

Pebworth Parish Council

DRAFT Minutes of the Annual Meeting and an Ordinary Meeting of the Parish Council
Held at the Pebworth Village Hall on Monday 14th May 2012.

Present: Cllrs. John Hyde (Chairman), Simon Shiers, June Haycock Albert Jeffrey, and David Lees
In attendance – John Stedman (Clerk), Ward Member Cllrs. Alistair Adams and three members of the public.

1. **Election of Chairperson:** Cllr. John Hyde being the only nomination for Chairman was unanimously elected unopposed.
2. To receive the Chairman's declaration of acceptance of office. Council agreed this would be signed at the next meeting.
3. **Apologies:** To receive apologies and agree the reason for absence:
Cllrs. David Cranage, Pam Veal & Tom Bean.
4. **Disclosures 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
Personal and Prejudicial Cllr Simon Shiers, Planning at Bank Farm as a neighbour to the site
5. **Election of Vice-Chairperson** Cllr. David Lees being the only nomination for Vice-Chairman was unanimously elected unopposed.
6. **Appointment of Committees**
 - a. **Staffing:** It was agreed that three members would be elected to the committee when required.
7. **Appointment of Working Parties**

a. Planning	full Council
b. Finance	full Council
d. Pebworth in Bloom	Cllrs. Pam Veal, June Haycock & Simon Shiers
8. **Appointments to Outside Bodies – Delegates**

a. Village Hall –	Cllr. David Lees.
b. Transport Forum Worc's –Cllr.	Cllr. Albert Jeffrey.
c. John Cooper Foundation –	Cllr. Pam Veal
d. CALC Delegate –	None
e. JCWP Masterplan Group -	Cllr. David Cranage
9. To appoint individual Councillors to the following roles:

a) Playing Fields Warden –	Cllr. John Hyde
----------------------------	-----------------

Ordinary meeting minutes

1. **Chairman Moved:** The meeting be now adjourned for Open Forum
Open Forum: Carole Longden of Heart of England Forestry outlined the proposals for the forest which spreads over the Pebworth and Honeybourne parish boundaries. It will be an indigenous broad leaf forest with many miles of permissive footpaths throughout and contain many wildlife habitats. Concerns were expressed over the loss of open countryside and panoramic views and these concerns as supported by WDC.

Pebworth Parish Council

Cllr. Alistair Adams issued his report which is appended to these minutes.

2. **Chairman Moved:** The adjournment closed at 8.05
3. **Confirmation of the Minutes:** Due to the April minutes not being circulated to all members, it was agreed to confirm them at the June meeting.
4. **The Clerk's Progress Reports.**
 - a. **Public liability insurance** from Zurich was confirmed for the Jubilee Beacon event.
 - b. **New post mounted litterbin** to replace the vandalised bin in Broad Marston Road had not been delivered, Clerk to pursue the matter.
 - c. **Timberplay Balance Scale** new seats confirmed as fitted and satisfactory.
 - d. **QPS re-accreditation** portfolio ring binder no longer available from CALC; it was agreed to reuse the original binder for re-accreditation.
 - e. **Water course maintenance** at Mill Field, Long Marston Road. A letter from the WDC drainage officer reported no problems with the ditch for the purpose of clearing surface water but a stagnant water situation exists which he has referred to the Environmental Health Officer for a further report and the report is awaited.
 - f. **Big Tree Plant:** A letter from the scheme providers offering congratulations was considered as it required further financial and tree quantity changes to the planned scheme. It was agreed that the imposed changes to the scheme were un-acceptable and the required Parish Council funding would be more cost effective if the scheme was abandoned. In consultation with Cllr Pam Veal the Clerk will inform the scheme providers of the Councils decision to withdraw.

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

5. **Planning – New Applications.**
 - a. **W/11/00940/OU** Mr Redfern- Bank Farm; Demolish farm buildings and construct six new dwellings.
After studying the new detailed plans, no material or design changes from the original application were found. The Council acknowledge the change of two dwelling to affordable status mitigating only one of the reasons for the objection to the original application. With no changes to planning policy since the original application the Council agreed to make a response of strong objection for the following reasons: -

The application site lies outside the defined settlement boundary for Pebworth and represents open countryside development. The proposed development of the site would be contrary to policy GD.1 of the Wychavon District Local Plan 2006, which seeks to direct most new developments to sites in main urban areas and defined settlements.

The proposed dwellings would be located within a working agricultural holding adjacent to the designated Conservation Area and it is considered that the design bears no relation to the traditional street scene and building line of Front Street. Therefore, the proposed dwellings fail to recognise and respond to the setting of Pebworth and thus fail to integrate within the surrounding area.

The Parish Council's questionnaire results in respect of the SWDP proposed development sites indicated that New Road and Broad Marston Road sites were the most preferred sites with Bank Farm being the least preferred site receiving only 18% support. The results also indicated an acceptable village growth rate of 20 to 25 houses up to 2030. The Bank Farm proposal would exacerbate the acceptable village growth rate for the remaining 18 years of the SWDP plan because of the already granted 10 dwellings on the Albert Jeffrey Transport yard and the potential of building more social housing as demonstrated in the local housing need survey. Therefore, the proposal fails to meet the preferred options of the parishioners of Pebworth and the Parish Council's submission to SWDP.

Pebworth Parish Council

In consideration of the emerging SWDP policies for category three villages this application fails to support local opinion and confirmed housing need.

The Parish Council fully supports the case officers' four reasons for refusing the original application and supports the planning policies therein.

For the above reason the Parish Council strongly objects to the application.

Cllr. Simon Shiers returned to the meeting

6. Planning Decisions to note

- a. W/12/00405/PP Icknield Barn, Friday Street, Pebworth, Proposed Garden Room Granted with 3 conditions.
- b. WCC 11/000053/CM Bird Group Long Marston works. New building for a shredder: Granted with 10 conditions.
- c. W/12/00548/PP The Homestead, Back Lane, Pebworth- Full refurbishment Granted with 3 conditions.

7. Planning Matters:

- a. Members agreed to request Stratford District Council to consider a sec.106 payment for Pebworth community infrastructure from the St. Modwen Long Marston development. Clerk to action the request.
- b. Cllrs. David Lees, Simon Shires and Mr Richard Holland are the three delegates to attend the Neighbourhood Plan workshop on May 28th at the District Council offices Pershore. Cllr David will Check these arrangement with Cllrs David Cranage and Pam Veal.
- c. Neighbourhood plan working party membership of councillors and parishioners will be considered following the workshop meeting at Pershore.
- d. Adoption of the bus shelter; The County Council officer confirmed further consultation will take place prior to the adoption of the bus shelter under Sec 106 fund from the Jeffrey Transport site.

8. Highways:

- a. New highway matters to be reported.
 - i. Back Lane surface deterioration around a manhole
 - ii. Back Lane, a raised gully is allowing water flows around it and requires lowering
 - iii. Blocked Gully by Charnwood
 - iv. Ponding by Norton Hall Gates in School Road
 - v. Several potholes on Long Marston Road
- b. Council gave further consideration to the issues regarding the Honeybourne Road street signage. It was agreed to point out to WDC that the residents in Pebworth Fields who are the only objectors do not have the road name in their property addresses and therefore are not a material consideration in the matter. They were only consulted on the request of the WDC officer but live some 500 metres from the road, all the properties actually on the road have at every opportunity requested the road to be signed to what it is; "Honeybourne Road" Further information on the road name is in Cllr Alistair Adams report appended to the minutes. The Clerk will make further reference to the WDC officer to resolve the matter.

9. Lengthsman/ Handyman:

- a. Matters for the Lengthsman's attention –
 - i. Request to clear the weeds on the footway in Front Street particularly at the base of the wall.
 - ii. To clear the scrub and brambles on the banks of the ditch on The Close and recharge Rooftop Housing Group their agreed £300 funding, Cllr Simon Shiers will co-ordinate the works.
- b. Council agreed the continuation of the Lengthsman contract with WCC, and noted the allowance for 2012 to be £1938.00.

Pebworth Parish Council

- 10. Public Rights of Way Reports.** Requests for the PPW's attention – None at this time
- 11. Street Lighting –**
- a. Streetlight faults to be reported. None at this time.
 - b. Streetlight 15 in Friday Street is now replaced and the invoice is awaited, when received it will be passed to Aviva insurance for payment.
 - c. Council agreed to a 5% increase in maintenance cost from P D Long.
- 12. The Close and Recreation Field**
- a. **Regular visual inspection:** The Chairman reported that all the equipment was in good order. The Balance Scale new seats are now fitted.
 - b. **RoSPA inspection report;** Members considered the high risk categorization attributed to the lack of safety signage on site boundary giving a warning of a “Water Hazard” in the ditch to be an unacceptable change in categorizing the site as in previous years this had only been a low or medium risk. Further changes to risk levels were noted and it was agreed the Chairman would enquire with RoSPA why the changes had been made and the warning signs would be purchased if necessary.
 - c. **New Gates:** The Clerk reported the installation of the two pedestrian gates is imminent.
 - d. A request to hold a Cubs football tournament on Sunday 8th July was agreed with a condition that The Close would remain available for Public use.
 - e. **Mowing:** the Chairman informed the meeting he had received a quotation for a local contractor of £75 per cut to mow the recreation field with a rotary mower. It was agreed this was acceptable and the chairman would instruct the contractor when the mowing was needed.
- 13. Pebworth in Bloom**
- a. A request to paint the metal field fencing in Friday Street was considered and following investigations it was noted the fence is owned by the County Council who had previously declined a request to have it painted or to share any costs for painting. The cost of painting was considered to be beyond the resource of the Parish Council and the In Bloom committee will look to a solution.
 - b. Cllr. Simon Shiers reported on the receipt and siting's of six out of the seven stone troughs and the seventh is expected to be delivered tomorrow (15th May), planting will take place shortly. The Clerk confirmed the troughs are on the Council's insurance schedule and placed in the asset register. Simon also reported that the In Bloom judging date is confirmed as Friday 13th July, fund raising currently stands at £1070.00 with a further £250.00 to follow. Rooftop Housing has offered a large grant to the In Bloom committee and £300 to clear the banks of the ditch on The Close, Simon will co-ordinate the works with the Council's handyman. Council also agreed that the Chairman will make arrangement with a local contractor to mow all the parish highway verges prior to the In Bloom judging.
 - c. Cllr. Simon Shiers handed the Clerk the cash and cheques he had received as donations to the In Bloom committee which amounted to £1070.00. Cllr David Lees checked and agreed the amount before the Clerk took custody of the money.
- 14. Jubilee Event update:**
- a. The Jubilee beacon official lighting time is confirmed by the Pageantmaster as 10.15 pm.
 - b. The Clerk confirmed public liability insurance cover for the Beacon is in place.
 - c. Cllr. David Lees reported on the Jubilee weekend celebration events. He informed the meeting that the Children's party is now fully organised and very well subscribed too, a request to Cllr. Tom Bean will be made for financial support for the party. The Jubilee commemorative mugs for the children are ready for distribution. The WI will be providing the teas and a barbeque will be provided. A meeting with the fire brigade is arranged to organize the beacon building, many locals have donated material for the beacon and materials transport is also in place.

Pebworth Parish Council

- d. A report on the Party in the Park from Dawn Lodge was circulated to members and noted.
- e. Open Gardens Car parking arrangements. Members expressed concerns over of parking for the Open Gardens event last year as no one appeared to be in charge. It was agreed parking on The Close would not be permitted. The recreation field would be available for parking and Marshals would be required to ensure organised parking takes place. The Clerk will investigate who is responsible for the event and pass on the council's requests.

15. Annual Parish Meeting:

- a) **Matters arising;** an email from Carole Longden of Heart of England Forestry offering to provide saplings for the Big Tree Plant was accepted along with supplying transportation for the Beacon material.
- b) Carole's request to join the Parish Neighbourhood Plan working group was agreed.

16. Audit: (cream papers)

- a. Council agreed that the internal audit arrangements comply with the 2011 regulations i.e. Cheque signing, Bank reconciliation, budgetary checks, Account balances, security and internal auditor compliance are all satisfactory.
- b. Council agreed the end of year bank reconciliation, account balances and budget balances.
- c. Council agreed the effectiveness of the councils risk assessment.
- d. Council agreed the up dated council's asset register and the valuation update.
- e. The Clerk confirmed that the Statutory audit closure notices were posted on the notice boards
- f. Council agreed Cllr. John Hyde is approved to receive copies of the council's bank statements.
- g. Council considered the internal auditors report and were satisfied with the action taken over the issues raised in the report.
- h. Council agreed the Annual Return for 2011-12 and the questions in Section 2 were all answered in the affirmative likewise with the internal auditors section.
- i. The Clerk confirmed his PAYE online declaration and receipt of a P35 and P60 from HMRC.

17. Finance

- a. Council approved the Payments, Receipts and Balances as appended to the minutes.
- b. The Clerk confirmed the receipt of the first precept payment of £12,575.00 on 30th April.
- c. Council declined a £50 donation request to the WDC Bursary Award fund
- d. It was agreed to pay the streetlight energy account to Npower by variable direct debit thus saving overdue demands and the cost of postage stamps. Members signed the direct debit mandate to enable the changes.

18. Correspondence for consideration

- a. Letter from Peter Luff MP regarding planning policy for traveller sites was noted
- b. Correspondence from Pebworth Village Hall secretary regarding Sec 106 Monies Application was noted

19. Correspondence Noted

- a. Warwickshire County Council waste core strategy.
- b. Volunteer centre leaflets.
- c. WCC Think Local in Worcestershire consultation.
- d. Letter of thanks from CAB for the £50.00 donation.
- e. Long Marston Estate Newsletter Issue 1.
- f. Worcestershire Rural Outreach Project.
- g. Clerks and Councils Direct.

Pebworth Parish Council

20. Matters Raised by Members for the next meeting agenda

Cllr. David Lees –

- a) The location of the new Dog Waste bin near the Village Hall entrance. It was agreed that the Handyman would move the bin further away from the entrance gate and Cllr David Lees would co-ordinate the works within a £50 budget.
- b) **Cllr. Simon Shiers:** The bus shelter at Middlesex; Simon's proposal to tidy the area around the shelter, add some floral decoration and clean the shelter up for the In Bloom Judging was fully supported by Council, an option to paint the shelter was not favoured. The In Bloom committee will carry out the tidy up.

21. Next Meeting:

- a. It was confirmed the next Ordinary Meeting is scheduled for the 11th June at 7.00 pm

22. There being no further business the Chairman closed the meeting at 10.15 pm

Chairman

Date

APPENDIX A: FINANCE

PAYMENTS AUTHORISED

Jun-12

Meeting

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
1272	Round Wood Trading	PIB Troughs	385.00	64.17	320.83
1273	Grays of Worcester	PIB Troughs	450.00	75.00	375.00
1274	Pebworth Village Hall	Jubilee Mug donation	100.00		100.00
1275	Cllr Alistair Adams	Speed aware stickers	59.00		59.00
1276	BPS	Town Pool Fencing	12.55	2.09	10.46
1277	Npower	Streetlight Energy	310.07	14.76	295.31
1278	Npower	Streetlight Energy	45.67	7.61	38.06
1279	Timberplay	Play Equipment	110.40	18.40	92.00
1280	Fernley Hayase	PIB Troughs	750.00	125.00	625.00
1281	J Stedman	Clerks Salary and Expenses	1149.65		1149.65
1282	Westhill	Stationary	55.99	9.33	46.66
1283	Kevin Watkins	Handyman Works	62.50		62.50
1283	Kevin Watkins	Lengthsman	164.90		164.90
1284	Limebridge RS	Mowing contract	508.80	84.80	424.00
1285	Cllr David Lees	Mileage expenses	16.30		16.30
1286	Worcester CALC	CALC Subscription	296.39	43.97	252.42
			4,477.22	445.13	4,032.09

Account Transfers

Received from	Description	Amount	Date
AVIVA insurance	Streetlight 15 claim for expenses	100.40	11-Apr
WCC	Lengthsman claim	783.00	03-Apr
WDC	First Precept payment	12575.00	30-Apr
		Total	13,458.40

Pebworth Parish Council

District Councillor Report - Pebworth

Month: May 2012

**Prepared by Alastair Adams – Honeybourne & Pebworth Ward,
Wychavon District Council**

I attended the Wychavon District Council Design awards last Tuesday 8th May which rewards good design of properties built in the District in the last 24 months. I was on the panel of judges that in February visited the 9 properties on the short-list, and there were 5 winners who all received special blue plaques for their buildings. Some wonderful buildings including Mucknell Abbey which is the new home to the nuns and monks that rented Broad Marston Manor near Pebworth for many months last year. They won the Heritage award, if you want to go and see this fantastic building go to <http://www.mucknellabbey.org.uk/>

1. Planning

a. Neighbourhood Plan for Pebworth - Further to the £20,000 from central government awarded to Pebworth Parish Council to help develop its neighbourhood plan, training has been organised for 28th May for Parish Councillors

b. SWDP– In the next few weeks the results of the first public consultation and its effect on Pebworth’s housing targets will be announced. It is expected that the housing numbers will be reduced from the current figure of 57 houses, although there are no guarantees. A formal report will be sent to the Parish Council by the end of June, and it will then go to a 2nd public consultation after the WDC vote on it in early July.

c. Honeybourne Road signage – Following my meeting with a few residents recently, there seems to be confusion on why the Parish Council want to erect road signs on Honeybourne Road, identifying the road as “Honeybourne Road”. The reason is Worcester County Council records are wrong as their “Roads Gazetteer” identify the road as “Stratford Road” although locals have always known the road as “Honeybourne Road” and Fibrex Nurseries have Honeybourne Road as their address on all their brochures and promotional items for over 30 years. This error first came to light when the new Fire Station was being built and the sign outside the construction site called it Stratford Road. The Fire Brigade now have agreed that the road is in fact called Honeybourne Road. To prevent any confusion in the future, the Parish Council wants to correct the “Road Gazetteer “ held at the WCC, and to erect road signs naming the street as Honeybourne Road. Changing the Road Gazetteer will automatically update the various agencies that supply information to the Satellite Navigation companies. Honeybourne Road changes to Stratford Road at the top of the hill by Bayliss Hill.

2. Resident queries:

(a) Metal fencing on Friday Street - I was asked to see if Wychavon District Council owned the rusty metal fencing opposite Low Furrow in Friday Street as it needs painting urgently. I spoke to WDC who confirmed it was not owned by them, but could be owned by Worcester County Council.

(b) Dorsington Road – The surface water on Dorsington Rd was inspected by Highways and the probable cause was a blocked drain outlet in the ditch further down the lane. This has now been cleared, but there is still water seeping from the road. I have spoken again to the engineer at WDC, and a further inspection from Highways is planned. The latest view is this may be a leaking water pipe that will have to be referred to Severn Trent.

Pebworth Parish Council

3. Speeding – reminder 30mph – please drive carefully Several residents have requested the 30mph reminder stickers I mentioned in last month's report. Below is an article that was published in the Parish Magazine last month. All the stickers that have been requested have been delivered. There are still some left, but they are running out fast. So if you want some too, please email me on adams.pebworth@gmail.com, or phone me on my mobile 07725 979 277 and simply give me your name and address and the number of stickers you want. (maximum 4 per household).

4. Broadband — We have at last given the go ahead to the consultant to start the feasibility report on Broadband. This will ascertain where the fibre optic cable is near to our village, and what is the most cost effective way to increase our Broadband speeds. The next meeting is planned for the 18th May in the village with the consultant and Michael Poore with a tour of the area. Afterwards there is a meeting with the Head of Honeybourne First School, and others to look at what else we can do to help our bid for the 2nd round of DEFRA funding

Speeding – 30mph wheelie bin reminder stickers

We all know speeding kills, and speeding through our villages causes a lot of concern for many residents. Since I was elected last May, I have been trying to achieve some form of way of reminding motorists of the 30mph speed limit. Various conversations with the police and Worcestershire County Council have come to little, but at last GOOD NEWS, Wychavon District Council have agreed that we can apply 30mph reminder stickers to their wheelie bins. This is a gentle reminder to all drivers, and has worked well in other villages. Surprisingly, from various studies, most speeding in rural areas is by locals, and the occasional delivery driver! Therefore a way to remind everyone once a week when the bins are left out to be emptied seems to reinforce the message. Remember most of us our drivers, and we would never forgive ourselves if we were in an accident in the village! If you want a wheelie bin sticker for your bins, please email me on adams.pebworth@gmail.com, or phone me on my mobile 07725 979 277 and simply give me your name and address and the number of stickers you want. (maximum 4 per household). Please note, once your bin has been emptied, please return it to its normal location. The Parish Council have asked that you do not leave you bin out next to the road all week just because you have these stickers. Once a week reminder should do the trick! Please Safe driving.

End of report.