

Pebworth Parish Council
Minutes of the Ordinary Meeting of the Parish Council
Held at the Pebworth Village Hall at 7:00 pm on Monday 6th August 2018.

Present: Cllrs. Pam Veal, David Cranage, Denise Meynell, James Pearson, Richard Weller & John Hyde

In attendance: Five members of the public and John Stedman (Clerk)

81) Apologies agreed: Cllr Simon Shiers & Cllr Alastair Adams

82) In the absence of the Chairman, Cllr Richard Weller, (Vice Chairman) chaired the meeting

83) 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 – None declared.

84) Open Forum:

Summary of matters raised by the public:

- A dead tree on The Close has not been removed – it was confirmed not to be a danger to anyone and will be removed shortly
- The row of Platanus trees on The Close need a canopy reduction as they are a danger to high lorries and block the light to properties on Chapel Road – Chairman confirmed this matter is on the agenda for consideration.
- Conifer hedge is overhanging The Close and needs cutting back – Chairman confirmed the matter will be investigated.
- A tree branch is overhanging Front Street and needs cutting back as it could be a danger to lorries – Chairman confirmed the matter will be investigated
- A new website has been created for parish information and the council are invited to contribute to it – the matter will be on the next meeting agenda for consideration.
- A request was made to have topsoil made available for the allotments from the soil removal on the Recreation Field– the Chairman confirmed the request would be considered later under the appropriate agenda item.

Ward Members Report: Cllr Alastair Adams was not in attendance

Chairman re-convened the meeting at 7:10

85) Minutes: The Council agreed the wording of the minutes of the July ordinary meeting of the council and the Chairman signed them as a true record of the meeting.

86) The Clerk's Progress Reports were noted.

- a) Tennis net poster put in the Recreation Field noticeboard - Resolved
- b) Contractors instructed to mow around the allotment site - Completed
- c) Request to County Highways for a tree canopy lift on Chapel Road – the County Highways confirmed the tree works over the highway needs to be carried out by the land owner.
- d) Request to the Handyman for a tree canopy lift on The Close in the interests of public safety – completed

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87) Planning Application:

- a) **18/01536/FUL:** Cider Mill Barns Long Marston Road Pebworth: Extensions to Barn 1, comprising meeting room and lobby/smoking area, and internal and external alterations Applicant: Mr Adrian Roberts The Council has no objection or comment on the application.

88) Planning Decisions: Noted

- a) **18/00182/HP** Mr M P Morgan, Proposal: Reconstruction of historic outbuildings and demolished cottage to form ancillary accommodation to Ullington Hall, **Granted** with 12 conditions
- b) **18/00183/LB** Mr M P Morgan, Proposal: Reconstruction of historic outbuildings and demolished cottage to form ancillary accommodation to Ullington Hall, **Granted** with 4 conditions
- c) **18/00846/Full** Proposal: Proposed erection of stable, horse walker and associated hardstanding. Location: Land At, Low Furrow Farm, Dorsington **Granted** with 4 conditions.
- d) **18/001107/HP** The Carthouse, 4 Rookery Court, Back Lane, Pebworth, Proposal: Single storey rear extension **Granted** with 4 conditions.

89) Neighbourhood Development Plan:

- a) Member's reported on the NDP public consultation event held on 31st July and confirmed it was very successful event with 74 parishioners attending. Four councillors were in attendance and reported a good engagement with attendees and very positive feedback on the proposed plan policies. Members congratulated Becky Burridge of Brodie Planning on her excellent work in drafting the plan policies and creating and managing the public event presentation. Chairman proposed a vote of thanks to Becky which was unanimously supported by all members. A letter of thanks to be sent to Becky

90) Finance:

- a) Council approved the payments, receipts and balances as circulated by the Clerk.
- b) **Account verification:** Cllr Richard Weller confirmed the online bank account balances as indicated on the circulated payment schedule.
- c) **Policy update:** Council consider the finance groups recommendation for additional security measures by the adoption of items from the new transparency code and a new bank account reconciliation procedure policy – it was agreed that the current quarterly account reconciliation procedure would remain unchanged and only one of the transparency code recommendations would be adopted as all other proposed policies are in the council's adopted statutory financial regulations or in the Annual Governance Statement.
The agreed additional policy will be appended to the council's financial regulation which states:
[All items of expenditure to be published no later than 1st July in the year immediately following the accounting year to which the item relates.](#)
A footnote will be added to the financial regulation to confirm the transparency code policies have been considered and adopted as appropriate.
- d) **To Note:** The documents uploaded to the council's website: - The full expenditure list for 2017-18 financial year, The council's adopted risk assessment document and the council's GDPR privacy policy.
- e) Members report no progress on the internet banking delegates registration.

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91) Council Matters:

- a) A request from a parishioner to reduce the canopy of the 14 Platanus trees on The Close was considered and council agreed to the following preliminary procedures –
 1. Obtain permission from the WDC conservation officer for the proposed canopy reduction as most of the trees are in the village conservation area
 2. Request the WDC landscaper officer to advise on the extent of any canopy reduction to ensure the trees are not harmed by any tree works and the ambiance of the street scene not spoiled.
 3. Clerk to obtain three quotations from suitable tree surgeons once the degree of canopy reduction is confirmed by the tree officer

Members also requested that the WDC tree officer inspects the low tree branch in Friday Street while she is in the village.

- b) **FoI:** The Clerk's report on a freedom of information request to supply a copy of the council's mowing contract. – the request was fulfilled and completed within the FoI regulations.
- a) It was agreed Cllr David Cranage would complete the questionnaire for the parish facilities update request for the SWDP Village Facilities & Rural Transport Survey

92) Village Hall:

- a) Cllr Pam Veal reported the Village Hall Chairman is finalising the information needed for the NHB funding application to be made to WDC as soon as possible.
- b) The council agreed that the full amount of £57,946 should be allocated to the Village Hall project and an application made to WDC for the funding, Cllr Pam Veal, The Clerk and Village Hall Chairman will make the presentation to the WDC NHB panel. The clerk to confirm the date of the next panel meeting and lodge the application.

93) Recreation Field and MUGA:

- a) The report on the inspection of the golf mat installation was not available to confirm the underlay mat and sub-base are fully installed as per the specification - Cllr Richard Weller will investigate the matter and report to the Clerk.
- b) Council agreed to make the final payment to Total Play subject to the Golf mat inspection being resolved and the agreed sum for waste removal has been received from Total Play.
- c) Council agreed to the compensation offer from Total Play for waste disposal and a half-day's digger hire charge. Clerk to invoice Total Play for the agreed sum of £762.50.
- d) Council agreed the quotation from Henson Plant Hire for the removal of the surplus soil on the Recreation Field and associated works. Clerk to action the works as soon as the corn crop is removed from the adjacent disposal field. The Handyman will co-ordinate the works and the culver pipe installation.
- a) Council agreed the purchase of the 6m X 300mm ditch culvert pipe from Pipetek at Bidford for the sum of £80.00 and for the amenity contractor to collect the pipe and deliver to site when the works are in progress.
- b) The request for topsoil to be put aside for the use on the allotments was declined as it may cause a delay in moving all the soil and completing the removal within the agreed budget and time scale. Furthermore, the soil was considered to be unsuitable for the intended use.

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94) The Close:

- a) **Inspection:** The monthly safety inspection found no safety issues needing attention.
- b) **New Equipment:** Council scrutinised and considered three quotations and recommendations for various new play equipment items from Fenland Play, Kompan and Eibe. It was agreed Eibe offered the most suitable options for a swing, a climber and a roundabout and were very competitively priced compared with the quotes from Kompan and Fenland Play. As Eibe is the preferred supplier the Clerk will request a site visit from Eibe and invite the sales representative to attend the September meeting to progress the procurement.
- c) Enquiries will be made to the company HUCK for the supply of a trampoline as the other three play equipment suppliers were uncompetitive on prices for the trampoline
- d) The Clerk will make enquiries with WDC requesting the remaining sec 106 funding from the MUGA project can be used to fund the trampoline

95) Street Lighting:

- a) Faulty lights to be reported. None at this time
- b) It was reported that a tree is obscuring a streetlight in Back Lane and Cllr Richard Weller agreed to carry out remedial works to clear the tree.
- c) The replacement streetlight project was agreed to be suspended for a month while available finances are confirmed.

96) Highway Matters:

- a) New highway matters to be reported.
 - i) Tree branch overhanging Front Street is an alleged danger to passing large vehicles; Clerk to inform the property of the problem and request remedial action is taken if necessary.
- e) Members considered the WCC response to the council reporting a trip hazard in the pavement on Back Lane and it was agreed the hole in the pavement needs repairing and the Lengthsman will be requested to carry out the repairs
- b) Council noted the County Highways proposals to install new higher kerbs in School Road to help reduce parking on the grass verge, subsequently, it was agreed to cancel the installation of the 14 oak bollards for School Road.

75) Public Rights of Way matters:

- a) **Slingate:** The requested mowing has not taken place and the Handyman will be requested to trim the PROW if the mowing is not carried out shortly.

76) Lengthsman/Handyman

- a) Council requested the old rocking horse is inspected for deterioration as rotted wood has been found. Situation report to be made at the next meeting
- b) Recorded checks on the Defibrillator need to be more regular and carried out by members as well as the Handyman.

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- c) New and outstanding Lengthsman or Handyman matters. –
- i) The reinstatement of the goalposts on the Recreation Field – waiting for rain to reduce soil shrinkage
 - ii) Tightening of the Zip Wire as recommend by RoSPA - Completed
 - iii) Changing the screen mesh in the ditch adjacent to The Close. Work in progress
 - iv) Installing bollards on Front Street and School Road. Suspended due to issues raised by near neighbours, council agreed to continue with the installation as originally agreed
 - v) Receiving the 14 bollards for School Road and their installation – supply suspended due to County Highways proposed new kerbs, supply to be cancelled
 - vi) Clear the overgrown hedge around the bus shelter on Broad Marston Road – Completed
 - vii) Canopy lift the trees on The Close to increase the ground clearance to 2.5m – Completed

New items

- viii) Remove the dead tree on The Close
- ix) Investigate the overhanging hedge on The Close and report to council
- x) Carry out weed spraying at the Cemetery and amenity areas in the parish
- xi) Cut the hedge clear of the footway fronting the Village Hall site

79) Matters Raised by Members: for consideration and or items for future agendas.

- a) Cllr James Pearson to report on the Pebworth Fringe event at the September meeting

80) Staffing Matters

- a) Council agreed to a staffing committee meeting as suggested by the Chairman, for the consideration of any extra monthly hours due to increased work load. Clerk to confirm a meeting date in September.

81) Confirmation of meeting dates:

- b) Council confirmed the next Ordinary Meeting of the Council is scheduled for Monday 3rd September at 7.00 pm in the Village Hall

There being no further business the Chairman closed the meeting at 9.48

Chairman _____ Date _____.

Payments Authorised

Cheque Number	Payee	Details	Gross Payment	Net Payment
1789	Total Play	MUGA retention payment	3,600.00	3,000.00
1790	Pebworth Piper	Support Grant	85.00	85.00
1791	Worcester CALC	GDPR training fee	10.00	10.00
1792	Pebworth Village Hall	full year hire charge	260.00	260.00
1793	Poore Prints	NDP flyer printing	55.00	55.00
DD	Npower	Streetlight Energy	533.70	508.29
1794	BPS	Flood alleviation device	13.69	11.41
1795	Limebridge RS	Amenity mowing contract	295.20	246.00
1796	J Stedman	Clerk's salary and expenses	***	***
1797	Vale Press	NDP expenses	57.60	48.00
1797	Vale Press	NDP expenses	458.00	422.00
1798	Pipetek Bidford on Avon	Ditch culvert pipe	96.00	80.00
1799	Brodie Planning	NDP Expense	187.64	157.24

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