

Pebworth Parish Council
DRAFT Minutes of the Annual Meeting of the Parish Council
 Held at the Pebworth Village Hall on Monday 13th May 2013.

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

In attendance: John Stedman (Clerk), Ward Member Cllr. Alistair Adams and six members of the public.

1. **Election of Chairperson:** Cllr. John Hyde being the only nomination for Chairman was unanimously elected unopposed.
2. The Chairman signed the declaration of acceptance of office.
3. **Apologies were accepted from:** Cllr. Pam Veal
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 None declared
5. **Election of Vice-Chairperson** Cllr. David Cranage being the only nomination for Vice-Chairman was 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. Albert Jeffrey.
 - c. John Cooper Foundation Cllr. Pam Veal
 - d. CALC Delegate None
 - e. Neighbour Plan Group Cllrs. David Lees, Pam Veal & Simon Shiers
9. **To appoint individual Councillors to the following roles:**
 - a) Playing Fields Warden Cllr. John Hyde
 - b) Pebworth Discretionary Fund Cllr Pam Veal
10. **Document Review:**
 - a) Council reviewed and agreed the content and values of the Council's asset register.
 - b) Council reviewed and agreed the effectiveness and suitability of the Council's Health & Safety policy
 - c) Council agreed an amendment to SO 7 of the council's adopted Standing Orders to comply with the new 2012 code of conduct
 - d) As the Council's risk assessment was agreed in 2012 and no changes have been made it was agreed a further review was unnecessary.

Pebworth Parish Council
DRAFT Minutes of the Ordinary Meeting of the Parish Council
Held at the Pebworth Village Hall on Monday 13th May 2013.

1. **Apologies were accepted from:** Cllr. Pam Veal
2. **Disclosures of Interests**
 - a. Members were reminded of the need to keep their register of interests updated.
 - b. To declare any Disclosable Pecuniary Interest in Items on the agenda and their nature.
 - c. To declare any Other Disclosable Interests in items on the agenda and their nature.
Disclosable Pecuniary Interests None declared
Other Disclosable Interests – None declared
3. **Chairman Moved:** The meeting be now adjourned for Open Forum.
The Chairman welcomed the new County Council Ward Member Cllr Alistair Adams and congratulated him on his election success. Thanks and appreciation was also extended to the long term commitment from Cllr Ton Bean.

Open Forum: Clerk's report.

Flooding: Mr Roy Jeffrey reported on the blocked road gully in Priory Land which had been previously reported to County Highways and WDC but no action taken Cllr Alistair Adams offered to take up the matter with County Highways. Cllr David Cranage informed the meeting that the Environment Agency had no funds for any works as the clearance is a low priority job. David will continue to investigate funding from other authorities to enable the works to be carried out. Cllr Alistair Adams gave a report of flooding matters which is item four of his appended report.

Church Clock: Ms Summer asked questions as to the whereabouts of the Church clock mechanism which was removed from the tower some years ago. The Chairman suggested the clock was not the responsibility of, or owned by the Council, he considered that as it's installed in the Church it the responsibility of the Church, furthermore, the Council has no idea as to its whereabouts and suggested she makes enquiries with the PCC.

County & District Ward Member Cllr. Alistair Adams gave his report which is appended to the minutes.

4. **Chairman Moved:** The adjournment be closed at 7.50
5. **Confirmation of the Minutes:** The council agreed the wording of the minutes of the April ordinary meeting and the Chairman signed them as a true record of the meeting.
6. **The Clerk's Progress Reports.**
 - e) Chairman received from the Clerk a data CD of council files as of 30th April 13
 - f) A letter of thanks was received from David Kincaid for the grant made to the PCC
 - g) A letter of thanks has been sent to The Heart of England Forest for tree planting on the recreation field
 - h) Clerk will be attending a Sec 106 funding meeting with Jeremy Teal and WDC officers on June 11th other members may also attend.
7. **Planning Application considered**
 - a) W/13/00422/CU Charlford House 1 Mill Field – Change of use of land from Agricultural to private recreational to include manage and stables –
Consideration of amended plans for the stable layout – The Council agreed the proposed reduction in the stable block size was not adequate to change the objections made to the original application and that those objections would be resubmitted for the amended plans.

Pebworth Parish Council

- b) **W/13/00691/PN:** Dorsington Farms, Crabtree Farm Dorsington Road – Erection of an agricultural building (Retrospective) The Council has no objection or comment on the application
8. **Planning Decisions Noted:** W/12/02817/PN: Carla Homes, Stratford Road. Erection of 13 no. units (Class C3) together with access road; surface water attenuation pond; landscaping and all associated works. **Granted** with 19 conditions
9. **Planning Matters:**
- a) Cotswold DC – Appeal notification - Ref No: APP/F1610/A/13/2196612 for 11,500 solar modules (2.5MW) together with control buildings in Mickleton Parish.
- b) **Street Naming:** Members considered Street Naming for the new developments at Chapel Road and Honeybourne Road. Several names were considered and it was agreed to suggest to WDC that the Honeybourne Road site should be **Wesley** with a suffix of **Gardens, Court or Corner**; the proposal was for historical reasons as John Wesley visited Pebworth on several occasions. The Transport yard site's suggested street name is **Orchard Close**
10. **Council and Community Matters:**
- c) **Simms Metal fire;** Due to the environmental impact on the village during the week of the fire it was agreed to write to Simms manager highlighting the problems encountered in Pebworth. Further consideration to the matter will be given following the receipt of fire reports from all of the agencies involved in dealing with it, the matter will be considered again at the June meeting.
- d) **Carla Homes:** The Clerk reported on Carla Homes request for access to The Close for a sewer connection and found evidence that the Parish Council is the registered owner of The Close. This information will be passed to relevant persons to enable any necessary easements to be made.
- e) Council considered the WDC letter regarding paper less planning notification and agreed the Clerk should print controversial application plans for meetings and bring minor ones on an iPad.
- f) Councils agreed to the renewal of the CALC/NALC annual membership.
- g) Council considered the WDC flooding measures questionnaire and agreed Cllr David Cranage should complete it and return it to WDC.
11. **Neighbourhood Development Plan (NP) Working Group**
- a) The NP Chairman Cllr David Lees reported the plan group are making good progress and further parish wide consultation will be taking place shortly. Further support funding has been made to the Parish Council and further outside funding is being pursued to pay for professional planning consultants to help with the plan details. The District Council has approved the initial plan area meaning the plan can move forward to the next stage. The Group's member Carol Longdon has now created a Pebworth Neighbourhood Plan website where public comments can be made online <http://pebworth.wordpress.com/>
- b) The Clerk reported on the receipt of £6,000 neighbourhood plan grant funding from WDC
12. **Finance:**
- c) Council agreed and approved the Payments, Receipts and Balances as in Appendix A
- d) Council agreed and approved the end of year bank reconciliation, budgets and account balances.
- e) Clerk's holiday pay: It was agreed this should be pay monthly instead of annually as recommended by the internal auditor.
- f) Council noted the receipt of the first precept payment from WDC

Pebworth Parish Council

13. Annual Return:

- a) Council agreed the Clerk's financial statement in section 1 of the annual return.
- b) Council considered and agreed affirmative answers to the questions in section two of the annual return; the Chairman signed the annual return where appropriate.

14. Highways:

- a) New highway matters to be reported. – no new matters reported
- b) Council considered a letter from Giorgio Framaliccio the Head of Planning at WDC regarding the Parish Council's complaint over the time taken to resolve the Honeybourne Road street signage issue. It was clear that the Head of Planning had not made any investigations into the Council's complaint as the content of his letter contradicted the actions already taken by the Parish Council to secure the signage. Two rounds of public consultation have been carried out by the Parish Council at the request of the planning officer dealing with the matter yet the Head of Planning requests consultations are necessary to secure the signage. The Council agreed a strong response should be sent to the Head of Planning and the Chief Executive made aware of the situation. Clerk to write and copy in the Ward Member and Chief Executive.
- c) A letter from County Highways regarding highway grass verge cutting was noted.
- d) Parking problems in Broad Marston Road: Council considered complaints over parking as highway visibility is obstructed when exiting New Road because vehicles park right up to the junction. The County Highways engineer will be asked to investigate the problem and consider having double yellow lines on Broad Marston Road for some 20 metres east of the junction.

Lengthsman/ Handyman:

- a) Matters for the Lengthsman and Handyman's attention; None at this time
- b) Members reported that some of the works requested at the March meeting were still outstanding and requested the Clerk to chase the matters up.
- g) Council considered the Clerk's report on issues raised with the Lengthsman and his response; it was agreed the correspondence between the Clerk and Lengthsman resolved the issues raised and no further action was required

- 15. **Public Rights of Way Reports.** (PROW) – loose PROW sign on 514c Back Lane; this has been reported to County Council and awaiting a replacement post and sign

- 16. **Street Lighting:** no faults reported

17. The Close and Recreation Field:

- a) The Chairman's report that the regular visual inspection of the play equipment found no problems with the equipment or the site.
- b) The Chairman reported that the pollarding of the Willow Tree was carried out successfully and the site left tidy.
- c) The Clerk reported that the amended RoSPA annual safety report now indicated a medium risk for The Close
- d) Play equipment funding; The Clerk is to attend a funding meeting on 11th June and report to the July meeting. .

Pebworth Parish Council

18. APM; Matters Arising:

- a) Dog mess on pavements and other public areas. Members agreed this continues to be a problem, particularly in the vicinity of The Close. To help highlight the problems caused by some inconsiderate parishioners the Council has agreed to write to all households in the area bringing the matter to their attention
- b) The poor reinstatement of the utility work by the cemetery –This matter was referred to the Lengthsman

19. Allotments:

- c) Members noted a report from the County Highways planning officer after his visit to the two proposed allotment and development sites accesses. His report confirmed both accesses are suitable for vehicular access for allotments and a small development. The next process is to further discuss the Community Land Trust arrangement with the District Council officers.

20. Pebworth in Bloom: Cllr Simon Shiers reported that extensive works continue to be carried out enhancing the parish. The group has entered the 2013 national competition and many tasks for improving the parish are underway including flower planting next week, a rainwater catchment system to be installed at Town Pool. Judging will take place on 9th July when the judges will be invited to a presentation in the Village Hall.

21. Correspondence for consideration: None

22. Correspondence to note: Clerks & Councils Direct

23. Matters Raised by Members for Consideration and or items for future agendas.

- a. **Cllr David Lees:** request to consider recreation field funding at the June meeting.
- b. **Chairman:** The open gardens event requested the use of the recreation field for car parking and the sheep will be moved out of the field shortly.

24. Next Meeting:

- a) It was confirmed the next ordinary meeting and Annual Meeting of the Council is scheduled for the 3rd June at 7.00 pm

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

Chairman

Date

Pebworth Parish Council

APPENDIX A: FINANCE

PAYMENTS TO BE AUTHORISED

Jun-13

Meeting

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
D/D	Npower	Streetlight Energy	307.64	14.65	292.99
D/D	Npower	Streetlight Energy	45.37	7.56	37.81
1373	Worcestershire CALC	CALC affiliation fee	308.37	45.89	262.48
1374	E-on	New Streetlight No 20	1008.00	168.00	840.00
1375	Wychavon District Council	News letter printing	15.60		15.60
1376	Kevin Watkins	Lengthsman's work	243.55		243.55
1377	Limebridge RS	Mowing contract	508.80	84.80	424.00
1378	J Stedman	Clerks salary and expenses	1296.82		1296.82
1379	Westhill Direct	Stationery	97.68	16.28	81.40
1380	Wychavon District Council	New Litter bin	182.04	30.34	151.70
			4,013.87	367.52	3,646.35

Account Transfers

Received from	Description	Amount	Date
Wychavon District Council	First Precept payment	12826.00	10-Apr
Wychavon District Council	Second NP payment	6000.00	
Total		18,826.00	

All Paid Up Bank Accounts	
DEPOSIT ACCOUNT	29878.25
CURRENT ACCOUNT	12227.68
TOTAL FUND BALANCE	42105.93
Reserve Lighting Fund	4000.00
Reserve Capital Fund	5000.00
Revenue available	33105.93

District Councillor & County Councillor report - Pebworth

Month: May 2013

**Prepared by Alastair Adams
Honeybourne & Pebworth Ward, Wychavon District Council
Littletons Division, Worcestershire County Council**

As you can see from the new title to this report, I did get elected as your county councillor on 2nd May 2013. Thank you to all those that voted for me, and for all the kind words of congratulation I have received. As you know, my main reason for standing was to make progress with Highways in our local area, and my first meeting at County Hall was with Highways. I have already won a victory for Cleeve Prior who had been fighting to preserve their 30mph speed limit for several years. After my meeting with Highways, I received confirmation yesterday that this has now been agreed.

Pebworth Parish Council

1. **Fire at SIMS Re-cycling plant** – another spontaneous combustion fire occurred at SIMS on Tuesday 30th April at 9pm. The 2nd one in April! This was the largest fire at the site so far, and lasted 7 days. I attended the fire that night and was on the phone to the MD of WDC at 10pm. He organised for his people to be on site the following morning at 9am and a meeting was organised with all the main authorities; Fire/Police/Public Health/Health & Safety Executive/Worcestershire Regulatory Services/WDC/etc with the SIMS management. It also received a lot of media coverage. My concern was, and still is, are there any health issues with the thick acrid smoke that dominated the whole skyline? I am waiting for the report from the Hereford & Worcestershire Fire department and WRS for more information.

2. **Planning - 380 new houses next to SIMS re-cycling plant in Pebworth/Long Marston**– still no further news when this application will go to the planning committee – it is not on the agenda in May. Bard have launched a website opposing this development see <http://www.bardquinton.co.uk> where you can see the latest news, and download a poster too!

3. **Planning - Carla Homes Sites** – The contract for one of the sites has been signed, and the section 106 monies has been paid to WDC as follows:
The elements are as follows:-

Cycling	£4355
Built Leisure	£12660
Off site formal sports	£20400
Off site POS	£11479
Public Art	£900
Recycling	£491.40

 I have organised a meeting with Jem Teal at Civic Centre with representatives from the village to look at how these monies can be spent for the benefit of the village.

4. **Flooding** – I have been keeping up the pressure on the chief engineer at WDC to make sure focus is still kept on finding ways to help alleviate flooding in Broad Marston. I have corresponded with Barbara Woodthorpe Brown re the dam in her garden of one of the ditches and how the flow is not working correctly. I have email Highways re the blocked road drains in Priory Lane, and have had replies that they will be investigated. I have also written to the developer of the Solar panels installation in Mickleton who is appealing against his planning refusal reminding him that attenuation ponds on his site would also help Broad Marston. I will also speak to Tim Longford to see how he can help clear Nolan Brook as it crosses his land from the debris and the overgrown banks.

5. **Speeding in Bickmarsh** – Wearing my County Councillor hat, I have re-inforced to Highways of the importance of this measure. I understand a public consultation by Warwickshire County Council will now occur in July/August.

6. **Broadband** — I attended the Broadband meeting on Friday 10th May at the Civic Centre chaired by Harriet Baldwin MP. Four suppliers were there talking about how they have helped communities as follows:
 1. AirBand, <http://www.airband.co/>
 2. Avon Satellite <http://www.avonlinebroadband.co.uk/>
 3. Cotswold Satellite <http://www.cotswoldsatellite.co.uk/>
 4. Fibre Options <http://www.fibreoptions.co.uk>

The interesting thing the satellite suppliers were saying is if you sign up to use their service today, you can have 20Mbps next week, and if fibre does come into your village, then you can cancel your contract with them with no cancellation charges! Sounds like a good option. So in the short term you can all have 20Mbps at a price. See their websites for more info. We still have not achieved the magic 50% of residents signing up for faster Broadband. Please if you have not yet completed the survey, please do so to help the whole community. It only takes 2 minutes and there is no cost and no obligation. So fill in the “resident survey” on <http://www.worcestershire.gov.uk/broadband>. Also please check with your friends and neighbours in the village to make sure they too have completed the survey.

End of report