

Pebworth Parish Council

Minutes of the Annual Meeting of the Parish Council

Held at the Pebworth Village Hall at 7.00 pm. on Tuesday 9th May 2016.

Present: Cllrs. John Hyde (Chairman), Denise Meynell, Sue Peace, Richard Weller, Simon Shiers & David Cranage

In attendance: John Stedman (Clerk) Cllr Alistair Adams and one member 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,
4. **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
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
8. **Appointments to Outside Bodies – Delegates**
 - a. Village Hall Cllr. Sue Peace
 - b. John Cooper Foundation Cllr. Pam Veal
 - c. Neighbourhood Plan Group To be considered when necessary
 - d. Pebworth in Bloom Cllr. Simon Shiers
9. **To appoint individual Councillors to the following roles:**
 - a) Playing Fields Warden Cllr. John Hyde

There being no further business the chairman closed the meeting at 7.10

Chairman _____

Date _____.

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Minutes of the Ordinary Meeting of the Parish Council

Held at the Pebworth Village Hall at 7:00 pm on Monday 9th May 2016.

Present: Cllrs. John Hyde, Simon Shiers, David Cranage, Denise Meynell, Sue Peace & Richard Weller

In attendance: one member of the public, Cllr Alastair Adams and The Clerk, John Stedman.

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

4. Open Forum: no representation

Mr. John Ilott, Church Warden and Member of the Church's Benefice Profile Committee outlined the need for the Benefice Profile Committee to gain information from all village organisation regarding requirements for the Parish Vicar. The new vicar will have 6 parishes in the local group and there are 13 Churches in the Benefice. Councillors gave their views on the required skills of a new vicar and the need to retain the parish Church.

Ward Members report: Cllr Alastair Adams report is appended to the minutes

5. The Chairman closed the adjournment at 7.30 and resumed the Council meeting.

6. Minutes: The Council agreed the wording of the minutes of the April ordinary meeting, the Chairman signed them as a true record of the meeting.

7. The Clerk's Progress Reports.

- a. Stone throwing incident at the bus shelter opposite the Masons Arms, this appeared to be a one-off incident as no further reports have been received.
- b. Councillor training and neighbouring council involvement – over 20 local councillors have agreed to attend training groups and further arrangement will be made by the Clerk to ascertain cost and the level of training available.
- c. Bird scarer nuisance operating 24 hours a day reported to the landowner - resolved
- d. WDC were informed of the new Member, Cllr Denise Meynell – noted
- e. Purchase of 3 new No Dog signs for the Recreation Field – Handyman reported these are now fixed in place on the Recreation Field pedestrian gates.
- f. Public response from the request for community speed watch volunteers – none at this time, and it was agreed to continue with the advertising for volunteers.

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8. Planning Application to Consider:

- a. **W/16/00996/PP:** Far View, Back Lane, Pebworth; Single Storey Side Extension - The Council has no objection or comment on the application.
- b. **W/16/01128/PO:** Land Adjacent to, Sims Metals UK (South West) Limited, Long Marston, Pebworth: Proposal: Application under Section 106BA of the Town and Country Planning Act 1990 to amend the requirements relating to affordable housing as set out in legal agreement dated 12 November 2013 associated with planning permission reference number W/13/00132/PN.
Members gave full consideration to the need for more social housing in Wychavon as indicated in a letter from Rooftop Housing Association and the impact the proposed reduction in social housing numbers would have on Pebworth parish if less social houses were built on the Simms Metal site. The parish's housing need was considered to be fulfilled by the existing social houses on the Cala site and the proposed Simms Metal site where affordable units will be reduced from 133 to 76 with the tenure split of 80/20 being maintained. **It was resolved** to make no representation on the application.

9. Planning Decision noted:

- a. **W/16/00667/PP:** 67 Broad Marston Road, Pebworth, Description of Proposal: External Wall Insulation to all elevations Applicant: EON Energy. **Granted** with 3 condition
- b. **W/16/00782/PP** Ashford House 5 Mill Field Pebworth: Single Storey extension to rear and side elevations. **Granted** with 5 condition

10. CALC:

- a. Council agreed to the renewal of the CALC membership with a fee of £410.01 and noted the accompanying letter from the CALC secretary Mr Richard Levett.

11. Finance:

- a. Payments: Council approved the Clerk's schedule of payments receipts and balances which is appended to the minutes.
- b. Council considered the end of year account balances, budgets, and bank reconciliation balances. The closing bank statements were checked against the accounts by Cllr Denise Meynell and signed as a true and clear balance. The council agreed the account balances.
- c. The Clerk reported on the receipt of the first precept payment of £14,283.00 – Noted
- d. Council agreed to a proposal from Cllr Pam Veal at the April meeting to reimburse the Clerk for 5 hours spent on administrating the Recreation Field project and collating questionnaire data.

12. Audit:

- a. Council considered the Internal Auditors report and noted it has no required actions or issues to report.
- b. Council considered and approved section one of the 2015-16 Annual Return which was duly signed by the Chairman as required by the Accounts and Audit Regulations.

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13. Document Review:

- a. The content and values of the Council's asset register were considered and agreed with some recent asset added to the register.
- b. The effectiveness and suitability of the Council's Health & Safety policy was considered and agreed to be satisfactory without amendment.
- c. The adequacy of the council's risk assessment was considered and agreed to be satisfactory without amendment.
- d. Council consider any amendments to the 2014 Standing Orders and agreed none were required
- e. The new 2016 Financial Regulations being circulated to members were agreed and adopted without amendment.

14. Neighbourhood Development Plan:

- a. The NDP project proposals and cost estimate from Brodie Manning were considered to be satisfactory and within budget. It was agreed to continue the NDP process and invite the Brodie Manning representatives to an informal public meeting to enable a Q&A session and understand the next phase of the NDP process. Members of the public will be invited to join the NDP group to enable community involvement. Dates to be confirmed by the Clerk.

15. Recreation Field:

- a. The Clerk issued the results of the MUGA questionnaire and the many comments received. In consideration of the many requests for tennis to be included in the MUGA and the demand for tennis in previous questionnaires the council agreed the MUGA should be adequate to accommodate a social tennis court. Other facilities in the MUGA will include 5-aside football and Netball with pitch lines marked in different colours on green tarmac. It was further agreed to progress the procurement of the MUGA by producing a full specification for formal tendering and gaining planning permission if necessary.
The questionnaire analysis data will be placed on the council's website and published in the village newsletter.
- b. The Clerk's report on the purchase of small size goalposts for the Recreation Field which were now fully installed and in use. The goal nets are available for team use on request to the Clerk.
- c. Council considered a Smoke free Play Parks initiative from WDC and declined to adopt the proposals.
- d. A request from Pebworth in Bloom to use the Recreation Field for parking on Sunday 12th June also for Open Gardens on Sunday & Monday 29 & 30th May was agreed by the council.

16. The Close:

- a. The monthly **safety inspection** found no matters of concern on The Close.
- b. The RoSPA **annual inspection** report was considered by the council and there were no safety matters requiring attention, some small items of wear and tear will be monitored
- c. **Two quotations** to supply and install a new spring animal along with its associated safety surfacing were scrutinised by members for the most suitable option for the replacement springer. It was agreed to accept the quotation from Sovereign for a Safari Horse springer and associated safety surfacing all fully installed.
Clerk to action the procurement.

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17. Village Hall

- a. The New Homes Bonus questionnaire revealed full support for the Village Hall refurbishment project funded from the New Homes Bonus. The council agreed that all available funding can be requested from Wychavon District Council to fund the Village Hall refurbishment project.

18. Flooding Matter:

- a. Members will attend a meeting with the Highways drainage engineers and Cllr Alastair Adams to investigate the flooding on Mark Rainbows field, reports will be given at the June Meeting.

19. Highway Matters:

- a. New highway matters to be reported.
 - i. The continued verge erosion at the top end of Front Street is considered to be an increasing problem and possibly causing subsidence of the adjoining footway. As the site is in the conservation area and the blue lias stone kerbs are a prominent feature in the street scene the damage to the kerbs and verge will be brought to the attention of the conservation officer at WDC and the County Highways engineers.
- b. Community speed watch scheme, the Clerk reported no volunteers had come forward after placing a request in the village newsletters for local volunteers to join the scheme. The request for volunteers will be published again in the village newsletters and E-news.
- c. A report from WDC via Cllr Alastair Adams on the potentially dangerous wall on Front Street stated that enforcement action will be taken against the property owners if remedial works is not commenced shortly.

20. Public Rights of Way: PROW

- a. PROW matters in need of attention.
 - i. No new matters reported

21. Lengthsman/Handyman

- a. New Lengthsman or Handyman matters.
 - i. None at this time
- b. Report on works carried out by the Lengthsman and Handyman
 - i. Reinstate the PROW marker on Long Marston Road- **new post ordered**
 - ii. Weed spraying at the Holt Bridge – **resolved**
 - iii. Removal of the broken Springer and reinstate the surface – it was agreed to turf over the restored field surface.
 - iv. Spray algacide on village footways to remove moss and algae slime – **completed**
 - v. Remove graffiti from the bus shelter in Broad Marston Road - **completed**
 - vi. Clean and repaint the bus shelter in Broad Marston Road – **completed**
- c. Lengthsman contract, Council agreed to the renewal of the WCC Lengthsman contract for 2016-17 – the allowance is £1,939.00 for the year

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22. Street Lighting:

- a. Faulty lights to be reported. – no new ones
- b. The streetlight inspection and status report from the Chairman is ongoing
- c. LED lanterns, the Clerk was requested to bring costs and technical information on new LED lanterns to the next meeting

23. Cemetery:

- a. The Handyman confirmed the replacement laurel bushes are now planted – Resolved
- b. Council considered the annual review of cemetery fees and regulations and agreed no changes were necessary for the forthcoming year
- c. The Clerk reported on the placement of a plaque for Sydney Hemming on grave No 550. The £80 fee was received from Memory Lane Memorials.
- d. The Clerk reported on the granted request for an added inscription on the Sidney Taylor memorial. No fee applicable
- e. The Clerk reported on the requested transfer of Exclusive Right of Burial for plot 603 and confirmed the exchange had not been carried out through the Clerk's office, investigations will be made to ensure any exchanges are formally made by the council to ensure the burial records are accurately maintained. It was agreed an administration fee of £25 would apply to the transfer.

24. Allotments:

- a. The Clerk reported all allotment rents and deposits are fully paid up for 2016
- b. Concerns raised by tenants were considered whereby some plots are in an untidy and unmaintained state. Tenants will be requested to comply with the tenant's agreement conditions and tidy and maintain their plots in keeping with the agreement.

25. Annual Parish Meeting:

- a. The replacement of the roundabout which was removed from The Close was raised at the APM and members considered the matter could be reviewed after the Section 106 expenditure on the MUGA was concluded as funds may still be available for a roundabout or other equipment.

26. Pebworth in Bloom(PIB):

- a. Cllr Simon Shiers gave his PIB news update which is appended to the minutes.
- b. A request was made to the council to install square planters either side of the new bus shelter in Broad Marston Road. The request was approved - **Resolved**

27. Kiosk and Defibrillator:

- a. The Clerk reported that the survey results for the kiosk project were 90% in support of the project and the transfer agreement has been sealed and returned from WDC therefore the Kiosk can now be relocated by PIB.
- b. Council approved an insurance value for the kiosk of £1,500, Clerk to inform the council insurers and add the kiosk to the asset register.

28. Pebworth Discretionary Fund: PDF

- a. The Clerk confirmed the bank account balance was now nil and letters sent to close the bank account and close the charity. Confirmation of closure would be issued at the next meeting

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29. Matters Raised by Members: for consideration and or items for future agendas. - None

30. Confirmation of meeting dates:

- a. Council confirmed the next Ordinary Meeting of the Council is scheduled for Monday 6th June at 7.00 pm in the Village Hall

There being no further business the Chairman closed the meeting at 10:50 pm

Chairman _____ **Date** _____.

Payments Authorised			Gross	Net
Cheque				
Number	Payee	Details	Payment	Payment
1600	Playsafety Ltd	RoSPA inspection The Close	100.80	84.00
1601	Mrs Pam Veal	APM catering expenses	15.00	15.00
DD	Npower	Streetlight Energy	476.07	453.40
DD	Npower	Streetlight Energy	46.28	44.08
1602	Worcestershire CALC	CALC & NALC Fees	410.01	410.01
1603	Building & Plumbing Supplies	Paint and ventilator	8.12	6.76
1604	MG Signs	3 No Dog signs for the Rec	68.00	68.00
1605	John Hyde	Lengthsman works	45.00	45.00
1605	John Hyde	Handyman works	63.75	63.75
1606	Limebridge RS	Mowing contract	794.40	662.00
1607	J Stedman	Clerks salary and expenses	***	***

PIB update from Cllr Simon Shiers

Recent events:

Tidying and clear ups of Town Pool, Village troughs and Churchyard.

- A commemorative David Austin rose “Crown Princess” was planted in Chapel Road in honour of the Queens 90th birthday.
- PIB has provide funding of £300 towards pond plants for the Cala Homes attenuation ponds. This is to promote conservation and encourage aquatic wildlife.

Forthcoming events:

NGS Gardens Open 29th /30th May

- Parish footpath walk 12th June - all welcome

Other

A request was made to Councillor’s for PIB to install square planters either side of the new bus shelter in Broad Marston Road. No objections.