

Pebworth Parish Council

**DRAFT Minutes of an Ordinary Meeting of the Parish Council
Held at the Pebworth Village Hall on Monday 3rd October 2011.**

Present: Cllrs. John Hyde, Pam Veal, David Cranage, Albert Jeffrey, Simon Shiers, David Lees and June Haycock

In attendance – John Stedman (Clerk), Ward Members Cllrs. Alistair Adams and Tom Bean plus two members of the public

Prior to the meeting, Mr Nigel Potter the WDC housing officer was arranged to present the local housing needs survey and was unable to attend and gave apologies. His presentation will be re-arranged

94. **Apologies for absence were accepted from:** - Nigel Potter, WDC housing officer
95. **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 None declared
96. **Chairman Moved:** The meeting be now adjourned for Open Forum
Open Forum –
The new Vicar for Pebworth and Honeybourne, Reverend Debbie Forman was welcomed to the meeting by the Chairman and introduced herself to the Council. She has taken up residence in the new vicarage at Honeybourne and is looking forward to meeting the parishioners of her parishes. She intends to knock on all parishioners doors to introduce herself.
Cllr. Alistair Adams circulated his monthly report to the meeting. He then reported he had received seven emails relating to the South Worcestershire Development Plan (SWDP) most of which object to the plans proposals for 57 dwellings in the parish and some support for sustained small development; these were passed to the Clerk for parish records. He and another parishioner had created a list of 39 questions relating to local issues with the SWDP and was hoping for answers from a senior WDC planning officer. Cllr Adams has arranged for SWDP local maps and documents to be available from WDC and to display them in the Village Hall over a longer term period prior to the suggested Parish Council lead public presentation.
97. **Chairman Moved:** The adjournment was closed at 7.35
98. **Confirmation of the Minutes:** council agreed the wording of the minutes of the September 11 meeting and the Chairman signed them as a true record of the meeting.
99. **The Clerk's Progress Reports.**
- a. **Low level inspection chambers** at the recreation field pedestrian entrance on Honeybourne Road; it was agreed to request the handyman to make safe these areas with the addition of topsoil to fill the depressions and trip hazards.
 - b. **First Responder** Debbie Ashton; it was agreed to wait for a report on the funding request to Cllr Bean before further consideration.
 - c. **Hunter Page Planning** regarding the new agricultural dwelling north of Pebworth; no further information received.
 - d. **Notices posted** regarding the SWDP consultation meeting in Bretforton and the circulation of the documents to members, Noted
 - e. Confirmation of attendance for members to the Planning seminar on 8th October; Noted

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100. Planning – New Applications.

- a. W/11/01990/PP Mr Beddoes, 2 Hossage Cottages, Ullington – Erection of a balcony - Council has no objection or comment on the application

101. Planning matters

- a. **SWDP consultation:** The Council agreed to hold a presentation event in the Village Hall on 4th November 5:00 to 8:00 pm to gain the views and comments from parishioners enabling a clear directive for the Council's response to the SWDP consultation. Cllr. Alistair Adams will obtain and display the information for the presentation and all Council members will be on hand to discuss matters with the public. A short informal meeting of members will take place afterward to collate the information received from the public. A tick box questionnaire will be available to collect specific information on the local plan issues and proposals.
- b. **The Housing Officers report** on the Housing Needs Survey results; it was suggested Mr Potter now attends our meeting on 4th November at 5:00 pm to present his survey report to the Council as this will precede the Council lead presentation of the SWDP thereby gathering more housing information to be available for the meeting.

102. Highways:

- a. **Highway defects to be reported;**
 - a) Three new potholes at the top end of Back Lane
 - b) A sunken culvert on the Long Marston Road in the Warwickshire section.

103. Lengthsman/ Handyman:

- a. Matters for the Lengthsman's attention – see minute 99a
- b. Matters requested from the September meeting were reported to be completed.
- c. It was agreed to request pruning, hedge cutting and a clean-up of the Town Pool car park area.

104. Public Rights of Way Reports.

- a. Requests for the PPW's attention – The finger post in Back Lane on PROW 514 is broken and requires attention. PROW's 511 and 512 may have missing signs and access problems; Clerk to request PPW to investigate these two matters.

105. Street Lighting –

- a. **Streetlight faults to be reported.** – Following the installation of the new part night timers the following Streetlights remain on all day; No's. 12 in Friday Street, 18 & 20 in Back Lane, 30 & 33 in Front Street. Clerk to inform the engineer
- b. **Part night timers:** Members reported no public comments had been received following the installation of Part night timers. The Clerk will inform Npower on the changes to the lighting inventory.

106. The Close.

- a. **Regular Inspection:** The Chairman reported that his quarterly inspection had been carried out which identified a badly worn swing seat which required a replacement in the near future the full inspection report will be issued at the November meeting.
- b. Timberplay maintenance engineers visited the Zip Wire equipment and adjusted the wire tension and also checked the structure and its foundation their report was issued to the Clerk.
- c. Council considered a quotation from Timberplay for replacement of dog resistant pendulum seats amounting to £70.00 each and agreed any replacements could be made at a later date.

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107. Recreation Field

- a. **Field Maintenance report:** the Chairman reported the boundary hedge and field ditches had been cut and the grass was showing good signs of regrowth following the summer drought. A further fertilizer application may need to be considered in the spring.
- b. **The terms and conditions** to be applied to the use of the field were reviewed and the wording agreed. The fees to be applied under the condition will be considered by the finance group meeting when the precept is debated.

108. Cemetery:

- a. Council agreed to a winter maintenance trim and clean-up of the lower boundary with an allowed input time of two hours. Clerk to instruct the handyman.
- b. The Clerk reported on the sale of Grave 793 and the interment of Baby Goddard-Key.
- c. The Chairman reported the bottom hinge on the cemetery gate was broken and he would attend to fixing it when time permitted.
- d. It was noted that the main access field gate needed to be kept closed to discourage unauthorised access

109. Queens Jubilee Britain in Bloom Competition:

- a. Cllr. Shiers reported that an explanatory letter had been distributed throughout the village and very good support for the competition had been shown. The theme will be “Market Gardens” with appropriate private displays made throughout the village on judging day. The committee will be inspecting the village to find sites for floral enhancement and will be requesting sponsorship from local businesses and others. The committee wishes to involve the local children asking for them to make up displays for the big day. The next committee meeting will be on 13th October.

Note: At 8.35 the Chairman adjourned the meeting to allow an open public discussion with Cllr. Tom Bean who had arrived late. His report is appended to the minutes. The Chairman thanked Cllr. Bean and re-convened the meeting at 8.45

110. Finance

- a) **Payments:** Council agreed the Payments and Receipts as listed in Appendix A.
- b) The Clerk reported Clement Keys had returned the annual return with an unqualified option
- c) Members agreed the Council’s 2nd quarter accounts, budgets and bank reconciliation
- d) The Clerk reported on the closure of the 2010-11 audit and the posting of all required notices.
- e) The Clerk reported on the receipt of the second and final precept payment from WDC
- f) The Clerk reported on the banking error whereby the £4,000 transfer reported in September was made the wrong way round making it necessary to transfer £8,000 to balance the error.

111. Correspondence to be considered.

- a. Worcestershire Heritage Garden advertising for events diary 2012; Cllr. June Haycock took the information to pass to local event organizers.
- b. NHS Gloucestershire Mickleton consent to dispense to patients Rurality review. Members noted the information

112. Documents to Note –

- a. Clerks and Councils Direct

113. Matters Raised by Members for the next meeting agenda

- a. **Cllr Simon Shires:** asked if the Scouts could erect some tents on The Close on 29th October, members were agreeable to the request.
- b. **Cllr. Pam Veal :** requested the Pebworth Discretionary Fund be placed on the next agenda as the new Vicar was now available for consultation

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114. Next Meeting:

- a. It was confirmed the next Ordinary Meeting is scheduled for the 7th November at 7.00 pm
- b. A public presentation and discussion meeting on the SWDP to be held on 4th November; Clerk to post notices.
- c. A finance group meeting to be arranged in November to consider the next precept.

115. There being no further business the Chairman closed the meeting at 9.05pm

Chairman

Date

APPENDIX A: FINANCE

PAYMENTS AUTHORISED

Oct-11 Meeting

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
1230	Zurich Municipal	Insurance premium	2247.97		2247.97
1231	PD Long	Part night timers on Streetlight	2383.20	397.20	1986.00
1232	Clerks PAYE	HMRC	266.11		266.11
1233	J Stedman	Clerks Salary and Expenses	295.79		295.79
1234	Clement Keys	Audit Fee	342.00	57.00	285.00
1235	Kevin Watkins	Lengthsman Works	114.80		114.80
1236	Limebridge RS	Mowing Contract	508.80	84.80	424.00
			6,158.67	539.00	5,619.67

Transfer		8000.00	Sep-11
Payments Received		Amount	Banked
Funeral services Ltd	Plot 793 purchase Mr Key	110.00	30-Sep
WDC	Final Precept payment	12,575.00	30-Sep
Total		12,685.00	

All Paid Up Bank Accounts	
DEPOSIT ACCOUNT	25047.57
CURRENT ACCOUNT	6103.37
TOTAL FUND BALANCE	31150.94
Reserve Lighting Fund	4000.00
Reserve Capital Fund	4000.00
Revenue available	23150.94

Ward Members Report

Cllr Tom Bean reported he has a ward member's fund of £10,000 from the County Council to allocate to his ward for community and parish projects or general support funding. The entire fund needs to be allocated by March 31st as only 10% can be carried forward. The Parish Council suggested to Cllr. Tom Bean that new pedestrian access gates for the recreation field could be funded and Cllr. Bean asked for a formal request. Clerk will obtain quotes and make the funding request. He has requested further highway repairs be carried out on Buckle Street and some defects still exist following the extensive resurfacing works. He requested salt grit bins and snow clearance be placed on the next meeting agenda when he would report further.