

Pebworth Parish Council

Minutes of the Annual Meeting and an Ordinary Meeting of the Council
Held at the Pebworth Village Hall on Monday 9th May 2011.

Present: Cllrs. John Hyde (Chairman), David Cranage, Albert Jeffrey, David Lees, and Simon Shiers.

In attendance – John Stedman (Clerk), Ward Member Cllr. Alistair Adams,

Declaration of Office.

Before the meeting all members signed their declaration of office in the presence of the Clerk.

1. Election of Chairperson

Cllr. **John Hyde** being the only nomination and agreeing to take the Chair was unanimously elected Chairman unopposed

The Cllr John Hyde signed the Chairman's declaration of acceptance of office.

- 2. Apologies for absence were accepted from:** - Cllrs. June Haycock, Pam Veal and Tom Bean.
Council agreed that Cllrs. June Haycock and Pam Veal can sign their declaration of office at the June meeting.

3. Register of Interests:

a. Members were reminded of the need to keep their register of interests updated

b. Declarations of Members Personal or Prejudicial Interest in Items on the Agenda.

Personal None declared

Prejudicial Albert Jeffrey – Planning matters for the Albert Jeffrey Transport Yard.

4. Election of Vice-Chairperson

Cllr. **David Lees** was nominated, seconded and elected Vice Chairman unopposed

5. Appointment of Committees

a. Staffing: - It was agreed that three members would be elected to the committee when required.

6. Appointment of Working Parties

a. Planning Full Council

b. Finance Full Council

c. Amenities regulations Cllrs. John Hyde, David Lees, Simon Shiers and Albert Jeffrey

7. Appointments to Outside Bodies – Delegates

a. Village Hall – Cllr. David Lees.

b. Transport Matters – Cllr. Albert Jeffrey.

c. John Cooper Foundation – Cllr. Pam Veal

d. CALC Delegate – None

e. Parish Plan Steering Group – Cllr. Pam Veal – to be confirmed at next meeting

f. Joint Parish Council Working Group for the Long Marston development Cllr. David Cranage

8. To appoint individual Councillors to the following roles:

a) Playing Fields Warden – Cllr. John Hyde

9. Closure

Chairman closed the Annual Meeting and commenced the Ordinary meeting of the Council

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- 10. Chairman Moved:** The meeting be now adjourned for Open Forum
The Chairman welcomed Cllr. Simon Shiers as a new Parish Council member and Cllr. Alistair Adams as the new District Council member for the Honeybourne and Pebworth ward.
- Open Forum** – No public present
- 11. Ward Members Report** is appended to these minutes. .
- 12. Chairman to Move:** The adjournment to close at 7:25.
- 13. Confirmation of the Minutes:** members agreed the wording of the April 11 meeting minutes.
- 14. The Clerk's Progress Reports.**
- a. Watering the new turf on The Close. Members confirmed the turf was satisfactorily growing.
 - b. Frost damaged hedging plants in the cemetery and recreation field. A report from the contractor indicated some plants were dead and many were in a poor state due to the winter frost damage. A further report will be made later in the year when the surviving plants can be identified.
 - c. The Clerk confirmed the Summer Show letter of conditions was sent to Dawn Adams.
 - d. The Clerk confirmed Cemetery Regulations posted on the cemetery notice board.
 - e. The Clerk confirmed the progress on the new housing survey which is expected this month and members requested a distribution list from the Clerk to ensure they have a list of properties to deliver too.
 - f. Use of bus passes before 9.30 a.m. on the 27 service; the Clerks request for a change of policy had been successful and the service was now available after 9:00 am in Pebworth.
 - g. Formal opening of the fire station; all members had received an invitation to attend the formal opening on 10th May
- 15. Planning – New Applications.**
- a) W/11/00480/PP Mrs Cotton Dawn Lodge 1 Chapel Street – Replacement front door with PVC white door (retrospective). Council has no objection or comment on the application
 - b) SDC 11/00784/VARY: Application for discharge of conditions at Long Marston Storage Depot. - Proposed Variation of conditions 19, 20, 21, 34, 36, 43, 44, 46, 48, 49, 54, 56, 57, 58, 59 and 60 of outline element of hybrid planning permission reference 09/00835/FUL.
Cllr David Cranage reported on the Joint Parish Council Working Group's report and their proposed meeting on 24th May. The variation in the condition could allow the 300 holiday lodges not to be built and leave the area open to residential development. The Council agreed to write to the working group offering the council's support to ensure the original planning conditions are retained and enforced.
 - c) W/11/00939/PN Simms Metals, Long Marston, Pebworth – Erection of new maintenance building. The Council has no objection in principal and requests conditions be applied to control operational working hours and noise emissions.
 - d) W/11/00937/PN Simms Metals, Long Marston, Pebworth – Extension and conversion of former maintenance building for plastic separation. The Council has no objection in principal and requests conditions be applied to control operational working hours and noise emissions.
- 16. Planning Decisions - noted**
W/11/000164/CU&LB; Mr Longford, Priory Farm, Broad Marston – change of use of wagon shed to single dwelling – Granted with 12 conditions.

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Cllr Albert Jeffrey having a Prejudicial interest in the next item left the meeting

17. Planning Other:

- a. **Albert Jeffrey Transport Yard development;** An informative letter from Stansgate Planning outlined the responses received from the April public consultation forum in the Village Hall. Comments were made over the site boundaries, access to land beyond the site, the house density on the site and social housing considerations. It was agreed to respond stating the Council will reserve its comment for the formal planning application.

Cllr Albert Jeffrey returned to the meeting

- b. **Norton Hall Playhouse:** Members raised concerns over the construction of an elevated playhouse in the grounds of Norton Hall as it overlooked Front Street properties. The Clerk informed the meeting that planning permission for an elevated playhouse and a chicken pen in the grounds of Norton Hall was granted in 2009.

18. Highways:

- a. **Clerk's report on reported highway defects;**
 - a) Letter sent to Mr Cox, West View Ullington regarding hedge overgrowth. – No reply received from the letter and no action taken to cut the hedge back from the carriageway. It was agreed to refer the matter to County Highways for their attention.
 - b) Back Lane surface deterioration. – This was reported to County Highways in April and members reported no action taken to date.
 - c) Footway surface break-up at the Village Hall entrance - This was reported to County Highways in April and members reported the area was paint marked for attention
- b. **New highway matters to be reported**
 - a) The footway outside Pettifer House in Back Lane has considerable surface deterioration over a large area, Clerk to report to County Highways.
 - b) Hedgerows overhang on the Mickleton lane just over the railway bridge by the Byrds Bungalow.
 - c) Highway hazards at Simms Metals on Mickleton Lane. Members reported that several vehicles had suffered punctures when passing the works entrance and considered small metal shards were responsible. Clerk to Write to Simms Metals and inform the County Highway officer.
 - d) Street name sign for Buckle Street on Ullington cross roads is broken and needs repairing or replacing
 - e) A request for a new street name sign for the Honeybourne Road as it is not signed at the present time.

19. Lengthsman/ Handyman:

- a. **Report on matters raised with the Lengthsman.**
 - a) The repair of sign opposite the Masons Arms – No action taken to date, Clerk to chase up the Handyman
- b. The Clerk reported on the receipt on the WCC Lengthsman claim of £1,360.80

20. Public Rights of Way Reports.

- a. **Requests for the PPW's attention –**
 - a) PPW to assess the need for a new kissing gate to be installed on PROW 538 where it leads from The Close towards Friday Street as the stile is not stock proof.
- b. **PROW 569 Priory Farm.** The PPW reported he had inspected the path and was satisfied it was adequately way-marked; the Chairman indicated he would carry out an inspection to ensure the correct path had been inspected.

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21. Street Lighting –

- a. **Streetlight faults to be reported.** – No. 20 in Back Lane is remaining on all day, it will be reported to the engineer when other lights are in need of attention.
- b. Part night timers – information will be considered at the June meeting.

22. The Close.

- a. **Regular Inspection:** Cllr. John Hyde reported on his monthly inspection and found no new matters of concern. He will be removing the top chain link on the zip wire seat as it shows signs of wear and top up the pea gravel under the rubber safety surfacing.
- b. Council considered the replacement of the rubber matting under the swings and as the RoSPA report did not mention the surface it was agreed to consider its replacement at a later date.
- c. The Chairman summarised matters raised in the RoSPA inspection report and council agreed no issues required attention at this time.
- d. Council considered a wayleave request from Wse Ltd and agreed the proposed works to move a pole on The Close. The Clerk was requested to investigate wayleave payments.

23. Parish Pump:

- a. Council agreed a summer publication of the Parish Pump, Clerk and Cllr. David Lees to present a draft for the June meeting

24. Recreation Field

- a. **Maintenance matters;** no further maintenance has been carried out and none required
- b. Car Park surface: the contractor suggested that due to the unevenness of the surface some 5 tons of graded soil be applied over the netting and raked in to improve the effectiveness of the netting as a surface support. The applied soil would then be grass-seeded to ensure the desired surface was achieved. This work would be carried out when the soil conditions were favourable. The cost involvement would be within the council's budget as the £200 reduction in the landscaping charges would be used to apply the soil and grass seed. Council agreed to the contractor's proposal.
- c. Consideration of terms and conditions to be applied to the use of the recreation field and The Close. It was agreed that the working party would consider this and offer a draft recommendation to the next council meeting.

25. Finance

- a. **Payments:** Council agreed the Payments and Receipts as listed in Appendix A.
- b. Donation request from CAB. It was agreed to donate £50, payment at the June meeting.
- c. Council considered and agreed the year-end bank reconciliation, account balances and budgets
- d. It was confirmed that Cllr. John Hyde is approved to receive copies of the council's bank statements
- e. The Council's Annual Return for 2010-11 was agreed by council and the questions therein all received an affirmative answer.
- f. Council considered the internal auditors report and agreed the recommendations would be applied. The internal audit found no errors in the accounts or the council internal audit procedures.
- g. The Clerk reported the statutory audit notice was already posted on the notice boards
- h. The Clerk reported on the receipt of the first precept payment of £12,575
- i. A new bank mandate will be issued as the council membership has changed

26. Correspondence to be considered.

- a. WCC Bus service review consultation. The Clerk passed questionnaires to members to distribute to parish bus users. It was noted that the 554 service was to change making the service to Evesham once every hour but the Campden route was discontinued.

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27. Documents Noted

- a. WDC Training event on Code of Conduct 9th June

28. Matters Raised by Members - none

29. Next Meeting:

It was confirmed the next Ordinary Meeting is scheduled for the 6th June at 7.00 pm

30. There being no further business the Chairman closed the meeting at 9:20pm

Chairman

Date

APPENDIX A: FINANCE

PAYMENTS TO BE AUTHORISED

May-11

Meeting

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
1200	Kevin Watkins	Lengthsman Works	79.90		79.90
1200	Kevin Watkins	Roundabout removal	547.00		547.00
1201	PCC Pebworth	The Village News	200.00		200.00
1202	Npower	Streetlight Energy	24.54	4.07	20.47
1203	Npower	Streetlight Energy	340.52	16.21	324.31
1204	CALC	Membership	285.69	42.58	243.11
1205	S.H. Smith & Sons	Recreation Field	822.00	137.00	685.00
1206	Milcote Hall Ltd	Recreation Field	504.00		504.00
1207	Playsafety Ltd	Safety inspection The Close	151.20	25.20	126.00
1208	J Stedman	Clerks Salary and Expenses	1120.59		1120.59
1209	Limebridge RS	Mowing Contract	254.40	42.40	212.00
			4,329.84	267.46	4,062.38

Transfer

Payments Received		Amount	Banked
Worc's CC	Lengthsman Return	1,360.80	
Clifford & Sons	Memorial A. Lane Inv/161	110.00	
WDC	First percept payment	12,575.00	

Total **14,045.80**

Ward Member Report

Cllr Alistair Adams

Alistair stated he had been inducted as a new councillor and will be attending his first council meeting next week. He is very interested in the Local Development Framework update and the ramification of the new Localism Bill. He will be offering a comprehensive report for the June meeting.