

Pebworth Parish Council

Minutes of the Annual Meeting of the Parish Council Held at the Pebworth Village Hall at 7:00 pm on Monday 13th May 2019.

Present: Cllrs. Simon Shiers, Richard Weller, Denise Meynell John Hyde & David Cranage

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

All councillors signed their declaration of office in the presence of the Clerk.

- 1) **Election of Chairman.** The Chairman asked for nomination for the Chairman of the council and Cllr John Hyde proposed Cllr Simon Shiers, and Cllr Richard Weller seconded the nomination, there were no further nomination and Cllr Simon Shiers was elected Chairman unopposed.
- 2) Cllr Simon Shiers signed the Chairman's declaration of office and took the chair.
- 3) **Apologies:** apologies for absence were agreed for Cllr James Pearson
Council agreed Cllr Pearson can sign his declaration of office at a later date.
- 4) **Declarations of Interests**
 - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
 - 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.

None declared
- 5) **Standing Orders**
 - a) Council agreed to additional wording being added to standing order no 3s – the addition is
“or by paper ballot where considered appropriate by the Chairman”
- 6) **Co-option:**
A paper ballot was held for three candidates for the co-option for the Parish Council vacancy. The voting was, Bennett one vote, Prior one vote, and Morrow three votes, Sarah Morrow was elected by a majority of two votes. Cllr Sarah-Jane Morrow signed the councillor's declaration of office and the chairman invited her to join the council, the Clerk issued a new councillor pack of council information.
- 7) **Election of Vice-Chairperson:** Cllr Richard Weller being the only nominee was unanimously elected as Vice-Chairman for 2019-20
- 8) **Appointment of Committees**
 - a. Staffing: The agreed Members are: - Cllrs Simon Shiers, Richard Weller and Denise Meynell
- 9) **Appointment of Working Parties**
 - a) Finance & Precept it was agreed to be the Full Council
- 10) **Appointments to Outside Bodies – delegates agreed**
 - a) Village Hall – Cllr Denise Meynell
 - b) John Cooper Foundation – this appointment was left open pending enquiries with the foundation into the requirements for a Parish Council representative.

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11) To appoint individual Councillors to the following roles:

- a) Playing Fields Warden – Agreed: Cllr. John Hyde

12) Document Review:

The following policy documents were fully reviewed, and amended: -

- a) Amendments or updates to the council's cemetery fees – No change
- b) Amendments to the council's allotment fees of £20 per plot per year – No change
- c) The content and values of the Council's asset register checked and updated on 9th May 2019. Council agreed to remove the village trophies from the register as they are considered not to be council property but retained on behalf of others.
- d) The effectiveness and suitability of the Council's Health & Safety policy – No change
- e) The suitability of the Council's risk assessment. – No change
- f) Amendments to the 2018 Standing Orders. **Note;** agreed addition to SO 3 in minute No 5
- g) Amendments to the adopted financial regulations. – No change

13) Dispensations:

Council agreed the renewal of four-year dispensations on matters of disclosable interest: -

- a. A dispensation for Cllr John Hyde for the Lengthsman contract and works.
- b. A dispensation for Cllr John Hyde for the Handyman's contract and work.
- c. A dispensation for Cllr David Cranage for watercourse maintenance.

There being no further business the Chairman closed the annual meeting at 7.28

Chairman _____

Date _____.

Pebworth Parish Council
Minutes of the Ordinary Meeting of the Parish Council
Held at the Pebworth Village Hall at 7:00 pm on Monday 13th May 2019.

Present: Cllrs. Simon Shiers, John Hyde, Richard Weller, Denise Meynell, David Cranage and Sarah-Jane Morrow

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

14) Apologies were agreed from: Cllr James Pearson

15) 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. Disclosable Pecuniary Interests & Other Disclosable Interests – **None declared**

16) Dispensations:

- a) No new dispensation requests were received for matters of disclosable interest.

17) Open Forum: The chair suspended the formal meeting for open forum

Summary of matters raised:

- The streetlight in Chapel Road is not repaired after being reported as unlit some time ago
- The quality of grass cutting on the Close was raised, the Chairman confirmed the grass is not collected and the mowing conditions were very poor when it was last cut, the problems raised will be rectified in readiness for the Open gardens event next month.
- A request was made for a new litterbin in New Road and the chairman confirmed the Handyman will make a feasibility report for the relocation of the litterbin opposite New Road on the south side of Broad Marston Road, the report will be considered at the June meeting.
- The very poor surface conditions on the footway on Broad Marston Road was raised and the Clerk confirmed the matter has been reported to County Highways who confirmed it was safe to use and would monitor the situation.
- Mr Adrian Roberts, the proprietor of the wedding and event venue at Cider Mill Barns on Long Marston Road confirmed that he now has a premises licence and that parishioners should please contact him if they wish to raise any concerns. Contact, Adrian Roberts: Tel 01789 773000

Ward Members Report:

Cllr Alastair Adams report is appended to these minutes if made available.

Cllr Thomas Havemann-Mart report is appended to these minutes if made available.

18) The Chairman reconvened the meeting at 7.50

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

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20) The Clerk's Progress Reports were noted.

- a) Letter of thanks received from the Pebworth PCC for the council's donation
- b) Letter received from Pebworth First School regarding action taken on parking
- c) Letter sent to Sunflower Nursery and the Pebworth First School ref: highway parking issues in Back Lane
- d) Email sent from the School's Head Teacher to all parents requesting consideration when parking at the school or nursery
- e) Broad Marston Road Pavement surface issues and Honeybourne Road potholes reported to County Highways.
- f) WDC planning enforcement confirmed they will investigate the alleged breach of planning at Norton Hall
- g) The new rubber seats for the play equipment have been sourced from The Zip Wire Company and will be fitted by the Handyman.
- a) Pebworth House tree works to restore the storm damaged Aspen tree in the conservation area.

21) Planning Application:

- a) **19/00705/FUL** Location: Low Furrow Farmhouse, Dorsington Road, Dorsington, Pebworth, Description of Proposal: Change of use from workshop to a licensed cattery facility and proposed linked single storey garage building, Applicant: Mrs Carolyn Ashford
Pebworth Parish Council has no objection or comment to the application

22) Planning Other Matters: Noted

- a) **19/00645/FUL:** Location: Land Opposite, Mason Arms, Broad Marston Road, Description of Proposal: Flag Pole, Applicant: Pebworth Parish Council **Granted** with 2 conditions

23) Neighbourhood Development Plan:

- a) In consideration of the progress with the NDP the examiners made small amendments to the draft plan which were considered beneficial by adding strength to the plan's policy wording. The plan is now with WDC for the final stage of their agreement and proceeding to the referendum which is planned for July. The council agreed a summary of the plan should be published and distributed throughout the parish in June to inform parishioners of the plan's content and the pending referendum, The Clerk to request Brodie Planning to draft the plan summary and request a quotation for the extra work.
- b) Council noted the invoice for £1,440 from Brodie Planning which is for the final 50% due on Stage 4- Examination and the first 50% due on Stage 5- Post Examination.

24) Finance:

- a) **Payments:** Council approved the schedule payments list as appended to the minutes.
- b) **Reconciliation:** Council considered and agreed the end of the financial year's (2018-19) bank reconciliation account balances and budgets. Cllr Denise Meynell verified the bank statements and account balances and signed them as an accurate balance.
- c) **Precept:** Members noted the receipt of the first precept payment of £16,751.00 from WDC
- d) Members noted the flagpole sponsor has kindly issued a cheque for the full expense of the flagpole and its installation.

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- e) **Speed Gun:** Council considered a request from Cllr Alastair Adams to investing up to £500 to help the local Police buy an additional radar speed gun – It was agreed to request further information on the request as no indication of its frequency of use in Pebworth or the police resources to operate it was offered with the funding request.
Clerk to make enquires with Cllr Alastair Adams

25) Audit:

- a) Council considered the internal auditors report and noted the issue raised on payments; no actions were required.
- b) Council considered and completed the questions in Section 1 of the AGAR, all questions were answered affirmatively.
- c) Council agreed accountancy figures in Section 2 of the AGAR – they were verified with the end of year reports as circulated by the Clerk, the Chairman signed both sections
- d) Members agreed the Clerks explanation of variances in the accounting figures in Section 2 of the AGAR
- e) The end of year balance sheet issued by the Clerk was noted

26) Power of Competence:

- a) Council agreed to the following resolution for adopting the General Power of Competence (GPC)
- b) **To Resolve that** “Pebworth Parish Council confirms it has the GPC criteria of; A qualified Clerk, a minimum of two-thirds of the councillors were elected at the last ordinary election and the council has resolved at a meeting of the council and each subsequent relevant annual meeting in an election year that it meets these criteria.”

27) Community & Council Matters:

- a) **CALC:** Members noted a letter from Richard Levett CALC executive regarding his retirement from the CALC executive.
- b) **Water butt:** Council considered a request from PIB to install a water butt at the rear of the new bus shelter opposite the Masons Arms. It was agreed by the Chairman’s casting vote not to support the request as the aesthetics of the site would be compromised, the structure of the shelter is not suitable for gutters to be installed and the ownership of the shelter is unclear as it stands on County Highways land.
Clerk to inform PIB of the council decision
- c) **Mowing:** Council noted a report on quality issues raised by the mowing contractor due to the excessive grass growth and wet mowing conditions.
- d) **Rail Link:** Correspondence received from Warwickshire County Council regarding the Honeybourne to Stratford rail link and the potential traffic related problems for Pebworth was considered and it was agreed to write to Warwickshire County Council, Stratford District Council, WDC and WCC expressing the Pebworth Parish Council’s concerns over the failure to carry out a traffic impact assessment for Pebworth and Broad Marston as a commuter route to Honeybourne station and other westerly destinations . Clerk to draft a letter for members verification

28) Annual Parish Meeting

- a) The draft minutes of the APM were noted
- b) A request was received by the Clerk to clear the base growth from the trees on the roadside between Pebworth and Middlesex, it was agreed the Lengthsman should investigate and carry out any necessary clearance works

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29) Village Hall:

- a) The Village Hall chairman reported they have tasked the architect to prepare working drawings which will incorporate the full list of works required, the extension and internal refurbishments. The drawings will be used to go to tender and a clearer total of the funding request we will require to achieve our plans. We continue to look for further sources of funding and are busy with fund-raising activities.
- b) Members noted an email received from the Village Hall Chairman ref: using the Village Hall car park for school parking.
- c) Persimmon Homes declined the request for a donation to support the Village Hall refurbishment project, Cllr Alastair Adams is pursuing further funding options with Persimmon Homes

30) Recreation Field

- a) **Table Tennis:** Members agreed on the site for the installation of the Table Tennis table in the area of the car park, the Handyman will progress its installation.
- b) **Flagpole:** The Clerk reported the installation of the flagpole by the suppliers scheduled for May 20th and members are invited by the sponsor to attend the installation with a small celebration. Council agreed that the sponsor will be the Flagpole Warden and be responsible for keeping and flying the flags, a list of events when the flag will be flown to be issued by the Warden. It was proposed a small notice would be placed near the flagpole to indicate any flag flying events, also a village competition will be held to create a design for a Pebworth village flag.
- e) **RoSPA Report:** the inspection report identified some low and medium risks which were noted. Safety signage is recommended to be placed on the MUGA fencing and this was agreed to be installed using the RoSPA suggested wording.
Clerk to action the signs
- f) Members agreed to a request from Fibrex nurseries to use the recreation ground on 22nd of June for one day for parking on their open day. Clerk to inform the nursery

31) The Close:

- a) The Handyman's report on the monthly safety inspection found new no matters needing attention, except items listed in the RoSPA report.
- b) **RoSPA Report:** the inspection report identified one high risk matter whereby some wood rot on the Zip wire frame was identified. The Handyman issued a report on his proposed remedial works to rectify all the high and medium risks identified in the RoSPA report. Council agreed the Handyman suggestions were suitable to rectify all the issues requiring attention. It was further agreed to have safety signage placed on the fencing along the watercourse boundary of the site. Clerk to arrange the signage.
- c) **Rubber seats:** The Handyman reported on the imminent fitting of the two replacement rubber seats on the Timberplay equipment.
- d) **Ladder rungs:** The Handyman confirmed he will replace the three suspect ladder rungs required for the Timberplay equipment.
The council agreed to make a donation of £20 to The Prostate Cancer Research Charity - Prostate Cancer UK. In respect of having a hardwood ladder rung made locally.

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- e) **Eibe:** Members reported on the completion of the installation of the Eibe play equipment and reported on several small snagging matters which Eibe are urgently attending to. A trip hazard on the roundabout installation has been identified and reported to Eibe who will rectify it shortly.
- f) **Horse Chestnut:** The removal of the damaged Horse Chestnut tree on The Close is now completed, evidence of considerable trunk diseases was noted by the council.
- g) **Stump grinding:** A request for stump grinding to remove the tree stumps of the felled trees was considered to be unnecessary as the tree stumps will be cut off as low as possible and further cut made to encourage degradation. Tree replacements for the two felled trees will be considered in the autumn.
- h) The Clerk reported the Perspex sheeting is now fitted to the Youth Shelter;
Matter resolved
- i) **Mowing Contract:** Council agreed to a request for an extra payment of £12 per cut for The Close maintenance to cover the extra work involved in strimming around the new play equipment.

32) Street Lighting:

- a) Faulty lights to be reported. –
The already reported streetlight in Chapel Road to be chased up as it is still unrepaired
- b) The clerk reported the Candela streetlight upgrade contract is completed but a communication error caused an amendment to the contract not to be carried out. The streetlight by the Church was to be completely replaced in a swop over but the contractors failed to carry it out. It was agreed the streetlight by the Church will be included in the next phase of streetlight upgrades and this will be considered at the June Parish Council meeting.

33) Highway Matters:

- a) New highway matters to be reported. – **none**
- b) **VAS** data collected from Middlesex in 15 days of deployment was 4,654 instances of a recorded speed over 30mph

34) Lengthsman/Handyman

- a) New and outstanding Lengthsman or Handyman matters. –
 - i) Repairs to the damaged metal fencing at Town Pool – in hand to have a new section made as the damage is beyond repair
 - ii) Removal of the heap of rubbish near the litter bin in the cemetery – completed but more rubbish has been dumped – signage has been placed to discourage further dumping
 - iii) Carry out a canopy lift to several trees in the cemetery - completed
 - iv) Weed control spraying at the cemetery and Honeybourne Road - completed
 - v) Erect the tennis net in the MUGA - completed
- b) New Lengthsman or Handyman works agreed by council: -
 - i) Verge strimming at Ullington crossroads to improve visibility

35) Public Rights of Way matters –

- a) To report any new PROW matters in need of attention. – none reported

36) Matters Raised by Members: none

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37) Confirmation of meeting dates:

- a) Council confirmed the next Ordinary Meeting of the Council is scheduled for Monday 3rd June 7.00 pm. at the Village Hall.

There being no further business the Chairman thanked Cllr Thomas Havemann-Mart for his attendance and closed the meeting at 10:15

Chairman _____ **Date** _____.

Payments Authorised

Cheque Number	Payee	Details	Gross Payment	Net Payment
1856	J Stedman	Skip hire card payment	204.00	170.00
1856	J Stedman	Zip wire parts card payment	139.98	116.65
1857	Candela Light	Streetlight upgrade	14,895.84	12,413.20
1858	Brodie Planning Associates	NDP Expenses	1,440.00	1,200.00
1859	Play Safety Ltd	RoSPA safety inspection	177.00	147.50
1860	Geoff Bradley	Internal Audit Fees	85.00	85.00
1861	Westhill Direct	CREDIT NOTE	23.40	- 19.50
1861	Westhill Direct	Office consumables	109.17	90.97
1862	Worcestershire CALC	CALC and NALC Fees	561.17	475.82
DD	Npower	Streetlight Energy	540.95	515.19
DD	Npower	Streetlight Energy	105.29	100.28
1863	E-on	Streetlight maintenance	118.80	99.00
1864	J Stedman	Clerk's Salary and Expenses	***	***
1865	Limebridge RS	Amenity mowing contract	1,191.60	993.00
1866	John Hyde	Handyman works	135.00	135.00
1867	Edward Adams	Website hosting support	22.92	22.92
1868	Simon Shires	Chairman's civic expenses	85.00	85.00
1869	Mrs Pam Veal	APM catering expenses	15.00	15.00
			20,592.88	17,434.59

Receipts	Received from	Description	Amount	Date Banked
	WDC	First payment Precept and grant	16751.00	25-Apr
	Sponsor	Flagpole donation	1264.99	NB
	HMRC	VAT refund	5035.05	01-May

Ward members reports

Cllr Thomas Havemann-Mart report to the meeting

My name is Thomas Havemann-Mart I am the new district councillor taking over from

Alistair Adams. I have so far been to induction and will be on the licensing committee.