

Pebworth Parish Council
Minutes of the Annual Meeting of the Parish Council
Held at the Pebworth Village Hall at 7:00 pm on Monday 7th May 2018.

Present: Cllrs. Simon Shiers (Chairman), Pam Veal, David Cranage, Richard Weller, James Pearson,

- 1) **Election of Chairman** Cllr Simon Shiers being the only nominee was unanimously elected as Chairman for 2018-19
 - a) Cllr Simon Shiers read out and signed the Chairman's declaration of office.
- 2) **Apologies:** To receive apologies and agree the reason for absence: Cllr Denise Meynell
- 3) **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 declared
- 4) **Election of Vice-Chairperson** Cllr Richard Weller being the only nominee was unanimously elected as Vice-Chairman for 2018-19
- 5) **Appointment of Committees**
 - a. **Staffing:** The agreed Members are: - Cllrs Simon Shiers, Richard Weller and Denise Meynell
- 6) **Appointment of Working Parties**
 - a) **Planning** full Council
 - b) **Precept** full Council
 - c) **Finance** Cllrs Simon Shiers, James Pearson and Denise Meynell
- 7) **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
- 8) **To appoint individual Councillors to the following roles:**
 - a Playing Fields Warden – Cllr. John Hyde
 - b PROW Group – Cllr. John Hyde
- 9) **Document Review:**

The following policy document were fully reviewed, and the contents agreed without changes

 - a) The content and values of the Council's asset register.
 - b) The effectiveness and suitability of the Council's Health & Safety policy
 - c) The suitability of the Council's risk assessment.
 - d) Any amendments to the new 2018 Standing Orders.
 - e) Any amendments to the financial regulation adopted in 2016.
 - f) Any amendments or updates to the council's 2017 cemetery fees

There being no further business the Chairman closed the annual meeting at 7.22

Chairman _____

Date _____

Pebworth Parish Council
Minutes of the Ordinary Meeting of the Parish Council
Held at the Pebworth Village Hall at 7:25 pm on Monday 7th May 2018.

Present: Cllrs. Simon Shiers (Chairman), Pam Veal, David Cranage, Richard Weller, James Pearson,

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

10) Apologies: Cllr Denise Meynell and Cllr Alastair Adams

11) 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 – None declared.

12) Open Forum:

Summary of matters raised by the public:

- It was reported the water supply to the allotments has been turned off and the location of the stop valve is unknown, investigations will be undertaken to restore the supply
- A request to mow the highway verges at Ullington cross roads was received and the matter will be referred to the Lengthsman for action
- A member of PIB informed the meeting that the PIB footpath group helped to install a new bridge near Browns Wood last week.
- Tree base protection areas have been installed on the Recreation Field memorial site around the 5 silver birch trees
- Permission was sought to install a gravel filled protection area around the memorial stone to mitigate any damage from mowers or strimmers. Councillors offered no objection to the proposal

Ward Members Report: Cllr Alastair Adams's report will be appended to the minutes when available

Chairman re-convened the meeting at 7:40

13) Minutes: The Council agreed the wording of the minutes of the April ordinary meeting of the council and the chairman signed them as a true record of the meeting.

14) The Clerk's Progress Reports were noted.

- a) Letters sent to 32 households regarding dog fouling – it was reported the dog fouling had diminished as no new incidences have been reported, the situation will be monitored
- b) Potholes on the road to Middlesex were reported again to County Highways but the matter remains unresolved and will be referred to Cllr Alastair Adams for action
- c) The vacancy of the PPW was advertised in the Village Newsletter and a candidate is in progress with training by County Council officers
- d) Complaint received over a sunken grave in the cemetery, it was agreed the sinkage is a risk to public safety therefore the Handyman will be requested to top up the soil levels.

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15) Planning Application: none to consider

16) Planning Decisions: Noted

- a) **18/00578/LB** Location: Yew Tree Stables, Buckle Street, Ullington, Description of Proposal: Retrospective application for the conservatory replacement rear of the property. Applicant: Mr Brian O'Grady: Application **Refused** with 1 reason
- b) **18/00374/HP** Alveston Cottage, Broad Marston Road, Broad Marston, Pebworth, Proposal: two storey rear extension **Granted** with 6 conditions
- c) **18/00280/HP** Location: Old School Cottage, Dorsington Road Proposal: Replacement of 4no windows to front roadside elevation (east) with hardwood painted windows. **Granted** with 2 conditions
- d) **18/00376/FUL** Low Furrow Farm, Dorsington Road, Dorsington, Proposed demolition of Class B1 commercial building (Barn 2) and erection of 6 bedroom Bed and Breakfast building **Granted** with 6 conditions
- e) **18/00215/OUT:** Outline Application for 4 Dormer Bungalows on vacant land which is currently within the garden curtilage area of Marston Grange, Long Marston. **Refused** for 3 reasons
- f) **18/00364/HP:** Field Cottage Pettiphers Farm, Long Marston Road, Proposed rear and side extension to principal dwelling, together with conversion of roof space above garage. **Granted** with 7 conditions
- g) **18/00206/FUL:** Little Meadows Farm Little Meadow, Pebworth Road, Ullington, Proposal: Renovation of redundant cottage, new farm shop, new farm buildings and construction of new vehicular access as approved under permission reference number W/15/00848 but without compliance with condition number 1 and 6 so as to amend list of approved drawings and window frame materials **Granted** with 8 conditions
- h) **18/00509/FUL:** Proposal: Change of use from telephone exchange to B1 office use. Amendment to Ref. W/16/01038/CU Location: Telephone Exchange Building, Back Lane, Pebworth **Granted** with 7 conditions.

17) Neighbourhood Development Plan:

- a) Members reported on the April NDP meeting and confirmed the NDP are needing to carry out a parish wide survey to consult on 4 NDP proposed options as only one option can be put in the plan.
- b) Council approved the cost estimates from Brodie Planning Associates and Vale Press for administrating and printing the NDP housing option consultation survey.
- c) Members noted the letter sent to Brodie Planning Associates agreeing the designation of council land as green space land in the policies of the NDP. It was noted that the Village Hall committee needed to be consulted over the matter of land use.
- d) Council agreed that a £4,000 NDP funding draw down from WDC will be requested to cover future NDP expenditure. Clerk to action the request

18) Clerks Salary

- a) It was agreed to accept the NALC approved clerk's salary increase from 1st April 2018

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19) Finance:

- a) Members agreed the CALC / NALC subscription renewal as listed in the payments schedule.
- b) It was agreed to refund a payment to HMRC to correct the VAT over claim error as reported by the internal audit report and confirmed by the Clerk.
- c) Council approved the payments, receipts and balances as circulated by the clerk.
- d) Council considered and agreed the end of year, bank reconciliation, budgets, and balances.
- e) The Clerk reported on the receipt of the first precept payment from WDC.
- f) Council considered the internal audit report and noted the clerk's actions taken on the only matter arising which was the VAT over claim.
- g) The Chairman read out the question in Section **one** of the 2017-18 Annual Governance Statement and the council confirmed all questions with an affirmative answer
- h) Council agreed the clerk's audit figures in Section **two** of the 2017-18 Annual Governance Statement as being correct in accordance with the cash book.
- i) Member reported on the new internet banking delegates registration and confirmed account access has not been achieved.
- j) The Clerk confirmed receiving the sec 106 funding of £41,025.00 for the MUGA installation.

20) GDPR

- a) Members received a copy and signed for the required GDPR Privacy Notice for councillors.
- b) The CALC GDPR training event on 24th May at County Hall was noted with the Chairman and Clerk booked to attend.
- c) It was agreed further consideration of matters regarding the compliance of GDPR would be considered at the next meeting following the Councillor and Clerks training on the matter

21) Community Matters:

- a) Council noted the minutes of the 2018 APM and consider there are no matters arising.
- b) At the Chairman's request members were asked to consider the length and format of monthly council meetings and consider any further suggestions to support the initiative. The following points were put to members and the chairman's full recommendations are listed in appendix 1 of these minutes: -

Public open forum	Members advance preparation	Planning application
Working parties	Discussion time	only one person speaking

 Furthermore, it was agreed the Clerk would recommend planning comments when emailing planning applications to members which would help reduce the need for plan printing and extensive discussions on minor planning applications.

Pebworth Parish Council**22) Village Hall:**

- a) Members noted reports on the Village Hall refurbishment project meeting held with members of the Village Hall charity committee.
- b) It was agreed in principal to fully administer the Village Hall refurbishment project to enable the refund of VAT as prescribed under sec 33 of the VAT Act 1994.
- c) It was agreed to issue a parish wide, New Homes Bonus questionnaire to enable a claim to be made for the current NHB fund of £57,964 to be lodged in favour of the Village Hall refurbishment project. A secondary funding option was agreed for the questionnaire to be an enhancement of the play area on The Close. The generic questionnaire format from WDC will be used for the survey questionnaire and it was proposed to use the distribution and collection process of the NDP survey which is about to take place, Clerk to make the arrangements with the Brodie Planning officer, Becky

23) Recreation Field and MUGA:

- a) **MUGA:** Cllr Richard Weller reported that the MUGA construction snagging works is now completed and the surface painting is imminent. Progress on the soil removal is now imminent as the field conditions have improved.
- b) A further application for sec 106 funding for the Golf net and soil removal was agreed when the cost of soil removal is known.
- c) The Clerk reported the purchase of the litterbin and storage box is complete and delivery of both is imminent.

24) The Close:

- a) **Inspection:** The monthly safety inspection found no safety issues needing attention, but the back rest of the wooden horse is broken, it was agreed the Handyman to replace the back rest.
- b) Council declined the option of fencing the play area with 150m of 800mm high picket fencing as the clerks cost estimate of circa £3,000 was not justifiable for resolving dog fouling.
- c) In consideration of a quotation and recommendation for new roundabout and other play equipment from Fenland Play it was agreed to add to the proposal a Spiral Cone Climber for older children, Clerk to obtain quotations for two sizes of large cone climbers.
- d) Council considered the annual playground inspection report from RoSPA and any matters requiring attention, it was agreed to request the Handyman to attend to the low risk matters of rotted wood of various pieces of play equipment and take up the slack in the Zipwire
- e) Council considered and agreed to a request to install a memorial bench on The Close in memory of the late Ron Tracey. The actual site is to be confirmed and the bench adopted by the council once it is satisfactorily installed. The proposers will supply and install the bench on a solid base.

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25) Street Lighting:

- a) Faulty lights to be reported. None
- b) Members reported the Candela streetlight replacement project is now fully completed and noted the base of some metal columns were not painted right down to soil level.
- c) The next phase of streetlight replacement was considered and the lights in Friday Street and Back Lane by the Cemetery would be considered at the next meeting subjects to budgetary constraints, the Clerk to cost the proposed light installation.
- d) Council agreed to changing streetlight energy suppliers to Southern Electric, Clerk to action the changes

26) Highway Matters:

- a) New highway matters to be reported. None at this time
- b) **Blocked culvert:** The WDC drainage officer's report on the blocked culvert on Broad Marston Road by the allotments was considered and the matter will be referred to the Lengthsman for further investigation and to find a resolve to the matter.
- a) **Traffic survey:** Members considered the WCC quotation for a traffic survey on Honeybourne Road and agreed the cost did not justify the outcome as any speed enforcement or traffic calming facilities is very unlikely to be undertaken.
- b) **Bollards:** in consideration of a quotation for oak bollards be installed along the grass verges opposite the school, and around the corner up Back Lane it was agreed to install the required 14 bollards at a cost estimate of £304.50 plus any ground spikes if required. Clerk to action the works with the Lengthsman carrying out the installation
- c) **Flooding:** Cllr Alastair Adams report on action taken regarding the flooding on Stratford Road under the two bridges. Flood signage is available from the County Highways depot at Hinton on the Green for the Lengthsman to deploy when necessary.

27) Public Rights of Way matters:

- d) No new PROW matters reported
- e) The Clerk reported on progress with the appointment of a new PPW Mr Graham Fowles, the County Council Countryside office is to arrange the required training for the post.

2) Lengthsman/Handyman

- a) New and outstanding Lengthsman or Handyman matters. –
 - i) The debris screen mesh in the ditch by the footpath bridge on The Close failed in the recent heavy rain as it is not strong enough to hold back the debris, the Handyman to be requested to investigate and propose a solution.

3) Allotments

- a) **Noticeboard:** No report was available on the installation of the proposed noticeboard on the allotments.
- b) **Rent arrears:** Council considered the rent arrears for allotment plot 7 and combined with the historic problems with the plot management it was agreed to terminate the plot tenancy with immediate effect. Clerk to inform the tenant forthwith.

4) Matters Raised by Members: for consideration and or items for future agendas. None

5) Confirmation of meeting dates:

- a) Council confirmed the next Ordinary Meeting of the Council is scheduled for Monday 4th June at 7.00 pm in the Village Hall

There being no further business the Chairman closed the meeting at 9.40

Appendix 1 - minute 21b**Chairman's recommendations for reducing meeting times.**

As you know, last month's meeting went on for over 4 hours which is way too long for any of us. Our standing orders say "A meeting shall not exceed a period of 2 ½ hours" and we must take serious steps to ensure this starts to happen regularly. Ideally, I think we should aim to conclude all meetings by 9pm.

So that we can start moving towards this I asked the Clerk to include the following agenda item: "To consider the length and format of monthly council meetings and consider any suggestions arising".

The following recommendations are going to be put forward under this agenda point. If anyone has any further points that they wish to add here could you please e-mail them to the Clerk before the meeting? This in itself will help to reduce discussion time on this point.

1. Public open forum - Ensure timings are maintained as per standing orders copied below::
 - a) *The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.*
 - b) *Subject to standing order 3(f), (copied above) a member of the public shall not speak for more than 3 minutes.*
2. Members advance preparation - All documents circulated by the Clerk which require comment or agreement should always be read in advance and members should come prepared with any comments that they may wish to make. There should be no need for additional discussion. If no comments are received the item can be noted or approved.
3. Planning - As above, with the addition that the Clerk has suggested that he provides guidance as to whether or not each planning application is likely to be within policy. Discussion should be minimal and restricted to key points only. Location maps and plans need not be distributed during the meeting as these should all have been viewed online beforehand. This will also help to cut down the huge amounts of printing that John does ahead of each meeting.
4. Working parties - It will be proposed that a "Finance and General Purpose" working party be established to discuss specific agenda items on an informal basis outside of the monthly council meetings. This group can then put forward considered recommendations to council meetings, again helping to cut down on meeting time.
5. Discussion time - I've always tried to keep things quite relaxed and promote discussion, however I think we now need to try and reduce the amount of time spent talking amongst ourselves. Standing orders say that only one person should speak at any one time, let's aim to keep to that please.

Appendix 2 Finance

Pebworth Parish Council

Payments Authorised

Cheque Number	Payee	Details	Gross Payment	Net Payment
1761	St Peters PCC	Donation	250.00	250.00
DD	Npower	Streetlight Energy	495.40	471.81
DD	Npower	Streetlight Energy	45.91	43.72
1762	J Stedman	Storage box from Garden Store	399.00	332.50
1763	Brodie Planning	NDP final contract fees	3,456.00	2,880.00
1764	Worcester CALC	Annual subscription	516.31	438.16
1765	Playsafety Ltd	Annual playground inspection	172.20	143.50
1766	Westhill Direct	Stationary & ink	118.51	98.76
1767	Limebridge RS	Amenity mowing contract	397.20	331.00
1768	J Stedman	Clerk's salary and Expenses	***	***
1769	Cancelled	Writing error	-	-
1770	Building and Plumbing	Maintenance goods	5.21	4.34
1771	John Hyde	Lengthsman Works	66.70	66.70
1771	John Hyde	Noticeboard works	165.00	165.00
1772	HMRC	VAT error repayment	10,485.43	10,485.43
1773	Geoff Bradley	Internal Audit	85.00	85.00
1774	Candela Light	Final payment for SL installation	1,489.87	1241.65-
1775	Pam Veal	APM catering	15.00	15.00
1776	Glasdon UK Limited	Litter bin for the Rec Field	212.68	177.24