

Pebworth Parish Council

Minutes of the Annual Meeting of the Parish Council

Held at the Pebworth Village Hall at 7:00 pm on Monday 8th May 2017.

Present: Cllrs. Simon Shiers (Chairman), David Cranage, John Hyde, Richard Weller & Denise Meynell

In attendance: The Clerk- John Stedman and 5 members of the public

- 1) **Election of Chairman:** Cllr Simon Shiers being the only nominee was elected unopposed
- 2) Cllr Simon Shiers signed the Chairman's declaration of office.

3) **Apologies** were accepted from Cllr Pam Veal and Cllr Alastair Adams

4) **Declarations of Interests**

- a) Register of Interests: Councillors are reminded of the need to update their register of interests.
- b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- c) To declare any Other Disclosable Interests in items on the agenda and their nature.
None disclosed

5) **Co-option:**

A paper ballot was held for the co-option of a new councillor to fill the vacancy on the council and the votes cast were: James Pearson 4 and Nicola Thompson 1
The Chairman invited James Pearson to join the meeting and his declaration of office was duly signed.

6) **Election of Vice-Chairperson:**

Cllr Richard Weller being the only nominee was elected as Vice Chairman unopposed

7) **Appointment of Committees**

a. **Staffing:** it was agreed that Cllrs Simon Shiers, Richard Weller and Denise Meynell would form the staffing committee.

8) **Appointment of Working Parties,** the following appointments were agreed

- | | |
|-----------------------------|--------------------|
| a) Planning | full Council |
| b) Finance | full Council |
| d. Pebworth in Bloom | Cllr. Simon Shiers |

9) **Appointments to Outside Bodies – delegates**

- | | |
|------------------------------------|---------------------------------|
| a) Village Hall – | Cllr Denise Meynell |
| b) John Cooper Foundation – | Cllr. Pam Veal |
| c) Neighbourhood Plan Group | To be considered when necessary |

10) **To appoint individual Councillors to the following roles:**

- | | |
|----------------------------------|-----------------|
| a Playing Fields Warden – | Cllr. John Hyde |
|----------------------------------|-----------------|

11) **Dispensations**

The following Dispensations made in 2015 were noted:

- a. A dispensation for Cllr John Hyde for the Lengthsman contract and works.
- b. A dispensation for Cllr John Hyde for the Handyman's contract and work.
- c. A dispensation for Cllr David Cranage for watercourse maintenance

Chairman closed the annual meeting at 7:18

Chairman _____ **Date** _____.

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Minutes of the Ordinary Meeting of the Parish Council

Held at the Pebworth Village Hall at 7:15 pm on Monday 8th May 2017.

Present: Cllrs. Simon Shiers (Chairman), David Cranage, John Hyde, Richard Weller, James Pearson & Denise Meynell

In attendance: The Clerk- John Stedman and 4 members of the public were present

12) **Apologies** were accepted from Cllr Pam Veal & Cllr Alastair Adams

13) **Disclosures of Interests:**

- a) Members were reminded of the need to keep their register of interests updated.
- b) To declare any Disclosable Pecuniary Interests 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 – None declared.

Other Disclosable Interests –

Cllr Simon Shiers declared an interest in minute 27, Drone Flying Request

14) **Open Forum: Chairman adjourned the meeting for open forum:**

A member of the public reported that she has received a letter from Codex confirming that they are going ahead with the building of their development within our Parish, including approximately 35% new social houses. She has sent a copy of this letter to all members of the WDC planning committee.

Ward Members Report: Cllr Alastair Adams's was not in attendance but sent his report which is appended to the minutes.

15) The Chairman closed the adjournment at 7.40

16) **Minutes:** The Council agreed the wording of the minutes of the April ordinary meeting and the Chairman signed them as a true record of the meeting.

17) **The Clerk's Progress Reports.**

- a) Replacement swing seat ordered from Sutcliff Play is confirmed to be delivered on 10th May; the Handyman is to carry out the fitting.
- b) Alleged pollution of the watercourse off Broad Marston Road reported to STW by Cllr Alastair Adams. – no further reports received and members consider the problem is stagnated water caused by the lack of rainfall
- c) Update on the delivery of the new noticeboards from HMP – still waiting for the Perspex for the doors
- d) Parish Council Chairman's Group meeting arrangement update – awaiting further confirmation, Clerk to pursue the matter
- e) Update on when BT plan to remove the phone box at the entrance to Elm Close – BT confirmed it may take their contractors up to two years to remove it.
- f) Letter sent to WDC regarding the Pebworth Housing need survey issues. A reply from Gary Williams was received on May 3rd and noted.

18) **Planning Applications:**

- a) **Stratford District Council** Planning Consultation SCOPE/00030 South Western Relief Road To Stratford-upon-Avon Extending Between The A3400 Shipston Road near Orchard Hill Farm And The Luddington Road/B439 Evesham Road. The Council has no objection or comment on the application.

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- b) Stratford District Council** Planning Consultation SCOPE/00029 Long Marston Airfield Phased development of a new settlement comprising up to 3,500 dwellings. As this consultation is a scoping exercise for the environment impact statement the Council will make the following comments:
- i) Consideration of the impact of intensified traffic on rural roads and villages with funds made available for impact mitigation south and west of the site.
 - ii) Alleviation of additional commuter traffic through small rural villages, particularly Pebworth which is an obvious commuter route by car from the site to the rail station at Honeybourne.
 - iii) Consideration of the impact of increased traffic from the site on the inadequate car parking facilities at Honeybourne rail station and how this situation might be improved.
 - iv) Priority given to the provision of public transport services from the site, including bus services to Honeybourne station (or other stations) and/or the reinstatement of rail/tram links direct from Long Marston.
 - v) Consideration of environmental pollution caused by intensification of traffic in the rural areas and measures to reduce this.
- c) 17/00710/LB:** Broad Marston Manor, Broad Marston Road, Broad Marston, Proposal: Removal of external breeze block wall adjacent to Dovecote.
Applicant: Mr John Edwards.
The Council has no objection or comment on the application.

19) Planning Decisions Noted:

- a) **17/00407/HP** - 4, Marston Mews, Long Marston, Pebworth, Proposal: single storey rear extension Applicant: Mr C Maul. **Granted** with 3 conditions.
- b) **17/00275/HP** Orchard House, Pettiphers Farm, Long Marston Road, Pebworth, **Granted** with 5 conditions

20) Planning Matters

- a) Delegate to represent and speak on behalf of the Parish Council at the Chapel Road development planning meeting on May 11th It was agreed the Chairman would represent the Council at the WDC planning meeting on May 11th

21) Neighbourhood Development Plan:

- a) The Chairman invited Karen Pearson to address the council as lead member of the NDP group. Karen informed the meeting that the questionnaire was now printed and packed by Vale Press and ready for distribution by royal mail post.
Karen had sourced two quotations for processing the questionnaire data and both were very competitive regarding costs. Having scrutinised the details of the two quotations Karen recommended the quotation from Infocorp was the preferred service supplier.
The council agreed with the recommendation and Infocorp will be requested to supply the data analysing service for the questionnaire. Clerk to issue an appropriate purchase order.
- b) Council agreed to the Clerk's request to a further funding drawdown of £5,000 from the WDC NDP fund to cover the questionnaire costs.

- 22) **NALC CALC:** Council agreed to the membership renewal and fee of £404.04 nett

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23) Finance:

- a) **Payments:** Council approved the Clerk's schedule of payments receipts and balances which is appended to the minutes.
- b) **Reconciliation:** Council considered and agree the end of the financial year, bank reconciliation, budgets and balances. Checked by Cllr Denise Meynell
- c) The Clerk reported on the receipt of the first precept payment from WDC
- d) The Clerk reported on the receipt of the HMRC VAT refund of £2,378.65
- e) Council considered and agreed the figures in section two of the 2016-17 Annual Governance Statement and the Chairman signed the statement as required
- f) Council agreed to signing an internet banking access form to allow the Clerk to access the bank account online. The extent of access will be confirmed when the process is complete. Until this is confirmed no Members or the Clerk are to initiate any internet banking transactions.

24) Internal Auditors Report

- a) Council considered the internal auditors report and will take appropriate actions on the only matter raised which is to review the allotment rents annually.

25) Document Review: -

- a) Council agreed the content and values of the Council's asset register with one amendment to the value of the new kiosk to be increased to £2,500.
- b) Council agreed the effectiveness and suitability of the Council's Health & Safety policy.
- c) Council agreed the adequacy of the council's risk assessment.
- d) Council agreed to the 2014 adopted Standing Orders without further amendments
- e) Council agreed to some minor amendments to the 2016 Financial Regulations which will be sent to all members when the amendments are drafted.
- f) A memory stick of all Parish Council computer files as a remote file archive was not available to issue to the Chairman and will be issued at the June meeting.

26) Community Matters:

- a) An abandoned car on the Town Pool car park has been parked there for approximately 3 months and not moved. It was agreed to write to the alleged owner asking for it to be removed as the car park is for residents use and not for abandoned cars taking up valuable space when not in use. Clerk to write to the alleged owner.

27) Drone Flying Request

Note: Cllr Simon Shiers having declared an interest in the following item left the room for the debate; Cllr Richard Weller took the chair

- a) Council considered a request from MCS Media to fly drones from Parish Council land and it was agreed to allow the request providing public liability insurance is in place and the drone operators are licenced to do so.

28) Recreation Field and MUGA:

- a) The opening of two new tenders received along with one already received was carried out and two tenders were found to be within the council's budget for the installation of the MUGA. All the tenders have several options of design and layout and it was agreed that Cllr Richard Weller would carry out a full analysis of the information and report his findings to the next meeting for further consideration.

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29) Street Lighting:

- a) Faulty lights to be reported. None reported

- b) Streetlight upgrade: following the public support at the APM presentation the council agreed to proceed with the streetlight upgrade project and replace the first 10 streetlights. The Chairman confirmed the latest quotation from Candela which included the preferred option for swan neck brackets and the option of a test light installed prior to the main installation works to enable confirmation of the new lights specification. The quoted cost from Candela for the supply and installation is some £12,500 and a further installation quotation from E-on was considered and agreed to be unacceptable on a cost basis. It was further agreed all the new streetlights and columns will be painted dark grey and the installation should be carried out in the late summer. Clerk to raise a purchase order to Candela for the ten lights.

30) The Close:

- a) **Inspection:** The monthly safety inspection found no safety issues needing attention.
- b) The Handyman confirmed the replacement part for the Timber Play equipment was now installed. Matter resolved.
- c) Council considered the RoSPA safety inspection report and agreed no immediate actions were required from the report; some items will be monitored at the monthly inspection.

31) Highway Matters:

- a) New highway matters to be reported. –
 - i) The collapsed verge on the Friday Street & Long Marston Road junction is continuing to deteriorate and will be reported to Highways again
- b) **Little Meadows Sign:** having confirmed the payment for the new highway sign to be sited at Little Meadows it will now be ordered, it was further confirmed the “S” would be added to the word Meadow.
- c) **Bollards:** Council agreed to additional grass verge repairs to Front Street and the continuation of the oak bollards on Front Street. A maximum of eight posts will be installed down to Bank House or the Old Shop. Clerk to order the bollards and spikes for the Lengthsman to install.
- d) **Verge Damage:** as verge damage is occurring in various locations and generally caused by tractors it was agreed to send a letter to local farmers regarding the number and size of farm vehicles coming through the village and the associated damage to roads and verges, a request to use alternative routes will be made.
- e) **Verge Mowing:** it was agreed to have the parish verges mown prior to the Britain in Bloom Judging in July and August.

32) Public Rights of Way: PROW

- a) No new PROW matters reported.

33) Lengthsman/Handyman

- a) New and outstanding Lengthsman or Handyman matters.
 - i) The steps from Front Street into the Churchyard. - ongoing
 - ii) Sign on the junction of Friday Street & Long Marston Road. - Done
 - iii) An iron section is in the ditch from The Close and might be part of the bridge structure. - Done
 - iv) The finger post sign on the corner of The Close requires repainting and lettering. - ongoing
 - v) The banks of the drainage ditch on The Close need to be strimmed - Half done and ongoing.

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- b) To consider any new Lengthsman or Handyman matters.
 - i) Continue weed control throughout the village
 - ii) Attend to the verge in Front Street and install new bollards

34) Allotments:

- a) The Handyman reported he is waiting for a digger to become available for boundary clearance and restoration works. Clerk to chase the digger up with Pro Plant from Bidford on Avon
- b) The tenant of plot 7 confirmed the carpets will be removed from the plot and planting is underway.

35) Cemetery

- a) **Unstable Memorials:** The Handyman reported on several unstable or leaning headstones which need attention for public safety reasons. Some had been laid flat and others require attention. The clerk reported the associated families were no longer in the parish and untraceable, therefore the council agreed to request the Handyman to lay the memorials flat and remove the plinth stones to avoid trip hazards.
- b) The Clerk reported the soil deposit issues on the Grave of Brian Nixon is resolved.
- c) The Handyman reported that the many grave plots topped up with soil are now recovering and will soon return to a grass sward. No further action required at this time.
- d) The Clerk reported that the removal of surplus soil from the cemetery is under the full control of the Parish Council and not the diocese.
- e) The Clerk reported on investigations into the consecration status of the cemetery and confirmed it is not consecrated land.
- f) The Clerk reported on the interment of Audrey Coldicott in grave 843 – Members noted the excessive amount of soil stacked very high on the grave.

36) Pebworth in Bloom(PIB):

- a) Cllr Simon Shiers gave a summary report on PIB activities which is appended to the minutes.
- b) Members considered a request from PIB to protect the memorial site and trees by installing gravel verges. Following a debate on the use of gravel PIB will investigate using ornamental bark instead of gravel and report again at the June meeting
- c) Members agreed to a request from PIB for NGS Open Gardens on 28th and 29th May to allow car parking on the recreation field including temporary removal of goalposts.

37) Kiosk and Defibrillator:

- a) The Chairman reported the kiosk installation is completed but some minor damage occurred in transport and delivery. Cllr John Hyde confirmed he had restored the scratches on the paintwork and could fit the missing glass panes when they are delivered, the Chairman will chase up the missing glass with the suppliers as they have been informed of the matter.
- b) Members considered the PIB recommendation for the supplier of the Defibrillator and its cabinet which the West Midland Ambulance service recommended. The Ambulance service will also provide local training on the use of the Defibrillator. The total cost of £1,400 is within budget and it was agreed the Defibrillator and cabinet should be ordered. The Chairman will send information to the Clerk to raise a purchase order for the supply.
- c) Council agreed to a quotation from PD Long to connect the power supply to the kiosk from the nearby streetlight and supply the necessary control switches.

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38) Matters Raised by Members: for consideration and or items for future agendas.
Members requested the council considered a request for a 7.5 ton weight limit be applied to the whole village, this matter to be considered at the June meeting

39) Confirmation of meeting dates:

a) Council confirmed the next Ordinary Meeting of the Council is scheduled for Monday 5th June at 7.00 pm in the Village Hall

40) Exclusion of the Public from the Meeting. The following resolution was agreed: -

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.

41) Staffing Matters: Clerk's salary review, the council agreed the Clerk is awarded a single SCP increase and an extra two hours of paid time per calendar month, the increases back dated to April 2017

There being no further business the Chairman closed the meeting at 10.35 pm

Chairman _____ **Date** _____.

Payments Authorised			Gross	Net
Cheque Number	Payee	Details	Payment	Payment
1671	Hartwell & Co Ltd	Front St Bollard spikes	55.80	46.50
1672	Playsafety Ltd	RoSPA inspection	100.80	84.00
DD	Npower	Energy for Streetlights	472.27	449.78
DD	Npower	Energy for Streetlights	45.91	43.72
1673	Limebridge RS	Mowing contract	764.40	637.00
1674	Worcestershire CALC	CALC & NALC fees	475.68	404.04
1675	Mrs Pam Veal	APM Refreshments Exp.	15.00	15.00
1676	WCC	Little Meadows Street Sign	235.94	235.94
1677	BPS	Cemetery water tap	19.12	15.93
1677	BPS	Cemetery water tap	5.31	4.43
1678	Geoff Bradley	Internal Audit	85.00	85.00
1679	John Hyde	Lengthsman Works	348.90	348.90
1679	John Hyde	Handyman Works	75.00	75.00
1680	J Stedman	Clerks Salary and Expenses	***	***
1681	Timberplay	Play equipment parts	39.14	32.62

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A summary of the PIB update report by Cllr Simon Shiers

Recent events

- All Things Wild (Honeybourne) - Presented a very interesting wildlife talk for parents and children in the Village Hall
- Hanging basket workshop - Held at Fibrex Nurseries, 27 people attended.
- Church service at St Peters - 45 people attended a special service for PIB
- Village Hall working party 6th May

Forthcoming events

- NGS Gardens Open - 28th and 29th May plus village scarecrow competition (heroes and villains!)
- 6th July - Village judging day for Britain in Bloom (Heart of England)
- 2nd August - Village judging day for Britain in Bloom (National Finals)

Other news

- An opening ceremony for the new phone box (with defibrillator) is planned for June