

Pebworth Parish Council

Minutes of the Ordinary Meeting of the Parish Council

Held at the Pebworth Village Hall at 7:00 pm on Monday 2nd March 2020.

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

In attendance: Cllr Thomas Havemann-Mart, Alastair Adams, J Stedman (Clerk), and four members of the public

191. Apologies: All members present

192. 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.
None declared
- c) To declare any Other Disclosable Interests in items on the agenda and their nature.
None declared

193. Open Forum: The chairman suspended the formal meeting for open forum.

Summary of matters raised in open forum

- The Chairman reported on the flooding incident meeting held with an Environment Agency officer and Cllr Alastair Adams. The meeting focused on Broad Marston environmental modelling for the area including roadside ditches and in nearby fields. The area at the two railway bridges on Honeybourne Road was also inspected. The Environment Agency officer confirmed that flood alleviation works are needed and will return proposals for the works for the Parish Council to consider. Funding of the scheme is an issue and it was confirmed the Parish Council and WDC can pay for the scheme as the Environment Agency has limited funds
- Other flooding comments were received from the public and members who confirmed the Environment Agency are responsible for the maintenance of the Nolan Brook
- It was confirmed the council has a quotation for the proposed removal and reinstatement of the ditch bridge at Orchard Dene – this will be considered later in the meeting.
- It was reported the ditch at Wesley Gardens has not been cleared – it was confirmed the clearance is in hand and will be completed shortly
- Highway potholes were reported at Middlesex and Honeybourne Road
- A car is regularly parked on the apex of the bend on Chapel Road by the Village Hall and parked partly on the pavement. The registration number was issued to the Clerk who will inform PC Jamie Lee of the dangerous situation requesting his assistance in resolving the matter.
- The Chairman and Cllr Richard Weller reported on attending Blockley Parish Council meeting in February to exchange meeting and business procedures and compare them to Pebworth.

Ward Members Report:

Cllr Alastair Adams's report is appended to these minutes when available.

Cllr Thomas Havemann-Mart reported on the continuing freeze in district council tax for the 3rd consecutive year. There is a lot of work going on the district homeless policy as there has been a lot of talk around the area about the people living in tents in Evesham, they have been offered accommodation however have so far refused help from the district.

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The Chairman closed open forum and reconvened the meeting at 7.15

194. Minutes: The Council agreed the wording of the February ordinary meeting minutes and the chairman signed them as a true record of the meeting.

195. The Clerk's Progress Reports

- a) Information received from Gloucestershire County Council on land ownership and ditch clearance; members noted the map indicating the County Council's land ownership and that all the tenants had been requested to clear ditches when surface conditions are favourable.
- b) The clearing of the watercourse on The Close was delayed and is now in hand for completion, Clerk to request Rooftop Housing to contribute the clearance cost as they have riparian responsibility for half on the works.
- c) The ditch on the allotment site boundary has been re-inspected now the flood levels have receded and it was agreed to reconsider the clearance in mid-summer when surface conditions will be drier and accessible.
- d) Pebworth Fire Station manager has confirmed the council can use the fire station for meetings while the Village Hall is out of use.
- e) Allotment annual rent invoices issued to all tenants and one tenant has paid their rent
- f) Allotment half plot #7 to be advertised in Petrus and E-news

196. Planning application noted:

- a) **19/01431/LB:** Replace existing metal windows with wooden. Location: Meon House, Friday Street, Pebworth, **Granted** with 2 conditions
- b) **20/00005/HP** Single storey extension to front. Location: Pebworth Fields Cottage, Stratford Road, Pebworth, **Granted** with 4 conditions

197. Finance:

- a) **Payments:** Council approved the schedule payments list as appended to the minutes.
- b) Members reported that Lloyds Bank has confirmed the account signatures for internet banking access are Cllrs Weller and Cranage, Chairman to pursue the matter to get himself registered for internet banking. It was agreed Cllr Denise Meynell would be delegate for internet banking.
- c) It was agreed to delegate to the Clerk the authority to make requests to WDC for the NHB and Legacy Funds available for the Village Hall refurbishment and draw down the PWL as and when required.
- d) Cllr Richard Weller confirmed the online bank account balanced concurred with the clerk balance sheet.

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198. Village Hall:

- a) Cllr James Pearson reported on the refurbishment project tender process and confirmed four tenders have been received and are currently being scrutinised by the project Quantity Surveyor, Dawn Adams, Her reports will be made available to the council shortly for consideration and members agreed an extraordinary meeting may be necessary to expedite the project to maintain the expected time scales.
- b) Cllr James Pearson also confirmed all the documentation for the PWL is completed and the signatories of the Clerk and Chairman are required on the application form which were added at the end on the meeting. James confirmed CALC have been very helpful in ensuring the documentation is in order and will scrutinise it prior to being lodged with the PWLB.
- c) Cllr James Pearson further confirmed that he was continuing to liaise, via Dawn Adams, with the architect and the quantity surveyor who have had design input into the Village Hall in order to secure for the Parish Council appropriate contractual reliance on the Professional Indemnity cover of both parties and that he will report back to the Parish Council members on that matter as soon as possible.

199. Community & Council Matters:

- a) Council agreed to funding the Parish Games events which will be entered for Pebworth. Maximum fee is expected to be £69.00
- b) The Clerk reported the license to install the proposed bench fronting the Pebworth Village Hall is in hand with the County Council and awaiting completion.

200. The Close and Recreation Field

- a) The monthly safety inspection report confirmed no actions are required and Cllr J Hyde confirmed the ladder rung replacements are in hand
- b) PIB members have agreed to cut back and reduce the height of the Leylandii hedge at 3, School Road, work to be carried out when the weather conditions improve.
- c) Council agreed to a request from Fibrex nurseries to use the Recreation Field for car parking on Sunday 13th June for their open day event on condition that the field surface is dry and firm enough for parking.
- d) Council agreed a request to hold a wedding event in a marquee on The Close or the Recreation Field on 14th - 17th August and to use the Recreation Field for parking on August 15th on condition that the field surface is dry and firm enough for parking.
- e) Council agreed a request from PIB to use the recreation field for Open Gardens car parking on Sunday/Monday 24th/25th May on condition that the field surface is dry and firm enough for parking.

201. Street Lighting:

- a) Faulty lights to be reported. None at this time
- b) The revised quotation from Candela for the refurbishment of streetlights 1-5 and 25&27 was considered to be correct and council agreed to accept the quotation for the refurbishment of seven streetlights. Clerk to issue a PO for the works

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Note: At 7:55 the chairman adjourned the meeting to receive Cllr Alastair Adams report and comments from members of the public regarding flooding matters
The meeting was reconvened at 8:20

202. Flooding:

- a) Council considered a quotation and specification for the culvert engineering works at Orchard Dene and agreed to write to all the householders in the area outlining the proposals to remove the existing bridge and restrictive culvert and replace it with a flat top bridge surfaced with railway sleepers. The quotation and specification received from a local contractor will be passed to the WDC engineering officer for his approval and funding options for the works. Once the proposal is approved by all stakeholder's further quotations will be sought based on the approved specification.
- b) A quotation was considered for the clearance of 100 metres of roadside ditch on Broad Marston Road and it was agreed to pursue the clearance with the landowner as they have a duty to maintain the ditch.
- c) Cllr David Cranage gave a report on works carried out on Friday Street drainage system and confirmed the system has been cleared of silt and the road gullies emptied. He expressed concerns that the roadside ditch on Long Marston road was not deep enough to clear the storm water quickly and this will be monitored in future. He also reported that Severn Trent Water are commencing works to clear the sewerage system and tanks as tree roots are causing restriction in the tanks and pipes.
- d) Cllr James reported the clearance of the ditch at Wesley Gardens has been delayed but is expected to be completed shortly.
- e) Members agreed to publishing an article in the April Petrus regarding dumping of grass cuttings in the ditch on Broad Marston Road as requested by Gloucestershire County Council following complaints from their tenant.

203. Highway Matters:

- a) New highway matters to be reported. –
 - i) Potholes between the Church and Middlesex
 - ii) Potholes on Honeybourne Road by Fibrex Nursery
 - iii) Blocked gully in the lower end of Back Lane - Lengthsman to investigate

204. Lengthsman/Handyman

- a) New and outstanding Lengthsman or Handyman matters. –
 - i) The replacement of the damaged bollards on Front Street - completed
 - ii) The PROW finger post reinstatement in Priory Lane. – in hand
 - iii) The reinstatement of the tennis net post in the MUGA- delayed by wet conditions
 - iv) The replacement of the ladder rungs on the Timberplay – in hand equipment
 - v) Regular inspections of the Defibrillator – reported to be carried by members and the Handyman
 - vi) New matters or Jobs - None reported at this time

205. Public Rights of Way matters –

- a) To report any new PROW matters in need of attention. –
 - i) The PROW finger post in Priory Lane has rotted off and will be reinstated shortly
 - ii) The PROW finger post by the church will be reinstated shortly

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206. Matters Raised by Members: None

207. Next meeting date:

- a) Council confirmed the next Ordinary Meeting of the Council is scheduled for Monday 6th April at 7.00 pm. at the Village Hall or the Fire Station
- b) The APM is scheduled for April 20th the venue to be confirmed
- c) A possible Extraordinary meeting may be called, and it was agreed there will be no open forum at the meeting as the only item for consideration will possibly be a confidential item.

There being no further business the Chairman closed the meeting at 9.00

Chairman _____ **Date** _____.

Bank Accounts		Verified and Confirmed Account Balances		
Statement	14/02/20	Current Account Balance	£3,384.51	
Date	10/02/20	Deposit Account Balance	£45,620.03	

Payments Authorised				
Cheque Number	Payee	Details	Gross Payment	Net Payment
1924	Building and Plumbing Supplies	Noticeboard maintenance	7.67	6.39
1925	Worcestershire CALC	Member training	30.00	30.00
1926	J Stedman	Clerk's Salary and Expenses	***	***