

Pebworth Parish Council

Minutes of the Annual Meeting of the Parish Council

Held at the Pebworth Village Hall on Monday 12th May 2014.

Present: Cllrs. John Hyde, David Lees, June Haycock & Albert Jeffrey

In attendance: John Stedman (Clerk) and two members of the public.

1. **Election of Chairperson:** Cllr. John Hyde being the only nomination for Chairman was unanimously elected unopposed.
2. The Chairman signed the declaration of acceptance of office.
3. **Apologies were accepted from:** Cllr. Pam Veal & David Cranage
4. **Disclosures of Interests**
 - a. Members were reminded of the need to keep their register of interests updated
 - b. Declarations of Members Interests in Items on the Agenda. None declared
5. **Election of Vice-Chairperson** Cllr. David Cranage being the only nomination for Vice-Chairman was elected unopposed.
Note: Cllr. David Cranage had advised the Clerk he was willing to accept the post if proposed.
6. **Appointment of Committees**
 - a. **Staffing:** It was agreed that three members would be elected to the committee when required.
7. **Appointment of Working Parties**

a. Planning	Full Council
b. Finance	Full Council
d. Neighbourhood Plan Group	Cllrs. David Lees, Pam Veal & Simon Shiers
8. **Appointments to Outside Bodies – Delegates**

a. Village Hall	Cllr. David Lees.
b. John Cooper Foundation	Cllr. Pam Veal
c. CALC Delegate	None
d. Pebworth in Bloom	Cllrs. Pam Veal, June Haycock & Simon Shiers
9. **To appoint individual Councillors to the following roles:**

a) Playing Fields Warden	Cllr. John Hyde
b) Pebworth Discretionary Fund	Cllr Pam Veal
10. **Document Review:**
 - a) Council agreed that the content and values of the Council's asset register required a full review and re-valuation, a revised register will be considered at the June meeting when an asset inspection report carried out by members will also be considered.
 - b) Council reviewed and agreed the effectiveness and suitability of the Council's Health & Safety policy and Risk Assessment.
 - c) Council considered and agreed several small amendments to the 2014 NALC model Standing Orders and financial regulation. The Clerk to issue the agreed Standing Orders and financial regulation to all members and post them on the website.

The Chairman closed the meeting at 7:28

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Minutes of the Ordinary Meeting of the Parish Council Held at the Pebworth Village Hall on Monday 12th May 2014.

Present: Cllrs. Pam Veal, David Lees Albert Jeffrey, John Hyde, & June Haycock.

In attendance: John Stedman (Clerk) Cllr Alistair Adams and two members of the Public.

1. **Apologies were accepted from:** Cllr Pam Veal and David Cranage
Late arrivals, County & District Ward Member Cllr Alistair Adams

2. **Disclosures of Interests**

- a) Members were reminded of the need to keep their register of interests updated.
- b) To declare any Disclosable Pecuniary Interest in Items on the agenda and their nature.
- c) To declare any Other Disclosable Interests in items on the agenda and their nature.

Disclosable Pecuniary Interests –

Cllr John Hyde declared an interest in minute 26, Lengthsman pay review.

Other Disclosable Interests – None declared.

Chairman Moved: The meeting be now adjourned for Open Forum.

Open Forum:

Questions were asked regarding the ongoing flood alleviation in Broad Marston and the raising of the soil levels in a garden in the flood zone. It was also pointed out that brickwork from the damaged culvert in Broad Marston Road is still in the watercourse causing a potential blockage. Cllr Alistair Adams noted all these matters and informed the meeting he would follow them up with appropriate officers.

A local landowner raised question regarding the new planning policies for the conversion of farm buildings to residential dwellings. The Chairman confirmed the council has little knowledge of the new legislation and the first applications under the new policy will be considered later in the meeting.

County & District Ward Member Cllr. Alistair Adams's member's written reports are appended to the minutes.

The Chairman closed the adjournment and reconvened the meeting at 7:52

3. **Minutes:** The Council agreed the wording of the minutes of the April ordinary meeting and the Chairman signed them as a true record.
4. **The Clerk's Progress Reports.**
 - a) Letter sent to all of the SDC Cabinet members pointing out the unsustainability of the Long Marston proposed development site & the response from Cllr Chris Saint. Members noted the Cabinet had voted to place the Long Marston proposal site at the bottom of the list for recommended development sites. The full council have now to ratify the recommendation.
 - b) Opportunity Vale of Evesham local information folders; The "Folder Holder" Mr Ron Thomas has collected one folder and will collect the second when it is found by the WDC office staff at Evesham, the folders will be placed in the Church and Masons Arms.
 - c) The Clerk confirmed the renewal of the WCC Lengthsman's contract for 2014-15.
 - d) Road side hedge intrusion onto Buckle Street on the Honeybourne parish boundary has been reported on the Hub.
 - e) Correspondence received regarding land off New Road. The information was circulated by email and members noted the contents.

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- f) Flood alleviation grant payment from Cala Homes. The Clerk reported this had not been received, Cllr Alistair Adams offered to chase the matter up with Cala
- g) Request for extra “Low Bridge” signage for Broad Marston Road. The request is being investigated by the County Highways officers.
- h) Verge damage on Front Street reported to the County Highways and Cllr Alistair Adams

5. The Annual Parish Meeting; items for consideration

- a) Replacing the removed roundabout and the dysfunctional rocking horse on The Close. This matter will be considered along with the development of the Recreation Field and the availability and allocation of section 106 funding, the Clerk was requested to confirm how the funds will be allocated to recreational use and the Village Hall re-development.
- b) Extensive verge damage in Front Street. This was noted as the matter is in hand with County Highways and their response is awaited.

6. Planning Application to Consider:

- a) **W/14/00657/PP:** Mrs S Wood, 15 Broad Marston Road, Pebworth: Remove existing concrete garage, attached sheds and front porch. Erect single storey utility, cloaks and garden store to side of dwelling and new front porch. The Council has no objection or comment on the application.
- b) **WCC 14/000012CM:** Midlands Reclamation & Waste Ltd, Long Marston: installation of energy from waste machine less than 1 ton per hour. The Council has no objection to the application but request a condition is applied stating that no material will be imported specially for burning in the machine.
- c) **GPMB/14/00774/GPMB:** Mr F Dennis, Crabtree Farm, Dorsington Road, Pebworth, Proposal: Prior approval application - Change of use of 2no. Agricultural buildings to three dwelling houses.
The Council note the proposals and express their concerns that the buildings in question are not in full compliance with the policy for conversion from agricultural use to residential use. The highway access to building 2 requires scrutiny by highways officers to ensure its compliant with highway access standards
- d) **GPMB/14/00773/GPMB:** Applicant: Heart of England Forest, Land Adjacent, Pitchall Farm, (by the Halt) Long Marston, Pebworth. Proposal: Prior approval application - Change of use of an agricultural building to a dwelling house.
The Council note the proposals and express their concerns that the access to the site floods regularly and the proposed conversion could exacerbate the local flooding problems

7. Planning matters and decisions

- a) **W/14/00266/PP:** Mr Budd, The Homestead, Back Lane. Wooden based 3 bay garage, one bay to be open as a car port. Extension of driveway, parking and turning space.
Granted with 4 conditions. The decision was noted.
- b) **SDC App 14/00990/FUL.** The Moat House Dorsington. Use as a Wedding Venue – The Councils objections to the original application were re-submitted to SDC for this new application as the issues raised in the objection has not changed.

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8. Finance:

- a) Council approved the Payments, Receipts and Balances as in appendix A.
- b) Council confirmed that end of year bank reconciliation; account balances and budgets were a correct record of the council's accounts.
- c) The Clerk confirmed the receipt of £12,168 precept and £908 WDC grant for the first half year precept payment.

9. Internal Audit:

The issues raised for attention by the auditor were all satisfactorily resolved by the Clerk and agreed by Council.

10. Annual Return:

- a) Council checked and agreed the Clerk's financial statement in section 1 of the annual return
- b) The Chairman put the questions in section 2 to the council, all were answered affirmative. The Chairman signed the annual return on behalf of the council and the clerk will complete and forward the return to the external auditor

11. Honeybourne Road Street Signage

- a) Council noted correspondence received from Mr & Mrs Cotgrave legal advisors which was forwarded by Meesha Patel, the WDC solicitor
- b) The Clerk checked and verified the 149 signatories on the parish petition, members agreed to continue to offer the petition to other parishioners who had not yet been approached.
- a) The Council agreed to sending the new WDC consultation letter and the letter from the Parish Council to the residents of Honeybourne Road and Pebworth Fields with a post code CV37 8XP

12. Highway Matters:

- a) New highway matters to be reported. –
 - (a) Footway damage between Broad Marston Road and Pebworth possible caused by a lorry stabiliser leg
 - (b) Potholes and surface damage on Dorsington Lane close to the junction with Back Lane
- b) **Verge Mowing:** The Clerk reported the parish wide verge mowing had been carried out albeit a week late. The verge growth being very excessive and this being the first mowing caused the quality of finish to be lower than expected. A second cut in mid-June will be undertaken when the quality will improve.
- c) The Clerk reported on matters raised at the April meeting:
 - (a) The inspection chamber in Friday Street is resolved
 - (b) Verge damage in Front is waiting for consideration by County Highways.
- d) **VAS:** The Chairman proposed that a request is made to Honeybourne Parish Council to borrow their vehicle activate speed indicator (VAS) for the month of June, for deployment in various location to make an assessment of traffic speed in the village. Clerk to make the request to Honeybourne.
- e) **Street name sign painting:** The WDC officer responsible for street name signs confirmed the council could repaint all the village street name signs, this will be carried out by the Pebworth In Bloom group

13. Lengthsman/Handyman

- a) The Clerk reported all outstanding Lengthsman jobs are now completed
- b) Members reported the ditch on Honeybourne Road is blocked with soil; The Lengthsman will investigate and carry out any necessary remedial works.
- c) Ullington cross roads will be regularly checked for visibility and strimmed as necessary.

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Note: the Chairman suspended the meeting at 9:15 as Cllr Alistair Adams had arrived late to give his report which is appended to the minutes. Questions were asked regarding the flood alleviation works in Green Lane and the SWDP current consultation round.

The Chairman reconvened the meeting at 9.40

14. Public Rights of Way:

- a) Matters to be reported for action – none
- b) The Clerks confirmed the clearance of the PROW across the Slingate

15. Street Lighting:

- a) **Faulty lights to be reported.** No faults reported
- b) **New Lighting Columns:** a formal order has been placed with E-on for the replacement of three streetlights numbers 11, 23 & 33 and other associated works. Commencement is expected within 4 weeks.
- c) **Cala Homes:** The extensive lighting at the front of the site remains on all night, the Clerk will request these lights are removed, or timed to switch off in line with the parish streetlights, when the construction work is completed.

16. The Close:

- a) **Inspection:** The Chairman's report: The regular visual inspection of the play equipment found no safety problems with the equipment or the site. It was noted that the water in the adjacent watercourse was coloured and foamy; the situation will be monitored for possible pollution.
- b) **Fencing work;** The Clerk reported the installation was well under way and will be completed in the next two days.
- c) **Ash Tree:** The Clerk reported that the young Ash Tree on the new fence line was removed by the Handyman.

17. Recreation Field

- a) **BMX track options;** in the absence of Cllr Pam Veal the matter was referred to the June meeting.
- b) **Funding:** The Clerk will gain confirmation on section 106 funding agreements from village developments which can be used for the council's Recreation Field development scheme.
- c) **5-side football goalposts:** The Clerk reported on the cost of 5-side football goalposts which was very varied, the information will be considered in the overall development scheme
- d) **Bonfire Site:** The Chairman reported on the clearing of the bonfire site and suggested the area be re-instated with new turf to cover the small but potentially sharp debris in the soil surface. The Council agreed to this course of action which will be undertaken in the autumn.
- e) **Open Gardens Parking:** Council agreed to a request from the Open Gardens Group to use the Recreation Field for car parking as in previous years. To ensure the parking is reasonably organised the Chairman offered to install defiance tape to guide cars onto the main field if soil conditions permit.

18. Cemetery

- a) **Restoration Works:** The Clerk reported the Handyman has not carried out the restoration works to preserve the three wooden seats as the wood is too damp at the present time.
- b) **Weeding:** The Handyman considered hand weeding the laurel hedge in the cemetery was unnecessary at this time and will monitor the situation.
- c) **Memorial:** The Clerk reported on placement of the memorial for Mrs Freer
- d) **Grave Levelling:** it was agreed to carry out the levelling of several sunken graves in the autumn using turf.

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19. Allotment Gardens:

The Clerk reported on receiving seven applications from five parishioners for allotment plots to date following the advertising in the parish magazines. Council agreed to place a further advert in the parish magazines to encourage more interest. The letting agreements and other matters will be considered at the June Parish Council meeting. An informal meeting will be arranged in mid-June when all parishioners interested in an allotment can attend and discuss site layout and letting options.

20. Pebworth in Bloom:

- a) **Fence Painting:** The Chairman reported on the council supplying six tins of special paint for the Friday Street fence painting which will be carried out by the In Bloom members.
- b) An enquiry will be made with the In Bloom group into the Parish Council adopting the new items placed on The Close and other sites. This will ensure the items are included in the Parish Council insurance schedule as they are on Parish Council property.

21. Correspondence for consideration:

- a) WDC review of polling districts and places; Noted
- b) Worcestershire Regulatory Services consultation on Wychavon's Statement of Licensing Policy; Noted

22. Correspondence noted:

Clerks and Councils Direct

23. Matters raised by members:

- a) **Cllr David Lees:** Publication of the Council's draft minutes: The Clerk was requested to circulate draft minutes to all members as soon as the Chairman has verified them and before any publication; The Clerk agreed to the request.

24. Next Meeting:

It was confirmed the next ordinary meeting and the annual meeting of the Council is scheduled for the 2nd June

Note: The Chairman Cllr John Hyde having declared an interest in the next item left the meeting for the discussion; before doing so he proposed and it was agreed Cllr David Lees to chair the meeting as the Chairman and Vice-Chairman will be absent.

25. Exclusion of the Public from the Meeting. To agree the following resolution: -

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw

26. Council considered and agreed to a request to increase the Lengthsman and Handyman's hourly pay rate to be in line with other Parish Councils: it was resolved to apply the increase from June 2014

There being no further business the Chairman, Cllr David Lees closed the meeting at 10:20 pm.

Chairman

Date .

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APPENDIX A: FINANCE

PAYMENTS TO BE AUTHORISED

Jun-14

Meeting

Cheque	Payee	Details	Total	VAT	Net
No.			Payment	Element	Payment
D/D	Npower	Streetlight Energy	315.07	15.00	300.07
D/D	Npower	Streetlight Energy	45.43	7.57	37.86
1456	Worcestershire CALC	CALC Membership	320.76	47.81	272.95
1457	Limebridge RS	Mowing contract	732.00	122.00	610.00
1458	J Stedman	Clerks Salary and Expenses	626.09		626.09
1459	Geoff Bradley	Internal Audit	85.00		85.00
			2,124.35	192.38	1,931.97

Account Transfers			
Received from	Description	Amount	Date
Wilcox Memorials	Freer memorial	185.00	25-Apr
WDC	Precept + Grant	13,076.00	28-Apr
Total		13,261.00	

All Paid Up Bank Accounts	
DEPOSIT ACCOUNT	37,893.52
CURRENT ACCOUNT	3,610.82
TOTAL FUND BALANCE	41,504.34
Reserve Lighting Fund	3,160.00
Reserve Capital Fund	4,000.00
Neighbourhood Plan Fund	5,049.28
Revenue available	29,295.06