

**The Minutes of the Meeting of Pendock Parish Council  
held at Berrow and Pendock Village Hall at 7.00pm on Tuesday 3<sup>rd</sup> August 2021**

**Present:** Cllrs. Trevor Bell (Chair), Martin Embley (Vice-Chair), John Davison, Simon Fellows, Ernest Platt, and Robin Williams.

**In attendance:** District Cllr. Bronwen Behan, 2 members of the public and the Parish Clerk

There were no matters for discussion before the meeting so no adjournment for the discussion of views.

1. **Apologies:** None.
2. **Declaration of Interests:** Cllrs. Fellows and Williams declared a personal interest in item 4 on the agenda. All Councillors were reminded of their duty to keep their register of interests updated.
3. **Minutes:** The minutes of the Annual Parish Council meeting held on 25<sup>th</sup> May 2021 were approved and signed by the Chair.
4. **Co-option of Councillor:** An application to join the Parish Council had been received from Edward Philipson-Stow. The application was discussed, duly proposed by Cllr. Bell and it was unanimously agreed that Edward Philipson-Stow be accepted to the Council. The Clerk to arrange for the Declaration of Office to be signed. It is acknowledged that the Parish Council is male dominated.
5. **Parish Clerk Vacancy and Recruitment:** The Clerk has submitted her resignation effective from 30<sup>th</sup> September 2021. Adverts for her replacement have been posted on both Berrow's and Pendock's Parish noticeboards, on the parish websites and in the Parish Magazine. Applications close on 31<sup>st</sup> August 2021 with interviews held in September 2021. The Parish Council to determine who shall be part of the interview process. Three enquiries, including 1 application, have been received.
6. **Road Safety Working Party Update:** The Working Party reported:
  - a. **Bus Shelter:** A meeting was held by the Working Party at the bus shelter on the 18<sup>th</sup> of July 2021. Discussions were held with neighbouring property owners regarding boundary fences and hedges. To date, there has been no interest from contractors in renovating the bus shelter. Cllr. Bell confirmed that Worcestershire County Council has no plans to change the bus route for the school pick up. The Parish Council agreed:
    - I. To accept an offer of a contractor, Chris Humphreys, to cut, remove and maintain the hedging and overgrowth in exchange for a sign advertising their business.

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- II. To obtain a quote for erecting fencing all around the boundary of the bus shelter.
- III. For the Clerk to contact the lengthsman requesting he cut back the hedge overhanging the footpath/verge from Pendock Cross to the bus shelter.
- IV. For the bid of £750 + VAT from Gloucester Asbestos for the removal of the asbestos to be accepted. The company requires one weeks' notice to do the work and have asked that the foliage is cut back before they can carry out the work.

- b. **School Safety:** The Clerk has requested an update of the school safety zone being installed and is waiting a response.
- c. **Speed:** The Vehicle Activated Sign (VAS) at Pendock Cross is operational again. The VAS has not been moved due to safety concerns about the location of the post approaching Pendock Cross from Eldersfield. The Clerk has written to Highways to request that the post is moved to the opposite verge.

A solution for safely changing the battery in the VAS at Sledge Green is being investigated. It is noted, however, that the battery is being changed by a member of the public who does not have the authority to do so.

The Clerk has written to Highways requesting that they revisit erecting posts in Pendock Road and School Lane or, as an alternative, asking if the Parish Council are able to purchase and erect the posts themselves.

- 7. **Social Media Policy:** It was agreed that the Parish Council shall continue to use the Parish Magazine, the Parish Council noticeboard at Pendock Shop and the Parish Council website at [www.pendockparishcouncil.org.uk](http://www.pendockparishcouncil.org.uk) and not respond to any social media posts.
- 8. **Ward Boundaries Consultation:** DCllr. Behan advised that Longdon ward could be extended to include Birtsmorton otherwise there is no impact on Pendock. It was agreed that the Parish Council's response is that the Parish Council is satisfied with the current boundaries and that the District Council should liaise with any neighbouring parishes impacted by any proposed changes. Cllr. Bell and the Clerk to compose a formal response.
- 9. **Progress Reports:**
  - a. **Parish Council Website Update:** Councillors Fellows and Philipson-Stow to send the Clerk their biographies. It was agreed to remove this item as a regular agenda item.
  - b. **Neighbourhood Watch:** Following the departure of Sue Giles, Elisabeth Rambridge has picked up the running of the local Neighbourhood Watch. West Mercia Police has launched an initiative "Safer Neighbourhood Matters" which is a free service for residents to sign up to find out more about what is happening in the local community. <https://neighbourhoodmatters.co.uk/>. It was agreed to remove this item as a regular agenda item.

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- c. **Village Hall:** Nearly £30k in grants has been received to cover closure during COVID-19 lockdowns. No contractors have come forward requesting the tender to cover the refurbishment of the hall. The Craft Club has expressed an interest in resuming use of the hall. Following the resignation of the Village Hall cleaner, a replacement is being sought to come in as and when necessary until regular bookings resume. The Clerk raised that being Village Hall Management Committee Secretary/Treasurer is not part of the Parish Clerk role.
- d. **On-Line Banking:** All Councillors reconfirmed their agreement to proceed to on-line banking. The Councillors with signatory access to the Parish Bank Account have applied for on-line banking and the application forms signed as required following the meeting. The Clerk to update the Parish Council's Financial Regulations to include on-line banking.

**10. Action Reports:** The Action Tracker was reviewed. The updated report is attached to these minutes.

**11. Finance Report:** The Council approved the following:

**Pendock Parish Council Financials 2020/21**

**Transactions since last meeting:**

<u>Details</u>	<u>Current Account</u>		<u>Investment Account</u>	
	<u>Income</u>	<u>Expenditure</u>	<u>Income</u>	<u>Expenditure</u>
<b>Opening balance: 27/02/21</b> (taken from last reported bank statement)	<b>£1,612.71</b>		<b>£5,147.55</b>	
<b>Actuals</b>				
Interest			£0.16	
Lengthsman	£472.00	-£472.00		
Precept	£975.00			
Worcs CALC		-£226.62		
Website		-£53.95		
Insurance		-£234.79		
Repairs		-£169.51		
Salary		-£330.00		
Defibrillator		-£157.08		
Bus Shelter		-£369.60		
Pendock Moors		-£107.59	£711.81	
Auditor		-£30.00		

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Transfer	£1,000.00			-£1,000.00
Sub Total:	<u>£2,447.00</u>	<u>-£2,151.14</u>	<u>£711.97</u>	<u>£0.00</u>
	<b>£1,908.57</b>		<b>£4,859.52</b>	

**Balance per banksheet:**

Current a/c date: 30/06/21	£1,908.57
Investment a/c date: 30/06/21	£4,859.52
	<b>£6,768.09</b>

**Outstanding Transactions:**

(To be reported on in next meeting)

Cheque number: 713		-£264.00
Cheque number: 714		-£66.00
Cheque number: 715		-£481.00
Worcs CC	£236.00	
Sub Total:	£236.00	-£811.00

**Closing balance: 28/02/2021**

(including outstanding transactions)

Current account:	£1,333.57
Investment account:	£4,859.52
	<u><b>£6,193.09</b></u>

**12. Hills Ford Three Shires Stages Rally:** All Cllrs. to nominate any causes to Cllr. Bell who will write an application accordingly.

**13. Correspondence:**

- a. **Planning Notices:** 21/00945/HP – Cromer Cottages. Application has been approved.
- b. **Roadworks at Pendock:** The Clerk advised that an email had been received from a resident complaining that, following the recent roadworks at Pendock Cross the verges have virtually disappeared in some places making it dangerous to walk on the road.

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**14. District/County Councillors Report:** The District Councillor provided the following report:

- a. The PCC has been reinstated following the recent elections. There has been an increase in Wildlife Crimes since lockdown and residents are encouraged to report any offences.
- b. Some Parishes have a nominated Parish Footpath Officer who doesn't need to be a Parish Councillor. The Footpath Officer can register with the County Council and be responsible for monitoring and reporting any issues with footpaths.
- c. Worcestershire County Council is compiling a Geographic Information System (GIS) mapping of all gullies in the county and will be consulting with Parish Councils towards the end of the year to complete the records from locals and lengthsman. The County Council has £20k allocated for cleaning gullies.
- d. South Worcestershire Development Plan. The plan has been further delayed until the beginning of next year as they are waiting for more information on all the developments and infrastructure delivery plan liability.

**15. Councillor's reports and items for future agenda:**

- a. Cllr. Embley mentioned that the new bins had not been emptied and were near to overflowing. The Clerk reported that she had already raised with Malvern Hills District Council.
- b. Cllr. Bell reported that a resident had requested a meeting with himself, CCllr. Wells and DCllr. Behan regarding Wheelright Cottage. A planning enforcement notice has been issued relating to shared access and lighting and is awaiting a response.

**16. Date of Next Meeting:** 6<sup>th</sup> October 2021 at 7:00pm at Berrow and Pendock Village Hall.

The meeting ended at 8.10pm.

Signed .....

Chair

Date.....

**Action Point Progress - Pendock Parish Council**

<b>AP No.</b>	<b>Meeting Raised</b>	<b>Action</b>	<b>Update</b>	<b>Date of latest Update</b>	<b>Owner (s)</b>	<b>Status</b>
2	09/12/2020	To find out who owns Grafton Lane and contact them regarding the condition of the road near the recycling bins.	WCC has responded that Grafton Road is not their responsibility, however the PC has been told that the concrete road near the recycling bins is WCC's responsibility. The Clerk to challenge WCC's findings.	03/08/2021	The Clerk	Ongoing
6	16/03/2021	To write to the electrician thanking him for repairing the defibrillator		03/08/2021	The Clerk	Ongoing
8	16/03/2021	Report the VAS post as being not safely accessible.	Highways have been asked to move the post to the opposite verge.	03/08/2021	The Clerk	Ongoing
9	16/03/2021	Rotation schedule for the 2 VAS and their battery changing	To be completed once all posts and battery changing capability is in place.	03/08/2021	Road Safety Working Party	Ongoing
10	16/03/2021	To send the Clerk their bio for the website	Bios received for Cllrs. Platt and Williams. Waiting for Cllrs/ Fellows and Philipson-Stow	03/08/2021	Cllrs. Fellows and Philipson-Stow	Ongoing
13	03/08/2021	Arrange for Cllr. Philipson-Stow to sign the Declaration of Office			The Clerk	New
14	03/08/2021	Obtain a quote for fencing along the bus shelter boundary			Road Safety Working Party	New
15	03/08/2021	Request the lengthsman to cut the hedge along the footpath between the bus shelter and Pendock cross			The Clerk	New
16	03/08/2021	To arrange for the asbestos to be removed at the bus shelter			The Clerk	New

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17	03/08/2021	Submit a response to the Ward Boundary Consultation			The Clerk / Chair	New
18	03/08/2021	Update Financial Regulations to include on-line banking			The Clerk	New
19	03/08/2021	Provide to Cllr. Bell nominations for Hills Ford Rally Community Funding application.			All Cllrs.	New