

Pebworth Parish Council
Minutes of an Ordinary Meeting of the Parish Council held
at the Village Hall, Pebworth on Monday 2nd August 2021

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

In attendance: Mrs D Bowles (Clerk)

Also in attendance: 1 member of the public.

65.	Apologies accepted for absence: All in attendance.
66.	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 considered in virtual meetings and their nature. None declared
67.	Open Forum: The Chairman suspended the formal meeting for the Ward Members and public participation. a) Queries were raised by a member of the public regarding the amenity contract and traffic calming which will be discussed later in the agenda. b) County Councillor Alistair Adams sent his apologies. Report to follow. c) District Councillor Thomas Havemann-Mart not in attendance. The Chairman closed the open forum and reconvened the meeting at 19:12
68.	Acceptance of Minutes: The Minutes of the Ordinary Parish Council Meeting held on 7 th June 2021 were signed by the Chairman having been approved at the Ordinary Parish Council meeting on 5 th July 2021. The Minutes of the Ordinary Parish Council Meeting held on Monday 5 th July at the Village Hall, Pebworth were considered and approved by the Council to be a true record of the meeting and were signed by the Chairman.
69.	Clerk's Report Noted: a) Members noted a new laptop has been ordered and received at a cost of £399.16 with Microsoft Office Personal also being installed at a cost of £54.48. Noted and Closed. b) Members noted a business monthly SIM only contract will be taken out once the Bank account information has been changed. This will enable the VAT to be claimed back. Noted and Closed. c) Members noted the VAT overclaim of £2,603.86 may result in a penalty. Clerk is currently investigating with HMRC. Clerk to monitor.
70.	Planning Matters: Following the July Parish Council Meeting Clerk provided the comments below via email to Members which were approved for submission: a) 21/01476/FUL Location: Land Adj To Bramble Cottage, Dorsington Road, Dorsington, Pebworth Description of Proposal: New build dwelling to replace existing barn approved for residential conversion: "Whilst the Parish Council does not object to this application, it would like to bring to the planners attention the NDP, particularly Policy 3 - Design Policy : <ul style="list-style-type: none"> • preserve or enhance the distinctive local character of Pebworth parish • make a positive contribution to the streetscene and surroundings along with 4.0 of the reasoned justification : <ul style="list-style-type: none"> • locally distinctive building materials which include blue lias stone, rich red/orange brick, Cotswold limestone and timber frames should be used with roof tiles being predominantly plain red clay."
	Enforcement: b) Members noted that Clerk has contacted Enforcement regarding the landscaping works at Norton Gardens who confirmed that a TPOA/17/092 application was submitted and approved in 2018 to fell lawson cypress tree and reduce two smoke bush trees to previous points. The enforcement officer will look into this and provide a response. Cllr Weller reported that machinery has caused Damage to road – due to be repaired. c) Cllr Hyde reported that a resident had reported possible enforcement issues at a site in Long Marston Rd. Clerk to investigate.
	Decisions Noted: 21/00646/HP – Erection of a detached outbuilding at 2 Hossage Cottages, Blakes Hill, Ullington, WR11 8QH. Planning Approved subject to conditions
71.	Finance: a) Members noted the Clerk's report on payments made since the last meeting.

	<p>b) Council approved the July schedule of payments to be made by internet banking as appended to the minutes. Clerk noted that invoices are required to be sent with the agenda pack.</p> <p>c) Members noted the new finance package EDGE IT Systems Ltd has been purchased and information has been uploaded. Clerk to set up generic user for Councillors to obtain access.</p> <p>d) It was resolved that a pension will be investigated for Clerk.</p> <p>e) Clerk advised Members the financial regulations require a full review as the version on the website is out of date. Clerk to contact Mr Stedman (outgoing Clerk) to ascertain whereabouts of current version.</p> <p>f) Clerk advised that Public Arts Money of £171.29 is still available to be spent. Members considered this but decided the timeframe is too short although Cllr Shiers will ask PIB if they can think of anything. Clerk to forward application form to Cllr Shiers.</p> <p>g) It was resolved to accept the quote received from BHIB Insurance for Parish Council insurance for a 3-year Long Term Agreement at £562.65 for 21/22. This is a slightly reduced premium from the originally quoted £618 for 1 year. The policy will continue to be underwritten by Aviva and provides the same level of cover as before. This will also provide a free subscription to Parish Online which is a digital map service and could prove very useful. Zurich were approached but could not compete.</p> <p>h) Members noted that Clerk has now been made administrator to the bank accounts. Paperwork was signed to allow her Delegate User Access. Paperwork was also signed removing Mr J Stedman, Cllr Cranage and making Cllr Pearson a full signatory with internet access.</p>
72.	<p>Mowing & Amenity Contract: It was resolved to accept the minor changes made to the mowing & amenity contract. Cllr Hyde will investigate whether the verge at Millfield can be mown by a regular mower before the contract is finalised. Once information provided Clerk to send final version to Members for approval before advertising, with tenders to be received by 15th October 2021. Meeting was adjourned at 8pm for a presentation for the Outgoing Clerk. Meeting re-convened at 8.15pm</p>
73.	<p>Council & Community Matters:</p> <p>a) Members had been advised a resignation has been received on the John Cooper Foundation following a recent resignation. Cllr Meynell confirmed she was happy to fill the vacancy. NB Following the meeting Cllr Meynell has decided not to fill the vacancy so this will now be advertised.</p> <p>b) Members noted the response from PC Matt Beards re anti-social behaviour. Cllr Weller asked Members to remain vigilant noting any further signs of this type of behaviour.</p> <p>c) Clerk advised Members some of the notice boards are in need of refurbishment. It was resolved that a quote would be obtained to refurbish the notice board at Little Meadows initially.</p> <p>d) Cllr Weller advised Members that the Village Hall is putting together a meet and greet social event on 28th August 2021 at 4pm for new and current residents. Tables will be provided for groups within the village to advertise what they are currently involved in. Cllrs Weller, Cranage, Hyde & Shiers to attend. Cllr Weller to put together a poster providing Councillor names and email addresses, along with information about the Parish Council, eg dates of meetings, becoming a parish councillor etc.</p> <p>e) Cllr Weller is looking at ways, with the Village Hall Committee, to install a security system at the Village Hall. To report back at the September meeting.</p>
74.	<p>Village Hall: Cllr Pearson advised the final valuation will be £9,500 (less retention plus VAT) issued at the point when the snagging is complete. This will take the billing up to the agreed total contract value of £249,500. An update has been requested on the snagging status.</p> <p>The retention sum (2.5% of the contract, ie £6,237.50) is due for release at the end of the 12 months defect period which will be May 2022. This will mean that £15,737.50 needs to be set aside against future billing. There may be one more invoice to come in from the architects.</p> <p>Following this report Cllr Pearson proposed that this item is now removed from the agenda with unanimous approval.</p>
75.	<p>Pebworth in Bloom: Nothing to report.</p>
76.	<p>The Close & Recreation Field</p> <p>a) The Lengthsman advised there is no further action he is able to take regarding the trip edge around the roundabout.</p> <p>b) Following the refusal to use the remaining \$106 monies on outdoor gym equipment, Clerk consulted with Heather Peachey & Jem Teal who confirmed they would be happy to consider trim trail equipment. Three quotes were considered. Members preferred the Wicksteed option but requested that Clerk ascertain</p>

	whether this equipment is for use by adults and children. Clerk to relay answer to Members once received for a final decision by email.
77.	Cemetery: Interment: Members noted the interment of Mr William Gordon Tomlinson and the invoice issued in the sum of £330.
78.	Allotments: Clerk has contacted the three people on the waiting list regarding the offer of a half plot. One response has been received so far confirming she would like to take on a half plot. It was decided to advertise the possible new plots at the Village Hall social on 28 th August.
79.	Streetlighting: a) Members noted that Clerk has reported the faulty lights to Candela who have responded stating the engineers believe this will be an issue with the photo cells which are only warranted for 12 months. The cells have been ordered and once received the engineers will visit to diagnose and rectify. Lead time awaited. Cost to supply and replace these will be £356 + VAT, although this charge will only be payable if the cells are the problem. b) Members considered the next phase of streetlight upgrades. It was resolved to replace the heads on streetlights 6, 7, 8 & 9. Streetlight 11 to be fully replaced and Cllr Hyde will check whether Streetlight 10 also needs a full replacement or just the head. Once this information has been received Clerk to issue a PO to Candela. c) Clerk has contacted Worcestershire County Council who have confirmed they do run a maintenance programme for streetlights. All necessary information has been provided and a quote is awaited, this will cover maintenance and energy costs. d) Clerk advised the streetlight contract with Npower has expired and is also seeking quotes from a company called Clear Utility Solutions for comparison with Worcestershire County Council, although this will be for energy only.
80.	Highway Matters: a) Clerk met with Barry Barnes, Highways to discuss: - possible sites for the proposed VAS along Little Meadows. 2 sites were agreed and permits have been received. The poles will be installed free of charge. Clerk advised Barry that the ordering of a VAS will be discussed at the next budget meeting. - repainting the 30mph and SLOW signs painted on the road. He has confirmed a works order will be raised for these works which should be carried out within 4 weeks. - confirmation of the repair works to the verge at School Rd. - repair of the steps at Front St – Clerk awaiting how these works will be progressed. Clerk to monitor. b) Clerk informed Members that Highways have quoted £300 per pair for repeater roundel markings. Kieran Hemstock, the Senior Technician advised that as the main area of concern is between Pebworth & Little Meadows he would recommend 2 or 3 pairs depending on budget. Members requested that Clerk clarify whether these are roundels to be painted on the road or repeater signs placed in the verge. c) Cllr Hyde to contact Honeybourne Parish Council regarding the VAS. He has delayed this as Honeybourne PC are going through a state of uncertainty at the present time.
81.	Lengthsman/Handyman Matters: Works completed: - Weed spraying on MUGA - Works to the exposed concrete on the slide mound - Sticky tape & residue removed from the slide New and outstanding Lengthsman/Handyman matters: - Weed spraying around the Parish. - New timbers to be fitted to the Wendy house - Road signs to be cleaned
82.	Public Rights of Way: Cllr Hyde advised that he met with Worcester Footpaths Team on 26 th July. It was confirmed the 12ft gate is no longer on its hinges but chained and locked on both sides rendering it unstable to climb and unpassable. Possible locations were investigated for a standard pedestrian gate/open gap at either side, but this would be difficult without the aid of machinery and would take a while to move up the current priority list. He then met with the landowner who confirmed the gate remains locked due to fly tipping incidents. The landowner is willing to be flexible to allow other solutions such as a side gate but does require a secured 12 foot access for his tractor and trailer. These comments to be fed back to Worcester Footpaths Team.

83.	Matters Raised by Members: The following matters were raised by Council Members for consideration for future agendas: a) Cllr Cranage to investigate map information for the village.
84.	Date of Next Meeting: Council confirmed the date of the next Ordinary Parish Council Meeting on Monday 6 th September 2021 at 7.00pm in the Village Hall, Pebworth.
85.	Closure of Meeting: The Chairman closed the meeting at 21:25 hrs

Chairman: _____ Date: _____

FINANCE REPORT

Verified & Confirmed Account Balances

Treasurers Account	20,805.33
Business Bank Instant	55,888.76
Total	76,694.09

July Payments

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
DD	NPower	Streetlight Energy	166.41	7.92	158.49
DD	NPower	Streetlight Energy	542.01	25.81	516.20
BACS	Plastoreg Smidt	Suspension Files	15.99	2.67	13.32
BACS	Limebridge Rural Services	Mowing	618.00	103.00	515.00
BACS	Mr J R Stedman	Admin Expenses	385.98		385.98
BACS	EDGE IT Systems Ltd	5 Year Finance Package	256.80	42.80	214.00
BACS	Currys PC World Business	Microsoft Office 365	54.48	9.08	45.40
BACS	Currys PC World Business	HP Pavilion Laptop	478.99	79.83	399.16
BACS	WALC	Cemetery Training	36.00	6.00	30.00
BACS	Pebworth Village Hall	Hire of Hall - Interviews	25.00		25.00
BACS	Pebworth Village Hall	Hire of Hall - PC Meetings	260.00		260.00
BACS	Prior Garden Maintenance	Grass Verge Clearance	30.00		30.00
BACS	EDGE IT Systems Ltd	Finance Package Setup	108.00	18.00	90.00
BACS	HMRC	Clerk NIC & Tax	115.20		115.20
BACS	Mrs D Bowles	Salary & Expenses	564.52		564.52
BACS	Mr J Hyde	Lengthsman Works	74.25		74.25
BACS	Mr J Hyde	Maintenance Works	179.75		179.75