

Pebworth Parish Council

Minutes of the Annual Meeting of the Parish Council

Held at the Pebworth Village Hall at 6.00 pm. on Tuesday 12th May 2015.

Prior to the meeting, all members present signed their declaration of office

Present: Cllrs. John Hyde (Chairman), David Lees, Sue Peace & Richard Weller

In attendance: John Stedman (Clerk) Cllr Alistair Adams and one 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:** Cllrs. Pam Veal, Simon Shiers & David Cranage
4. The Chairman welcomed the two new Council members, Sue Peace and Richard Weller and requested letters of thanks to be sent to the retired members June Haycock and Albert Jeffrey for their long service and commitment to the Parish Council.
The election results are appended to the minutes
5. **Disclosures of Interests**
 - a. Members were reminded of the need to keep their register of interests updated
 - b. Declarations of Members Interests in Items on the Agenda. None declared
6. **D of O:** Council agreed that absent members must sign their declaration of office at or before the June 1st meeting.
7. **Dispensations: Council considered and agreed the following dispensations.**
 - a. A dispensation for Cllr John Hyde for the Lengthsman contract and works.
 - b. A dispensation for Cllr John Hyde for the Handyman's contract and work.
 - c. A dispensation for Cllr David Cranage for watercourse maintenance consideration.
 - d. A dispensation for Cllr Sue Peace for Village Hall booking matters.
8. **Election of Vice-Chairperson** Cllr. David Cranage being the only nomination for Vice-Chairman was elected unopposed.
Note: Cllr. David Cranage had advised the Clerk he was willing to accept the post if proposed.
9. **Appointment of Committees**
 - a. **Staffing:** It was agreed that three members would be elected to the committee when required.
10. **Appointment of Working Parties**

a. Planning	Full Council
b. Finance	Full Council
11. **Appointments to Outside Bodies – Delegates**

a. Village Hall	Cllr. David Lees.
b. John Cooper Foundation	Cllr. Pam Veal
c. Neighbourhood Plan Group	No delegates approved at this time
d. Pebworth in Bloom	Cllrs. Pam Veal, Richard Weller & Simon Shiers

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12. To appoint individual Councillors to the following roles:

- a) Playing Fields Warden Cllr. John Hyde
 b) Pebworth Discretionary Fund Cllr Pam Veal

13. Document Review:

- a) **Asset register:** Council agreed that the content and values of the Council's asset register were satisfactory ,
- b) **Health & Safety policy:** Council reviewed and agreed the effectiveness and suitability of the Council's Health & Safety policy
- c) **Risk Assessment:** Council reviewed and agreed the effectiveness and suitability of the Council's Risk Assessment
- d) **Standing Orders and financial regulation:** Council considered and agreed the Council's adopted standing orders and financial regulation were satisfactory without amendment.

There being no further business the Chairman closed the annual meeting at 6.15

Chairman _____

Date _____

2015 Parish Council Election Results

David Cranage	246	Elected
John Hyde	276	Elected
Albert Jeffrey	204	
David Lees	205	Elected
Sue Peace	250	Elected
Simon Shiers	242	Elected
Pam Veal	236	Elected
Richard Weller	207	Elected

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Minutes of the Ordinary Meeting of the Parish Council

Held at the Pebworth Village Hall at 6.15 pm on Tuesday 12th May 2015.

Present: Cllrs. John Hyde (Chairman), David Lees, Sue Peace & Richard Weller

In attendance: Cllr Alistair Adams, John Stedman (Clerk) and one member of the public.

1. Apologies were accepted from : Cllrs Simon Shiers, Pam Veal & David Cranage

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.

Open Forum:

County & District Ward Member Cllr. Alistair Adams reported on District and County Council matters, his report is appended to the minutes.

A member of the public raised concerns over the proposed ditch clearance in Broad Marston Road and the land topography is unsuitable for the proposal. Cllr Alistair Adams noted the comments

The Chairman closed the adjournment and reconvened the meeting at 7.17

4. Minutes: The Council agreed the wording of the minutes of the April meeting and the Chairman signed them as a true record.

5. The Clerk's Progress Reports.

- a) Letter sent to Jon Snow via David Bliss regarding stakeholder committees, no further correspondence has been received to date.
- b) The Chairman received a memory stick from the Clerk for remote storage of the council's computer files as required by financial regulations.
- c) Abandoned car on Town Pool car park – cost of removal by WDC was confirmed as £65.00 plus 20% admin fee plus 20% VAT. Council agreed to pay the removal fees and request WDC to remove the car as soon as possible.
- d) Water leaking from the verge in Front Street and Back Lane reported to STW. Members reported the water is still leaking and requested the matter is pursued by the Clerk.
- e) Wheelie bins left on property frontages, article for publication. Due to the Clerk's work load this will be dealt with later.

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6. Planning Application to Consider:

- a. **W/15/00929/PN:** The Close Cottage, Friday Street, Pebworth, Proposal: Demolition of existing farmhouse and the erection of a new farmhouse.
The Council has no objection to the application but request the existing trees on the site are retained and protected. The Council also supports the comments in the heritage officer's report on the application
- b. **W/15/00848/PN Applicant:** Gloucestershire County Council: Little Meadows Farm, Little Meadow, Description of Proposal, Renovation of redundant cottage, new farm shop, new farm buildings and construction of new vehicular access as approved under permission reference number W/09/01789 but without compliance of condition number 8 so as to allow use of cottage as an un-restricted dwellinghouse.
The Council has no objection or comment on the application.

7. Finance:

- a. Council agreed a payment request from the Village Hall for Baby Health Clinics from October 14 to April 15, total inclusive charge £120.00
- b. Council agreed to the continuation of financial support for the Baby Health Clinics by paying the Village Hall booking fees for the clinics up to April 2016. The Council's financial support will be re-assessed in May 2016.
- c. **Payments:** Council approved the Clerk's schedule of Payments which is appended to the minutes, cheques were signed accordingly.
- d. **Reconciliation:** Council agreed the end of the 2014-15 financial year accounts, budgets, balance sheet and bank reconciliation, all were considered and no queries were raised. Chairman signed them as a true balance.
- e. **Bank Mandate:** The Clerk reported that the new bank mandate can only be completed through online banking as paper forms are no longer available. Members agreed the Clerk should set up the online banking to allow a mandate change and to further investigate the online banking for council payments.
- f. **Donation:** Expenditure of the £1,000 donation from the Global Gathering; further information received from Cllr Mike Brain confirmed the council could disperse the fund as they wished but not use it for council revenue. It was agreed the fund will be divide equally between Pebworth in Bloom and the Village Hall, payments to be made at the June meeting.

8. Audit

- a. The Clerk confirmed that two matters raised in the internal Auditors report were resolved with no outstanding matters remaining.
- b. Council considered and approved section one on the 2014-15 Annual Return.
- c. Council considered and answered "yes" to all the questions in section two of the 2014-15 Annual Return. The Chairman signed the return as required.

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9. Open Gardens Event

- a. Members agreed to a request for the NGS open gardens event organisers to use the Recreation Field for car parking on Sunday and Monday 24th and 25th May. Parking marshals must be deployed to organise the placement of cars

10. Cemetery:

- a. The Clerk reported that no action had been taken or correspondence received regarding the letter sent to Mrs Saxon on 21st April referring to the grave planting and artefacts on the grave of Marie Florence O'Conner No 862. The Council agreed that if after the 28 days request for clearance has elapsed the Handyman should clear the grave surface of plants and artefacts without further delay or correspondence. Clerk to instruct the Handyman accordingly.

- b. Annual review of cemetery fees and regulations. Because of a misunderstanding by the Clerk the review will be considered at the June meeting.

Note: Due to time constraints the remaining agenda items were suspended until the June 1st meeting and the Chairman closed the meeting at 7.50pm.

Chairman _____ **Date** _____.

Payments Authorised			Gross	Net
Cheque Number	Payee	Details	Payment	Payment
1229	Westhill Direct	Stationery	87.19	72.66
1230	Mrs Pam Veal	APM refreshments	15.00	15.00
1231	Pebworth Village Hall	Baby Clinic room hire Nov to Apr	120.00	120.00
1232	Limebridge RS	Mowing Contract	746.40	622.00
1233	J Stedman	Clerks Salary and Expenses	***	***
1234	John Hyde	Allotment post fixing	33.75	33.75
1234	John Hyde	Lengthsman work	193.17	193.17

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District Councillor & County Councillor Report - Pebworth

Month: May 2015

Prepared by Alastair Adams

Honeybourne & Pebworth Ward, Wychavon District Council

Littletons Division, Worcestershire County Council

Broadband – As mentioned last month Superfast Broadband is nearly here in Pebworth. The ducting has all been checked, and the yellow pipe installed all the way from the exchange to the cabinet. The next step is the installation of the new cabinet and the electricity supply. This should hopefully be completed by the end of July at the latest. Then the fibre needs to be installed and linked into the existing copper cables into each house. I have been informed that it will definitely be live by the end of September 2015, but may be sooner!

Reminder - once BT have installed the fibre optic cable and fitted the new cabinet, any resident will then have to contact their ISP and ask for an upgrade to Superfast. It does not happen automatically, you need to subscribe to it!

Also WCC have launched a voucher scheme that can fund up to £3000 to cover the cost for Superfast Broadband connection to your business or voluntary organization! Find out more on <http://www.superfastworcestershire.com/media/1091092/Broadband-Connection-Voucher-Scheme.pdf>

Planning

Persimmon Homes have submitted a pre-application for Phase 1 - Reserved matters application for the erection of 83 units with landscaping, public open space and associated infrastructure - on the SIMS site which was won at Appeal last year for 380 houses.

Highways

1. Pavement repairs and road repairs needed in Dorsington Rd – reported
2. Good to see that Highways have done a good job with the verge cutting around the area. It would be nice to keep all the verges in such a good state all year round!
3. Highways have confirmed their approach to 20mph speed limits. The County is not in favour of them, but has a trial in Worcester.

Flood alleviation

1. **Priory Lane. – Worcestershire County Council** - WCC have nearly completed the flood alleviation scheme in Green Lane; just waiting for the non-return flaps to be fitted.
2. **Priory Lane. – Severn Trent** - seals on the manhole covers will be installed. No further news this month.
3. **Ditches by Pebworth Holt** –Tim Longford tried again this month to clear these ditches, but hit problems. However, he has now exposed the pipework that connects the 2 ditches. I have spoken to Highways who have agreed to jet this pipe to unblock it.
4. **Further to the visit by the WDC Engineers and Deputy MD to Pebworth** work by the old Fire Station has occurred to help the water flow in the ditch
5. **Environmental Agency visited Pebworth last month** to inspect Noleham Brook and have agreed to organise the clearing of fallen trees and bank vegetation in Autumn.

Other issues:

1. **Damaged litter bin outside village hall** – replaced FOC by WDC
2. **Untidy condition of land affecting local amenity – next to Thatch End Cottage, Broad Marston** – with Planning Enforcement at WDC
3. I have asked the PC to add the **grass verge cutting around new Cala Homes sites** as part of the ongoing monthly parish maintenance.

Councillor's Divisional Fund

In addition to the good causes already authorised, the following actions have happened this month :

1. Flower planters for Badsey – grant requested – pending
2. Sea Cadets – grant requested for new boys toilets– pending

End of report.