

## Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held in the Memorial Hall, Salford Priors, on Wednesday 21<sup>st</sup>. January 2009 at 19.30hrs.**

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

Also in attendance: County Councillor P Barnes, District Councillors D Pemberton and B W Slaughter, M.J.Philpott, Clerk, and one member of the public.

**1. Apologies for absence**

Council considered and agreed apologies for absence from Cllr. R M Pane due to illness.

The Chairman welcomed back Councillor Barnes and Councillor Slaughter following their recent illnesses.

**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.

Cllr. Stedman declared a personal interest in Item 20.2, Transaction 8361, as Chairman of the Memorial Hall management committee.

Cllr. Stedman also referred to the possible conflicts of interest in respect of the housing report, Item 5.3 and the Clerk agreed to take advice from the Monitoring Officer.

**3. Open Forum**

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

**3.2 Public Participation:** Mrs P Dare enquired as to whether the charges for the allotments were to be reviewed and the Chairman responded that this would be covered under Item 7.5.

**3.3 Ward Members' Reports** Cllr. Barnes informed the meeting that the bus service had been improved with low access buses being provided for some journeys. Cllr. Stedman enquired regarding the viability of the service and was told that it was often full on other sections of the route. Cllr. Barnes said he had received several e-mails saying that the new speed limits were proving effective and that the B4088 50 mph limit was to be implemented on 12<sup>th</sup>. March and the B439 limit in February and that the 30mph speed reduction on the C216 would be completed by April. He also mentioned gritting on School Road but Councillors were surprised as School Road was not on the gritting routes. Cllr. Penn confirmed that School Road had not been gritted. Cllr. Stedman referred to a police speed check on School Road and remarked that insufficient time had been given to this exercise; it was also carried out at an inappropriate time.

Cllr. Pemberton said that the main activity at the District Council was construction of the budget. The Overview and Scrutiny committees were reviewing all budgets but finance was very tight and with low interest rates income was down significantly. He said that there was a move towards just one planning committee with a one year trial in prospect. Cllr. Slaughter said that the problem was that councillors didn't know all the areas in detail but he recognised that the number of applications was dropping. Cllr. James reported that the Cabinet had recommended an increase in the District rate of 4.9 per cent.

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**4. Minutes**

The Minutes of the Ordinary Meeting held on Wednesday 17<sup>th</sup>. December 2008 at 7.30pm at The Memorial Hall, Salford Priors, were approved and signed by the Chairman following amendment of Item 7.1.3 on page 909 to include “It was further agreed that planters at Parkhall, Tothall Lane and Evesham Road would be removed.”

**5. Matters arising from the Minutes - Clerk’s report for consideration by Council****5.1 Speed limits for C216 and B4088**

The Clerk reported that the speed indication device post had been re-installed opposite Bomford Turner. In respect of the speed limit implementation he reported that WCC were still chasing an electricity supply from Eon that was necessary to complete the scheme.

**5.2 Progress on drainage works.**

The Clerk reported that all the works on Evesham Road, Station Road and School Road had now been completed. It was noted that a useful inspection of locations prone to flooding had been made by councillors on 10.01.09 and the Clerk circulated an action note and this was agreed by Council. Cllr. Myers referred to the concern felt by many residents regarding the Willow trees that had been cut down just off the roundabout from the A46 in Station Road. Cllr. Stedman explained that the trees were “Crack” Willows and became dangerous as they matured and had to be cut down or pollarded. He said they would grow again at a very rapid rate. The Clerk said he would be writing to the Highways Agency which was the owner of the land where the willows had been cut. The Chairman asked the Clerk to check the numbers of sand bags and to arrange for payment of the storage to be taken from the grant monies. He also said that in future Parish Councils would have to inspect trees in the parish. It was agreed to include all these matters in the next e-mail newsletter.

**5.3 Housing needs.**

The Clerk reported that over 100 residents attended the mapping exercise held on 10.01.09 and he had just received a detailed report from Charles Barlow. Concern was expressed that the fliers informing residents of the event had not been delivered to all households and the Clerk was asked to take this up with Mr Hyde. It was agreed to hold a special meeting to discuss the report and to invite Charles Barlow to a future meeting of the Council to discuss the next steps. The Clerk would circulate copies of the report to all members.

**5.4 Lighting in Playing Field.**

The Clerk reported that the agreement with the Warwickshire Environmental Trust (WET) had been signed by the Chairman and Cllr. Penn and returned to WET. He also reported that Stratford on Avon DC had approved the amendment to the original planning application. The Clerk confirmed that the lights were now being ordered.

**5.5 Councillor’s surgery.**

The Clerk reported that a resident had attended the surgery on 20.12.08 and raised matters of concern regarding School Road. The Clerk confirmed that these concerns had been addressed and the resident informed. Councillors agreed a new rota for surgeries as follows:

Saturday 21 <sup>st</sup> . February,	10.00am to noon.	Cllrs. Myers and Stedman
Wednesday 25 <sup>th</sup> . March,	6pm to 8pm.	Cllrs. Wolfe and Francis
Saturday 25 <sup>th</sup> . April,	10.00am to noon.	Cllrs. James and Myers

**5.6 Confirmation of actions taken arising from previous meeting.**

Council noted the following actions taken by the Clerk from the previous meeting:

A “letter to the editor” had been sent to the three local papers regarding the postal problems.

Allianz had welcomed the steps taken to minimise vandalism at TOPs.

Allianz were still pursuing the query about Code of Conduct insurance cover.

The response to the Code of Conduct was sent to the Department of Communities and Local Government.

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The e-mail newsletter was sent before Christmas.

Bomford Turner had responded regarding AL17 and proposed for their surveyor to inspect the path and report back on proposed action.

The Chairman had prepared a response to the SDC Draft Development Plan and this was forwarded to SDC.

Mrs Satchwell had been invited to represent the Council on the Perkins Foundation Board.

The Number 2 account had been closed and the balance transferred to the Number 1 account.

Warwickshire CC were not able to make a computer available for use by the Council.

Application had been made to SDC for a contribution towards grass cutting costs.

## 6. Main Items

### 6.1 Precept for 2009/2010

Council considered the Clerk's report. Cllr. Myers believed the Finance meeting had agreed that the proposed finger post at the School should not be provided and Council agreed to hold this item in suspense and review later in the year. Cllr. Wolfe said that the TOPs Management committee had considered the proposal to levy a service charge in return for the Council bearing the costs. He suggested that a reduction to £500 be considered and the payment should be in four instalments. The Chairman agreed to the payment in instalments but it was agreed that £600 was not unreasonable in view of the costs of TOPs. The Chairman proposed and Cllr. Myers seconded and it was agreed unanimously that:

**“The Clerk, under Section 150(4) of the Local Government Act 1972, issues a Precept on Stratford on Avon District Council for the sum of £41,000 from the General Rate of the Parish to meet expenses payable to the Parish Council in the Financial Year 1<sup>st</sup> April 2009 to 31<sup>st</sup> March 2010”.**

### 6.2 Consultation from Department of Communities and Local Government on a code of recommended practice on local authority publicity

The Clerk suggested, and it was agreed, that a response should be made referring to the need for guidance regarding publicity on websites.

## 7. Amenity, Environment and Highways, and TOPS

### 7.1 Contracts, maintenance and repairs, allotments, lighting, highways, and TOPS.

The Clerk reported receipt of a quotation from Jessops Roofing Midlands Ltd. in the sum of £585 to fix a patch on the roof of TOPs. However, he said that Jessops considered the problem was more likely to be due to condensation from the water heater and it was agreed that the situation should be monitored.

### 7.2 Play equipment inspections.

Council considered a report by the Clerk on the independent inspection of the play equipment. The Clerk said that all the comments indicated very low risks with one exception relating to the bushes at the top of the swings. It was agreed to ask Wicksteed to provide a quotation for carrying out this work. The Clerk further reported that inspection reports from Cllr. Francis had been provided dated 21.12.08; 28.12.08, 5.1.09; 12.1.09; and 18.1.09. The only issue was extensive broken glass found at the time of the last inspection. Cllr. Francis reported that he had cleaned up this glass and asked that measures be taken to eliminate this problem that recurred quite frequently. It was agreed that the Clerk should press for action from the police.

### 7.3 New flower display contract

The Council approved the tender document circulated by the Clerk subject to some minor amendments from Cllr. Stedman. It was agreed that advertisements should be placed in local papers and that a decision would be made at the March meeting.

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**7.4 Street Lighting Maintenance, Letter from EON**

Council noted the increased charges proposed by Eon. In view of the proposed review of the streetlights included in the 2009/10 budget it was agreed not to proceed with a tender for this service at this stage.

**7.5 Report of meeting with allotment holders.**

Council considered the notes of the meeting with allotment holders held on 10.01.09 and agreed that it was a correct record. The Chairman said that there had been a good response and people were keen to continue with their allotments. He welcomed the creation of an allotment association amongst the plot holders. Council agreed to improve advertising of the vacant plots, to permit half-size plots, to seal the gap in the fence and hedge at the Scout Hut end to discourage dog walkers, to provide a 50 per cent discount for pensioners and those on benefits, and to consider a rent review at a later date. Council also agreed to provide 8 tonnes of compost in mid-March. Cllr. Stedman agreed to arrange for the trailer delivering this compost to remain for a day so that people could dispose of stones from their plots. The Clerk reported that he believed a water meter had now been fitted to the supply.

**8. Communications****8.1 Newsletter**

Council agreed to aim to produce a Newsletter in early March.

**8.2 Website**

Cllr. Stedman reported that there were a number of serious problems with the website that needed to be addressed urgently. He also queried the legality of Councillors adding information to the website as had previously been agreed. It was agreed that the Council should meet as a communications group to address these issues.

**8.3 E-mail newsletter**

The Clerk was asked to ensure the e-newsletter was placed on the website.

**9. Rights of Way****9.1 Report from P3 Co-ordinator.**

Nothing to report.

**10. Planning general**

Nothing to report

**11. New Planning Applications for Council's consideration**

11.1 08/03176/TREE fell T1 Willow at Brook House, 5 Ban Brook Copse, Salford Priors, for John Alexander-Head.

Council noted that no representations had been made in respect of this application.

**12. Planning Decisions**

12.1 08/02890/TREE Arboricultural works at Berryfield, Evesham Road, Salford Priors for Mr John Porter. **No Objection subject to conditions**

**13. Staffing****13.1 Appraisal**

Council agreed to hold a formal meeting of the Staffing Committee to review the documentation produced for the appraisal process.

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**14. Matters raised by Councillors****14.1 Cllr. Wolfe, TOPs.**

Cllr. Wolfe noted that a quotation had been requested for the grill to be placed over the skylight. He reminded Councillors of the need for a landlord's inspection. The Chairman said that the event on 10<sup>th</sup>. January had confirmed the usefulness of the building. He also mentioned that there was rigid asbestos within the structure of the building and contractors needed to be aware before carrying out any drilling or sawing. It was agreed that the Clerk and Chairman would review procedures and notices warning of probable asbestos content.

**15. Consideration of Correspondence Received****15.1 Samaritans, request for donation.** (held over from August 2008)

Council agreed not to make a donation in this instance.

**15.2 Appointment of PC representatives to SDC's Standards and Ethics committee.**

Cllr. Myers agreed to be nominated by the Parish Council to the District Council for this appointment. It was proposed by the Chairman, seconded by Cllr. Stedman and confirmed. The Clerk was asked to submit the nomination to the monitoring officer.

**15.3 SDC, Arrangements for refuse and recycling from April 2009.**

Council noted the information provided.

**15.4 SDC, The fouling of land by dogs.**

The change in legislation was noted and the Chairman said that the District Council would supply notices. Cllr. Stedman queried the problems of enforcement. It was agreed to publicise the new rules in the next newsletter.

**15.5 Warwickshire CC, Operation Ragwort.**

The information was noted and it was agreed to give further consideration at the June meeting. The information would also be copied to allotment holders.

**15.6 Stratford on Avon DC, Emergency Planning**

It was agreed that the Chairman would attend the meeting on 18.02.09.

**15.7 Warwickshire County Council, Stratford District Parish Communications Scheme**

Council instructed the Clerk to make application for a grant towards the production of the next Newsletters.

**16. To Table**

Council noted the following tabled documents.

16.1 LCR, January 2009.

16.2 Warwickshire Rural Housing Association Annual Report 2007/2008.

16.3 Clerks & Councils Direct, January 2009, Issue 61.

16.4 The Clerk, January 2009.

**17. Finance****17.1 To consider and approve the payments and transfers listed in Appendix A.**

Council noted the income transactions in Appendix A Item 20.1

Council considered the expenditure transactions listed in Appendix A Item 20.2. Authorisation for payment was proposed by Cllr. Wolfe, seconded by Cllr. Myers, and carried. Cheques were signed by Cllr. James and Cllr. Wolfe.

Council considered the Clerk's proposal to transfer £3000.00 from No.1 account to the Community account. Authorisation for transfer of funds was proposed by Cllr. Francis, seconded by Cllr. Myers, and carried.

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**17.2 Appointment of Internal auditor.**

Council considered the report presented by the Clerk listing responses to the enquiries with both Warwickshire and Worcestershire potential auditors. The Chairman proposed and it was agreed to accept the quotation for a one year contract from L Best, an accountant based in Warwick.

**17.3 Quarter 3 Bank reconciliation.**

Cllr. Stedman checked the bank reconciliation against the Clerk's accounts and confirmed that it was satisfactory. The Council agreed the bank reconciliation.

**18. Date of Next Meeting**

Ordinary Meeting of Parish Council on Wednesday 18<sup>th</sup>. February at 7.30pm at The Memorial Hall, Salford Priors.

**19. Closure of meeting**

The meeting was closed by the Chairman at 10.10pm.

Signed.....

Date.....

**APPENDIX A****20. Finance****20.1 Income transactions for approval**

Tn. No.	Cheque	Gross	Vat	Net	Details
6387		871.85	0.00	871.85	Grant received from SDC for fencing
6388		1.03	0.00	1.03	Interest on No. 2 account
6389		25.00	0.00	25.00	J Coley fund grant transferred to No.3 a/c
<b>Totals</b>		<b>£897.88</b>	<b>0.00</b>	<b>£897.88</b>	

**20.2 Expenditure transactions for approval**

Tn. No.	Cheque	Gross	Vat	Net	Details
8355	dd	18.58	2.42	16.16	Plusnet Broadband
8356	102079	36.00	0.00	36.00	Cllr. R M Pane, taxi fares to Stratford.
8357	102080	621.84	0.00	621.84	Clerk's salary January
8358	102081	256.35	33.44	222.91	GBD (Evesham) Ltd. mowing contract
8359	102082	58.82	7.67	51.15	Digital Copier Systems Ltd.
8360	102083	24.27	0.00	24.27	Clerk's expenses
8361	102084	817.50	0.00	817.50	Memorial Hall, office rent

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8362	102085	282.00	36.78	245.22	EON Lighting maintenance
8363	102086	736.64	105.15	631.49	Npower Ltd., street lighting electricity supply
8364	102087	40.00	0.00	40.00	Michael Hyde, delivery of housing fliers
8365	102088	125.00	0.00	125.00	Warwickshire CC lease for TOPs.
8366	102089	66.00	0.00	66.00	Sarah James, catering for housing mapping event 10.01.09
<b>Total</b>		<b>£3083.00</b>	<b>£185.46</b>	<b>£2897.54</b>	

**20.3 Transfers**

Proposal to transfer £3000 from No.1 a/c to Community a/c.

**20.4 Account Balances at 13.01.09**

<b>Community a/c</b>	<b>£909.56</b>
<b>No.1 a/c</b>	<b>£30777.95</b>
<b>No.2 a/c</b>	<b>£0.00 (Account closed)</b>
<b>No.3 a/c</b>	<b>£163.59</b>