

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in the Memorial Hall, Salford Priors, on Wednesday 19th. November 2008 at 19.30hrs.

Present: Councillors, K.A.James (Chairman), A.W.Wolfe, J R Stedman, D C Penn, R J A Francis, R.M.Pane, and M Myers.

Also in attendance – M.J.Philpott, Clerk, and four members of the public.

1. Apologies for absence

Council considered and agreed apologies for absence from County Councillor P Barnes and District Councillor B W Slaughter both due to illness.

2. Declarations of Office and Disclosure of Interests

2.1 Register of Interests: Members were reminded of the need to keep their register of interests up to date.

2.2 Declaration of Interests: Members were reminded that they were required to declare and disclose any personal or prejudicial interests in items on the agenda. Councillors with a prejudicial interest were required to leave the room for the relevant agenda item.

None declared.

3. Open Forum

3.1 Have your say: No under 18's were present.

3.2 Public Participation: Mrs Seville enquired as to who was responsible for the Ban Brook north of Bomford Turner as she considered it needed to be cleaned out. The Clerk was asked to consult with the flood defence officer at SDC. Mrs Seville then enquired as to the extent of the private road Jack Thompson Croft and the Chairman explained that it was private to the bell-mouth. Finally, Mrs Seville said that there were 63 road signs between Abbot's Salford and the A46 and asked if these could be rationalised. Mr Jack Wright enquired about the new speed limits on the Evesham road and expressed concern that they would not be effective as vehicles continued to drive at excessive speed. Both the Chairman and Cllr. Wolfe disagreed strongly with this view and said that when the works were complete the police would be carrying out a concentrated speed control campaign. A similar campaign between Bidford and Stratford recently had stopped over fifty motorists in a two day period. Cllr. Stedman referred to missing boundary signs at Rushford and Abbot's Salford and suggested that the posts should be removed.

3.3 Ward Members' Reports The Chairman gave the report from the District Council and said that the second meeting of the Bidford and Alcester Community Forum had taken place the previous day and over 50 persons had attended. 25 young people had also attended and spoke eloquently of their concerns about what they perceived was a lack of respect from the public and the police. The Chairman also referred to continuing problems with bus services, the County Council's failure to give proper notice of closure of Birch Abbey, the proposed merger of the two area planning committees of SDC and the SDC Draft Development Plan. It was agreed that the Clerk should circulate this document to each councillor in turn so that a meaningful discussion could take place at the next meeting.

4. Minutes

The Minutes of the Ordinary Meeting held on Wednesday 15th. October 2008 at 7.30pm at The Memorial Hall, Salford Priors, were approved and signed by the Chairman following correction of an error on page 891, item 3.3 to change "Long Furlong" to "Friday Furlong".

5. Matters arising from the Minutes

Salford Priors Parish Council

5.1 Clerk's report on actions from previous meeting for consideration by Council**5.1.1 Speed limits for C216 and B4088**

The Clerk reported that the build-out at Abbots Salford was awaiting completion of electrical works but should be completed before Christmas. The pole for the flashing speed indicator between Abbots Salford and Salford Priors had been erected and the sign would be solar powered. WCC were still chasing the Speed Indication Device post opposite Bomford Turners. Surface dressing of Evesham Road and Station Road was programmed for the New Year. He also reported that work on the B4088 speed limit was due to commence in February or March next year.

5.1.2 Progress on drainage works

The Clerk reported that work was taking longer than anticipated due to extra thickness of road construction and to the presence of many unmarked services. A larger excavator was being brought in to speed up the works and it was hoped to complete the works in about four weeks. The Clerk referred to a letter from Mrs Myers, on behalf of the residents of Jack Thomson Croft, regarding parking in Jack Thomson Croft and reported that Carillion were cleaning the gullies and that a "Private Road" sign was being erected to deter parking of contractors' vehicles in the road.

The Clerk reported that the drainage works on the B4088 at Irons Cross were delayed awaiting BT lowering cable ducts in the line of the new drain. This work was expected to be completed in 2 weeks. The Chairman referred to the £3000 grant that had been received from SDC and said that the monies had to be spent and invoiced by 31.03.09. These works might include ditching at the corner of Broom Lane, provision of sandbags or householder boards, or work at Pitchill Corner. It was agreed that an inspection tour should be carried out by councillors and the Clerk was asked to canvass suitable dates.

5.1.3 Post office complaints

The Chairman read out the letter that had been received from Mr Chapman for the benefit of the members of the public present. Council was not convinced by Mr Chapman's comments and considered that the stated policy of completing rural deliveries by 3.00pm was not satisfactory for the many small businesses in the area. Council considered that a major problem lay at the sorting office in Evesham where the latest technology was not being used. The Clerk was instructed to raise the policy issue with Postwatch.

5.1.4 Housing needs

The Clerk reported that TOPS had been booked for the mapping exercise that would take place between 10.00am and 3.00pm. on Saturday 10th, January. It was agreed that a poster should be produced as quickly as possible with a follow-up poster 7 days before the event.

5.1.5 Green waste collection

The Chairman reported that he had ascertained that the cost of a green waste collection would be £905 and the cost of a static collection would be £195. The Council considered these costs were prohibitive and could not be justified.

5.1.6 Free computers

The Clerk reported that a computer had been ordered for Cllr. Mrs Pane.

5.1.7 Bank mandate

The Clerk confirmed that the new bank mandate had been forwarded to the bank.

5.1.8 Npower letter re. Charges for paper invoices

The Clerk reported that Npower had admitted that their letter was confusing and that paper invoices would still be sent free of charge. There would only be a charge if a duplicate invoice was requested.

5.1.9 Consultation regarding the making of Byelaws

Cllr. Myers reported regarding the Department for Communities and Local Government consultation paper relating to the making of byelaws. She said that the major change was that some byelaws would not have to be sent to the relevant Secretary of State for confirmation. Council considered that the new approach should generally be supported but felt that the proposed 21 day statutory

Salford Priors Parish Council

consultation period should be lengthened to 28 days. The Clerk was instructed to respond in these terms without delay.

5.1.10 Royal British Legion

With the consent of the Council, the Chairman read out a letter dated 19.11.08 from the Salford Priors Branch of the Royal British Legion thanking the Parish Council for their donation. The appeal had raised a record sum of £2531.40 which was an increase of 25 per cent over the previous year.

6. Main Items

6.1 New Quality Status Scheme

The Clerk reported that he had now completed the portfolio in accordance with the Council's instructions and advice from the Secretary of WALC. Council agreed that the portfolio should be taken to the WALC offices as soon as possible.

6.2 Lighting in Playing Field

The Clerk reported that he had made an application to the Warwickshire Environmental Trust (WET) as a partner to access the landfill tax funding. He had tabled an e-mail from WET stating that no orders should be placed until the funding was in place. The Council would have to pay for the work and the cost would be recovered directly from WET. In respect of the lights the Clerk explained the abortive work with Solar Illuminations which had turned out to be a company based in the USA. He tabled a photograph of a Barracuda light from Advanced-LEDs based at Coventry but Council felt that other options should also be considered. The Clerk was asked to circulate alternatives for consideration at the next meeting. The Chairman suggested that Wiltshire CC might have information on suitable suppliers.

7. Consideration of Reports

7.1 Amenity, Environment and Highways

7.1.1 Contracts, maintenance and repairs, allotments, lighting, highways, and TOPS.

The Clerk presented his report. Amenity, Churchyard, and Playing Field mowing had all been carried out in accordance with the contract. Similarly, the Planter Contractor had completed the winter planting. The new fence around the Playing Field car park had been satisfactorily completed. P Long had carried out repairs to lights in Priors Grange. Jessops Roofing had completed the repairs to the roof at TOPS but the grill over the skylight remained to be ordered. The Clerk was processing the claim with the insurers to cover these repairs. The Clerk confirmed that the Council's contractors had provided evidence that their public liability insurances were in place as requested at the October meeting.

7.1.2 Report of Councillors' inspection of allotment gardens

The Chairman had circulated a report of the Councillor's inspection of the allotment gardens that took place on Sunday 19th. October. Councillors expressed their disappointment that only one of the allotment plots was in even a fair condition and felt that the considerable investment made by the Council on behalf of a very few residents had not been supported. Cllr. Stedman said that the original enthusiasm seemed to have died and he could not understand why. He felt a meeting should be held with the allotment holders to discuss any issues with them before further action was taken. Council agreed that the Clerk should write to all the allotment holders setting out the Council's views including seeking a major improvement by the Spring and also the removal of weeds. The Clerk was also asked to canvass dates for a meeting early in the New Year. In respect of plot 6 the Clerk was asked to write seeking the removal of pallets and pieces of wood and on plot 10 the removal of a lean-to construction. Cllr. Wolfe referred to the request by Bidford to rent any surplus allotments but Council agreed this would be inappropriate in the circumstances.

Salford Priors Parish Council

7.1.3 Play equipment inspections

The Clerk reported that he had received play equipment inspection reports dated 20th. and 27th. of October, and 3rd., 10th. and 17th. of November. A major issue was broken glass in the play area that had been cleaned by Cllr. Francis and he was concerned how this might be prevented. Cllr. Stedman said he did not think that placing notices would help. The Council decided there was no effective action that could be taken other than continued vigilance.

It was also reported that Cllr. Francis had attended the independent inspection of the play equipment. Cllr. Francis said that no major defects had been noticed although attention to the surface under the swings might be necessary. The Inspector's report was awaited.

7.1.4 Accident report

Cllr. Francis reported that he had arrived at the play area shortly after a small child had received a small cut from broken glass. The child had been accompanied by his father who had said it was only a minor incident. Cllr. Francis had reported the accident to the Clerk. The Chairman said that his main concern related to the process when any accident occurred, however small the accident might seem. He said the template drawn up by the Clerk and forwarded in this instance to the insurers should be used in any future instances.

7.2 Communications

7.2.1 Website

The Clerk reported that a letter had been received from Awards for All confirming that all the necessary information had been received and that the grant file will now be closed. Members expressed concern that little content had, so far, been added to the new site. The Clerk reminded Councillors that information would be uploaded to the website either by the Clerk passing files to UK192 to upload directly or, eventually, by those Councillors who had agreed to undertake training to personally upload the information. The Clerk confirmed that he would not be undertaking the training because of time constraints and because he believed it was more complicated than some Councillors believed. He further reported that he had recently taken several files to UK192 covering village organisations, businesses in the parish, and churches, and UK192 were putting these on the website. He also said that latest Minutes and Agendas had been provided. The Chairman reminded Councillors of the training arranged. Council agreed that Draft Minutes should be placed on the website as soon as the Chairman had confirmed their acceptability. All councillors were urged to confirm their agreement or otherwise to the draft minutes to the Clerk as quickly as possible.

7.2.2 Newsletter

The Chairman congratulated Cllr. Wolfe on the Newsletter that had been produced to programme. Cllr. Wolfe expressed his pleasure that other organisations had provided fliers for inclusion with the Newsletter. The Clerk reported that copies of the Newsletter had been provided to Mr Hyde for distribution on 15th. November and these had now been delivered. Inserts had been provided by St Matthews Church, TOPS, SPATS, and the Fete Committee. The Clerk was asked to ensure that copies of the Newsletter were sent to the Chief Executives of SDC, WCC, and WALC.

7.2.3 E-mail newsletter

Council agreed that the E-mail newsletter should be sent out monthly and the Chairman said he would work with the Clerk to ensure this was done.

7.3 Rights of Way

7.3.1 Report from P3 Co-ordinator.

Cllr. Myers reported that some lengths of AL17 between Station Road and Broom behind Bomford Turner were badly rutted and needed attention. Cllr. Penn agreed to inspect.

Salford Priors Parish Council

7.4 Planning**7.4.1 Planning general****7.4.1.1 Mr Spiers, 13 School Avenue, new fence.**

The Clerk referred to the tabled letters from Mr Spiers and Orbit (the housing association). Council agreed to Mr Spier's proposal to replace the existing two fences with a new panel fence and Cllr. Stedman said that it should be made clear that Mr Spiers would be responsible for maintaining the new fence in good order with a copy to Orbit.

7.4.1.2 Draft supplementary planning document on water management, Wychavon DC.

Council noted the draft supplementary planning document on water management.

7.4.1.3 Marsh Farm Quarry – ecological considerations

The Clerk reminded Council of the very large number of different species that had been attracted to the partially restored site and particularly the water areas. The Chairman explained that the landowners would have to agree to any changes in the restoration conditions and would require compensation from WCC. The report from the Museum service was noted.

7.4.2 New Applications for Council's consideration

08/02547/AGNOT Side extension erection of Dutch barn at Abacus Kitchens, The Coach House, Iron Cross, Salford Priors, WR11 8SR, for Mrs Joy Penzer.

The Chairman said that the applicant had been informed that consent was not required.

08/02890/TREE Proposed T1 pine, fell; T2 conifer, fell; at Berryfield, Evesham Road, Salford Priors, Evesham, WR11 8UU, for Mr John Porter.

Council decided to make no objections subject to no adverse comments from the District Council Arboricultural Officer. However, the Council was concerned about the loss of a significant number of trees in gardens in the area and suggested that a replacement tree of an indigenous species should be planted for T1.

7.4.3 Decisions

Council noted the following planning decisions:

7.4.3.1 08/02402/LBC and 08/02403/FUL Two storey extension to rear and erection of detached carport at Forest Thatch, 37 Dunnington, Alcester, B49 5NT for Mr & Mrs Boswell.

Planning permission granted with conditions.

7.4.3.2 08/00275/FUL Land at Marsh Farm, School Road, Dunnington Salford Priors submitted by Mr Robert Lewis, Retrospective change of use of existing building to B8 storage. Permission was not granted for the storage of containers.

Planning permission granted with conditions.

7.4.3.3 08/02291/TREE Arboricultural works at The Gables, Station Road, Salford Priors, for Mr John Barlow.

No objection subject to conditions

Council noted the above decisions of the Stratford on Avon District Council.

8. Matters raised by Councillors**8.1 Cllr. M Myers - Lights at Memorial Hall.**

Cllr. Stedman declared a personal interest in this item as Chairman of The Memorial Hall Management Committee.

Cllr. Myers said she was concerned at the lack of lighting for people leaving the Parish Office at night. There was some discussion regarding the functions of the switches and the linking with the

Salford Priors Parish Council

security system and it was agreed that this needed to be resolved with the person responsible for The Memorial Hall maintenance.

8.2 Cllr. Stedman – next meeting

Cllr. Stedman requested that the format of Minutes and Agendas be placed on the next Agenda for Council's consideration.

9. Consideration of Correspondence Received (*Cream papers*)**9.1 NALC, Freedom of Information Act, New Model Publication Scheme.**

Cllr. Stedman proposed that the Council adopt the new model publication scheme as set out in the Act. The proposal was agreed and the Clerk was instructed to prepare the necessary publicity and documents for the next meeting.

9.2 Stratford-on-Avon District Annual Sports Awards.

Council noted the information provided.

9.3 WALC Newsletter ADH/79, October 2008, and training courses.

Council noted the information provided.

9.4 Local Councils Update November 2008, Issue 109.

Council noted the information provided.

9.5 Salford Seven Ladies Group, MacMillan coffee morning.

Council were pleased to note that the coffee morning had raised £530 for McMillan.

9.6 NALC, Sustainable Communities Act 2007 – Update.

Council noted the information provided.

10. To Table

10.1 Clerks & Councils Direct, November 2008.

10.2 Landscape and Amenity Product Update October/November 2008.

10.3 The Clerk, November 2008.

10.4 In 2 Sport, SDC, November 2008.

10.5 LCR, Local Council Review, November 2008.

10.6 Communities in control, Consultation document and NALC briefing.

Council noted the tabled documents. However, Cllr. Stedman said that the Communities in Control document should be considered in detail by the Council at their next meeting as it related to the code of conduct for council members and local authority employees. The Clerk was asked to circulate the relevant papers prior to the meeting.

11. Finance**11.1 Consideration of the payments and transfers listed in Appendix A.**

Council considered the information provided and approved the payments as set out in the Appendix.

Cllr. Stedman proposed that the Clerk's expenses should be fully itemised and submitted monthly.

The Chairman pointed out that the expenses were indeed fully itemised.

11.2 Consideration of the half year bank reconciliation report

Council checked the report against the bank balances and confirmed the report. Cllr. Stedman proposed that the bank accounts numbered 1 and 2 should be combined and re-named "Deposit" account; also, that the Number 3 account should be known as the John Coley account. Cllr. James proposed, Cllr. Stedman seconded, and it was agreed that these proposals should be implemented.

11.3 Consideration of the half-year financial report

In view of the pending meeting of the Council's Finance Committee the report was noted.

11.4 Internal auditor.

Council considered the letter received from the Internal Auditor and noted that no formal arrangements existed. The Clerk said that the Internal Auditor, who was a fully qualified accountant,

Salford Priors Parish Council

provided a very full service, spent considerable time checking the Council's procedures and accounts, and had proved very helpful to the Clerk in settling-in as the RFO for the Council. The Council believed that other Councils had this function performed at a considerably lesser cost and that ultimately, the responsibility for the accounts lay with the Council. The Council considered that the services provided by the existing internal auditor went beyond the requirements for audit inspection. The Clerk was instructed to consult with WALC regarding the terms of appointment and potential alternative auditors. The Clerk agreed that it was good practice to change auditors from time to time.

11.5 National Local Government salary award.

The Clerk's report and calculations for the annual cost of living increase and increment on passing the CiLCA exam were agreed.

12. Date of Next Meeting

Ordinary Meeting of Parish Council on Wednesday 17th. December at 7.30pm at The Memorial Hall, Salford Priors.

12.1 Dates of Meetings in 2009

The Clerk's report had been circulated and the dates proposed were agreed as follows:

Wed. 14 th . January	Ordinary Meeting
Wed. 18 th . February	Ordinary Meeting
Wed. 18 th . March	Ordinary Meeting
Wed. 8 th . April	Annual Parish Meeting
Wed. 15 th . April	Ordinary Meeting
Wed. 20 th . May	Annual Meeting of Parish Council and Ordinary Meeting
Wed. 17 th . June	Ordinary Meeting
Wed. 15 th . July	Ordinary Meeting
Wed. 19 th . August	Ordinary Meeting
Wed. 16 th . September	Ordinary Meeting
Wed. 14 th . October	Ordinary Meeting
Wed. 18 th . November	Ordinary Meeting
Wed. 16 th . December	Ordinary Meeting

13. Closure of meeting

The meeting closed at 10.35pm.

Signed.....

Date.....

APPENDIX A

11 Finance

11.1 Expenditure transactions approved between meetings

Tn. No.	Cheque	Gross	Vat	Net	Details
8325	102051	50.00	0.00	50.00	Training course for councillors
8326	102052	125.00	0.00	125.00	Warwickshire CC Lease of TOPS
8327	102053	48.18	7.18	41.00	Eon Street lighting repairs
8328	102054	47.62	2.27	45.35	Npower TOPS electricity
8329	102055	100.00	0.00	100.00	RBL donation

Salford Priors Parish Council

8330	102056	20.00	0.00	20.00	RBL wreath
Total		£390.80	£9.45	£381.35	

11.2 Income transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
6380		920.52	0.00	920.52	VAT Refund Q2
6381		27.00	0.00	27.00	Allotment rent P Taylor plot 4
6382		3000.00	0.00	3000.00	SDC Flood relief grant
Totals		£3947.52	£0.00	£3947.52	

11.3 Expenditure transactions for approval

Tn. No.	Cheque	Gross	Vat	Net	Details
8331	dd	18.99	2.83	16.16	Plusnet Broadband connection
8332	102057	919.25	136.91	782.34	Bespoke Electrical, TOPS water heater
8333	102058	969.37	144.37	825.00	Jessops roofing, TOPS roof repair
8334	102059	77.56	11.56	66.00	Repairs to 2 streetlights Priors Grange
8335	102060	283.36	0.00	283.36	AON, TOPS Village Hall Scheme insurance
8336	102061	58.75	0.00	58.75	NALC Fee for Quality status renewal
8337	102062	1743.70	259.70	1484.00	Roger Frogley fencing to playing field car park
8338	102063	1181.89	176.03	1005.86	GBD (Evesham) Ltd., mowing contract
8339	102064	166.85	24.85	142.00	GBD (Evesham) Ltd., playing field grass collection
8340	102065	723.06	0.00	723.06	Clerk's salary November and backpay
8341	102066	76.16	0.00	76.16	Clerk's expenses postage and mileage
8342	102067	48.75	0.00	48.75	WRBT90, Printing newsletter
8343	102068	328.00	48.85	279.15	Pollard Horticulture
8344	102069	155.10	23.10	132.00	Pollard Horticulture
8345	102070	389.21	57.97	331.24	Pollard Horticulture
8346	102071	823.52	122.65	700.87	Pollard Horticulture
Totals		£7963.52	£1008.82	£6954.70	

Authorisation for payment was proposed by Cllr. Myers, seconded by Cllr. Francis, and agreed. Cheques were signed by Cllrs. Penn and Pane.

Salford Priors Parish Council

11.4 Transfers

Approval to transfer £7,500.00 from No.1 account to the Community account was proposed by Cllr. Francis, seconded by Cllr. Myers and carried.

11.5 Account Balances at 11.11.08

Community a/c	£685.92
No.1 a/c	£30587.67
No.2 a/c	£8466.25
No.3 a/c	£138.07