

Pebworth Parish Council
Minutes of an Ordinary Meeting of the Parish Council held
At the Village Hall, Pebworth on Monday 5th July 2021

Present: Councillors: Richard Weller (Chairman), Simon Shiers, Denise Meynell, James Pearson, SJ Morrow, John Hyde & David Cranage

In attendance: District Councillor Thomas Havemann-Mart, Mrs D Bowles (Incoming Clerk)

Also in attendance: 1 member of the public.

43	Apologies accepted for absence: All Members present Outgoing Clerk Mr J Stedman
44	Disclosures of Interests: Members were reminded of the need to keep their register of interests updated. Members were asked to declare any Disclosable Pecuniary or other Interests in items considered in virtual meetings and their nature. None declared
45	Open Forum: The Chairman suspended the formal meeting for the Ward Members and public participation. a) No matters raised. b) County Councillor Alistair Adams sent his apologies. Report to follow which will be appended to the Minutes. c) District Councillor Thomas Hartmann-Mart was not in attendance. The Chairman closed the open forum and reconvened the meeting at 19:05
46	Acceptance of Minutes: The Minutes of the Ordinary Parish Council Meeting held on 7 th June 2021 at the Village Hall, Pebworth were considered and approved by the Council to be a true record of the meeting and will be signed at the August meeting by the Chairman. These were not available for signature as the Outgoing Clerk was not in attendance.
47	Clerk's Report Noted: a) The AGAR was completed and sent to PKF Littlejohn on 23 rd June. b) The statutory public notice for the audit was placed on all noticeboards on 23 rd June. c) The Village Hall have agreed to allow the play equipment contractors to use the welfare facilities at the d) Village Hall. Update regarding this detailed in minute item 53d. e) Mr Richard Prior was engaged to trim the verges on Honeybourne Rd and Ullington crossroads for highway safety.
48	Planning Matters: a) 21/01325/FUL Location: Land Adjacent Blenheim Farm, Buckle Street, Description of Proposal: Erection of dwelling house and associated development. Alternative design approved under planning permission W/09/01251/PN. (Variation of condition 1 Ref. 18/02512/FUL). Following discussion Members decided not to comment as this was a variation and comments had already been provided under application 18/02512/FUL. b) 21/01476/FUL Location: Land Adj To Bramble Cottage Dorsington Road, Dorsington, Pebworth. Proposal: new build dwelling to replace existing barn approved for residential conversion. Following discussion, Cllr Cranage provided the Clerk with information to put together some comments. These will then be forwarded to Members for approval prior to submission to Wychavon District Council.
49	Finance: a) Members noted the Clerk's report on payments made since the last meeting. b) Council approved the July schedule of payments to be made by internet banking as appended to the minutes. c) Council considered and approved the first quarterly bank reconciliation and account balances. Cllr Meynell confirmed the bank account balance reconciles with the accounts. d) Members discussed signatories on the Bank account, it was resolved that Cllr Cranage would be removed, along with Mr J Stedman as Outgoing Clerk. Cllr Pearson & Mrs D Bowles to be added with full internet access to authorise payments.
50	Mowing & Amenity Contract: a) Clerk to make some slight amendments to the amenity and mowing contract, with quotes being requested for cutting, and cutting with collection. Once amendments have been agreed this can then be advertised in August with tenders to be received by 15 th October 2021.

	b) Cllr Meynell reported that mowing has not been carried out on the stretch of Long Marston Rd to Millfield. Clerk to contact contractor regarding this.
51	Council & Community Matters: a) The Chairman has reported several incidents of vandalism and anti-social behaviour to PC Matt Beards, and is awaiting his response. b) Members considered security measures for the Village Hall & The Close. It was resolved for Cllr Weller to contact the Village Hall Committee regarding this. c) The Safer Neighbourhood Team contact contract was considered with the top 3 community issues being speeding, anti-social behaviour, and break-ins. d) It was resolved for the signed minute books to be taken to County Archive at The Hive in Worcester. Cllr Shiers also has some Parish Council papers to be considered. Clerk to collect these and look through.
52	Village Hall: Cllr Pearson confirmed snagging works have been carried out with any further snagging to be identified prior to end of March 2022.
53	The Close & Recreation Field a) The works regarding the surface restoration around the play equipment on The Close is ongoing. b) Cllr Hyde reported that he had cleared away as much of the smashed glass on The Close as was possible. c) See comments below re gym equipment. d) Members had been advised via email that outdoor gym equipment is not something Wychavon District Council would support as they have found from experience that this type of equipment is only used for the first few weeks of installation. Clerk to investigate this further.
54	Cemetery: Interment: Council noted the interment of ashes in the Scholes family grave and receipt of payment.
55	Allotments: Following discussion, it was resolved for Clerk to approach the parishioners on the waiting list. It was decided that there is not enough room for 5 full plots but to offer 5 half plots instead.
56	Streetlighting: a) Faulty lights to be reported for repair: Column numbers 30 & 24 – the lights are not going off until 1am with number 16 not working at all. Clerk to contact Candela expressing the Parish Council's disappointment in this, especially as they will be looking for Candela to replace further streetlights. b) It was decided to consider the commencement of the next phase of streetlight upgrades at the August meeting.
57	Highway Matters: a) Concern was expressed at the level of landscaping works taking place in the Norton Gardens area, with trees being removed. Clerk to contact planning to ascertain whether permission had been sought for these works. b) Members considered the options regarding purchasing a portable VAS. The quotes have come in between £2,800 and £3,000 for which an allowance has not been made in this year's budget. Cllr Hyde to approach Honeybourne Parish Council – they currently have a portable VAS needing repair which Pebworth Parish Council may be able to use if Honeybourne are considering replacing it. c) Members had been advised that Worcestershire County Council will not agree to the request for extra signage on the 30mph repeater signs in Middlesex, although have stated that there is an option to install the 30mph repeater roundel road markings to accompany the speed limit repeater signs – this would need to be funded by the Parish Council as they are not a statutory requirement. Clerk to request the cost of these works. This can then be discussed at the next budget meeting. Clerk to find out if any progress has been made regarding the community speed awareness volunteers.
58	Lengthsman/Handyman Matters: New and outstanding Lengthsman/Handyman matters: a) Clerk to contact Highways regarding restoration proposals for the steps in the verge on Front St and the School Rd verge. b) New timbers to be fitted to the Wendy house on The Close c) Exposed concrete on the slide mound to be covered with soil and artificial grass. d) Weed spraying on the recreation field to be completed Future Tasks: Weed spraying around the Parish.
59	Public Rights of Way:

	Cllr Hyde has established who owns the locked gate on PROW532c and will inform Graham Fowles once he has back from holiday.
60	Matters Raised by Members: The following matters were raised by Council Members for consideration for future agendas: a) Cllr Weller – Clerk to look into a central depository for documents b) Cllr Shiers requested that a regular slot be placed on the agenda for Pebworth In Bloom. Clerk agreed to this however requested that a report be received 1 week prior to the meeting to go with the agenda pack. Members will then have time to consider any requests prior to the meeting. - Cllr Shiers reported that the white paint has now been purchased for the painting of railings on the recreation field – works to be completed over the next couple of weeks. - PIB have requested permission to plant 3 or 4 silver birch trees in front of the dead leylandii at The Close. Members requested that advice be sought as to the best form of cover for this. - PIB have asked whether there are any actions that need to be taken following the tree survey that was carried out last year by the Parish Council. Cllr Shiers has a copy of the inspection report and will find out if any maintenance is required. - Members decided to consider a plan for tree conservation at the next budget meeting. It was suggested that the Tree Warden be invited to the October meeting to provide a report of all trees in the parish. c) Cllr Weller - Pebworth Collective have requested that they use the Rec next year for an outdoor event for the Jubilee. Whilst Members do not see a problem with this they have requested the date being considered and what sort of event it will be – insurance will need to be considered.
61	Date of Next Meeting: Council confirmed the date of the next Ordinary Parish Council Meeting on Monday 2nd August 2021 at 7.00pm in the Village Hall, Pebworth.
62	Exclusion of the Public from Meeting: It was resolved that the press and public be temporarily excluded from the meeting owing to the confidential nature of the business about to be transacted.
63	Staffing Committee Report: a) Cllr Weller reported that interviews had taken place last week with three very strong candidates. As the Staffing Committee had been given Delegated Powers to appoint it was decided that Mrs Donna Bowles be offered the position which she accepted. A review of the contract of employment is currently taking place. It was resolved that the Clerk: - be given a budget of £500 for a laptop, referring to Cllr Weller prior to purchase - look into obtaining a cheap contract phone - appoint EdgeIT Finance to provide a 5-year finance package, with a setting up cost of £90 and an annual fee of £214 - attend a Cemetery Management Training session through Warwickshire Association of Local Councils. b) Clerk to meet with the Staffing Committee over the next couple of weeks to discuss contract etc. c) Cllr Weller will discuss with Mr J Stedman the possibility of engaging him as admin support. d) Mr J Stedman to be invited to the meeting in August for Members to be able to provide him with a leaving gift.
64	Closure of Meeting: The Chairman closed the meeting at 21:50 hrs

Chairman: _____ Date: _____

FINANCE

	Bank Accounts	Verified and Confirmed Account Balances	
Statement	10/06/21	Current Account Balance	£25,874.99
Date	09/06/21	Deposit Account Balance	£55,888.30

Payments Authorised

Cheque Number	Payee	Details	Gross Payment	Net Payment
BACS	AR Miles Associates	Village hall contract works	510.00	425.00
BACS	John Hyde	Lengthsman Works	102.30	102.30
BACS	John Hyde	Handyman Works	33.75	33.75
BACS	Limebridge RS	Amenity mowing contract	852.00	710.00
BACS	J Stedman	Clerk's salary and expenses	***	***

County Councillor Report

Month: July 2021

Prepared by Alastair Adams,
Littletons Division, Worcestershire County Council

Worcestershire County Council is delighted to receive a Government grant for £1.5 million to provide free school meals and activities and support families over the summer holidays.

This funding will enable Ready, Steady, Worcestershire to launch an exciting range of summer activities, with meals, for disadvantaged children across the county.

Ready, Steady, Worcestershire is a Council service which provides information about food, activities and support available to families and children during the school holidays. This help is available to families with children from nursery and primary ages, through to older children and teenagers.

The booking system will be going live early in July, but to register your interest in a place for a child on this summer's programme, please visit this link: [Register interest summer activities with meals](#)

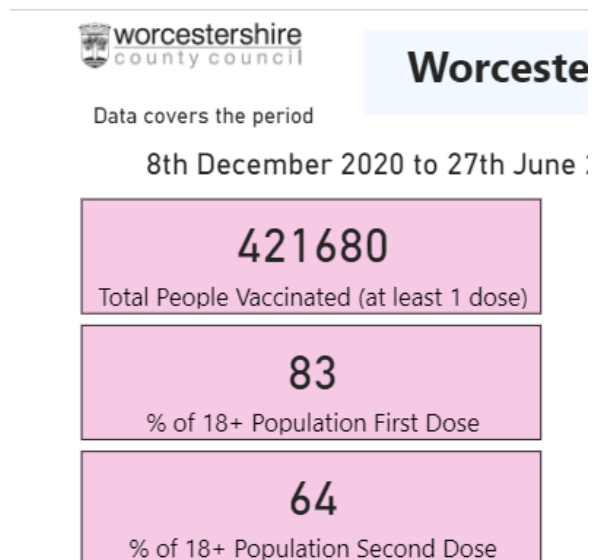
To see what's on near you see <https://www.activehw.co.uk/holiday-activity-and-food-haf>

Update on flooding alleviation in Broad Marston

The good news this month is WDC have confirmed planning permission is not needed for this scheme. Another hurdle jumped! So this makes it possible for the scheme to be built before Winter. Keep your fingers crossed! Now we are waiting to receive the green light from the Environment Agency; there is a possibility that a permit from them before we start work is required.

COVID vaccine

GREAT NEWS OVER 64% OF WORCESTERSHIRE RESIDENTS OVER 18YRS HAVE RECEIVED BOTH DOSES OF THE VACCINE.



See <https://herefordshireandworcestershircg.nhs.uk/covid-19-vaccine> for more up to date information showing where you can be vaccinated and what to expect when you arrive. The good news is Worcestershire is one of the best performing counties in the roll-out for vaccinations.

Patients are reminded that the GP's or NHS are contacting people in priority groups when it is their turn to receive the vaccine. However, if you know your NHS number (10 digits) you can use the following website to book a vaccination and are eligible (ie of a certain age). See <https://www.nhs.uk/book-a-coronavirus-vaccination/do-you-have-an-nhs-number>

To see the latest statistics on vaccinations – see <https://www.england.nhs.uk/statistics/statistical-work-areas/covid-19-vaccinations/>

And in Worcestershire see

https://www.worcestershire.gov.uk/homepage/648/worcestershire_covid-19_vaccinations_dashboard

Roadmap out of Lockdown

From Monday, 21 June 2021:

The rules on weddings and civil partnership ceremonies and wedding receptions or civil partnership celebrations changed on 21 June. See the [weddings and civil partnership ceremonies and wedding receptions or civil partnership celebrations](#) section of this guidance.

The rules on commemorative events following a death such as a wake, stone setting or ash scattering changed on 21 June. See the [funerals and linked commemorative events](#) of this guidance.

The rules on care home visits changed on 21 June. See the [care home visits](#) section of this guidance.

The rules on domestic residential visits for children changed on 21 June. See the [childcare](#) section of this guidance.

For more information see <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

COVID-19 STATISTICS LOCALLY

The last statistics available are below. The number tested positive is increasing but the number of deaths is still zero.



Official statistics and information are available on the links below:

<https://www.gov.uk/government/publications/covid-19-track-coronavirus-cases>

How to get a COVID-19 test

Currently there is good testing capacity in Worcestershire. Supply is meeting demand in the county. To organise a test go to

https://www.worcestershire.gov.uk/info/20769/coronavirus_covid-19/2247/coronavirus_covid-19_testing

WHERE CAN I GET FURTHER INFORMATION, HELP AND ADVICE?

Reminder that the Here2Help website www.worcestershire.gov.uk/here2help is the first point of contact if people want to offer assistance or gain support. The other option is the telephone contact number which is staffed 8am-6pm 6 days a week – 01905 768053.

Carers who support a family member or friend who require support should contact the Worcestershire Association of Carers on www.carersworcs.org.uk or call the Helpline 0300 012 4272.

NHS Website for information on Coronavirus

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Another useful site if you need help and/information because of COVID is

<https://www.wychavon.gov.uk/community-and-living/coronavirus-covid-19-update>

Highways:

1. Stratford Rd/Honeybourne Rd under the bridges – road closure 29th July – for repairs see below

Roadworks, delays likely
 29 Jul 07:00 - 17:00
 Stratford Road

Responsibility for these works

Severn Trent Water



Information for Road Users

Location: Stratford Road

Traffic lights, etc: Road closure

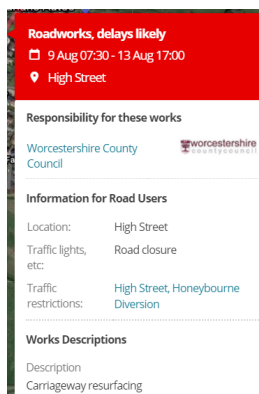
Traffic restrictions: [Diversion](#)
 Stratford Road, Honeybourne
 Stratford Road, Honeybourne
 Diversion

Works Descriptions

Description ⓘ

* BREAK OUT FAILED RAIN IN CW

2. High Street, Honeybourne road closure 9th August for resurfacing – see below



As always, if you have any issues on any Highways matters, please report it on the WCC website
http://www.worcestershire.gov.uk/homepage/98/report_it

Also remember a photo of the Highways problem is as good as “a thousand words” so always take a photo where possible.

County Council Divisional Fund

The fund is now open for new applications from local community organisations that are manned by volunteers and require a little help to buy equipment or services. To apply, please contact me below with the following information:

1. A paragraph about the community organisation and how it benefits the Community. ie The number of volunteers, how long it has been going, how many users of the service, etc
2. The amount you want, and why you need it . A copy of a quote if possible
3. Bank details of the organisation - sort code, account number, name on account
4. Main Contact details for the organisation (email, tel, address)
5. Is the organisation vat registered?
6. Can the organisation claim back vat?

Since the election, I have received the following applications

1. Offenhams Cricket Club – grant requested for paying and coaching equipment for 17 juniors
2. Honeybourne primary School – grant for use of village hall for dance, drama and PE
3. Littleton Scout Group – grant to help refurbishment of village hall

Your County Councillor, Alastair Adams can be contacted on adams.pebworth@gmail.com or mobile 07725 979 277 or www.alastairadams.org

District Councillor, Thomas Havemann- Pebworth Parish Council July 2021 Report

Things are feeling pretty normal-ish now at Wychavon we are back to face to face meetings and although with social distance it feels good to be back in the civic centre talking in person.

It was good to see Boris confirm the last restrictions will end on the 19th if this month!!!

We have been asked to take a close look at assets of community value and if there are any in our districts that would fit the bill.

These are areas or buildings that the community has access to that would be missed if they closed or changed (ie pub being turned into housing). In Honeybourne we have listed the thatch as an asset of community value and it will stay on the register for the next 5 years meaning that if during that time the pub comes up for sale the community will be offered first refusal.

It's not limited to buildings, fields etc can also go on the register.

Coronavirus update

We have seen a rise in our infection rate but this is to be expected. It follows the national trend.

The rise is mainly being driven by infections among young people who have not been vaccinated (over half of all cases) and some workplaces. The good news is it does not yet appear to be placing too much pressure on our local hospitals who are dealing with small numbers of Covid-19 patients. Another sign the vaccination programme is working.

View the latest infection rate on the [Coronavirus dashboard](#)

Vaccine rollout data

Last weekend the NHS held a Grab a Jab weekend to encourage take up of the vaccine amongst hesitant groups by holding walk-in vaccination clinics. Across Herefordshire and Worcestershire it was very successful with good uptake.

Everyone over 18 is now eligible to book their Covid-19 vaccine.

View the Worcestershire Vaccine dashboard for the latest information.

Read more information about the Covid-19 Vaccination Programme in Herefordshire and Worcestershire.

Self-isolation Support Payment

We have seen an increase in applications for self-isolation support payments, which is not surprising given the increase in infections.

Since the scheme was introduced we have made 517 payments worth £138,500.

Response to the Government's waste and recycling consultation

The Government consultation on proposed changes to waste and recycling collections closes on 5 July and Worcestershire councils have submitted their collectively agreed response.

As a reminder the Government is proposing to introduce a standardised set of materials to be collected including foil, separate sorting of recyclable material at the kerbside, bring in weekly food waste collections and is considering making councils provide a basic garden waste service free of charge, with the option to charge for an enhanced service. The response from Worcestershire councils can be summarised as follows:

Approach – Worcestershire councils disagree with the Government setting recycling targets based on weight and would rather see a move to targets set around cutting carbon emissions.

Cost – modelling suggests capital costs across Worcestershire to introduce these changes will be between £6million and £15.5million with revenue costs between £6million and £7.3million. The Government has suggested new burdens would be funded but the lack of detail around what this means creates financial risk to councils in Worcestershire.

Dry recycling – councils in Worcestershire stressed their commitment to maintaining wheeled bins and a comingled collection system as opposed to the proposed model of using separate boxes and sorting at the kerbside. Wheeled bins are popular with residents, well used, help reduce litter from recycling been blown out of boxes and delivers the quality of material reprocessing companies need. There is no strong case for change.

Food waste collections – as Worcestershire uses Energy from Waste to dispose of its food waste and not landfill, the climate change impact of this proposal is minimal. According to modelling commissioned by the councils, the reduction would be only 0.8%. This minimal benefit is outweighed by the cost of introducing the service.

Free garden waste - The introduction of a free garden waste collection will encourage waste when we should be encouraging residents to compost at home. Our modelling shows it will increase carbon emissions by 1.7% and it will also undermine the finances of councils which have been encouraged in recent years to generate more of their own money from services like chargeable garden waste collections, so they are less reliant on government grant.

Rubbish collections – the councils oppose the Government setting a minimum mandatory size for wheeled bins and collection frequency. This should be determined locally. Mandatory restrictions would make it harder to introduce changes to increase recycling and discourage waste creation. **Introduction of alternatively fuelled vehicles** – reducing carbon emissions will require vehicles with an alternative fuel source to diesel. This is a significant commitment for councils. Changes to the collection system should be phased to coincide with the rollout of these vehicles to maximise the benefits. **Commercial sector** – while requiring businesses to legally have to separate their waste and recycling is supported, the timing of this needs to be considered carefully to give businesses time to adjust especially in light of the impact of the pandemic. A full set of proposals aren't available on this yet.

If you would like more information on this response then please contact Phil Merrick.

Building a greener future event

Our Building a greener future event for parish and town councils on Wednesday evening was attended by representatives from 20 to 30 parish and town councils.

The Leader shared some of the headlines from recent months and Vic (Wychavon's CEO) introduced our new Covid-19 recovery plan.

Our Carbon Reduction Officer, Matt Barker, introduced our Intelligently Green Plan and encouraged parish and town councils to get involved in helping us deliver the plan. Presentations on the Public Sector Energy Efficiency Programme and Natural Networks Programme highlighted funding and other support available to parishes.

Our Wildlife Sites Officer, Liz Etheridge, talked about practical ways of contributing to habitat restoration and our Active Travel Officer, Karen Lewing, talked about the challenges and benefits of increasing cycling and walking infrastructure. Norton-juxta-Kempsey Parish Council shared how their green energy project, supported by Wychavon grants, has slashed their energy bills. From this month the hall will be self-sufficient and net exporters of energy. If you didn't attend the event and would like to receive a copy of the slides please contact tracy.perkins@wychavon.gov.uk.

SWDP update meetings

As we move towards preparing the final draft version of the South Worcestershire Development Plan Review (SWDPR) for public consultation at the beginning of October 2021, subject to Council approval, you are invited to attend a series of briefing meetings at the dates set out below. The briefings will cover the final site allocations for strategic housing development, smaller housing sites and employment uses, as well as the topic specific policies for making decisions on planning applications via the Development Management process.

Meeting Date	Meeting Title	Host	Time	Form at
05-Jul	Policy briefing - Tranche 1	Wychavon	6-8p m	Zoom
06-Jul	Policy briefing - Tranche 2	Malvern	6-8p m	Zoom
08-Jul	Wychavon Sites	Wychavon	6-8p m	Zoom
12-Jul	Worcester Sites	Worcester	6-8p m	Zoom
13-Jul	Malvern Sites	Malvern	6-8p m	Zoom
19-Jul	Strategic Sites	Worcester	6-8p m	Zoom

Update on director appointments

Adverts have been placed for the posts of Director of Economy and Environment and Communities and Housing. We are once again working with recruitment specialists Solace to help attract candidates. The closing date is 19 July with final interviews take place on 1 and 2 September.

Fond farewell

On Wednesday (30 June) we said a fond farewell to two of Wychavon's longest-serving members of staff. Chris Brooks, Head of Economic Development and Kath Smith, Head of Customer and Support Services have now retired and we wish them well.

Shawn Riley has been appointed as the new Head of Economic Development. Jo Franklin is temporarily acting up to carry out Kath's duties regarding customer services while the member support and elections teams are now reporting directly to Meesha Patel.

Kind regards, Tommy.

Your District Councillor, Thomas Havemann-Mart can be contacted on [Thomas.Havemann- Mart@Wychavon.net](mailto:Thomas.Havemann-Mart@Wychavon.net) or mobile 07817 873 054