

**Pebworth Parish Council**

**Minutes of the Ordinary Meeting of the Parish Council**

Held at the Pebworth Village Hall at 7:00 pm on Monday 4<sup>th</sup> December 2017.

Prior to the start of the meeting the Chairman invited PC Jamie Lee to give a police and crime report to the meeting – a summary of his report is appended to the minutes.

**Chairman opened the meeting at 7:12**

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

**In attendance:** six members of the public and John Stedman (Clerk) were present

**197) Apologies:** Cllr Alastair Adams

**198) 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** in correspondence regarding Bank Farm as he is a neighbour to the site

**Cllr Richard Weller** in matters relating to the allotments as an allotment tenant

**199) Open Forum:**

Summary of matters raised by the public:

The ongoing issue with the state of an allotment plot and the completion of the MUGA.

Concerns over the change of use at Low Furrow Farm for the potential use as a wedding venue causing the same traffic problems that Dorsington is experiencing.

Recreation Field surplus soil removal and using it to restore levels on the allotment/orchard site.

Allotment tenant's suggestion to set up a tenants group to help each other when problems arise.

**Ward Members Report:** Cllr Alastair Adams submitted report is appended to the minutes.

**Chairman re-convened the meeting at 7:23**

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

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

- a) Letter sent to the owner of the car alleged to be causing obstruction on Friday Street – Members reported the matter is resolved as the car is parked elsewhere.
- b) Complaint received regarding verge damage on Broad Marston Road, this was reported to Cllr Alastair Adams who responded to the complaint confirming the damage to the verge and footways will be restored by the Severn Trent Water contractors.

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### 202) Planning Application

- a) 17/02251/LB Location: Ullington Hall, Buckle Street, Ullington, Proposal: Minor internal alterations, repairs internally and externally, replacement windows and doors. Applicant: Mr M P Morgan. The Council has no objection or comment on the application.
- b) **17/02294/HP & LB:** Associated Ref:17/02295/LB: Ullington Hall, Buckle Street, Ullington, Proposal: Demolition of outbuilding and erection of new outbuilding. Applicant: Mr M Morgan. The Council has no objection or comment on the application.

### 203) Planning Decisions

- a) Planning Inspectorate APP/H1840/W/17/3177663: Land Off Chapel Road, Rooftop application, **Application dismissed** and noted

### 204) Planning Matters: Note, Cllr Simon Shiers took no part in the following debate.

- a) Council considered a formal response to the letter from Stansgate planning regarding the proposed development at Bank Farm and it was resolved to make no comment on the proposal at this time. Clerk to confirm the decision to Stansgate Planning.

### 205) Neighbourhood Development Plan:

- a) Member's report on the November NDP group meeting and confirmed 4 councillors and 3 residents attended the meeting where 20 development site proposals were allocated to the group for further investigation. Decisions on the 20 sites will be put to the next NDP meeting on 14<sup>th</sup> December.
- b) The return of the NDP questionnaires hard copy from Infocorp to Brodie Planning Associates was noted.

### 206) Finance:

- a) **Payments:** Council approved the Clerk's schedule of payments receipts and balances which is appended to the minutes.
- b) Council approved the parish budgets for 2018-19 and agreed the budget report from the finance meeting – the parish precept will be considered and agreed at the January meeting when the tax base number is known.
- c) The Clerk confirmed the request to Honeybourne Parish Council for a short period loan was declined partly due to lack of necessity.
- d) Council considered a request from PIB for a financial donation towards working funds for completed projects and pending works to improve parish assets. A donation of £200 was agreed from the council's Grants Budget.
- e) Members noted the Notification of external auditor appointments for the 2017/18 financial year which will be PKF Littlejohn
- f) **Internet Banking:** Delegation forms for access to the council accounts on the internet were sent following the last meeting and further information is awaited. Cllr Denise Meynell will chase up the delay with the bank.

### 207) Community Matters:

- a) Update report on the sale of The Masons Arms – The Chairman reported that a sale of the property may be imminent, and no response has been received from WDC regarding the community asset registration and pending moratorium. It was agreed to write to the WDC legal department bringing the matter to their attention. Chairman to draft a letter for the Clerk to send.
- b) Council agreed to a request from Pebworth First School to place a promotional banner on the boundary fencing on The Close near the play equipment. Cllr Simon Shiers will inform the school of the council's agreement to their request.

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### 208) Recreation Field and MUGA:

- a) Cllr Richard Weller reported the MUGA construction was almost completed with only the line marking to be completed which requires dry weather conditions to ensure dry tarmac, this will be carried out as soon as possible. Field surface restoration works are still outstanding and some minor snagging exists, it is likely to be completed in the new year when a full final inspection will be carried out by councillors. The surplus soil will be removed by Total Play subcontractors when the field surface conditions are suitable to gain access to HGV grab lorries which may be in the spring. The contractual agreement for Total Play to remove the soil and recharge the Parish Council is now resolved.
- b) The Clerk reported on the progress with the MUGA planning application and the discharge of planning conditions which is now lodged with WDC along with all the necessary details to discharge the condition set in the original planning approval.
- c) The metal box to store the MUGA tennis net and net-posts will be considered in March as it will not be required in the winter months; Cllr John Hyde kindly offered to store the tennis net until it is required.
- d) Council agreed to a request from Fibrex Nurseries to use the recreation ground as a car park on the 16<sup>th</sup> and 17<sup>th</sup> of June 2018 for a flower show event at Fibrex Nurseries

### 209) The Close:

- a) **Inspection:** The monthly safety inspection found no safety issues needing attention.
- b) It was confirmed Fenland Leisure representative will attend the January council meeting to discuss new roundabouts and play equipment
- c) The Handyman confirmed the maintenance of the rocking horse and painting the youth shelter will be completed in the spring when suitable weather conditions exist.

### 210) Street Lighting:

- a) Faulty lights to be reported. None reported
- b) The Clerk reported Candela had not issued an amended quotation for the streetlight replacement project therefore the purchase order had not been issued, the Chairman will chase Candela for the quotation
- c) The Clerk reported on the procurement of a new streetlight maintenance contractor which is still under investigation.

### 211) Highway Matters:

- a) New highway matters to be reported. None at this time
- b) The finance group's recommendation not to purchase a VAS for £3,000 from Westcotec at this time was agreed by council.
- c) Honeybourne Parish Council has agreed that Pebworth can borrow the VAS for a month, Lengthsman to arrange the loan and siting.
- d) Council agreed to request WCC to carry out a traffic count and speed survey for Friday Street in mid-January when the Severn Trent Water contractors have left the village, Clerk to action the request.

### 212) Public Rights of Way: No new PROW matters reported

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**213) Lengthsman/Handyman**

- a) New and outstanding Lengthsman or Handyman matters. –
  - i) Many footways have extensive moss coverage which requires chemically treating to make the surface safe to walk on. It was agreed to carry out moss control spraying.
  - ii) The PROW across the Slingate on Dorsington Road needs clearing of vegetation - Lengthsman to carry out the clearance work.

**214) Allotments**

- a) Members reported that plot 7 has not been cleared as requested but as the deadline to complete is the 10<sup>th</sup> December, time will be allowed to complete the clearance. If the tenant has a problem in getting the clearance completed, then Cllr Richard Weller will liaise with the tenant to help resolve the problem and suggest half a plot is occupied instead of a full plot.
- b) Council considered a proposal from a tenant to create an allotments tenant group to enable beneficial co-operation between all tenants, Cllr Richard Weller will liaise with tenants to investigate the proposal.

**215) Cemetery**

- a) The Clerk reported on the burial of ashes of Reginald Andrews in the family grave – fees all paid
- b) The Clerk reported on the placement of a memorial tablet for Anthony Hocken on an existing grave – fees all paid

**216) Pebworth in Bloom(PIB):**

The Chairman gave a report on behalf of PIB which is appended to the minutes.

**217) Defibrillator:**

- a) The Chairman reported on the failed efforts to get Defibrillator training arranged with WMAS and no response to requests has been received. Cllr Richard Weller offered to investigate an alternative trainer for the Defibrillator use, and council agreed a budget of £50.00 for the trainer's expenses Cllr Richard Weller to action the option
- b) The handyman's report on weekly Defibrillator checks are in place and a record book will be placed in the Defibrillator cabinet to record visit dates and times.
- c) Cllr Simon Shiers confirmed the Defibrillator ID number and sites post code is fixed on the cabinet door.
- d) Cllr Simon Shiers confirmed the Defibrillator is now registered with WMAS and operational when the emergency services are called on 999.

**218) Matters Raised by Members:** for consideration and or items for future agendas.

None

**219) Confirmation of meeting dates:**

- a) Members approved the Clerk's proposed meeting dates for 2018.
- b) Council confirmed the next Ordinary Meeting of the Council is scheduled for Monday 8<sup>th</sup> January 7.00 pm in the Village Hall

There being no further business the Chairman closed the meeting at 9:35

**Chairman** \_\_\_\_\_

**Date** \_\_\_\_\_.

## Pebworth Parish Council

### Payments Authorised

Cheque Number	Payee	Details	Gross Payment	Net Payment
1730	WDC	Planning fee MUGA	192.50	192.50
1731	Interlocks Surveys Ltd	Rec Field Survey	630.00	525.00
1732	SLCC	Membership fee 40% of £185	74.00	74.00
1733	Limebridge RS	Rec Field hedge cutting	162.00	135.00
1734	J Stedman	Clerks Salary and Expenses	***	***
1735	John Hyde	Lengthsman Works	67.50	67.50
1736	T E Bury	MUGA Planning	1,170.00	1,170.00

### Police and Crime Report

PC Jamie Lee, our local police officer, informed the meeting of the excessive amount of commercial vans being broken into and tradesman tools and equipment stolen, the problem is wide spread throughout the Evesham area.

He confirmed that regular crime reports will be sent to the parish Clerk for distribution to all residents and urged all crime incidents are reported to the police no matter how small or insignificant.

There are two PCSO in our area working with PC Lee and an officer is on duty all of the time in the Evesham area, but it is a big patch to cover so responses may take some time. Officers and PCSO do carry out traffic speed enforcement in all the rural villages but they only have one speed gun to share in the Evesham area, so visits are not very often. PC Lee is aware of potential drug trafficking in villages but identifying or catching offenders is difficult as they move around the villages and different sites.

### PIB update as follows:

Judges' comments have been received following St Peters award of joint second place in the Worcestershire best kept churchyard competition. The burial ground was also judged alongside the churchyard. PIB have full details.

PIB are proposing to install metal 'Garden rings' around the base of the recently planted Elm trees on the recreation field and fill with bark to help them grow and protect them from the mowers.

Forthcoming events:

Saturday 9th December 5pm - Christmas tree lighting in St Peters churchyard

Saturday 16th December - Planting party at Fibrex Nurseries

Sunday 28th January - Bee keeping talk in Village Hall