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Salford Priors Parish Council

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall, Salford Priors, on Wednesday 16<sup>th</sup>. November 2011 at 7.30 pm.**

**Present:** Councillors, L Wright, Vice-Chairman, AW Wolfe, DC Penn, L Robinson, L Maude and A Quiney.

**Also in attendance:** MJ Philpott, Clerk, District Cllr. M Howse, and ten members of the public. In the absence of the Chairman, Councillor L Wright, Vice-Chairman, took the Chair.

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. J Stedman and County Cllr. P Barnes, both due to other commitments.

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

**3.2 Have your say:** A letter was received from Keil and Kristian Elvins regarding an allotment plot for the Youth Club.

**3.3 Public Participation:** Laurie-Mo Gullachson read the letter from the two members of the Youth Club requesting the provision of an allotment plot. She said that activities would be supervised by parents. Councillors were very supportive of the proposal. Cllr. Wright said it would be referred to the next meeting for decision. Mrs Seville asked for clarification of the route of A11 and this was given. She said there was a problem with the security lights at Alamo and the Clerk was asked to write to the firm. Mrs Seville also referred to problems with the highways gullies and the Clerk was asked to contact WCC Highways. Finally, Mrs Seville said that the silver leaf plants had been removed from the large island at the bottom of School Road and the Clerk was asked to refer this to the flower display contractor. Mrs Littleford asked regarding the lights in the Playing Field and the Clerk explained the current situation. Mrs Littleford also gave an update on the Jubilee arrangements in her role as Chairman of the organising group. She said costings would be produced for the meeting of the F&GP Group.

**3.4 Ward Members' Reports** Cllr. Howse reported that SDC were seeking funding from parishes regarding Community Links Transport. He said that the offices would be staying open during the forthcoming strike and also that the Tourist office was to be returned to its previous site at Bridgefoot. Finally he said that SDC were instituting a stray and lost dogs campaign. Mr Fenlon read out a report from County Cllr. Barnes. He reported that gritting of School Road and Broom Lane was now included in the winter programme. Cllr. Barnes also noted that funding had been secured for the Bidford Library and the CAB presence in Bidford. Finally, Cllr. Barnes regretted

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that he had been unable to secure any funding for the Youth Club; however, if there was any spare cash from other areas he would try to secure this for the Club.

**3.5** The Chairman closed the adjournment at 7.55 pm.

#### **4. Minutes**

**4.1** The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 10<sup>th</sup>. October at 7.30pm. at The Baptist Church Hall, Dunnington, were approved and signed by the Chairman.

#### **5. Clerk's Progress Report**

##### **5.1 Hedge by Dunnington School**

The Clerk reported that enquiries were made to ascertain ownership and Dunnington residents were asked to help. Subsequently, Cllr. Wright, the new Headteacher, and the Clerk, inspected the hedges and concluded that the only trimming needed was to two trees that overhang from the School. The Head Teacher agreed to arrange for these to be cut.

##### **5.2 Bollards and lights at Dunnington Cross Roads**

Council noted that WCC had been contacted and the bollards have been replaced and the lights in the bollards repaired. The tall lights on the islands have been referred to the lighting department of WCC and have not yet been repaired.

##### **5.3 Speeding in School Road**

The Clerk reported that WCC Speedaware had now reported and it was noted that both open and covert speed measurements were taken. The report confirmed that there is a problem in School Road. He said he was still awaiting the accident statistics and hoped to be able to report fully to the next meeting. Councillors suggested that additional chicanes might be the only way of slowing traffic on this road.

##### **5.4 Affordable Housing**

WRCC had indicated that their application for funding to the Home and Communities Agency was turned down. However, they also indicated that there were other options available and discussions with the Housing Associations about delivering the affordable housing scheme without this funding were continuing. The Clerk said that Phil Ward had told him that he was "cautiously optimistic." Cllr. Wolfe asked the Clerk to make enquiries to find out why the application had failed.

##### **5.5 Parking at Dunnington School**

Cllr. Wright and the Clerk met with the new Head Teacher to discuss the parking issue. Two new initiatives were suggested. Firstly a sign in Broom Lane reading "Parents – No parking beyond this sign" and secondly, by clearing some vegetation between the School fence and the highway opposite Cllr. Wright's house several additional parking places could be provided. The Clerk had written to Katrina Pedlar on these lines to re-open the dialogue with the County Council with copies to Cllr. Barnes and Cllr. Howse. Cllr. Wright said that some cones had been put out by a serving police officer for bonfire night and these were still in place. He said the new head seemed to be quite proactive. Cllr. Quiney referred to plans for a car park on Ragley land but it was agreed this was probably not a likely solution.

##### **5.6 Wooden seats**

The Clerk said that the four wooden seats had been completed. The circular seat from Iron Cross had been dismantled and was in store with Mick Hackling.

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**5.7 Pallets at Scout Hut**

The Clerk reported that there had been no response from Malcolm Spriggs who had been on holiday. It was likely that the pallets had now been burnt on the Scout bonfire. Cllr. Penn said that now Sandfields had placed a gate across the entrance to the track to Marsh Farm the problem with pallets being dumped was likely to be resolved.

**5.8 Request for a special dispensation**

The Clerk reported that the letter to Stratford on Avon DC requesting a special dispensation in respect of Councillors on the Memorial Hall Committee would be considered at the next meeting of the Standards and Ethics Committee on 23<sup>rd</sup>. November.

**5.9 Bidford Library**

The Clerk said that Bidford PC is providing £5000 each year for the next two years in order to support the new independently funded library. The Clerk at Bidford had suggested an annual contribution from Salford Priors over the next three years if possible. Council agreed this should be considered with the other budget priorities.

**5.10 Meals at Home**

After some research the Clerk reported that he had found out that about two residents of Salford Priors receive “meals at home”. This was the new name for “meals on wheels” and they are provided by a private company, County Enterprise Foods, in partnership with Warwickshire CC. The cost is £4.00 for a two course meal payable on delivery. WRVS are apparently no longer involved in the provision of meals on wheels.

**5.11 TOPs electricity**

The Clerk reported that at last, he had been informed that VAT is payable at the reduced rate of 5.0%. The accounts had been adjusted to allow for this information. He had also been informed that the monthly charge will be reduced to £60 per month, down from £79 per month following submission of meter readings with effect from 28.11.11. This matter is now closed. Cllr. Wolfe asked the Clerk to inform the TOPs committee.

**5.12 Grit bins**

County Highways operatives have filled the grit bins and placed labels on each bin indicating that the grit is only for highway use. Cllr. Quiney asked the Clerk to produce the list of grit bins and he would check them.

**6. Planning general****6.1 Meeting with Robert Weeks, Planning Officer SDC**

The Clerk had circulated a report of the meeting and a copy of a letter received subsequently from Mr Weeks. Cllr. Wolfe said all attendees had felt it was a good meeting but the subsequent letter from Mr Weeks was disappointing. He felt that the Council should tell Mr Weeks not to dismiss the views of local people because they did know local circumstances better than the officers in Stratford. Cllr. Maude asked that the Clerk should write to Mr Weeks and seek information regarding the criteria for a TPO on the Pine Tree which was a good example of local wishes being ignored. Council noted that there were opportunities to form policy on the poly-tunnels and also that the Localism Bill had now received Royal assent.

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**6.2 Warwickshire CC, Waste Core Strategy, Preferred Option and Policy, September 2011.**

The Clerk had circulated a copy of the letter sent in response to the consultation on the WCC waste policy. Council noted the response.

**7. New Planning Applications to consider**

**7.1 11/02118/FUL** – Erection of fence and gate to side of dwelling house at 20 Priors Grange, Salford Priors, Evesham, WR11 8XP for Mr D Jacques.

The Clerk reported that this application had been circulated to Councillors for comments before 10.11.11. As no adverse comments had been received a “No representations” response had been sent.

**7.2 11/02321/FUL** – Proposed conservatory, utility and storm porch extension at 3 Priors Grange, Salford Priors, WR11 8XP for Mr Martin Donn. (Re-submission of 11/01363/FUL)  
The Council stipulated that the overshadowing impact of the side extension on the neighbouring property should be considered in determining the application.

**7.3 W/11/00293/ET** – An extension of time application for proposed service bays for haulage depot and restroom/toilets at Spiers and Hartwell, Blackminster Business Park, Blackminster, Offenham, Evesham, WR11 7TD for Spiers and Hartwell. (Referred to Stratford DC by Wychavon DC) The Council made no representations.

**7.4 11/02228/FUL** – Proposed first floor extension to create 4 no. additional resident’s bedrooms and improved facilities for established care at Salford House, Station Road, Salford priors, Evesham, WR11 8UX for Mr David Cope. Council noted Cllr. Stedman’s comments and objected to the proposal because they considered the current access was unable to accommodate the existing traffic and there had been several minor and at least one major collision in recent years. Adding further units would increase the traffic to this already over-developed site. If permission is granted then the Council said that major improvements should be required to the visibility of the access for both site visitors and highway traffic.

**7.5 11/02543/TREE** – T1 cedar – remove snapped out limb, remove 1 no. dead limb, lift lowest branches above head height approx. 1 metre. T1-6 Sycamores: Dismantle to ground level. T8-15 Yews: Trim and shape crowns by 0.5m and reduce overhang over garden and crown clean at Salford House, Station Road, Salford priors, Evesham, WR11 8UX for Mr Mike Hamilton. Council agreed with comments from Cllr. Stedman’s and Cllr. Maude and objected to the proposal because the application documents were so poor that a considered opinion could be given. The Council was concerned over the felling of several Sycamore trees where no description of the size or age of the trees was given. Also, the proposed work on the Yew trees was confusing. The Council believed the applicant should be asked to provide a clear new application.

**8. Planning Decisions**

Council noted the following planning decisions.

**8.1 11/01922/FUL** – Single storey extension at 4 The Farriers, High Street, Broom, for Mr Andrew Dauncey. (In adjacent parish) **Permission granted**

**8.2 11/01755/FUL** – Change of use of redundant packing shed to form 2 No. holiday cottages and all associated works including drainage system for New Inn Lane Nurseries, Pitchill, Evesham, WR11 8SN. **Permission granted**

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**8.3 11/01996/TREE** – Arboricultural works at 5 Meadow View, Evesham Road, Salford Priors, WR11 8UU. **No objection****9. Footway Lighting - Progress report from the Clerk****9.1 Disconnection Contract**

The Clerk reported that Western Power Distribution (WPD) had to leave the contract to carry out emergency repairs elsewhere. They have promised to return on 17.11.11 to complete the work. He had sent WPD a list of the outstanding work – mainly removing cables from some of the poles.

**9.2 Pole Removal**

The Clerk had met with Roger Small and inspected every pole to be removed. Generally he will try and lift out poles but if this is not possible they will be sawn off at ground level. He has all the necessary arrangements for working on the highway in place. The Clerk also reported that two poles had telephone wires tacked to them and he was in contact with BT for these to be removed.

**9.3 Part-Night Timers**

Council noted that Peter Long intends to start fitting the part-night timers during the week commencing 14<sup>th</sup>. November. When the timers are first fitted or when there is a power outage the timers may be on all night but they do adjust themselves over a short period of time. When the hour changes the light gradually adjusts to the new timings and there is no need to make a service visit. Council noted that there would be no additional cost to the Council if the lights were on for a longer period because the charges were made on a calculated basis.

The timer for the light at Dunnington Crossroads will be ordered but not fitted until the light has been removed to the pathway between the Post Office and School Avenue. The light at Rushford will be fitted with a timer and switched back on.

**9.4 Light on footpath between Post Office and School Avenue**

Council had agreed a new light should be provided at the last meeting. The Clerk had obtained details of services from WCC and had sought a formal quotation from WPD for disconnecting the light at Dunnington Crossroads which was awaited.

**9.5 New Light in School Road**

The Clerk reported that he would ask WPD for a quotation when they had responded to other outstanding requests.

**9.6 Lights in Priors Grange**

The Clerk said he had been informed that the adoption of streets in Priors Grange by the Highways Authority is proceeding and it is likely that these lights will be transferred to the Parish Council in future years. Regarding the two lights on the roundabout in School Avenue, although it is likely that these were installed when Priors Grange was developed, these lights are on adopted highway and as such it is believed they are the responsibility of the Parish Council. Council agreed that these two lights should be fitted with part-night timers.

**10. Playing Field****10.1 Playing Field weekly inspections.**

Cllr. Quiney had provided inspection reports dated 3.10.11, 10.10.11, 17.10.11, 25.10.11, 1.11.11, and 8.11.11. The steering wheel on the tractor slide had been refitted by John Bradfield. Cllr. Quiney reported a large vehicle in the Playing Field car park and the Clerk was asked to confirm the

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ownership of the area and also to consider a sign stating “No HGVs”. Cllr. Quiney also reported that there was a lot of mole activity both on the Playing Field and in the Churchyard Extension. The Clerk was asked to find out when was the appropriate time to clear the moles.

**10.2 Survey of users of the Playing Field.**

The Clerk reported that the parent’s group had not yet provided the draft survey information. Council instructed the Clerk to ask the parents to produce the survey draft by the next meeting.

**11. Events****11.1 Independent Jubilee Committee**

Cllr. Quiney said there was nothing to add beyond the information provided by Mrs Littleford earlier.

**11.2 Event insurance issues**

The Clerk had circulated a letter from AON setting out the conditions when insurance cover would be provided for events on the Playing Field. The letter stated that it was necessary for the Parish Council to be the SOLE organisers of the event for the cover to be extended to include the legal liabilities of the Parish Council. Council noted the need to consider very carefully the constitution of any groups in the light of this information.

**12. Communications****12.1 Report from Cllr. Maude on the Council’s website**

Cllr. Maude reported that the site was up to date. He agreed to add a link to the Stratford District Council Waste and Recycling page which contained useful information regarding the materials that could be recycled.

**13. Rights of Way****13.1 Report from Cllr. Quiney on the Rights of Way**

Cllr. Quiney reported that the pedestrian gate to footpath A11 had been fitted but some additional hardcore was required.

**13.2 Letter from WCC regarding the P3 partnership**

The Clerk had circulated a letter from WCC replacing the Parish Paths Partnership with a new County Council Volunteer Partnership. The Clerk read a letter he had written to WCC seeking clarification of what would be provided under the new scheme. Cllr. Penn questioned responsibility for the footpaths and said he believed it was all down to WCC and they should not be trying to charge the Parish Council under this new scheme..

**13.3 Realignment of AL11 at School Road**

The Clerk reported that he had enquired of WCC whether there was a problem with the location of the new pedestrian gate at the junction of AL11 with School Road.

**14. Millennium Oak at Iron Cross****14.1 Replacement of the Millennium Oak.**

The Clerk had sought quotations from Limebridge Rural Services Ltd. and Roger Small for the felling and removal of the oak tree on Iron Cross green. The most competitive quotation received was from Limebridge Rural Services Ltd. with a price of £45.00 and this was approved by the Council. A replacement tree was still being sourced.

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**15. Mowing Contract****15.1 Extension of the Mowing Contract.**

The Clerk had circulated a report regarding the possible extension of the contract with Hightrees Landscape Services Ltd. In accordance with the provisions made in the contract. These included a zero price increase for 2012 and a 2 per cent increase for 2013. He said that there were some minor clarifications to make in the contract but otherwise the performance had been good. One particular issue was the cutting of the verges where some of these were already cut by WCC. It was proposed to amend the contract to provide a cost per kilometre rather than a lump sum. Cllr. Wolfe proposed, Cllr. Wright seconded, and it was agreed unanimously, that Hightrees be contracted for a further two years as set out in the Clerk's report.

**16. Staff and administrative matters****16.1 IT equipment**

The Clerk had circulated a report following an inspection of the equipment by Cllr. Maude. The proposal was to replace the Epson laser printer in the office, to replace the Epson printer at the Clerk's home office, and to upgrade the memory on the laptop to 4GB. The estimated cost was £308. Council approved the purchase of the new equipment as set out in the Clerk's report.

**17. Matters raised by Councillors**

**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 Cllr. Wright, bulk purchase of fuel oil.**

Cllr. Wright had provided information to the Clerk on the benefits of purchasing fuel oil in bulk within a local area. Cllr. Howse mentioned a supplier at Quinton, Rix Petroleum, who did all the administration for similar schemes. Council agreed to publicise the idea in the Newsletter, on the web site and also asked the Clerk to get information from Rix for discussion at a future meeting.

**17.3 Cllr. Wolfe, date of next meeting.**

Cllr. Wolfe proposed that the next meeting should be brought forward to Monday 19<sup>th</sup>. December. Council noted that the Memorial Hall would be available and agreed to the change of date.

**17.4 Cllr. Quiney, information regarding councillors.**

The Clerk was asked to post the new list of councillors on the noticeboards and also to circulate the information to all councillors.

**17.5 Cllr. Quiney, Leylandii**

Cllr. Quiney reported that there were cuttings from leylandii at the rear of Perkins Close opposite 12 Park Hall Mews that needed to be collected.

**17.6 Cllr. Penn, Tyres.**

Cllr. Penn enquired regarding over 100 tyres tipped in New Inn Lane. The Clerk reported that these tyres had been cleared by SDC.

**18. Consideration of Correspondence Received**

**18.1 Warwickshire Lieutenantcy Office, County service to celebrate Her Majesty's diamond jubilee.**

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Council noted the information provided.

**18.2 Salford Priors C.E. Primary School, “thankyou” for donation.**

Council noted the letter received from the School.

**18.3 The Shakespeare Hospice, “thankyou” for donation.**

Council noted the letter received from the Shakespeare Hospice.

**18.4 Derek Wilkinson, Sandfields Farms.**

Council noted the information received from Mr Wilkinson regarding the changes at Sandfields Farms and the new tenants of the packing station. It was noted that this information may have changed since it was provided.

**18.5 SDC, Recycling guide.**

Council noted the leaflet provided by the District Council providing useful information for residents and Cllr. Maude was asked to place a copy on the web site.

**18.6 SDC, Independent Inspections of Play Areas**

Council noted the information that Stratford on Avon District Council would no longer be providing free inspections of play equipment. Council agreed that the Clerk should obtain alternative quotations for this work.

**19. To Table**

Council noted the following tabled documents:

**19.1** Clerks & Councils Direct, November 2011, Issue 78. (Note item on page 15**19.2** The Clerk Magazine, November 2011, Vol. 43 No. 6.**20. Finance****20.1 Consideration and 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. Wright, seconded by Cllr. Wolfe, and carried. Cheques were signed by Cllr. Wolfe and Cllr. Wright. Council noted that an invoice from npower ref. 8777 had been signed between meetings by the Chairman and Vice Chairman on 8.11.11.

Council considered and approved the proposal to transfer £5000.00 from No.1 account to Community account in Appendix A3. Authorisation for transfer of funds was proposed by Cllr. Wolfe, seconded by Cllr. Penn, and carried.

Council noted the bank balances in Appendix A4.

Cllr. Wolfe asked the Clerk to produce accounts for the Civic reception.

**20.2 Donation to the Royal British Legion.**

Following discussion, Cllr. Wolfe proposed, Cllr. Wright seconded, and it was agreed to make a donation to Royal British Legion of £150 in recognition of the 90<sup>th</sup>. anniversary of the organisation.

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**20.3 Arrangements for the meeting of the F&GP Group with interested residents to discuss the budget priorities**

The Clerk reported that the meeting of the F&GP Group would take place on Wednesday 30<sup>th</sup> November in the Eddie Clarke Suite at The Memorial Hall, Salford Priors, at 7.30pm. Papers would be circulated in advance of the meeting. Residents taking part had already been informed of the time and date of the meeting.

**21. Date of Next Meetings**

Council confirmed the date of the next Ordinary Meeting of the Parish Council as 7.30pm on Monday 19<sup>th</sup> December 2011 in The Memorial Hall, Salford Priors.

**22. Closure of meeting**

The Vice-Chairman closed the meeting at 9.36pm.

Signed.....

Date.....

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

Tn. No.	Cheque	Gross	Vat	Net	Details
6488		25.00	0.00	25.00	CD Hague, rent for plot 16A
6489	BACS	1062.15	0.00	1062.15	VAT recovered for July and September
6490		292.94	0.00	292.94	TOPs Management Committee, Electricity usage to 30.09.11
<b>Total</b>		<b>£1380.09</b>	<b>£0.00</b>	<b>£1380.09</b>	

**A2 Expenditure transactions for approval**

Tn. No.	Cheque	Gross	Vat	Net	Details
8768	dd	18.99	2.83	16.16	Plusnet, Office Broadband
8769	dd	79.00	3.76	75.24	EDF, TOPs Electricity
8770	102459	19.00	0.00	19.00	SP Royal British Legion, wreath
8771	102460	20.00	0.00	20.00	Dunnington Baptist Church, hire of hall
8772	102461	241.56	0.00	241.56	Mrs JM Stedman, Refreshments for Civic Reception
8773	102462	40.00	0.00	40.00	Mrs P Seville, flowers for Civic Reception
8774	102463	145.75	0.00	145.75	Warwickshire CC, Lease for TOPs

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8775	102464	80.00	0.00	80.00	John Rafferty, refund of allotment fees
8776	102465	475.00	0.00	475.00	Salford Priors Memorial Hall, rent of Parish Office and hire of hall.
8777	102466	455.69	75.95	379.74	Npower, footway lighting energy Signed between meetings by Chairman and Vice Chairman on 8.11.11.
8778	102467	60.00	0.00	60.00	AR Hathaway, repair of goal posts, 5 aside
8779	102468	106.00	0.00	106.00	SLCC, Annual subscription
8780	102469	774.00	129.00	645.00	Hightrees Landscape Services Ltd., Mowing contract
8781	102470	317.11	0.00	317.11	AON, TOPs insurance
8782	102471	227.94	37.99	189.95	Hartwell & Co. (Timber) Ltd.,
8783	102472	402.70	0.00	402.70	MJ Philpott, Clerk's salary, November
8784	102473	978.74	163.12	815.62	Limebridge Rural Services Ltd., winter planting and landscape works
8785	102474	335.74	55.96	279.78	Limebridge Rural Services Ltd., work at allotments
8786	102475	184.20	30.70	153.50	Limebridge Rural Services Ltd., storage and filling of sand bags.
<b>Total</b>		<b>£4777.22</b>	<b>£468.61</b>	<b>£4308.61</b>	

**A3. Transfers**

To transfer £5000 from No.1 account to Community account.

**A4. Account Balances at 8.11.11**

<b>Community a/c</b>	<b>£1014.27</b>
<b>No.1 a/c</b>	<b>£49276.50</b>
<b>No.3 a/c</b>	<b>£213.96</b>