

**Salford Priors Parish Council**

**Minutes of an Ordinary Meeting of the Parish Council held  
At the Memorial Hall, Salford Priors on Wednesday 21<sup>st</sup> January 2026**

**Present:** Councillors: K James (Chairman), L Maude, J McLean & J Meakins (left 20:05). District Councillor Jones  
Donna Bowles, Clerk to the Parish Council

**Also in attendance:** 1 member of the public.

1.	<p><b>Apologies considered for absence:</b> Cllrs Price, Green, Howarth – approved. Cllr James wished a speedy recovery to Cllr Green. Non Attendance – Cllrs Stanley &amp; Richardson</p>
2.	<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 – Cllr James Agenda item 15a, brother is an owner/Director of Limebridge Rural Services and will leave the meeting when discussed. NRI – None declared</p> <p>Members were also reminded of the need to declare predetermination on any matter.</p>
3.	<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>Notice of Information:</b> The Parish Council will be hosting a public information evening on Monday 9 February at 7.00 pm in the Memorial Hall. Andy Wilkins of Rivaland will present a proposed housing development for land to the rear of Cedar Close. The meeting is intended solely to provide information and a presentation of the proposal. No Parish Council view will be formed or expressed, and no resolution or recommendation will be made. The Parish Council will consider the proposal only if and when a formal planning application is submitted to the Local Planning Authority.</p> <p><b>a)</b> 1 member of the public was present with no comments.</p> <p><b>b) No under 18s were present.</b></p> <p><b>c) District Councillor Jones' Report –</b></p> <ul style="list-style-type: none"> <li>- He attended a Full Council meeting on 8 Dec, speaking on resident concerns about overdevelopment and in support of the council's AI policy.</li> <li>- He attended a confidential SWLP site selection workshop on 10 Dec and a planning appeal hearing on 16 Dec regarding a proposed traveller site at Temple Grafton, which was dismissed.</li> <li>- He has completed mandatory and additional training and sits on the Employment Committee.</li> <li>- Discussions with National Highways on signage and traffic in Salford Priors are ongoing.</li> <li>- A councillor surgery is planned for Jan/Feb (TBC), and a government consultation on local government reorganisation is expected in Feb 2026.</li> </ul> <p><b>d) County Councillor Cliff Brown sent his apologies.</b> He advised that Government decisions are awaited on Local Government Reorganisation (End March), Finalised Government Grant for 2026, Devolution and Elected Mayors (Strategic Authorities) and Police Reform (43 forces into 12).</p>

	<b>The Chairman closed the open forum and reconvened the meeting at 19:11</b>
4.	<p><b>Acceptance of Minutes:</b> The Minutes of the Ordinary Parish Council Meeting held on 10<sup>th</sup> December 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><b>Planning Matters:</b> No Planning Matters to consider.</p> <p><b>Decisions:</b></p> <p>a) <b>25/02555/FUL</b> - Installation of an Air Source Heat Pump to be installed to the property. Planning permission is being sought as there is an existing AC unit at 1 Hedges Close, Salford Priors, Evesham, WR11 8XH. <b>PLANNING PERMISSION GRANTED SUBJECT TO CONDITIONS</b></p> <p>b) <b>25/03006/S106</b> Approval of Public Open Space Completion Certificate in accordance with Schedule 2, Clause 5 of Section 106 Agreement dated 4 September 2018, and Supplemental Agreement dated 19 August 2021 relating to 18/01498/OUT and 19/01507/VAR at land off School Rd, Salford Priors. <b>REFUSAL OF COMPLETION CERTIFICATE.</b></p> <p>c) <b>25/02694/FUL</b> - Two storey rear extension at 33 Dunnington, Alcester, B49 5NU. <b>PLANNING PERMISSION GRANTED SUBJECT TO CONDITIONS</b></p> <p><b>Planning Enforcement:</b></p> <p>d) <b>Bomford Way Section 106 Non- compliance of offering Public Open Space to the Parish Council</b> – Members noted Clerk has contacted Alison Willers, Principal Planning Officer (Enforcement), Stratford Upon Avon District Council for an update.</p> <p>e) <b>Queen’s Head</b> – Members noted that a Planning Enforcement Officer has visited the premises following a report that the property was being advertised for residential use. It was further noted that the public house has not been operating as such for approximately 12 months. The Officer has spoken with the owner, who confirmed awareness that planning permission would be required to change the use from a public house to a house in multiple occupation. The Officer has concluded that no material change of use has occurred at this time and the case has therefore been closed. The Parish Council will continue to monitor the premises and remain alert to any activity that would be inconsistent with the lawful use of the property. Following publication of the agenda a resident emailed expressing concerns, the contents of which were noted.</p> <p><b>South Warwickshire Local Plan (SWLP):</b> Update received from District Councillor Jones above.</p>
6.	<p><b>Clerk’s Progress Report:</b></p> <p>a) The connection of the two new streetlights on School Rd has taken place. A complaint has since been received advising one of the lights is shining into a bedroom window. Clerk has issued a Purchase Order for a lantern shield to be installed at a cost of £125.</p> <p>b) An update has been requested from Warwickshire County Council Highways regarding the overgrown hedging along School Road ahead of the bird nesting season.</p> <p>c) The replacement door to the Parish Office has been installed. The new flooring is due be installed 5/6 February.</p> <p>d) Dropped kerb accident, School Road – Warwickshire County Council are in consultation with the developer to complete works to the S278 so it can be signed over to WCC. The inspector and the developer have been made aware of the issue and following a review of the gradients and upstands at the crossings it is anticipated the remedial works will be carried out next week.</p> <p>e) The Clerk has followed up on reports regarding the two non-functioning streetlights—one near the washing line area in Perkins Close and the other outside the Memorial Hall. The light outside the Memorial Hall is scheduled for repair shortly. Upon investigation, the Clerk found that the Perkins Close light does not fall under the remit of Warwickshire County Council so has contacted Orbit Housing Association.</p> <p>f) The central lighting refuge on Station Rd has been repaired, although the front bollard light is not working. Clerk has advised the Streetlighting Engineer accordingly.</p> <p>g) There is a current outbreak of avian influenza A (H5N1) present in the wild bird population along the</p>

	<p>river Avon in Stratford-on-Avon. Notices have been posted to make residents aware.</p> <p>h) The annual service, maintenance and priority call-out contract for TOPs with APM Fire &amp; Security has been renewed for a further year.</p> <p>i) The bus stop on School Rd has once again been vandalised. A new replacement glass panel has been installed.</p> <p>j) A further bleed kit has been purchased totalling three for the parish. These are placed at The Post Office &amp; Stores, Salford Priors, The Bell Inn, Salford Priors &amp; The Karma Hotel, Abbots Salford. West Midlands Ambulance Service have registered them on their system.</p> <p><b>Chairman's Monthly Update:</b></p> <ul style="list-style-type: none"> <li>- the Memorial Hall has been booked to mark Armistice Day, Wednesday 11<sup>th</sup> November 2026 11:00 am.</li> <li>- Ragley Estate have started the repairs to the former haul road fencing at the junction of New Lane, Dunnington which was vandalised and destroyed in November.</li> </ul>
7.	<p><b>Highways &amp; Maintenance Officer:</b></p> <p>a) Members noted jobs issued from last Council meeting; comment on progress –</p> <ul style="list-style-type: none"> <li>- All road signs have now been cleaned</li> <li>- Grit bins have been audited</li> <li>- School Rd bus shelter – remove and dispose of damaged glass</li> <li>- Grit bin on School Avenue was overturned again and has now been returned to its proper position.</li> </ul> <p>b) Future tasks – to clear the signage north of Dunnington crossroads. Cllr James to provide photos.</p>
8.	<p><b>Working Groups Update:</b></p> <p><b>1) Infrastructure &amp; Built Environment:</b></p> <p>a) Highways – Members noted:</p> <ul style="list-style-type: none"> <li>o The Purchase Order for works on School Road by the former bus stop has not progressed through the approval process. Mike McDonnell, Warwickshire County Council, Senior Engineer, Highways has reported that the works quote is affected by the renewal of the highways contract, which Balfour Beatty will retain from April 2026. The quote includes contingency but not the standard uplift, leaving limited budget flexibility. Although current funds cover the improvements, it is considered prudent to wait for the new rates before proceeding. The scheme remains live but will only progress once costs are confirmed within budget.</li> <li>o Mike McDonnell has asked the Parish Council to clarify and identify the agreed works relating to the long-outstanding kerbing and setts at the junction of School Road and Evesham Road, as the original agreements can no longer be located. The Clerk has provided the information however he has requested a Teams meeting which is to be arranged.</li> </ul> <p>b) Public Open Space –</p> <ul style="list-style-type: none"> <li>o The Planning Completion Certificate for land at School Rd has been refused.</li> <li>o The Clerk has investigated the installation of power to the edge of the Crescent prior to the adoption of the Public Open Space. A quote has been received from National Grid to install a power supply from one side of School Road to the edge of Priors Crescent, totalling £5,992.09 excluding VAT. This amount does not include costs for road traffic management or electrical connections. Cllr James proposed accepting the National Grid quote, seconded by Cllr Meakins, and the proposal was approved unanimously.</li> </ul> <p>c) NDP – Despite the Clerk contacting several companies for a quote to review the Salford Seven NDP, only one quote has been received from Andrea Pellegram Ltd with a cost estimate of £10,000–£15,000. Cllr Howarth has suggested another consultancy to approach, and the Clerk has initiated contact to request a quote.</p> <p>d) Playing Field –</p> <ul style="list-style-type: none"> <li>o Members considered the quotes for new metal bow top fencing around the toddler area. Three companies submitted quotes for the proposed fencing project. After careful review, Cllr James proposed to accept the quote from Sovereign, despite it being the highest-</li> </ul>

priced option. Cllr McClean seconded with unanimous approval.

The decision was based on the quality and design of the fencing offered. Sovereign's design was deemed superior in terms of durability, aesthetics, and long-term suitability for the site. While cost was a factor, Members prioritised overall value, including longevity and design integrity, over initial expense.

- Members noted the Clerk has ordered the necessary pieces of equipment for the remedial works from the annual inspection report.

e) Garden Allotments – nothing to report

f) PROW - Mr Green has reported the following works have been completed :

- the bramble hedge has been cut back on both sides of the path behind The Bell, with the path and the kissing gates strimmed.
- both boundary hedges have been cut back and the path strimmed on AL17 between two points.

g) **Communications –**

- No update received regarding Parish Connect as Cllr Richardson was not in attendance.
- No update was received from Cllr Richardson regarding a portable Wi-Fi hotspot as he was not in attendance.

h) **Project Delivery Group –** A meeting has been arranged for 22<sup>nd</sup> January with Ragley Estates to consider the continuation of the fencing previously installed. A full report will be provided at the February meeting.

i) **Housing Needs Survey –** Members noted that as Warwickshire Rural Community Council has ceased trading and closed all services with immediate effect Stratford District Council will be advertising the Post of Rural Housing Enabling Officer in the spring and they will pick up Sarah Brooke-Taylor's work when in post. This matter to be placed on hold for the time being.

9. **Cllr James moved that agenda item 15a is brought forward as Cllr Meakins has to leave the meeting early. Cllr James left the meeting at 20:00 and returned to the meeting at 20:10 once the item had been concluded.**

Amenity & Verge Mowing Contract & Summer/Winter Flower Display Contract 2026-2030.

The meeting to discuss and evaluate the contracts took place on Tuesday 13<sup>th</sup> January, 6.30pm in the Eddie Clarke suite. The Clerk, Cllr Howarth and Mr Alan Green (Adviser) were in attendance. Cllrs Maude & Richardson were absent making the meeting non-quorate. The group decided to proceed with assessing the tenders, noting that only two tenders had been received for the amenity contract and one for the planter contract. It was acknowledged that the final decision would now require consideration by Full Council. A report was circulated to all Members showing the tendered prices without disclosing the name of the Contractors.

One tender (Contractor A) was not submitted on the Parish Council's prescribed tender form and did not include a submission for the planter contract. In addition, a further tender was received after the stated closing date for submissions.

For transparency, Members compared the late tender with the compliant tender submitted by Contractor B, which had been received by the deadline, completed on the correct Parish Council tender form, and included all required information.

Following consideration, Members concluded that Contractor B had submitted a fair and reasonable tender that met all requirements of the specification.

Cllr Maude proposed that the Parish Council award the Amenity & Verge Mowing Contract & Summer/Winter Flower Display Contract 2026-2030 to Contractor B. Cllr McClean seconded the

	proposal, which was unanimously approved. Accordingly, the contracts are awarded to Limebridge Rural Services Ltd.												
10.	<p><b>Community:</b></p> <p>a) Members noted Clerk has spoken with Warwickshire County Council Highways who are investigating the new yellow backed 30mph signage for Station Rd.</p> <p>b) An update from Cllr Richardson regarding asset reporting using QR codes was not received as he was not in attendance.</p>												
11.	<p><b>English Devolution White Paper:</b></p> <p>Members noted the Local Government Newsletter emailed by Cllr Howarth on 9.1.26.</p>												
12.	<p><b>Matters Raised by Councillors:</b></p> <p>Cllr Richardson -no update received regarding possible House of Commons visit as he was not in attendance.</p>												
13.	<p><b>Correspondence Considered:</b></p> <p>a) The Clerk completed, on behalf of the Parish Council, the Stratford-on-Avon District Council's consultation on a proposal to introduce a Council Tax premium on second homes across the District.</p>												
14.	<p><b>Correspondence Noted:</b></p> <p>a) WALC Weekly Updates – Circulated – Cllr James promoted the various training sessions.</p> <p>b) NALC Updates – Circulated</p> <p>c) Alcester South SNT Police Reports – Circulated</p> <p>d) Stratford District Council Tree Management Protocol.</p> <p>e) Email regarding lighting at School Rd/St Matthews Close junction.</p>												
15.	<p><b>Regulatory Document Review:</b></p> <p>a) Staff Appraisal – deferred to February</p> <p>b) Health &amp; Safety Policy – agreed with a review in 1 year or earlier if legislative changes occur</p> <p>c) Safeguarding Policy – approved, with a review in 3 years or earlier if legislative changes occur</p>												
16.	<p><b>Finance:</b></p> <p>a) Members noted the payments made between meetings.</p> <p>b) The council gave consideration and approval of the payments listed in Appendix A. It was proposed to accept these by Cllr McClean, seconded by Cllr Maude and agreed by all Councillors. It was further agreed that the payments sheet would be formally signed at the February meeting confirming that the payments listed in Appendix A have been approved by Full Council and that provision exists within the budget, in accordance with financial regulations, and that all relevant policies have been followed.</p> <p>c) Members reviewed and approved the third quarterly account and bank reconciliation balances, budgets and cash book payments and receipts balances. All documentation will be formally signed at the February meeting.</p> <p>d) Members noted the 2026/2027 Precept demand of £88,000 has been issued to Stratford Upon Avon District Council.</p> <p>e) Members noted the bank account balances:</p> <table border="1" data-bbox="204 1592 906 1877"> <tr> <td>Lloyds Deposit Account</td> <td>74,728.99</td> </tr> <tr> <td>Lloyds Current Account</td> <td>2,823.50</td> </tr> <tr> <td>Lloyds CIL Account</td> <td>186,105.04</td> </tr> <tr> <td>Lloyds Warm Hub Acc</td> <td>3,498.99</td> </tr> <tr> <td>Lloyds Leisure Trails Acc</td> <td>270,318.69</td> </tr> <tr> <td><b>Total Fund Balance</b></td> <td><b>537,475.21</b></td> </tr> </table>	Lloyds Deposit Account	74,728.99	Lloyds Current Account	2,823.50	Lloyds CIL Account	186,105.04	Lloyds Warm Hub Acc	3,498.99	Lloyds Leisure Trails Acc	270,318.69	<b>Total Fund Balance</b>	<b>537,475.21</b>
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17.	<p><b>Date of Next Meeting:</b></p> <p>Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 18<sup>th</sup> February 2026 at 7.00pm in the Memorial Hall, Salford Priors.</p>												

	Public Information Meeting presentation by Rivaland Monday 9 <sup>th</sup> February 7pm in the Memorial Hall, Salford Priors.
18.	<b>Closure of Meeting:</b> The Chairman closed the meeting at 20.36 hrs

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

#### APPENDIX A: FINANCE

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
BACS	HMRC	Clerk & PC NIC	****	0.00	****
BACS	Mrs D Bowles	Salary & Expenses	****		****
BACS	Mrs R Green	Various	49.27	0.00	49.27
BACS	APM Fire & Security	Annual Maintenance Contract	176.40	29.40	147.00
BACS	Limebridge Rural Services	PROW Works	189.60	31.60	158.00
BACS	SP Memorial Hall	Hall Hire	140.00	0.00	140.00
BACS	SP Memorial Hall	Warm Hub Hall Hire	440.00	0.00	440.00
BACS	Andy Tyrrell	Bus Shelter Repair Works	150.00	0.00	150.00
BACS	Jan McClean	Warm Hub Expenses	34.76	0.00	34.76
BACS	Water Plus Ltd	Allotment Water Supply	9.91	1.65	8.26
BACS	Alan Green	Consultation Services	25.00		25.00
DD	NEST	Clerk's Pension	****		****
DD	EDF	TOPs Electricity	216.02		216.02
DD	EDF	Defib Abbots Salford	20.29	1.01	19.28
DD	Lloyds	Service Charge	8.50	0.00	8.50
DD	O2	Line Rental Charge	27.55	4.59	22.96
DD	Yu Energy	Streetlight Energy	196.14	9.34	186.80