

**DRAFT**

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>. September 2011 at 7.30 pm.**

Present: Councillors, JR Stedman, (Chairman), L Wright, DC Penn, L Robinson, L Maude and A Quiney

Also in attendance: MJ Philpott, Clerk, County Cllr. P Barnes, and nine members of the public.

The Chairman drew attention to the note at the top of the Agenda reminding members of the public not to use mobile phones during the meeting.

**1. Apologies for absence**

Cllr. Wolfe due to other commitments and Mrs P Seville.

**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 prejudicial interest in Items 14 and 15 as a contractor to the Council and a personal interest in Item 24, Transaction 8752.

The Clerk said he had received a letter from the Monitoring Officer at Stratford on Avon District Council regarding a complaint made by Mrs Jane Corbett about comments made by Cllr. Stedman at a Parish Council meeting and also an allegation that an interest should have been declared. The Clerk read out the Monitoring Committee's decision which was as follows: "In accordance with Section 57A(2) of the Local Government Act 2000, as amended, the sub-committee of the Standards Committee decided that no action should be taken on the allegation."

The Chairman added that several councillors were also involved with the Memorial Hall Committee and if they all declared an interest there would not be a quorum of the Council. The Clerk was asked to seek a dispensation from the Monitoring Officer.

**3. Open Forum**

**3.1** The Chairman moved that the meeting be adjourned for Open Forum and this was agreed.

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

**3.3 Public Participation:** Mrs Hartiss referred to a letter she had sent to the Council regarding the Jubilee celebrations. She said she was anxious there should be an event to recognise the occasion and particularly something for the children. Mrs Littleford also offered her support. The Chairman said the Jubilee would be discussed later. Mr Sharp expressed concern regarding speeding in School Road. He said the hedge between Ban Brook and the School needed to be cut as pedestrians were being forced close to the road. The Chairman said that a Speedaware campaign had started that day but Mr Sharp thought that covert surveillance was the answer. Mrs Sharp reported that there would be special Macmillan coffee morning on Friday 30<sup>th</sup>. September organised by the Salford Seven Ladies group. She urged everyone to attend. The Chairman reported he had received a long mail from Mrs M Myers commenting on the footway lights and the planters. The Clerk read the mail to the meeting.

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**3.4 Ward Members' Reports** (taken later in the meeting on the arrival of Cllr. Barnes)

County Cllr. P Barnes said that the demand for more housing in rural areas would grow as the former policy of restricting development to Stratford upon Avon had been cancelled. He said that 500 to 600 houses a year would be required in developments not exceeding 100 houses. Cllr. Barnes said there was a shortage of 3 bedroom houses. Parish Councils would be involved in selecting sites under the Localism Bill and choice would be determined by the need to keep local facilities such as schools and shops viable. He said that the CAB were negotiating to be in Bidford and that there had been 360 cases from Salford and Bidford last year. Cllr. Barnes also said that there was a need for small sites for traveller families. Mr Fenlon said there were 1600 empty properties in Stratford and these should be used for housing. Mr Sharp pressed the case for more speeding enforcement in School Road and Cllr. Barnes said that accident rates should be checked.

**3.5** The Chairman closed the initial adjournment at 7.50 pm.

**4. Minutes**

**4.1** The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 18<sup>th</sup>. August at 7.30pm. at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

**4.2** The Minutes of the Special Meeting of the Parish Council held on Wednesday 31<sup>st</sup>. August at 7.30pm. at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

**5. Clerk's Progress Report for consideration by Council****5.1 Sign approaching A46.**

The Clerk reported that he had contacted David Elliston regarding the broken lights on the sign approaching the A46 and he had, in turn, passed the information on to the Highways Agency for action.

**5.2 Sewerage project on B4088.**

Keith Gardener informed the Clerk on 24.08.11 that the completed report will now be taken to the October Programme Board of Severn Trent. There was a delay with the geotechnical information. The Clerk said he anticipated that Severn Trent Water will be contacting him with a formal response in October/November. Local residents had been informed.

**5.3 Drainage on Broom Lane.**

Nothing further to report. The Chairman asked the Clerk to write again to Mr George Bomford and also to Ragley.

**5.4 District Council Land in Salford Priors.**

Nothing further to report. Council agreed to raise this matter at the meeting with the planners.

**5.5 Dog Waste Bins.**

The Clerk reported that letters had been sent to Sandfields and to Alamo on 26.08.11. The letters were supportive but replies were still awaited. The Chairman said that the bin by the packing station was still overflowing and the Clerk was instructed to write to Mr Norris Bomford at The Orchards suggesting that the bin either be cleaned up or removed.

**5.6 Letter from Mr Hyde regarding parking in Ban Brook Road.**

Council noted that the issue had been referred to SDC and Mr Hyde had been informed.

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**5.7 Bidford Library**

The Clerk reported that he had mailed Bidford PC expressing support for keeping Bidford Library open and asking for better information on the support required so that this could be considered properly during the budgeting process.

**5.8 Parking at Dunnington School.**

Council had requested that this issue be brought back to the Agenda in September. Cllr. Wright said that he was arranging a meeting with the new head, Mr Johnson, and the Clerk, prior to further action with WCC. Council requested that a police traffic officer be asked to attend.

**6. Planning general****6.1 Meeting with DC Members and Planning Officers**

Council noted that this meeting would take place on Thursday 13<sup>th</sup>. October at 3.00 pm. at SDC offices. Attendees were confirmed as Chairman, Vice-Chairman, Cllr. Wolfe, and Clerk. It was agreed to take the e-mail regarding procedures from Julie Field to the meeting.

**7. New Planning Applications****7.1 11/01996/TREE – T1 Poplar at 5 Meadow View, Evesham Road, Salford priors, WR11 8UU, for Mr Paul Cooke.**

Council considered that the tree was both dangerous and a feature in the road. It was agreed it should be pollarded or cut down. Council agreed no representations.

**7.2 11/01755/FUL – Change of use of redundant packing shed to form 2 No. Holiday cottages and all associated works including drainage system at New Inn Lane, Pitchill, Evesham, WR11 8SN for New Inn Lane Nurseries.**

Cllr. Wright considered this was a good use for a redundant building. Council agreed no representations.

**8. Planning Decisions**

Council noted the following planning decisions:

**8.1 11/01363/FUL – Proposed conservatory, utility, and storm porch extension, at 3 Priors Grange, Salford Priors, Evesham, WR11 8XP, for Mr Martin Donn.**

**Permission granted**

**8.2 11/01945/LDP – Alteration to existing detached garage to provide mezzanine floor and shower room at The Granary, Bevington, Salford priors, WR11 8SJ for Mr B Shadbolt.**

**Withdrawn**

**9. Footway Lighting****9.1 Results of second consultation letters.**

The Clerk reported that only 10 responses have been received; 8 from Ban Brook and 2 from Perkins Close area. The latter 2 were opposed to the lights being switched off; at Ban Brook 3 were in support and 5 were opposed. Referring back to the first consultation in July the only option showing a reasonable level of support was that of fitting part-night timers. On the Ban Brook estate 20 out of 86 households supported this option. In the Perkins Close area 10 out of 41 households supported and in Jack Thomson Croft and Park Hall Mews the numbers were 3 out of 7 and 7 out of 15 respectively. The numbers either supporting or opposing a switch-off were much lower and not conclusive.

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The cost of fitting part-night timers was approximately £38 per light depending on the specific type of lantern. The cost of switching off the lights would be about £20 per light. If it was decided to then switch back on the lights at the end of a trial the cost would be a further £20 per light.

Council considered that there was no clear mandate for removal of the lights but there was demonstrable support for part night timers and this was the solution that should be adopted in the estate areas. Overall annual energy savings compared to the situation before any lights were switched off would amount to about £1600 per year.

Cllr. Wright noted that it was now considered that a letter from EON regarding the cracks in the concrete columns meant that there was no duty of disclosure. Council agreed that monitoring of the cracks on an annual basis should be carried out. Cllr. Quiney referred to the lights on steel columns at Fern Close, Dunnington Crossroads, the Memorial Hall, and Jack Thomson Croft. The Clerk was asked to get a detailed quotation from Peter Long to fit part night timers to all the remaining estate lights and to the above mentioned isolated lights. The Chairman noted that it would be necessary to suspend the relevant Financial Regulations as there were no other local contractors equipped for this work making it a specialist contract.

**9.2 Disconnection contract.**

The Clerk reported that he had been informed that the underground disconnections had been completed. The contractor expected to complete the overhead connections during the first two weeks of October. An order had been placed with Roger Small for the pole removal. The Chairman reported that he had spoken with Mr & Mrs Hunt and they were concerned that the entire length of cable on their property should be removed. The Clerk said he had specifically asked Western Power Distribution to speak with the Hunts before starting work.

**9.3 Light in pathway between Post Office and School Avenue.**

The Clerk had sought quotations from EON and from Western Power Distribution but had been informed that it was no longer permissible allow third party equipment on network poles. A quotation to provide an underground connection to a point near the pathway had been provided by Western Power. The Clerk was asked to get a firm quotation for the entire job and to consider the implications of using the redundant column at Dunnington crossroads in Broom Lane.

**9.4 Outstanding lighting work.**

The Clerk reported that Peter Long had fitted part-night timers to the two Victorian lights at the bottom of School Road and had changed the lantern by the School. He had also been given an order to move the solar powered light from the Playing Field to opposite Sandfields entrance

**10. TOPs****10.1 Works at TOPs.**

The Clerk reported that an order had been placed with Mr Hackling for the labour to paint the cladding and fascia with Mr Bradfield supplying the materials. Cllr. Maude asked the Clerk to send details of the accounts for TOPs to John Bradfield including details of water and electricity. The Clerk said he needed a monthly reading of the electricity meter.

**10.2 Electricity supply to TOPs.**

The Clerk reported that the refund from npower had now been received and he had written to EDF regarding VAT as it was impossible to gain a response from their phone line.

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**11. Playing Field****11.1 Playing Field weekly inspection reports.**

The Clerk reported that he had received reports from Cllr. Quiney dated 14.08.11; 21.08.11, 28.08.11, 4.09.11, and 12.09.11. Cllr. Quiney said that he was concerned about the broken wooden pallets holding down the football goal net and had removed pieces of pallet wood with nails protruding. He said these came from the Scout Hut area and it was suggested that these pallets might have been fly tipped. The Clerk was asked to write to Malcolm Spriggs suggesting the broken pallets are not stored at the Scout Hut as they have also had to be removed from the allotment site. The Clerk reported that Mr Hackling had started renovation work on the football posts and had been asked to ensure the safety of the cross bars as a matter of urgency.

**11.2 “Open Morning” at the Playing Field.**

The Clerk confirmed that the “Open Morning” at the Playing Field would take place on Saturday 8<sup>th</sup> October between 10.30 am and 12 noon.

**12. Highways****12.1 Contract for repainting wooden seats.**

The Clerk reported that Mr Hackling had agreed to take back the contract for repainting the wooden seats.

**12.2 Replacement of the John Coley memorial seat at Abbots Salford.**

The Clerk circulated a photograph of an oak bench from local company Hartwell Fencing at a cost of £227.94. He said that an internet search had demonstrated this was a very competitive price. Council approved the purchase of this seat and agreed it should be securely installed by Mr Hackling.

**12.3 Hedge trimming.**

The Chairman reported that the hedges on School Road between Ban Brook Road and the School, and between Tothall Lane and Iron Cross were in urgent need of cutting as they encroached onto the footpath. The Clerk was asked to vigorously pursue both these issues. In respect of the latter length the Clerk was asked to also contact WCC. It was also noted that the hedge on the A4088 had not been trimmed and the Clerk was asked to write regarding this as well.

**13. Events****13.1 Arrangements for the Civic Reception.**

The Chairman reported that he had received 91 acceptances for the Civic Reception and plans were now advanced. The Clerk confirmed that he had ordered the scrolls and the frames. The Chairman asked the Clerk to revise the Minute by Minute running list and to circulate it to all councillors. Council noted that the event would be a good opportunity to invite support for the Jubilee celebrations.

**13.2 Arrangements for the Jubilee celebrations in 2012.**

Cllr. Quiney reported that he had attended a meeting of the Fete Committee and the Fete would be held on 30<sup>th</sup> June. In view of this he offered to serve on a separate Jubilee organizing group comprised of members of the community interested in providing a suitable event for the day. Cllr. Robinson asked why the Fete could not be held on the same day as the Jubilee and Cllr. Wright said it was important that any event should be well co-ordinated. The Chairman invited Cllr. Quiney to form a Jubilee organizing group and to invite other members of the community to participate. This course of action was endorsed by the Council.

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**14. Allotments** (taken at the end of the meeting)**15. Planter Contract** (taken at the end of the meeting)**16. Communications****16.1 Website**

Cllr. Maude reported that the latest Newsletter had now been uploaded to the website.

**16.2 Rural Broadband**

The Clerk had circulated information from the Warwickshire CC e-Business Adviser. All present were asked to visit the site [www.warwickshire.gov.uk/superfastbroadband](http://www.warwickshire.gov.uk/superfastbroadband) to help build a case for improvements to broadband services in the parish. The Clerk was asked to raise the issue with WALC and to circulate the information via the e-newsletter.

**17. Rights of Way****17.1 Report from the Rights of Way Inspector.**

Cllr. Quiney said there was nothing to report.

**18. Matters raised by Councillors**

**18.1** Councillors are invited to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

Cllr. Wright enquired if the Meals on Wheels service was still operating and was informed that it was.

The Chairman asked the Clerk to include an item on the next Agenda regarding the purchase of a wreath for Remembrance Sunday. The Clerk was asked to contact the Salford Royal British Legion.

Cllr. Wright showed Councillors a request for a new Dunnington sign. The Chairman said that the County Council would have to approve any design. The Clerk was asked to investigate and include an item on the next Agenda.

**19. Staff and administrative matters****19.1** Nothing to report.**20. Correspondence Received****20.1 WCC re. Bus subsidies.**

The County Council had requested views on the continuance of the Sunday Redditch to Evesham bus service. Council noted that the future of the service would be considered after a survey had been made.

**20.2 The Shakespeare Hospice.**

Council considered the services provided by the Shakespeare Hospice and agreed to make a donation of £100 to the work of the Hospice.

**20.3 Mrs P Dare, Finance & General Purposes Group.**

The Clerk had circulated a letter from Mrs P Dare regarding the Council's F&GP Group. The Clerk had drafted a reply which was read out to the Council. Council approved the response.

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**20.4 WALC, Annual General Meeting.**

Council noted the information provided.

**20.5 Warwickshire CC, proposal to close the pupil referral unit.**

Council noted the information provided.

**20.6 Salford Priors C.E. Primary School, request for donation in support of Forest School.**

Councillors welcomed the activities associated with “Forest School” and saw it as particularly important for a rural school. Council agreed to make a donation of £100 to the School.

**20.7 Salford Priors C.E. Primary School, cessation of recycling service.**

Cllr. Wright said it was important to encourage school children to recycle and they could set an example to their parents. The Clerk endorsed this from his previous experience as the government adviser to the Beacon Council scheme on recycling. Council asked the Clerk to send a firm response.

**21. To Table**

Council noted the following tabled items:

**21.1** Clerks & Councils Direct, September 2011, Issue 77.

**21.2** Warwickshire & West Midlands Association of Local Councils, 62<sup>nd</sup>. Annual Report.

**21.3** The Clerk Magazine, September 2011, Vol. 43 No.5.

**21.4** LCR, Autumn 2011.

The Chairman, having declared an interest in the remaining items, left the meeting.

The Vice Chairman, Cllr. Wright, took the Chair.

**14. Allotments****14.1 Progress with allotments.**

The Clerk reported that the 12 initial plots had all been taken and two further new plots were under negotiation. He said the ground was very hard and the contractor had been unable to complete the work preparing new plots.

**15. Planter Contract****15.1 The Future of the Planter Contract.**

Council considered a report by the Clerk regarding the future of the Planter Contract and arrangements for Jubilee planting. Council agreed that the flower bed at the junction of School Road and Station Road should be planted with mature plants to be the central feature for the village. Council then considered how this could best be achieved and Cllr. Penn proposed, seconded by Cllr. Quiney, and agreed, that the current contract should be extended by one year to 30.03.13.

**22. Finance****22.1 Consideration and approval of the payments and transfers listed in Appendix A.**

Council noted the income transactions in Appendix A1.

Council noted the payment made between meetings in Appendix A, Transaction No. 8746, and approved the action taken.

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Council considered the expenditure transactions listed in Appendix A3. Authorisation for payment was proposed by Cllr. Penn, seconded by Cllr. Robinson, and carried. Cheques were signed by Cllr. Wright and Cllr. Penn.

Council considered and approved the proposal to transfer £3000.00 from No.1 account to Community account in Appendix A4. Authorisation for transfer of funds was proposed by Cllr. Penn, seconded by Cllr. Robinson, and carried.

Council noted the bank balances in Appendix A5.

**22.2 Consideration of a report on Participatory Budgeting.**

Council agreed in principle that the Clerk should arrange a F&GP meeting to consider the variable portions of the budget and to include up to 6 residents interested in participating. The Clerk was asked to place notices on the Notice Boards and to use the E-news to invite residents to join this group.

**23. Date of Next Meetings**

To confirm the date of the next Ordinary Meeting of the Parish Council at 7.30pm on Wednesday 12<sup>th</sup>. October 2011 in the Methodist Hall, Dunnington.

**24. Closure of meeting**

The Vice Chairman closed the meeting at 10.17.pm.

Signed.....

Date.....

**APPENDIX A - Finance****A1 Income transactions for approval**

Tn. No.	Cheque	Gross	Vat	Net	Details
6480		50.00	0.00	50.00	G Beamish, plot 12, allotment deposit
6481		37.50	0.00	37.50	G Beamish, plot 12, allotment rent
6482		50.00	0.00	50.00	J Rafferty, plot 13, allotment deposit
6483		30.00	0.00	30.00	J Rafferty, plot 13, allotment rent
6484		4.59	0.00	4.59	HSBC, Bank Interest, No. 1 a/c
6485		155.95	0.00	155.95	SP Youth Club, refund from npower for TOPs
6486		0.04	0.00	0.04	HSBC, Bank Interest, No. 3 a/c
<b>Total</b>		<b>£328.08</b>	<b>£0.00</b>	<b>£328.08</b>	

**A2 Expenditure approved between meetings**

Tn. No.	Cheque	Gross	Vat	Net	Details
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8746	102439	787.00	0.00	787.00	Stylish Blinds
<b>Total</b>		<b>£787.00</b>	<b>£0.00</b>	<b>£787.00</b>	

**A3 Expenditure transactions for approval**

<b>Tn. No.</b>	<b>Cheque</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Details</b>
8744	dd	18.99	2.83	16.16	Plusnet, office broadband
8745	dd	79.00	0.00	79.00	EDF Electricity, TOPs supply
8747	102440	720.00	0.00	720.00	M Hackling, groundworks for bus stop
8748	102441	612.00	102.00	510.00	Hightrees Landscape Services Ltd., mowing contract
8749	102442	402.70	0.00	402.70	M J Philpott, Clerk's salary September
8750	102443	839.16	0.00	839.16	HMRC, Income tax and Employers NI
8751	102444	56.52	0.00	56.52	M J Philpott, Clerk's expenses, postage, keys from Evesham
8752	102445	34.98	0.00	34.98	J Stedman, invitations to Civic Reception
8753	102446	78.22	13.03	65.19	BT, Office phone
<b>Total</b>		<b>£3628.57</b>	<b>£117.86</b>	<b>£3510.71</b>	

**A4. Transfers**

Transfer £3000.00 from No.1 account to Community account.

**A5. Account Balances at 13.09.11**

<b>Community a/c</b>	<b>£900.80</b>
<b>No.1 a/c</b>	<b>£30265.24</b>
<b>No.3 a/c</b>	<b>£213.96</b>