

## Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 18<sup>th</sup>. May 2011 at 7.45 pm.**

Present: Councillors, JR Stedman, (Chairman), AW Wolfe, DC Penn, L Maude, and A Quiney.  
Also in attendance: MJ Philpott, Clerk, District Cllrs. Pemberton and Howse, and six members of the public.

**1. Apologies for absence**

Council considered and accepted apologies from Cllr. L Wright due to holiday commitments, and from County Cllr. P Barnes and District Cllr. K James.

**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 payment 8705 as Chairman of the Memorial Hall.

**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 Littleford asked if the Council would consider the Queen's Diamond Jubilee in 2012 and the Chairman agreed it would be put on the next agenda. She then asked if the lighting insurance issue had been resolved and the Chairman said it had still not been clarified. Mrs Dare asked when the poles would be removed and the Chairman said it would depend on the response from utility company. Mrs Littleford asked if funds were available for this work and the Chairman confirmed they were. Mrs Sharp enquired regarding speed tests in School Road and the Chairman said this was being arranged. A resident from Dunnington asked regarding speeding in Broom Lane and the Chairman said a meeting had been arranged with WCC and the matter would be discussed then.

**3.4 Ward Members' Reports** The Clerk read a report from County Cllr. P Barnes in which he referred to the closure of Alcester Police Station and developments in respect of Bidford Library. Cllr. Howse provided further information regarding the library meeting and listed the new leaders at SDC. Cllr. Pemberton said that the ward councillors were proposing to provide a monthly report for circulation and this was welcomed. Cllr. Wolfe said he hoped that District Councillors would still attend meetings and this was confirmed.

**3.5** The Chairman closed the adjournment at 8.00pm.

**4. Minutes**

**4.1** The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 20<sup>th</sup>. April 2011 at 7.30pm at The Memorial Hall, Salford Priors, were approved and signed by the Chairman.

Council confirmed the Draft Minutes of the Annual Parish Meeting to be approved at next year's Annual Parish Meeting. It was agreed to place these Minutes in draft on the website.

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**5. Clerk's Progress Report for consideration by Council****5.1 Evesham Road VAS.**

WCC were still awaiting a connection to be provided by EON. The Clerk was asked to chase the Speed Aware proposals for School Road.,

**5.2 Mesh to bridge parapet.**

It was reported that this work was now complete.

**5.3 Parking at Dunnington School.**

Council noted that a meeting with WCC and the School was being arranged by Cllr.Wright.

**5.4 Street signage at Fern Close.**

No action to date.

**5.5 Drainage at Broom Lane**

The Clerk reported that he had written to Ragley regarding the ditches down the side of Broom Lane. Copies had been sent to SDC and WCC. Ragley had agreed to arrange for clearance work to be done but required further information. The Clerk said he would liaise with Don Penn to confirm the work required.

**5.6 Street nameplate, School Avenue**

No action to date. The Clerk was asked to obtain a price for a sign.

**5.7 Affordable housing**

Phil Ward was informed of the Council's decision to support the site at Tothall Lane. A bid has been submitted to the Homes and Community Agency for funding and negotiations have been opened with Stratford DC.

**5.8 Overgrown hedge at School Avenue**

The Clerk reported that he had written to the occupiers of 12 School Avenue and a response was awaited. Cllr. Quiney was asked to find out the names of the occupants.

**5.9 Sewerage project on B4088**

Nothing to report.

**6. Planning general****6.1 Letter from Grant Shapps, Minister for Housing and Local Government.**

The Clerk reported that a satisfactory response had been received acknowledging the Council's suggestions regarding planning control for trees under forthcoming regulations.

**7. New Planning Applications to consider****7.1 11/00699/FUL - Erect a new garden fence at Old Red Brick Cottage, Iron Cross, Salford Priors, WR11 8SH for Mr & Mrs S Jones**

Council considered the above application and resolved to object to the proposal on the grounds that the development would result in an unacceptable detrimental visual impact on the street scene and be out of character with existing properties.

**8. Planning Decisions**

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**8.1 11/00370/FUL** – Erection of Solar Panels on flat roof garage at Slatters Mill, Station Road, Salford Priors, WR11 8UX, for Mr Walter Thompson.

**Permission granted**

Council noted the above planning decision.

**9. Footway Lighting****9.1 Chairman's report listing options.**

The report by the Chairman had been circulated to Councillors and it was agreed to refer it on to the F&GP Group.

**9.2 Reactive contract with PD Long for lighting maintenance.**

The Clerk reported that he had negotiated a schedule of rates for carrying out repairs to lights. The rates were very competitive and Council agreed to consider the item under confidential business at the next meeting.

**9.3 Letter from Mrs Dare**

The Clerk reported that he had received a letter from Mrs Dare complaining about statements in the press release from the Council issued following the April meeting. The Clerk was asked to circulate the letter prior to the next meeting when full consideration could be given.

**10. TOPs****10.1 New doors to main entrance**

The Clerk reported that the new doors had been completed.

**10.2 Electricity supply**

The Clerk reported that the changeover to a new supplier was progressing slowly. U-Switch had contacted him the previous week for additional information.

**10.3 New blinds to windows**

The Clerk reported that he had received details from John Bradfield of three quotations for new blinds for TOPs. The recommended offer was from Stylish Blinds for bespoke blinds at a discounted price of £787 plus VAT. Alternative quotations based on B&Q and Homebase standard blinds were less favourable and required self fitting. Council approved the placing of an order with Stylish Blinds with the costs being reimbursed by the TOPs Management Committee.

**11. Playing Field****11.1 To receive the Playing Field weekly safety reports.**

The Clerk reported that he had received inspection reports from Cllr. Quiney dated 18.04.11, 7.05.11. Cllr. Quiney reported that he had posted notices regarding the broken glass and the situation had improved. He also reported that the mowing contractor had used a gang mower for the most recent cut following intervention from the Clerk and the Chairman and this had resulted in a much improved finish. Cllr. Quiney also reported that one of the solar lights required attention as it only emitted a very dim light.

**11.2 Letter to police, Clerk to report.**

The Clerk had written again to the police as instructed by the Council. However, it had now been learnt that Alcester Police Station had been closed.

**12. Highways**

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**12.1 Subsidence in School Road.**

Nothing to report.

**12.2 Temporary traffic lights in Station Road.**

The Clerk had reported the Council's suggestion to WCC regarding contact details when temporary lights were in place and the issue had been passed on to the street works team responsible for issuing licences.

**12.3 Dip in footpath by 42 School Road.**

Nothing to report.

**12.4 Re-sealing wooden seats**

The Clerk reported that he had placed an order with GTL Services. Council asked that this order be chased if the work was not done by the end of the month.

**13. Village Fete****13.1 Grass collection costs prior to Fete.**

The Clerk reported that, under the terms of the contract, the additional cost of collecting and disposing of the grass prior to the Fete would be £160.00. He reported receipt of a mail from Mrs Dare in which she stated the Fete Committee was not requesting that the grass be collected. Council decided to delegate this decision to the Clerk in consultation with the Chairman in view of problems the previous year.

**13.2 Raffle prize.**

Council agreed to provide a voucher from The Bell for £50.00.

**14. Allotments****14.1 Consideration of the state of the allotments and arrangements for an informal meeting with the tenants.**

The Clerk reported that new rent letters had been sent out to all lessees and 6 had now paid. The Clerk was asked to arrange an evening site meeting open to the public and allotment holders.

**15. Communications****15.1 Website**

Cllr. Wolfe asked that the news section of the site be considered at the next F&GP Group and Cllr. Maude was asked to consider the implications of providing a "blog" on the site.

**16. Rights of Way****16.1 Report from the Rights of Way Inspector.**

Cllr. Quiney reported that he had inspected AL10 behind the Bell Inn following a complaint but he had found it in satisfactory condition.

**16.2 Footpath at Wood Bevington Lane**

Cllr. Quiney reported that although the iron work obstruction was still in the hedge, the gate was always open. Council agreed to take no further action.

**17. Matters raised by Councillors**

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**17.1** 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.

**17.2 Chairman, - Clearance of tree canopy in Station Road.**

The Chairman reported that the tree canopy in Station Road needed to be lifted and the Clerk was asked to refer this to the PCC of St Matthews Church. He also reported on an obstruction on the other side of the road by Kenley Cottage and the Clerk was asked to investigate.

**17.3** Cllr. Penn reported an overgrown hedge on the B4088 between Limebridge and Iron Cross and the Clerk was asked to seek remedial action.

**17.4** Cllr. Penn asked that consideration should be given to planting red, white, and blue flowers in the planters for the Jubilee and the Chairman asked that the matter be referred to the next meeting.

**18. Consideration of Correspondence Received****18.1 SDC Consultation regarding future ownership of parcels of District Council land.**

Council noted that two pieces of land were being offered for sale by the District Council. Council agreed to pursue the purchase of the access to the Playing Field and to refer the other area at the back of Perkins Close to SDC.

**19. Tabled Documents**

**19.1** Clerks & Councils Direct, May 2011, Issue 75.

**19.2** The Clerk, May 2011, Vol 43, No.3.

**20. Finance**

Cllr. Stedman, having declared a prejudicial interest, left the room. Council agreed that Cllr. Wolfe should chair the next item. The chair was taken by Cllr. Wolfe.

**20.1 Approval of the payments and transfers listed in Appendix A.**

Council noted the income transactions in Appendix A1.

Council considered the expenditure transactions listed in Appendix A2. Authorisation for payment was proposed by Cllr. Penn, seconded by Cllr. Quiney, and carried. Cheques were signed by Cllr. Wolfe and Cllr. Penn.

Council considered and approved the proposal to transfer £2000.00 from No.1 account to Community account Appendix A3. Authorisation for transfer of funds was proposed by Cllr. Penn, seconded by Cllr. Maude, and carried.

Council noted the bank balances in Appendix A4.

Cllr. Stedman returned to the room and took the Chair.

**20.2 To consider and approve the Annual Accounts**

Section 1 of the draft Annual Return for the year ended 31<sup>st</sup>. March 2011 to the Audit Commission was circulated to Members prior to the meeting together with the Accounts as agreed by the Internal Auditor. For the benefit of new Councillors the Chairman explained the Annual Return format. After receiving confirmation from the Chairman that he considered the accounts were balanced, and further discussion by Members, Cllr. Wolfe proposed, Cllr. Maude seconded, and it was agreed unanimously, that Section 1 of the Annual Return, and the Accounts, be approved. The Chairman then read each of the eight questions in Section 2 of the Annual Governance Statement and the

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Council answered in the affirmative to each of the questions therein. There being no Trust Funds a "Not Applicable" answer was given to this statement. The meeting noted the report of the Internal Auditor who answered in the affirmative to questions A,B,C,D,E,G, H,I, and to J. The answer given to question F was "Not Applicable" since no petty cash transactions take place. The Chairman and the Responsible Financial Officer signed Section 1 of the Annual Return- Accounting Statements, and Section 2, the Annual Governance Statement. The Clerk reported that the necessary statutory audit notices had been posted.

**20.3 Insurance Schedule.**

Council agreed to refer the Schedule to the next F&GP Group.

**20.4 Asset Register.**

Council agreed the register with the deletion of Item 21, the Best Kept Garden trophies.

**20.5 Risk Assessment.**

The Clerk had circulated a revised risk assessment for consideration by the Council. This was confirmed with some minor adjustments to be included for the next review.

**21. Date of Next Meetings**

Council confirmed the date of the next Ordinary Meeting of the Parish Council at 7.30pm on Wednesday 15<sup>th</sup>. June 2011 in the Memorial Hall, Salford Priors.

**22. Closure of meeting**

The Chairman closed the meeting at 9.20 pm.

Signed.....

Date.....

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

<b>Tn. No.</b>	<b>Cheque</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Details</b>
6465	BACS	681.98	0.00	681.98	HMRC, VAT Quarter 4.
6466	BACS	23500.00	0.00	23500.00	Stratford DC, Precept
<b>Total</b>		<b>£24181.98</b>	<b>£0.00</b>	<b>£24181.98</b>	

**A2 Expenditure transactions for approval**

<b>Tn. No.</b>	<b>Cheque</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Details</b>
8703	dd	18.99	2.83	16.16	Plusnet Office Broadband
8704	102404	270.00	45.00	225.00	Hightrees, Mowing contract
8705	102405	512.00	0.00	512.00	Salford Priors Memorial Hall, Office rent and hall hire
8706	102406	128.28	0.00	128.28	Clerk's expenses, stamps, Trend internet security, mileage to Kenilworth.
8707	102407	132.61	0.00	132.61	Louise Best, Internal Audit fee and courier for documents.
8708	102408	536.90	0.00	536.90	Clerk's salary, May, less tax.
8709	102409	225.00	0.00	225.00	Web Culture, annual hosting fee
<b>Total</b>		<b>£1823.78</b>	<b>£47.83</b>	<b>£1775.95</b>	

**A3. Transfers**

Transfer of £2000.00 from No.1 account to Community account.

**A4. Account Balances at 10.05.11**

<b>Community a/c</b>	<b>£1457.79</b>
<b>No.1 a/c</b>	<b>£47898.12</b>
<b>No.3 a/c</b>	<b>£213.88</b>