**Pebworth Parish Council Meeting Agenda**

To all Members of Pebworth Parish Council.

You are hereby summoned to the **Annual Meeting of the Council** to be held at the Village Hallon Monday 13th May 7:00 pm for transacting the following business only.

  
 **John Stedman: Clerk to the Council** **05 May 2019**

Meeting Agenda

1. **Election of Chairman**
2. Elected Chairman to sign the Chairman’s declaration of office.
3. **Apologies:** To receive apologies and agree the reason for absence:
4. **Declarations of Interests**
   1. Register of Interests: Councillors are reminded of the need to update their register of interests.
   2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
   3. To declare any Other Disclosable Interests in items on the agenda and their nature.
5. **Standing Orders**
   1. To consider an amendment to standing order no 3s to allow voting by paper ballot - *circulated*
6. **Co-option:**To consider by paper ballot, the co-option of a candidate for the Parish Council vacancy   
   *three Application forms circulated*  
   ***Blue italics are last year’s decisions***
7. **Election of Vice-Chairperson** *Cllr Richard Weller*
8. **Appointment of Committees   
   a.** Staffing: *Cllrs Simon Shiers, Richard Weller and Denise Meynell*
9. **Appointment of Working Parties** Finance & Precept *Full Council*
10. **Appointments to Outside Bodies – delegates** Village Hall –*Cllr Denise Meynell*John Cooper Foundation **–** *Cllr. Pam Veal*
11. **To appoint individual Councillors to the following roles:**

**a** Playing Fields Warden – *Cllr. John Hyde*

1. **Document Review:** *circulated yellow papers*
   1. To consider any amendments or updates to the council’s cemetery fees
   2. To consider any amendments to the council’s allotment fees **of £20 per plot per year**
   3. To consider the content and values of the Council’s asset register.
   4. To consider the effectiveness and suitability of the Council’s Health & Safety policy
   5. To consider the suitability of the Council’s risk assessment.
   6. To consider any amendments to the new 2018 Standing Orders. *Clerks update in RED ink*
   7. To consider any amendments to the adopted financial regulations

*Due to file sizes of (f) & (g) they are circulated by email and a hard copy will be available at the meeting. Please check the financial values in the documents.*

1. **Dispensations**: To consider the renewal ofmembers dispensations on matters of disclosable interest.

**Dispensations:**

* 1. A dispensation for Cllr John Hyde for the Lengthsman contract and works.
  2. A dispensation for Cllr John Hyde for the Handyman’s contract and work.
  3. A dispensation for Cllr David Cranage for watercourse maintenance.

**Pebworth Parish Council Meeting Agenda**

To all Members of Pebworth Parish Council.

You are hereby summoned to an ordinary meeting of the Parish Council to be held at the Village Hallon Monday 13th May following the Annual Meeting for transacting the following business only.

John Stedman: Clerk to the Council 05 May 2019

1. **Apologies:** To receive apologies and agree the reason for absence:
2. **Declarations of Interests**
   1. Register of Interests: Councillors are reminded of the need to update their register of interests.
   2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
   3. To declare any Other Disclosable Interests in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or Another Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.  
**Note:** All councillors must complete their 2019 Disclosable Pecuniary Interests forms to be returned to WDC and copied to the Clerk by May 31st - *Forms enclosed.*

1. **Dispensations:** 
   1. To consider any new members requests for a dispensation on matters of disclosable interest.
2. **Chairman to Move:** The meeting be now adjourned for Open Forum.   
      
   **Open Forum:**   
   At the Chairman’s discretion, residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration. Members of the public may not take part in the Parish Council meeting.  Brief notes on open forum may be appended to the minutes.  
   **Village Hall:** To receive an update report on the Village Hall refurbishment project from the Village Hall Chairman Mrs Jane Cromack

**To Receive** Ward Members Reports from:  
**County Council** - Cllr Alastair Adams

**District Council** – Cllr Thomas Havemann-Mart

1. **Chairman to Move:** The adjournment to close.
2. **Minutes:** To consider and approve the wording of the April Parish Council meeting minutes - *circulated by email*
3. **The Clerks Progress Reports**.
   1. Letter of thanks received from the Pebworth PCC for the council’s donation
   2. Letter received from Pebworth First School regarding action taken on parking
   3. Letter sent to Sunflower Nursery and the Pebworth First School ref: highway parking issues
   4. Email sent from the School’s Head Teacher to all parents requesting consideration when parking at the school or nursery
   5. Broad Marston Road Pavement surface issues and Honeybourne Road potholes reported to County Highways.
   6. WDC planning enforcement confirmed they will investigate the alleged breach of planning at Norton Hall
   7. The rubber seats for the play equipment have been sourced from The Zip Wire Company  
        
      *All other reports are listed under the appropriate agenda headings*
4. **Planning Applications**:
   1. **19/00705/FUL** Location: Low Furrow Farmhouse, Dorsington Road, Dorsington, Pebworth, Description of Proposal: Change of use from workshop to a licensed cattery facility and proposed linked single storey garage building, Applicant: Mrs Carolyn Ashford
5. **Planning application to note: None at this time**
6. **Neighbourhood Development Plan:**
   1. To report on the progress with the NDP and the examiners amendments to the draft plan
   2. To note the invoice for £1,440 from Brodie Planning which is for the final 50% due on Stage 4- Examination and the first 50% due on Stage 5- Post Examination.
7. **Finance:** 
   1. To consider for approval the schedule payments list as circulated. – *circulated pink paper*
   2. To consider and agree the End of the financial year’s bank reconciliation account balances and budgets - *circulated*
   3. To note: the receipt of the first precept payment of £16,751.00 from WDC
   4. To note: the flagpole sponsor has kindly issued a cheque for the full expense of the flagpole and its installation.

1. **Audit:** *papers circulated pack 2* 
   1. To consider the internal auditors report in the AGAR form and confirm any action to resolve issues raised -
   2. To consider and complete the questions in Section 1 of the AGAR
   3. To agree accountancy figures in Section 2 of the AGAR – verified with the end of year reports as circulated
   4. To consider and agree the Clerks explanation of variances -
   5. To note the end of year balance sheet
2. **Power of Competence:**
   1. To consider approving the following resolution for adopting the General Power of Competence (GPC) *NALC information sheet circulated; green paper*
   2. **To Resolve that** “Pebworth Parish Council confirms it has the GPC criteria of; A qualified Clerk, a minimum of two-thirds of the councillors were elected at the last ordinary election and the council has resolved at a meeting of the council and each subsequent relevant annual meeting in an election year that it meets these criteria.”
3. **Community & Council Matters:**
   1. To Note a letter from Richard Levett CALC executive - *circulated yellow*
   2. To consider a request from PIB to install a water butt at the rear of the new bus shelter opposite the Masons Arms - *circulated*
4. **Annual Parish Meeting** 
   1. **To Note:** the draft minutes of the APM - *circulated**Blue paper*
   2. To receive any report on the APM and consider any actions on matters arising
      1. A request was received by the Clerk to clear the base growth from the trees on the roadside between Pebworth and Middlesex
5. **Village Hall:** 
   1. To receive any update reports on the refurbishment project
   2. Email received from the Village Hall Chairman ref: using the Village Hall car park for school parking *- circulated*
   3. To report on the response received regarding the donation request to Persimmon Homes to support the Village Hall refurbishment project. -  *circulated*
6. **Recreation Field: -**
   1. To receive an update report on the installation of the Table Tennis table
   2. To receive an update report on the installation of the flagpole scheduled for May 20th and an update on the planning application
   3. To consider the RoSPA inspection report and any remedial actions - *circulated by email and passed to Cllr John Hyde to report on necessary remedial works*
   4. To consider a request from Fibrex nurseries to use the recreation ground on 22nd of June for one day for parking on their open day.
7. **The Close:** 
   1. To receive a report on the monthly safety inspection and consider any actions arising.
   2. To consider the RoSPA inspection report and any remedial actions - *circulated by email*
   3. To receive a report on the replacement of two rubber seats on the Timberplay equipment.
   4. To receive a report on the new ladder rung supplied from an alternative source and the request to make a donation to The Prostate Cancer Research Charity - Prostate Cancer UK.
   5. To receive a report on the installation of the Eibe play equipment and any matters arisings.
   6. To receive a progress report on the removal of the damaged Horse Chestnut tree and tree limb removal on The Close
   7. To consider a request to stump grinding the removed tree stumps and replanting trees as replacements – *circulated*
   8. To report the Perspex sheeting is now fitted to the Youth Shelter, matter resolved
8. **Street Lighting**:
   1. Faulty lights to be reported for repair.
   2. To report on the progress with the Candela streetlight upgrade contract and the replacement of streetlight #26 by the church.
9. **Highway Matters:**
   1. New highway matters to be reported.
   2. To receive a report on the VAS data collected from Middlesex in April
10. **Lengthsman/Handyman** 
    1. To receive a report on works carried out by the Lengthsman and Handyman.
       1. Repairs to the damaged metal fencing at Town Pool
       2. Removal of the heap of rubbish near the litter bin in the cemetery
       3. Carry out a canopy lift to several trees in the cemetery
       4. Weed control spraying at the cemetery and Honeybourne Road
       5. Erect the tennis net in the MUGA
    2. To consider any new Lengthsman or Handyman matters.

1. **Public Rights of Way:** 
   1. To report any new PROW matters in need of attention.
2. **Cemetery** 
   1. To receive a report on the rubbish clearance and tree maintenance works
   2. To receive a report further rubbish dumping and notices posted requesting rubbish is taken away from the site
3. **Matters Raised by Members:** for consideration and or items for future agendas.
4. **Meeting Dates** 
   1. To confirm the next Ordinary Meeting of the Council is scheduled for Monday 3rd June at 7.00 pm. at the Village Hall.

End.