

Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held
At the Memorial Hall, Salford Priors on Wednesday 19th March 2025**

Present: Councillors: K James (Chairman), R Green, L Maude, J McLean, J Meakins (left 20:15), D Price
L Stanley.

District Councillor L Stanley
Donna Bowles, Clerk to the Parish Council

Also in attendance: 4 members of the public.

1.	<p>Apologies considered for absence: None</p>
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:</p> <ul style="list-style-type: none"> - DPI – Cllr Stanley Agenda item 12d - husband is a Director of Limebridge Rural Services and will leave the meeting when discussed. - ORI – Cllr James Agenda item 12d, brother is an owner/Director of Limebridge Rural Services and will leave the meeting when discussed. - NRI – None declared <p>Members were also reminded of the need to declare predetermination on any matter.</p> <p>The Chairman Cllr. Kim James read out the following statement reflecting on the 5th anniversary of the Covid 19 Lockdown:</p> <p>As we approach the 5th anniversary of the Covid-19 lockdown 23 March 2020, it is a time for reflection on the profound impact this global event has had on our community. The pandemic left no part of society untouched, affecting children, public services, and parishioners alike. Many families faced unprecedented challenges, with children navigating remote learning, and public services stretched to their limits. Our parishioners experienced personal loss, with some losing loved ones during these difficult times, and others enduring the isolation and uncertainty that the pandemic brought.</p> <p>The shift to working from home, remote council meetings, and the adjustment to new ways of life became part of our daily routine. Despite these challenges, the resilience of our community shone through, and the lessons learned during these trying times have helped to shape our approach to the future.</p> <p>In commemoration of this milestone and as a tribute to the lives lost, we will be planting a commemorative tree on the Public Open Space and installing a new bench near The Willows at the bus stop on Station Road. Funded through the Chairman’s annual allowance, this gesture symbolises resilience, new life, and hope for the future. The tree represents the strength of our community, and the bench will serve as a place of reflection and peace for those who pause to remember the difficult years we endured.</p> <p>As we move forward, we are mindful of the ongoing cost of living crisis, which continues to affect many in our community. However, the experiences we have shared over the past five years have taught us the importance of unity, support, and compassion. Together, we continue to learn from the past and look</p>

	ahead with optimism, ensuring that the lessons of resilience, solidarity, and hope guide us in the years to come.
3.	<p>Open Forum: The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.</p> <p>a) 4 members of public were present:</p> <ul style="list-style-type: none"> - A query was raised regarding the SWLP consultation. The Housing Needs Survey was explained. - Concern was raised regarding the traffic speed on School Rd by Tothall Lane. The Chairman confirmed two additional streetlights are being installed in that area which is under review and will be discussed under agenda item 11. - The Chairman confirmed recently installed temporary signage along School Rd advising drivers to reduce speed were installed by the Parish Council. These signs will be periodically removed and repositioned. <p>b) No under 18s were present.</p> <p>c) County Councillor Daren Pemberton's Report – not in attendance, no report received</p> <p>d) District Councillor Stanley's Report –</p> <p>The Full Council met to discuss budget allocations for the upcoming year. District council tax will increase by 3.1%, with various funding commitments.</p> <p>Council Tax Breakdown (Band D, 2025-26):</p> <ul style="list-style-type: none"> • Stratford District Council: £169.12 • Warwickshire County Council: £1,822.95 • Warwickshire Police and Crime Commissioner: £303.71 • Town and Parish Councils (average): £84.13 • Total: £2,379.91 (+5.13%) <p>The Chairman closed the open forum and reconvened the meeting at 19:15</p>
4.	<p>Acceptance of Minutes:</p> <p>The Minutes of the Ordinary Parish Council Meeting held on Wednesday 19th February 2025 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:</p> <p>Planning Matters Considered at Planning Committee Meeting 3.3.25:</p> <p>a) 25/00259/FUL - Proposed - Conversion of an existing range of brick built former agricultural buildings into three dwellings, including partial demolition and re-build along with remedial work and associated landscaping and external works. (Part retrospective) at Wood Bevington Farm, Wood Bevington, Alcester, B49 5LX. The committee considered the application in detail and made the following observation of No objection for the following reason:</p> <p>The Parish Council fully supports the proposed conversion of the redundant agricultural barns. Neighbourhood Plan Policy SP10 endorses proposals that preserve the original character of buildings, maintain the overall form and proportions of existing structures, use traditional materials, and retain existing wall openings and architectural detailing. These historic agricultural barns contribute significantly to the richly varied character of the Parish, and their restoration will help preserve the area's overall appearance, contribute to sustainable rural development, and make a positive impact on the local environment.</p> <p>The Parish Council considers the comments of CPRE, suggesting the demolition of the retrospective conversion element, to be without foundation and should be dismissed. The proposed scheme represents a sensitive and well-thought-out design that aligns with the Parish's objectives. Additionally, the proposed landscaping scheme is fully supported, further enhancing the visual amenity and ecological value of the site.</p> <p>Considered:</p> <p>b) 25/00401/FUL & 25/00485/LBC Proposed - Extension and alterations, comprising replacement chimney, replacement porch and internal alterations (retrospective) at The Barns, Station Road, Salford Priors, Evesham WR11 8UX. Following consideration Clerk to respond with "No objection"</p> <p>Decisions:</p> <p>c) 24/02962/VARY - Old Dunnington Barns, Old Dunnington Farm, Dunnington, Alcester B49 5NU. Planning Permission is Granted Subject to Conditions for the following development, namely:-</p> <p>d) Variation of Condition 1, 3, 5 and 19 of 23/02104/VARY dated 31 October 2023 to allow for alterations to Unit 1, 2 and 3, revised Climate Change Checklist and submission of large scale details, submission</p>

of material schedule and removal of condition 10 as it is no longer necessary. Original description of development:

- e) Variation of condition no.2 of planning permission reference 22/01832/FUL dated 21 March 2023 to allow for revised plans amending fenestration details to Barn 1 and rebuild of walls to southern element of Barn 3. Original description of development: Conversion of agricultural barns to three dwellings along with works and extensions to facilitate conversion, including regrading of access and verge.
- f) **25/00287/TREE** – arboricultural work - T1 holly – Fell, T2 pine – Fell, T3 ash and T4 oak - proposals withdrawn at Vine Cottage, Evesham Road, Salford Priors, Evesham, WR11 8UU. **No objection.**
- g) **25/00428/S106** - Approval of Public Open Space in accordance with Schedule 2, Part 2, Paragraph 5 of Section 106 Agreement dated 4 September 2018 and Supplemental Deed of Agreement dated 18 August 2021 relating to 18/01498/OUT at land off School Rd, Salford Priors.

Decision : S106 Refusal of Completion Certificate for the following reasons:

Tree ties and stakes to many trees throughout of the site using techniques which fail to meet industry standards /BS8545:2014

Localised poor drainage due to soil compaction has caused tree failures Incorrect tree species planted in numerous places

Damaged and failed tree specimens

Grower / nursery canes/ties left on trees

Weed suppressing mulch missing from base of trees

Swales and attenuation basin inadequately maintained as partially overgrown/blocked inlets and litter present.

Planning Enforcement: To receive updates on the following enforcement investigations

- h) **Bomford Way Section 106 Non- compliance of offering Public Open Space to the Parish Council** – Vistry Ltd has requested details regarding commuted sum calculations. Alison Willers, Senior Planning Officer at Stratford District Council, responded advising Vistry Ltd that they have yet to complete the required Certificate of Completion process. This step is essential before the land transfer can take place. Until these steps are fulfilled, the transfer of land to the Parish Council cannot proceed.
- i) **Priors Crescent** – Following the inspection of the Public Open Space, Alison Willers, Senior Planning Officer at Stratford District Council has refused the Completion Certificate. Until CALA Homes addresses the points raised the adoption of the Public Open Space will not proceed.
- j) **Bomford Way Adoption** – Warwickshire County Council has made no progress with the developer. The assigned engineer has been asked to follow up and determine the reason for their lack of engagement.
- k) **Bomford Way – Crossing of footway for creation of vehicle crossing** - The case (reference 24/00629/DTI) was opened and closed on 4 December 2024 as "decline to investigate." The officer determined there was no breach of planning control, as the hardstanding is permitted development (PD) and no new access was created due to the kerb not being dropped. However, the matter was referred to the highway enforcement team for safety concerns. Clerk is attempting to contact this department.
- l) **Update from Planning Enforcement, Stratford District Council regarding the erection of wooden buildings for the rearing of game birds, Ragley Shoot, Dunnington Heath** The Enforcement Officer has confirmed all buildings have now been removed and the case closed.

South Warwickshire Local Plan:

- m) Members noted the Parish Council's response to the SWLP consultation document. The Parish Council commented on the following policies –
 - Do you broadly support the proposals in the Vision and Strategic Objectives: South Warwickshire 2050 chapter?
 - Do you agree with the approach laid out in Draft Policy Direction 3- Small Scale Development, Settlement Boundaries and Infill Development?
 - Do you agree with the approach laid out in Draft Policy Direction 5- Infrastructure Requirements and Delivery?
 - Do you agree with the approach laid out in Draft Policy Direction 6- Safeguarding land for transport proposals?
 - Do you agree with the approach laid out in Draft Policy Direction 5- Infrastructure Requirements and Delivery?
 - Do you agree with the approach laid out in Draft Policy Direction 7- Green Belt?
 - Do you agree with the approach laid out in Draft Policy Direction-8- Density?

	<ul style="list-style-type: none"> - Do you agree with the approach laid out in Draft Policy- A- Providing the Right Size of Homes? - Do you agree with the approach laid out in Draft Policy Direction 9 - Using Brownfield Land for Development? - Do you agree with the approach laid out in Draft Policy Direction-31- Sustainable Transport Accessibility? - Do you agree with the approach laid out in Draft Policy Direction-34-Vale of Evesham Control Zone? - Do you agree with the approach laid out in Draft Policy Direction-38 - Biodiversity Net Gain? - Do you agree with the approach laid out in Draft Policy Direction-42-Trees, Hedges and Woodland? - Do you agree with the approach laid out in Policy Direction 43e Allotments, Orchards and Community Gardens? - Do you agree with the approach laid out in Draft Policy Direction-48- Protecting and Enhancing Landscape Character? - Do you agree with the approach laid out in Draft Policy Direction-49- Agricultural Land? <p>A synopsis of the Parish Council's comments can be viewed on the Parish Council website.</p>
6.	<p>Clerk's Progress Report :</p> <p>a) Update from Warwickshire County Council regarding outstanding queries –</p> <ul style="list-style-type: none"> - The unnecessary railing outside Salford Priors CE Academy has been removed. Resolved - The overgrown footway by the old Severn Trent building has been cut back, swept and cleared. Resolved. - The manhole cover in the verge in School Rd is being investigated. - The community payback team is due to clear the footway along School Rd. <p>b) The hedge at Irons Cross crossroads has now been cut by Warwickshire County Council vastly improving drivers vision when exiting from the School Road junction. Resolved.</p> <p>c) The remedial fire extinguisher works at TOPs have been carried out. Resolved.</p> <p>d) Warwickshire County Council Streetlighting Dept has confirmed the order for the 2 additional streetlights from Park Hall Mews sub-station to the junction of Tothall Lane.</p> <p>e) Clerk has reported one of the new streetlights on School Rd is faulty. This is being investigated.</p> <p>f) National Grid has installed the electrical supply at Rushford; defibrillator connection scheduled for 1st April.</p> <p>g) Clerk will be submitting the council's Local Council Award Scheme (Bronze Award) application at the beginning of April.</p> <p>h) All Housing Needs Surveys have been delivered with 30 responses received to date. The Chairman thanked those Councillors (James, Green, Maude, McLean, Price) who distributed the survey for their help.</p> <p>i) Tothall Lane fly tipping reported to SDC Streetscene 10/03/2025 – Cleared 14/03/25</p> <p>j) Tothall Lane large pothole reported to WCC 10/03/2025 – Repair works completed 13/03/25</p>
7.	<p>Highways & Maintenance Officer:</p> <p>Members noted the following –</p> <ul style="list-style-type: none"> - The footway outside St Matthews Church has been cleaned - The new noticeboard at Rushford has been installed. <p>To consider future tasks to be issued:</p> <ul style="list-style-type: none"> - Further clearance of footway on Station Rd.
8.	<p>Working Groups Update:</p> <p>a) Infrastructure & Built Environment:</p> <ol style="list-style-type: none"> 1) Highways – no further update 2) Public Open Space – Clerk has requested a quote for fencing works and gate to be installed on the Permissive Right of Way behind the bus shelter. 3) NDP – no further update – awaiting results Of Housing Needs Survey. It is hoped this will be available for the Annual Parish Meeting on 23rd April. 4) Playing Field – Members noted the quarterly inspection report. The Infrastructure & Built Environment Working Group to meet to carry out review. 5) Garden Allotments- Members noted there have been some changes to the allotment leaseholders with one deposit on a half plot being refunded. An inspection by the Infrastructure & Built Environment Working Group will be carried out. 6) PROW – Members noted the fallen tree obstructing the kissing gate on AL42 has been removed.

	<p>b) Communications – no further update</p> <p>c) Project Delivery Group – the order has been placed with the contractors to install the ramp on Bomford Way. Cllr James, Mr Green and the Clerk are meeting with representatives of Ragley Estate on 26th March to progress the project route. The Group is proposing to fence the next field to the underpass (National Highways land).</p>
<p>9.</p>	<p>Community:</p> <p>a) Cllr James proposed the purchase of a new audio system to ensure that members of the public can hear comments during Parish Council meetings. 10 microphones and licenses. Cllr Price seconded. Unanimous approval.</p> <p>Cllr James provided an update following the recent meeting regarding the A46 (T) section between Stratford-on-Avon and Evesham – Salford Priors. This meeting was to focus on proposals for improvements along the A46 between Stratford and Evesham, ensuring that all key stakeholders have the opportunity to discuss their concerns and contribute to a collective plan of action. The meeting was chaired by Dr Manuela Perteghella MP. There were in excess of 40 attendees.</p> <p>All information has been placed under the News section on the website. Cllr James thanked Cllr McClean for serving the refreshments.</p> <p>b) Cllr James provided his recommendations regarding the way forward with TOPs.</p> <ul style="list-style-type: none"> - Monitor building for 2025 subject to no further spend on fabric - Negotiate a lease for 3 years 2026/2029 - July 2027 (New) Council to decide future of TOPs <ul style="list-style-type: none"> a) Continue to maintain the building with the risk of further major expenditure b) March 2028 give notice of surrender of lease and clear site c) Start planning for a new community building (Future CIL Payments) opposite the Memorial Hall complementing the facilities of the Hall. <p>Members agreed these recommendations.</p> <p>c) VE Day – Thursday 8th May – following the refusal of the Completion Certificate on the POS Cllrs requested the Clerk re-contact CALA Homes to see if they would reconsider their decision and allow the lighting of the beacon to take place on the evening of Thursday 8th May. A fish and chip van has been hired for the evening and fireworks will take place following the lighting of the beacon.</p> <p>The Warm Hub will be holding a street party in the hall with decorations both inside and outside.</p> <p>d) Cllr James proposed redecorating the Parish Office, which was last decorated in 2005. He also proposed the installation of a standalone electric heater, with funding for both the heater and the redecoration to be drawn from CIL funds. The proposal was approved unanimously.</p>
<p>10.</p>	<p>English Devolution White Paper:</p> <p>Four Members (James, Green, McLean, Maude) attended the virtual meeting about the English Devolution White Paper and Local Government Reorganisation (LGR) on 10 March. Following the meeting the leader of Warwickshire County Council emailed stating the importance of maintaining regular communication with the sector while awaiting feedback from the government on the interim plans. They are considering how best to engage with stakeholders and would like to gather input. They propose two ideas:</p> <ol style="list-style-type: none"> 1. Regular virtual updates: Similar to the session on 10 March, these updates would be open to both Councillors and Clerks. They seek feedback on whether this would be useful. 2. A small working group: To contribute to the detailed work for the final proposal to the government, a working group could be formed, representing various parts of the County. They ask if there is interest in participating in this group. <p>Cllr James proposed the following response:</p> <p>Salford Priors Parish Council would like to confirm that regular updates and meetings would be greatly appreciated. These will help ensure clear and ongoing communication as we navigate the significant changes to local government.</p> <p>Additionally, regarding participation in working groups, Salford Priors Parish Council wholeheartedly agree. This is indeed the most substantial change to local government in the last 50 years, and as a Parish Council, it is imperative that our voice is heard. We must be proactive in contributing to these discussions and not simply rely on others who may be promoting their own interests, potentially to the detriment of Salford Priors.</p>

	<p>The Parish Council look forward to working collaboratively to ensure the interests of our parish are fully represented during this process. This was unanimously approved.</p>												
11.	<p>Matters Raised by Councillors: Cllr James – Vehicle Activated Speed Signs – As there were remaining funds in the traffic calming budget for Station/Evesham Rd, Cllr James proposed additional traffic calming measures, specifically the installation of Vehicle Activated Speed Signs—one near Willow Park and the other near the Tothall Lane junction. Although Warwickshire County Council Highways has previously rejected this type of traffic calming, Cllr James noted that Parish Councils have the authority to contribute financially to a highway authority for traffic calming initiatives benefiting their area under the Highways Act 1980, s274A. The power to fund traffic calming measures installed by a Highway’s Authority. The Clerk to pursue.</p>												
12.	<p>Correspondence Considered:</p> <p>a) Members considered the three quotes received from Clear Utility Solutions for the renewal of the electricity contract for the defibrillator at Abbot’s Salford. Cllr Stanley proposed a 3 year contract is agreed with EDF, Cllr Price seconded. Unanimous approval.</p> <p>b) Cllr James & Cllr Stanley left the meeting while discussions took place. Remaining Members considered the email from Limebridge Rural Services. They have advised that they find it necessary to increase the contract charges for 2025 and proposed an increase of 8% due to forthcoming various increases in multiple employment costs and general inflation increase along with the uncertain future for fuel costs. Unanimous approval. Cllr James & Cllr Stanley returned to the meeting.</p>												
13.	<p>Correspondence Noted:</p> <p>a) WALC Updates – Circulated b) NALC Updates – Circulated c) Publication of Worcestershire Minerals and Waste Authority Monitoring Report and Local Aggregate Assessment – forwarded 17.03.25</p>												
14.	<p>Regulatory Document Review: Statement of Internal Control was reviewed and agreed.</p>												
15.	<p>Finance:</p> <p>a) Members noted payments made between meetings. 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 Cllrs Green & Maude 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. c) Members noted and accepted the interim audit report. Cllr James thanked the Clerk for presenting the accounts to the internal auditor and the work carried out. d) Members noted the bank account balances:</p> <table border="1" data-bbox="252 1518 1129 1805"> <tr> <td>Lloyds Deposit Account</td> <td>62,770.12</td> </tr> <tr> <td>Lloyds Current Account</td> <td>2,333.53</td> </tr> <tr> <td>Lloyds CIL Account</td> <td>243,299.07</td> </tr> <tr> <td>Lloyds Warm Hub Acc</td> <td>2,095.81</td> </tr> <tr> <td>Lloyds Leisure Trails Acc</td> <td>280,485.41</td> </tr> <tr> <td>Total Fund Balance</td> <td>590,983.94</td> </tr> </table> <p>e) Members noted the S137 limit for 25/26 has been announced as £11.10. This is the amount as a result from increasing the amount of £10.81 for 2024-2025 by the percentage increase in the retail price index between September 2023 and September 2024, in accordance with Schedule 12B to the 1972 Act.</p>	Lloyds Deposit Account	62,770.12	Lloyds Current Account	2,333.53	Lloyds CIL Account	243,299.07	Lloyds Warm Hub Acc	2,095.81	Lloyds Leisure Trails Acc	280,485.41	Total Fund Balance	590,983.94
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16.	<p>Staffing: Resolution to exclude members of the public to progress a confidential staffing matter. It was resolved to exclude the press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below relating to contracts and staffing. Two members of the public were present and left the meeting.</p>												

	<p>Clerk left the meeting while discussions took place.</p> <p>A comprehensive review of the Clerk's performance was carried out on 18th March 2025, which included an assessment of progress made in the past twelve months.</p> <p>As a result of the review, the following recommendations were made:</p> <ul style="list-style-type: none"> • A recommendation to SCP 21, effective from 1st April 2025. The position will continue at 20 hours per week, with an additional 3 hours per month allocated to social media management. • Following five years of service, the Clerk is entitled to an additional holiday entitlement, bringing the maximum to 28 days, in addition to any statutory public holidays. • Approval for the purchase of a CANVA Pro publishing software license for £100 per year, to further enhance the quality of publications. <p>These proposals were unanimously approved.</p>
17.	<p>Date of Next Meeting:</p> <p>The TOPs AGM is Thursday 10th April at 7pm at TOPs</p> <p>Council confirmed the date of the next Ordinary Parish Council at Wednesday 16th April 7.00pm in the Memorial Hall, Salford Priors.</p> <p>Council noted the date of the Annual Parish Meeting on Wednesday 23rd April 2025 at the Memorial Hall Salford Priors at 7:00pm. Guest speaker Police & Crime Commissioner Phillip Secombe.</p>
18.	<p>Closure of Meeting: The Chairman closed the meeting at 21:00 hrs</p>

Chairman: _____ Date: _____

APPENDIX A: FINANCE

PAYMENTS MADE BETWEEN MEEETINGS					
PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
BACS	Mrs E H Lomas	Garden Allotment Deposit Refund	25.00	0.00	25.00
BACS	Limebridge Rural Services	Greenway Works	34624.13	5770.69	28853.44
DC	Cartridge Save	Printer Cartridges	468.38	78.06	390.32
DC	Microsoft	Microsoft 365 - DB	59.99	10.00	49.99
DC	Amazon	Black sacks	13.89	2.31	11.58
DC	Eventbrite	KJ Training	39.22	6.54	32.68
Total			35230.61	5867.60	29363.01

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
BACS	HMRC	Clerk & PC NIC	*****	0.00	*****
BACS	Mrs D Bowles	Salary & Expenses	*****		*****
BACS	Arden Pest Control	Mole Control	240.00	0.00	240.00
BACS	PlayMaintainRepair	Operational Inspection	150.00	25.00	125.00
BACS	Limebridge RS	Defib works	342.00	57.00	285.00
BACS	Office Boffins	Seating TOPs	694.74	115.79	578.95
BACS	APM Services	TOPs works	235.80	39.30	196.50
BACS	Steve Baker Services	Lengthsman/PROW	218.00	0.00	218.00
BACS	Warwickshire CC	Additional streetlighting School Rd	25387.99	4231.33	21156.66

BACS	Jan McClean	Warm Hub Expenses	93.77		93.77
BACS	Birketts LLP	Professional Charges	3536.40	589.40	2947.00
BACS	Stratford DC	Dog Bin Emptying	171.00	28.50	142.50
DD	Nest	Pension	*****		*****
DD	Lloyds	Service Charge	8.50	0.00	8.50
DD	O2	Line Rental Charge	25.63	4.27	21.36
DD	Yu Energy	Streetlight Energy	126.42	6.02	120.40
DD	Yu Energy	Streetlight Energy	21.14	1.01	20.13