stagnant water and weeds present underneath. The annual inspection classified it as a medium risk due to its proximity to the path and recommended the installation of a safety surface around it. The Clerk will investigate the costs for a safety surface at which point the Parish Council can consider the option of relocating it to a new area. II. Members noted the annual inspection report. The swings were also identified as a medium risk. It was agreed to obtain quotes from Wicksteed for the refurbishment of the swings, including new shackles, chains, and seats. Current safety recommendations also advise adding a third chain for increased safety. <p>5) Garden Allotments – the working group have proposed some changes to the garden allotment lease. It was unanimously resolved to accept these. New tenancy agreements will be sent out in February.</p> <p>6) PROW - Nothing to report from Mr Green PROW Officer on the Public Rights of Way within the Parish. A measuring wheel has been purchased to assist in measuring and identifying various lengths of footpath surfaces.</p> <p>b) Communications – Cllr Stanley has asked for some input for next Parish Connect. Cllr James proposed that the next edition goes out in January/February with details of the precept. Unanimous approval.</p> <p>c) Project Delivery Group – Draft deeds have been received, with comments submitted and returned to Birketts. An email has been received from Birketts regarding fees as the original fee agreement from May 2023 assumed £15,000 plus VAT, disbursements, and expenses for three private landowners and National Highways land under an S278 agreement. However, there are now seven landowners, and National Highways land is no longer highway land, removing the need for an S278. With additional complexities, it's difficult to estimate remaining work. She has therefore suggested that further work is not to exceed £5,000 plus vat, unless a further increase is agreed. Cllr James proposed a ringfence of £10,000 towards the cost of the Parish Council's legal fees. Unanimous approval. Additionally, Cllr James proposed that the Council formally accept the working group's recommendations on the draft deeds, which also received with unanimous approval.</p> <p>d) Amenity – Members noted the contractor has accepted the extension to the amenity and planter contracts for 1 year at an increased rate of 4.8%.</p> <p>e) Warm Hub – The Warm Hub received a food hygiene inspection recently and was awarded 5 Stars by SDC Environmental Health Food Hygiene Standards.</p>
9.	<p>Community:</p> <ol style="list-style-type: none"> a) Members noted the TOPS reports. b) Clerk is in the process of obtaining quotes for an unmetered supply for a defibrillator at Rushford. c) Members noted that Starchip Enterprise has been booked for the evening of 8th May 2025 for the commemoration of VE Day. It has also been booked for the Warm Hub celebrations on the same day.
10.	<p>Matters Raised by Councillors:</p> <p>Cllr James has sent a letter to MP Perteghella concerning the local catchment area for Secondary School admissions. There is a significant shortage of placements in this area, A response is awaited.</p>
11.	<p>Correspondence Considered:</p> <ol style="list-style-type: none"> a) An email has been received from a resident regarding the traffic calming on School Rd and overgrown hedges. Clerk to advise resident that his comments have been noted and the Parish Council is awaiting the results from a road safety traffic audit. Whilst Members acknowledge some of his comments regarding the lane priority barrier this was accepted by Warwickshire County Council Highways at the planning stages. b) Members noted the response from Councillor Isobel Seccombe, Leader of Warwickshire County Council regarding the Parish Council's request for an integrated approach with Worcestershire County Council and other agencies for a new river crossing West of Bidford-on-Avon.
12.	<p>Correspondence Noted:</p> <ol style="list-style-type: none"> a) WALC Weekly Updates – Circulated b) NALC Updates – Circulated c) Responses from MP Dr Manuela Perteghella (Stratford on Avon) & Nigel Huddleston (Droitwich & Evesham) to Cllr James' letter to MP Dr Manuela Perteghella regarding the A46(T) Stratford Upon Avon to Evesham – Salford Priors. Dr Perteghella will raise the matter in parliament. d) Action taken following email from resident regarding speeding on Station Rd.

13.	<p>Policy Review:</p> <p>a) Dignity at Work – to change review date for 3 years unless there is a change in legislation.</p> <p>b) It was resolved to accept the draft Sexual Harassment Policy under the Employer’s New Duty to Prevent Sexual Harassment. This is to be read in conjunction with the Safeguarding Policy and Complaints Procedure.</p>										
14.	<p>Finance:</p> <p>a) Members noted the External Audit report. Clerk reported on the comments made:</p> <ul style="list-style-type: none"> - The 23-24 conclusion report and signed Section 2 have been placed on the website. - The rounding error £2 occurred when switching from Receipts & Payments to Income & Expenditure. The figures for 23-24 are exact and it is not anticipated this will affect next year’s return. - The Internal Auditor has been booked to carry out the initial review in February 2025 – this is much later than the previous year. <p>Members noted the additional comments which did not affect the opinion of the External Auditor.</p> <p>b) Members gave consideration and approval to the second quarterly bank reconciliation, account balances and income and expenditure budgets. The audit group met on 15th October and went through the accounts. Everything is on track with no significant variances to budgets. Expenditure is controlled well, and it is anticipated projected income and expenditure will be met. Members noted the second payment of the 20/24 precept of £39,500 paid on 16th September by Stratford District Council was received. Cllr McClean proposed these were accepted with Cllr Maude seconding. This was agreed by all Councillors.</p> <p>c) The council gave consideration and approval of the payments listed in Appendices A & B. Clerk explained that some payments had to be made between meetings due to the extended time gap between them. It was proposed to accept these by Cllr Green, seconded by Cllr Stanley and agreed by all Councillors. It was agreed that Cllrs Green & Maude would sign the payments sheet confirming the payments in Appendices A & B have been approved by full Council and there is provision within the budget, financial regulations and relevant policies have been followed.</p> <p>d) Members noted 3 poppy wreaths have been ordered for Remembrance Sunday.</p> <p>e) Members noted the bank account balances as of 30th September 2024:</p> <table border="1" data-bbox="252 1104 1150 1339"> <tr> <td>Lloyds Deposit Account</td> <td style="text-align: right;">94,027.65</td> </tr> <tr> <td>Lloyds Current Account</td> <td style="text-align: right;">6,160.66</td> </tr> <tr> <td>Lloyds CIL Account</td> <td style="text-align: right;">256,931.40</td> </tr> <tr> <td>Lloyds Warm Hub Acc</td> <td style="text-align: right;">3,622.74</td> </tr> <tr> <td>Total Fund Balance</td> <td style="text-align: right;">360,742.45</td> </tr> </table>	Lloyds Deposit Account	94,027.65	Lloyds Current Account	6,160.66	Lloyds CIL Account	256,931.40	Lloyds Warm Hub Acc	3,622.74	Total Fund Balance	360,742.45
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15.	<p>Date of Next Meeting:</p> <p>a) Council confirmed the date of the next Ordinary Parish Council Meeting at 7.00pm on Tuesday 12th November 2024 at the Baptist Church Hall, Dunnington.</p> <p>b) Council confirmed the date of the Open Precept Public Consultation Meeting on Wednesday 13th November, 7pm at the Memorial Hall, Salford Priors.</p>										
16.	<p>Closure of Meeting: The Chairman closed the meeting at 20.45 hrs</p>										

Chairman: _____ Date: _____

APPENDIX A: FINANCE

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
BACS	HMRC	Clerk & PC NIC	162.63	0.00	162.63
BACS	Mrs D Bowles	Salary & Expenses	1255.20		1255.20
BACS	Play Inspection	Annual Inspection	450.00	75.00	375.00
BACS	Steve Baker Services	Various	393.07	0.00	393.07
BACS	Amazon	Measuring Wheel	33.98	5.66	28.32
BACS	Mrs R Green	Warm Hub Expenses	65.01		65.01
BACS	Wayne Gilbert	Allotment Refund	85.00		85.00
BACS	Warwickshire Property Management	Garden Allotment Rental	90.00	0.00	90.00
BACS	Birketts	Professional Charges	2112.00	352.00	1760.00
BACS	Birketts	Professional Charges	5460.00	910.00	4550.00
BACS	Jan McClean	Warm Hub Expenses	63.50		63.50
BACS	Kim James	Warm Hub Expenses	231.60		231.60
BACS	Water Plus	Allotments	9.62	1.60	8.02
BACS	Salford Priors Memorial Hall	Hall Hire	495.00		495.00
BACS	Salford Priors Memorial Hall	Warm Hub Hire	360.00		360.00
BACS	Tone Improvements	TOPs roof investigations	105.00		105.00
BACS	Starchip Enterprise Ltd	Warm Hub VE Day Celebrations	750.00		750.00
DC	Poppy Shop	Wreaths x 2	44.48	0.00	44.48
DC	Poppy Shop	Wreath x 1	24.49		24.49
DD	NEST	Clerk's Pension	193.19		193.19
DD	EDF Energy	TOPs Energy	108.00		108.00
DD	Positive Energy	Defib - Abbots Salford	24.36	1.16	23.20
DD	Lloyds	Service Charge	7.00	0.00	7.00
DD	O2	Line Rental Charge	25.63	4.27	21.36
DD	Yu Energy	Streetlight Energy	66.93	3.19	63.74
DD	Yu Energy	Streetlight Energy	19.25	0.92	18.33

APPENDIX B

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
BACS	HMRC	REDACTED	****	0.00	****
BACS	HMRC	Penalty	100.00		100.00
BACS	Mrs D Bowles	REDACTED	****		****
BACS	WALC	Training	84.00	14.00	70.00
BACS	Limebridge Rural	Amenity Contract	2378.40	396.40	1982.00
BACS	Moore	External Auditor	504.00	84.00	420.00