

Pebworth Parish Council

Minutes of the Ordinary Meeting of the Parish Council

Held at the Pebworth Village Hall at 7:00 pm on Monday 3rd April 2017.

Present: Cllrs. Simon Shiers (Chairman), David Cranage, John Hyde, Pam Veal & Denise Meynell

In attendance: The Clerk- John Stedman, Cllr Alastair Adams and 18 members of the public were present

288. Apologies were accepted from Richard Weller

289. Disclosures of Interests:

- a) Members were reminded of the need to keep their register of interests updated.
- b) To declare any Disclosable Pecuniary Interests 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 – Cllr Simon Shiers declared an interest in matters relating to the potential purchase of the Masons Arms public house.

290. Open Forum:

The following issues were raised by parishioners: -

- Extensive construction works being carried out at Norton Hall whereby a listed wall has been removed and trees felled, it was recommended that planning enforcement are informed.
- A storm water drain in Front Street has been tarmaced over by the highway contractors
- An offer to purchase the Masons Arms was made by a group of residents and the offer was declined
- Several residents from Little Meadows strong comments over the speeding traffic through the hamlet which has increased in volume and speed in recent times. The residents urged the Council to take mitigating action to reduce the traffic speed as children cannot walk or use bicycles to get to school, pets have been killed on the road and speed monitoring by the police has been carried out very infrequently and at the wrong time of day. A request was made to have a section of red tarmac with 30 painted on it on the approach from Pebworth. Support was offered for the proposed new signage for “Little Meadows”. A suggestion from the Chairman to request the police to attend the APM was fully supported.
- Complaints were made regarding the recent housing survey questionnaire carried out by WDC. There was no security to prevent duplication of responses, it contained leading questions, personal data was asked for without a data protection assurance statement, many households did not receive the questionnaire and the response time was very short, it was considered to be a very rushed process creating inconclusive results. When asked who had not received the questionnaire 5 of the 18 parishioners present confirmed they had not
- It was stated that no one wants the proposed Chapel Road development and the Parish Council should object to the application

Ward Members Report: Cllr Alastair Adams’s report is appended to the minutes.

The Chairman closed the adjournment at 7:48

291. Minutes: The Council agreed the wording of the minutes of the March ordinary meeting and the Chairman signed them as a true record of the meeting.

Pebworth Parish Council

292. The Clerk's Progress Reports.

- a. Letter of thanks from the Pebworth PCC for the council donation - Noted
- b. Lloyds Bank confirmed the current account statement will be sent to Cllr John Hyde
- c. Confirmation from WDC to proceed with a co-option for the council vacancy – Clerk confirmed the co-option notices were posted on all noticeboards
- d. Delivery of a letter from WDC to the Masons Arms regarding the asset nomination Cllr John Hyde confirmed the letter was posted through the Masons Arms letterbox

293. Planning Applications:

- a. **17/00373/FUL:** Land Off, Chapel Road, Pebworth, Proposal: Rural exception housing development (12 dwellings) with associated access and landscaping. Applicant: Rooftop Housing Association.

Following an extensive debate the council resolved the following motion by a majority vote.

Pebworth Parish Council objects to the application for the following reasons: -

- i. The proposed housing density is too high for the application site giving a cramped development.
- ii. There is no proven need for a further 12 new social houses within the village or parish.

It was also resolved that the following comments will accompany the Council's objection: -

- iii. An alternative Rural Exception site is available within the village and supported by the SWDP approved policies.
- iv. The site access road is inadequate as it is not designed to a standard acceptable to the County Council's highway design standards and the access road has no footway for pedestrian access onto Chapel Road or to the play park opposite.
- v. It is considered that the requirement of 20% green infrastructure is not met within the policy guidelines for green infrastructure allocation.

Having received a member's request for a named vote on the motion the following votes were recorded by the Clerk.

Cllrs. In Favour; Simon Shiers, David Cranage, Pam Veal & Denise Meynell.

Cllrs Opposed: John Hyde.

- b. **17/00407/HP:** 4, Marston Mews, Long Marston, Pebworth, Proposal: single storey rear extension Applicant: Mr C Maul. Council had no comment on the application
- c. **17/00275/HP:** Orchard House, Pettiphers Farm, Long Marston, Proposal: Demolition of existing garage and construction of double garage and single storey snooker room Applicant: Mr Neil Whitmore. Council had no comment on the application
- d. **17/00576/FUL** Location: Low Furrow Farm, Dorsington Road, Dorsington, Proposal: Demolition of Class B1 commercial building (Barn 2) and erection of 4-bedroom Bed & Breakfast building. Applicant: Mr Adrian Roberts Council had no comment on the application

Pebworth Parish Council

294. Planning Matters

- a. The Clerk's reported on a proposal for the development of Bank Farm put forward by Stansgate Planning. Report noted and awaits the presentation at the APM.
- b. Housing survey carried out by WDC & Rooftop Housing.
Council considered reports and issues raised by parishioners regarding the recent housing questionnaire. Members raised the following concerns over the validity of the exercise and agreed to bring the matters to the attention of WDC again.
 - i. WDC failed to carry out any pre-submission consultation with the Parish Council but falsely claimed they had done so
 - ii. Confusion arose over the publishers of the questionnaire as WDC was the publisher indicated on the questionnaire but WDC claimed it was a Rooftop Housing survey and not from WDC
 - iii. The Parish Council were not aware of any previous surveys carried out by WDC for a third party
 - iv. The requested comments questions were not suitable for a housing survey to be used to consider a planning application.
 - v. The questionnaire's legality was questioned as no statement of Data Protection was appended to the document when personal data was requested
 - vi. Many households confirmed they did not receive a questionnaire to fill in
 - vii. No security measures were in place to prevent duplication of the document
- c. Members noted the report from Cllr Alastair Adams on issues and meetings relating to Broad Marston Manor. See Cllr Alastair Adams report appended to the minutes
- d. **Notification of an appeal hearing** be held on April 5th at the WDC Offices for the Codex Land Promotions Ltd.: 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 Site at: Land Adjacent to, Sims Metals, Long Marston: Members noted the appeal details

295. Neighbourhood Development Plan:

- a. Members confirmed the next meeting for the NDP steering group is on Thursday 6th April when the NDP questionnaire will be finalised and the logistics of distribution will be considered

296. Finance:

- a. **Payments:** Council approved the Clerk's schedule of payments receipts and balances which is appended to the minutes.
- b. Council considered and agreed the fourth quarterly bank reconciliation, budgets and balances
- c. **Internet Banking:** The Clerk reported on password problems with internet banking, Clerk to resolve the matter and conclude the process.
- d. Council considered and completed Section one of the 2016-17 Annual Governance Statement – all questions were answered affirmatively

Pebworth Parish Council

- e. Members noted the information from CALC on borrowing money
- f. Council agreed to requesting Mr Geoff Bradley to carry out the internal audit for the current financial year

297. Community Matters:

- a. Members noted the information from CALC regarding the funding of the community asset of the Masons Arms.
- b. Council declined a request for a presentation prior to a council meeting from Alice Spearing of St Richards Hospice Worcester. It was agreed to suggest a written application from St Richards Hospice for any support to be considered.

298. Recreation Field and MUGA:

- a. MUGA procurement progress. To ensure compliance of the 2015 financial regulations the Clerk consulted CALC and WDC legal officers who confirmed that if the procurement was not openly advertised then the Contract Finder procedure did not apply to the tender process. Following scrutiny of the regulation by the chairman it was agreed to proceed with tenders to selective suppliers and the Clerk was requested to send the agreed tender documentation to five selective MUGA suppliers. Tender to be opened at a meeting prior to the May council meeting.
- b. Fitting goalpost nets; the handyman's report confirmed the nets are fitted and very well used and appreciated

299. The Close:

- a. **Inspection:** The monthly safety inspection found some safety issues
 - i. The wooden play house has 4 rubber door stops in need of replacement.
 - ii. A collapsed cradle swing seat needs to be replaced, the seat has been removed and a replacement will be ordered.
 - iii. The Rocking Horse is in need of its wooden parts replacing and other parts need attention
 - iv. The banks of the drainage ditch need to be trimmed before the weed growth gets out of hand
 - v. Ivy growth on the wooden tower slide needs to be removed as its growing up the structure.

300. Street Lighting:

- a. Faulty lights to be reported. None reported
- b. **Note:** the streetlight upgrade project will be considered at the May meeting following the public consultation at the APM on April 10th The Chairman will present costs and lighting options for the parish wide streetlight upgrade project

301. Highway Matters:

- a. New highway matters to be reported. –
 - i. Verge erosion in Friday Street/ Long Marston Road reported to WCC
 - ii. A highway sign on the junction of Friday Street & Long Marston Road needs attention as it has slipped down its post
 - iii. An iron section is in the ditch from the Close and may be part of the bridge structure - Lengthsman to check and report
 - iv. The Verge in Friday Street has suffered further damage by tractor impact – situation to be monitored before consideration of further actions.

Pebworth Parish Council

- b. Cllr Alastair Adams reported on issues regarding the new kerbs in Front Street – his report is appended to the minutes
- c. Council agreed to financially support a highway sign to be sited at Little Meadows, Middlesex, the cost is proposed to be £235.94 and the Clerk will gain confirmation if the proposal cost includes the supply and installation of the sign. The sign to be sited on the approach to the hamlet from Pebworth and state: -

“LITTLE MEADOWS

Please drive carefully through our hamlet”

302. Public Rights of Way: PROW

- a. The finger post sign on the corner of The Close requires repainting and lettering, it was agreed the Lengthsman could carry out the works

303. Lengthsman/Handyman

- a. **New and outstanding Lengthsman or Handyman matters.**
 - i. The steps from Front Street into the Churchyard - Ongoing
 - ii. Restoration works to the verge damage in Friday Street – To be monitored
 - iii. Verge grips cleared out by the bus shelter in Middlesex - Complete
 - iv. Carry out weed control in various locations as requested by PIB - Complete and ongoing
 - v. Clearance of the footway on Broad Marston Road opposite the Priory Lane junction. - Complete
- b. To consider any new Lengthsman or Handyman matters.
 - i. Bollards to be fitted in Front Street
 - ii. To spray the weeds as necessary on the cleared cemetery boundary
 - iii. Make good the verge embankment in Front Street with grass seed or turf
- c. The Clerk reported on the renewal of the 2017-18 Lengthsman scheme with WCC

304. Allotments:

- a. The Clerk reported on issuing allotment invoices to all tenants.
- b. Council considered the condition of relinquished plots 1 & 3 and agreed that refunding deposits were not appropriate due to the poor state of the plots
- c. The storage of rolled up carpets on an allotment plot was considered unacceptable as it would encourage a rodent habitat and nesting site. The tenant to be requested to remove the carpets from the site.
- d. Boundary Clearance: it was agreed to hire a small digger to allow the handyman to level the allotment site boundaries to enable them to be mown by the amenity contractor
- e. The Clerk confirmed receiving allotment rents of £20 from two tenants for plots 8 and 10

305. Cemetery

- a. **Unstable Memorials:** The Handyman reported on several unstable or leaning headstones which need attention for public safety reasons. Some had been laid flat and others require attention. The Clerk to contact the families concerned to have the memorials made safe

Pebworth Parish Council

- b. Soil deposits** on the Grave of Brian Nixon. The Clerk confirmed the soil was deposited by the grave digger when a recent interment took place. It was also confirmed that five other graves had soil deposited on them with an aim to top up the sinkage depressions. No permission was given for this action and the Clerk had spoken to the grave digger stating the concerns raised by the family members. Council agreed the action taken by the grave digger was intended to be helpful but permission should have been gained beforehand. It was further agreed that the handyman should rake out the soil and sow grass seed on all the grave plots with deposited soil. A letter to be sent to all Funeral Directors giving instruction that all surplus soil from grave digging is removed from the cemetery and not deposited on other graves.
- c. Interment:** The Clerk's report on the interment of cremated remains of Margaret Taylor; noted
- 306. Pebworth in Bloom(PIB):**
- a.** Cllr Simon Shiers gave a full report on PIB activities which is appended to the minutes.
- 307. Kiosk and Defibrillator:**
- a.** The Chairman reported the suppliers had confirmed the kiosk was ready and expected to be fully installed by mid-April. The installation will be pursued as the installation dates are continually carried forward.
- b.** Defibrillator and associated cabinet; The Chairman reported on behalf of PIB that having considered the many options and consulting the British Heart Foundation the Defibrillator needs to be compliant with the standard expected by the Ambulance services. Their recommendation for the preferred supplier is awaited. The Council agreed that the recommended supplier receives a purchase order from the Council to supply the Defibrillator when the kiosk is installed.
- 308. Matters Raised by Members: None**
- 309. Parish Council Chairman's Group**
- a.** No further information has been received of the proposed group and members requested the Clerk to make enquires into the groups progress
- 310. Confirmation of meeting dates:**
- a.** Council confirmed the next Ordinary Meeting and the Annual Meeting of the Council is scheduled for Monday 8th May at 7.00 pm in the Village Hall
- b.** The APM scheduled for April 10th @ 7.00 pm in the Village Hall
- 311. Exclusion of the Public** from the Meeting. To agree the following resolution: -
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw
- 312. Staffing matters:** Salary review, the council deferred the review to the next meeting to allow understanding and confirmation of salary scales

There being no further business the Chairman closed the meeting at 10.20 pm

Pebworth Parish Council

Chairman _____

Date _____

Appendix A

Payments Authorised			Gross	Net
Cheque Number	Payee	Details	Payment	Payment
1661	WDC	Dog waste bin emptying annual fee	80.12	77.54
1662	BPS	Rec Field goal net goods	97.87	81.56
1663	MJS Carpentry	Fencing Cemetery & The Close	4,572.00	3,810.00
1664	John Hyde	Lengthsman Works	150.65	150.65
1664	John Hyde	Handyman Works	22.50	22.50
1665	HMRC	PAYE & NIC	363.53	363.53
1666	Simon Shires	Mileage expenses 48@.45	21.60	21.60
1667	J Stedman	Clerks Salary and Expenses	***	***
1668	Westhill Direct	Office consumables	56.33	46.94
1669	Limebridge RS	Mowing contract	367.20	306.00
1670	Brodie Planning Associates	NDP Expense	270.00	225.00