

Pebworth Parish Council
Minutes of the Annual Meeting of the Parish Council

Held as a virtual meeting via the internet at 7:00 pm on Tuesday 4th May 2021.

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

In attendance: Cllr Thomas Havemann-Mart, J Stedman (Clerk)

The Chairman, Cllr Shiers declared that he would not be standing for re-election, having completed four years as Chairman. He thanked the members, the ward members, and the clerk for their support during his time in the role and expressed his ongoing support in handing over to the next Chairman.

1) Election of Chairman for the municipal year 2021-22

Cllr Richard Weller being the only nominee he was elected as Chairman unopposed. He read out the chairman's acceptance of office which will be signed and returned to the Clerk.

The Chairman, Cllr Richard Weller proposed a vote of thanks to Cllr Simon Shiers for his four years as chairman to the council, the proposal was unanimously supported by members.

2) Apologies: All members present

3) Declarations of Interests

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

4) Election of Vice-Chairperson: Cllr James Pearson was proposed and seconded and elected as vice chairman.

5) Appointment of Committees

a. Staffing: It was agreed Cllrs John Hyde, James Pearson and Denise Meynell will be the committee members.

6) Appointment of Working Parties

- a) **Finance:** It was agreed all members will form the group.
- b) **Pebworth in Bloom:** It was agreed Cllr. Simon Shiers will be the council representative.

7) Appointments to Outside Bodies – delegates

- a) **Village Hall:** Cllr Denise Meynell and Cllr S.J. Morrow agreed to be the council's delegates.

8) To appoint individual Councillors to the following roles:

a Playing Fields Warden – Cllr. John Hyde agreed to continue as warden.

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The following policy documents were reviewed for any amendments.

- a) The content and values of the Council's asset register. – two play equipment items to be deleted, Zipwire and Balance scales
- c) The suitability of the Council's risk assessment. – no amendments proposed
- d) Amendments to the adopted financial regulations. - no amendments proposed
- e) Amendments to the councils adopted Standing orders. - no amendments proposed
Cemetery fees will be considered at the next meeting.

Dispensations: Members requests for a new dispensation on matters of disclosable interest. – none

Chairman closed the Annual Council Meeting at 7.25

Pebworth Parish Council

Minutes of the ordinary meeting of the Parish Council

Held as a virtual meeting via the internet at 7:00 pm on Tuesday 4th May 2021.

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

In attendance: Cllr Thomas Havemann-Mart, Cllr Alistair Adams and J Stedman (Clerk)

1. Apologies: Cllr John Hyde personal reasons

2. Disclosures of Interests:

Members were reminded of the need to keep their register of interests updated.
Members were asked to declare any Disclosable Pecuniary or other Interests in Items none

To declare any Other Disclosable Interests in items on the agenda and their nature.

Cllr Simon Shiers declared an interest in Planning minute 6D

3. The chairman suspended the meeting for open forum

Open Forum -

County Councillor Alastair Adams gave his report which is appended to the minutes if available.

Cllr Thomas Havemann-Mart presented his report which is appended to the minutes if available.

Both ward members thanked the retiring chairman Simon Shiers for his term of office.

Chairman re-convened the meeting at 7:30.

4. Minutes:

- a) Members considered and approved the wording of the minutes from the April 2021 Parish Council meeting which will be signed by the chairman.

5. The Clerk's Office.

- a) Council confirmed the Clerk's formal three months' notice of resignation as Clerk to the council.
- b) Council agreed the Staffing Committee will manage the new Clerks' recruitment process which includes the job description, employment contract, interview process and handover.
- c) It was agreed the Clerk will progress the new clerk's recruitment process i.e., advertising the vacancy and receiving job applications.

6. Clerks Report noted

- a) MUGA safety sign ordered from Acorn Creative.
- b) New Lengthsman agreement with WCC signed and returned.
- c) Meon Vale Residents Association added to E-news and minute distribution.
- d) PIB informed of the offer to fund the painting of the War Memorial railings.
- e) Royal British Legion Tommy offer circulated by email.
- f) County Highways responded to the Broad Marston footway resurfacing request

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7. Planning matters

- a) **21/00029/FUL:** Cider Mill Barns, Long Marston Road, Pebworth, Proposal: Demolition of industrial building (unit 3) and erection of a live-work unit. **Refused** with 4 reasons. **Noted**
- b) **21/00281/FUL:** Ashmead, Buckle Street, Ullington, Proposal: Creation of manege (retrospective); demolition of existing barn; erection of replacement barn; installation of horse walker; **Approved** with 5 conditions. **Noted**

To Consider.

- c) WCC Application Ref: **21/000009/CM:** Applicant: I.MC.R. Limited.
Proposal: Proposed railway carriage to be converted and used as a site office and welfare/toilet unit ancillary to the existing scrap metal yard. Location: Long Marston Works, Long Marston Road, Pebworth. The council has no objection or comments on the application.

Note: Cllr Simon Shiers having declared an interest in the next item left the meeting.

- d) **21/00738/LB Associated Ref:21/00782/HP** Location: The Cottage, Friday Street, Pebworth, Description of Proposal: Erection of single storey extension and conservatory and patio. Internal alterations and replacement windows. The council has no objection or comments on the application and considered the conservation planning officer would scrutinise the application details for the listed building.
- e) **21/00646/HP** Location: 2 Hossage Cottages, Blakes Hill, Ullington, Description of Proposal: Erection of a detached outbuilding.
Council considered the potential usages for the proposed building and recommend conditions are applied to restrict its usage to be ancillary to 2 Hossage Cottages and not for any commercial use to protect the neighbours and local environment.
- f) **21/00845/FUL** Location: Sims Metals Uk (South West) Limited, Long Marston, Pebworth, Proposed two railway carriage workshops and ancillary building.
The council has no objection or comments on the application.
- g) **Appeal Ref: APP/H1840/W/20/3259338** Orchard Dene Hall, Broad Marston Road, Broad Marston, the appeal is **granted; Noted**
- h) The Clerk reported the planning enforcement matter at CV37 8AG reported to WDC is under investigation.

8. Finance:

- a) Council approved the May schedule of payments to be made by internet banking as appended to the minutes

9. Audit

- a) Council approved the end of year bank reconciliation and accounts and bank balances – Cllr Denise Meynell confirmed the bank account balance are correct.
- b) Council considered and completed each question in section 1 (page 4) of the Annual Governance Statement and approved the 2020-21 AGAR financial data.

10. Village Hall:

- a) **Report:** Cllr James Pearson reported the handover should be this month as 99% of the works are complete and the path to the frontage is now finished.

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11. The Close and Recreation Field

- a) The monthly safety inspection found no new safety matter of concern.
- b) **Gym Equipment:** Members considered all the many options and quotations provided by five suppliers and to progress the Gym Equipment siting on the recreation field it was agreed to hold a site meeting to consider all the information received from various suppliers. The meeting of members is scheduled for Wednesday 12th May on the recreation field.
- c) Council considered the proposal to allow dogs on the recreation field and rejected the proposal as the field is regularly used for recreational football.
- d) The Clerk reported the new safety signage for the MUGA is ready for collection once payment is made.
- e) Members agreed to a request from PIB to use the recreation field for car parking at the end of May with the condition of suitable surface condition.
- f) Cllr John Hyde reported on the dismantling and removal of the Balance Scales for safety reasons. He confirmed the support timbers have extensive internal rot and not fit for purpose.

12. Cemetery

- a) The Clerk reported on the completion of the removal of plastic flowers from the cemetery memorials.

13. Allotments

- a) The Clerk reported all but one invoice for 2021-22 allotment rents have been received.

14. Street Lighting:

- a) Faulty lights to be reported for repair. –
 - i) Some streetlight controls are not working to daylight times, Cllr Simon Shiers to confirm the streetlight in need of attention.
 - ii) Streetlights #16 & 17 reported to E-on as not working on 30th April

15. Highway Matters: no new items

16. Lengthsman or Handyman Matters.

- a) New highway or maintenance matters in need of attention. –
 - i) Weeds growing through the tarmac in the MUGA in need of spraying.
 - ii) Install the football goal nets if possible.
- b) Works carried out in April: -
 - i) The inspection of the Defibrillator was carried out and reported to LIFELINKcentral.
 - ii) Remedial works on The Close will continue now the School holidays are over.
 - iii) Balance scales removed and disposed of.
 - iv) Plastic flowers removed from the cemetery.

17. Public Rights of Way:

- a) Reports of any new PROW matters in need of attention. –
 - i) The access gate on Long Marston Road to PROW 532C is locked and access is denied, the matter to be reported to the local CAPV group for investigation and action.

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- 18. Matters Raised by Members:** for consideration and or items for future agendas. -
Members: Request to ask Wicksteed for a quote for a single sit-up bench.

19. Meeting Dates:

- a) It was confirmed the next council meeting is scheduled for Monday 7th June, clerk to check the Village Hall availability and any covid-19 implications.
 b) It was confirmed the date and venue for Annual Parish Meeting date is delegated to the Clerk to arrange.

20. Clerk's pay

Clerks unclaimed holiday pay, the item is deferred for consideration by full council in June.

There being no further business the chairman closed the meeting at 8.37 pm

Finance Report.

	Bank Accounts	Verified and Confirmed Account Balances	
Statement	14/04/21	Current Account Balance	£32,182.25
Date	09/04/21	Deposit Account Balance	£38,136.46

Payments Authorised

Cheque Number	Payee	Details	Gross Payment	Net Payment
87	Limebridge RS	Amenity mowing contract	192.00	160.00
88	Worcestershire CALC	CALC & NALC members fee	577.31	489.72
89	Limebridge RS	Amenity mowing contract	852.00	710.00
90	John Hyde	Lengthsman Works	114.60	114.60
91	John Hyde	Handyman Works	52.50	52.50
92	J Stedman	Clerks Salary and Expenses	***	***
93	Acorn Creative	MUGA Safety Sign	44.40	37.00