

Pebworth Parish Council
Minutes of the Ordinary Parish Council Meeting held
At the Village Hall, Pebworth on Monday 13th May 2024

Present: Councillors: Simon Shiers, James Pearson, Sam Parkins, & Jodi Cotton

In attendance: County Councillor Adams (19:25), District Councillors Hannah Robson (left 19:30) & Judith Ciotti, Mrs D Bowles (Clerk)

Also in attendance: 3 members of the public.

1.	Apologies Considered for Absence: Cllrs Weller & Cranage - accepted
2.	Register of Interests: 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
3.	Open Forum: The Chairman suspended the formal meeting for the Ward Members and public participation. a) 3 members of the public were in attendance: <ul style="list-style-type: none"> - Resident raised an issue regarding respiratory illnesses on Meon Way Gardens. Cllr Pearson advised that she speak with Severn Trent Water and request the water is tested to eliminate this as a problem. She should also contact Environmental Health at Wychavon District Council. Once this has been checked to come back to the Parish Council to see if any further support is required. - There appear to be a speeding issue on Langate Fields, Meon Way Gardens. Clerk to contact Road Safety Team, West Mercia/Highways and Persimmon. - A Residents Association meeting is being held on 23rd May at Meon Vale Village Hall, 7pm. Cllr Pearson will attend to discuss the open space proposals on Meon Way Gardens. b) County Councillor Adams – read out his report which will be appended to the minutes. c) District Councillors Robson & Ciotti – <ul style="list-style-type: none"> - District Councillor Robson has arranged a meeting with Ian McLeod, Head of Planning. The five-year housing land supply will be discussed at that time. - The District Council has been awarded more than £2.9 million from the Government’s Public Sector Decarbonisation Scheme to help deliver low carbon heat and power systems at Evesham and Pershore Leisure Centres. - Priorities – Well-Being Hubs to be rolled out over 10 villages over the next four years The Chairman closed the open forum and reconvened the meeting at 19:45
4.	Acceptance of Minutes: <ul style="list-style-type: none"> - The Minutes of the Ordinary Parish Council Meeting held on Monday 8th April at the Meon Vale Village Hall, Pebworth were considered and approved by the Council to be a true record of the meeting and were signed by the Chairman. - Members noted the minutes from the Annual Parish Meeting held on Monday 22nd April
5.	Planning Matters: Considered: a) W/24/00676/HP Location: 1 Pitchill Barns, Broad Marston Road, Broad Marston, Pebworth, Stratford Upon Avon, CV37 8YQ Description of Proposal: New side extension to existing dwelling. Following consultation via email no comment was made. Decisions: b) W/24/00305/FUL - Change of use of domestic storage building to short term holiday let accommodation (part retrospective) at Pebworth Manor, Dorsington Road, Dorsington, Pebworth, Stratford Upon Avon, CV37 8XB. Application Approved Subject to Conditions. Planning Appeals: c) APP/H1840/W/23/3335809 Planning Appeal - Paddock off Dorsington Road. Following last month’s meeting Cllr Cranage provided proposed comments. Cllr Pearson proposed that these comments be accepted. “Pebworth Parish Council submitted an objection to this proposed development on the 12/1/2023. It makes the following additional points of objection regarding the damage to and negative impact on

	<p>Pebworth Conservation Area and Heritage Assets:</p> <p>The Parish Council fully supports the comments (made after its objection in 2023) by the Conservation Officer Craig Tebbutt (dated 6/02/2023 and 8/06/2023.)</p> <p>The Parish Council also fully supports the comments made by the Landscape Officer, Eileen Marshall (emails dated 7/02/2023, and 22/05/2023).</p> <p>Also, we draw attention to the appellant's Heritage Impact Assessment para 4.1 . page 10 (April 2023). This suggests Pebworth Parish is low-lying however parts of Pebworth Village, clustered around the church, and the proposed development are on a hill. The development will therefore be prominent on the northern aspect of the Conservation Area.</p> <p>The paragraph referred to is confusingly headed Dorsington.”</p> <p>d) APP/H1840/W/24/3339797 Proposal: Full planning application for the demolition of agricultural buildings with Class Q consent and the erection of 5 dwellings. Site at: New Buildings Farm, Priory Lane, Broad Marston, Pebworth. The Parish Council had previously submitted comments and it was resolved to not submit any further comments.</p> <p>Appeal Decision:</p> <p>e) Appeal Ref: APP/H1840/W/23/3329200 Land adjacent to Bramble Cottage, Dorsington Road, Pebworth CV37 8AH. The appeal is allowed, and planning permission is granted for the residential conversion of a barn including replacement roof and extension at Land adjacent to Bramble Cottage, Pebworth, CV37 8AH in accordance with the terms of the application, Ref W/22/02615/FUL, and the plans submitted with it, subject to conditions.</p>
6.	<p>Finance:</p> <p>a) Individual questions comprising the Annual Governance & Accountability Return Section 1 for Local Councils FY 2023/24, Sections 1 to 8 were all agreed affirmative with trust fund response being not applicable. Confirmation of these findings was proposed by Cllr Pearson and seconded by Cllr Shiers and agreed by all Councillors. Clerk to prepare Section 1 entries for Minute Reference, dating and signature.</p> <p>b) A copy of Section 2 Annual Governance and Accountability Return FY 2023/24 was provided for inspection and debate by all Council Members, having been signed by the Clerk in the role of Responsible Finance Officer. Confirmation of acceptance was proposed by Cllr Pearson, seconded by Cllr Shiers and agreed by all Councillors. Clerk to prepare Section 2 entries for Minute Reference, dating and signature.</p> <p>c) Members noted the internal auditor report for FY 2023/24. Two comments were raised:</p> <ul style="list-style-type: none"> - In accordance with its policy the Council is reminded it should review both its general and earmarked reserves (EMRs) as part of the annual budget setting process. Cllrs commented that this is carried out in the Finance meeting held in November. - the Council should consider formally recording the inspection of assets throughout the year in order to demonstrate the risk associated with the ongoing maintenance of assets is mitigated and evidenced. The Council's risk register states 'Regular checks 5 P a g e AGAR (AIAR section) Internal Control Objective, Internal Audit assessment and related comments Yes /No are made on all equipment by Parish Councillors or the Clerk', this is in need of amendment to clarify the control arrangements (frequency, scope and recording process); currently the recreation areas are inspected by the Lengthsman with other assets being inspected annually by the Clerk. <p>It was resolved to amend the risk assessment to state the following:</p> <p>An asset register is kept up to date and insurance is held at the appropriate level for all items. An annual check of the assets is completed by the Clerk and recorded on Parish Online and in the minutes at the March meeting, with weekly visual checks being undertaken of the playing field and the Recreation field by the Lengthsman and a thorough check taking place once a month completing a checklist which is reviewed by Cllrs at the Parish Council meetings.</p> <p>Clerk to place the internal audit report on the website.</p> <p>d) The Council gave consideration and unanimous approval of the payments listed in Appendix A, confirming the payments in Appendix A have been approved by full Council and there is provision within the budget, and that financial regulations and relevant policies have been followed. Cllr Pearson to authorise the payments made by internet banking.</p>

	<p>e) The latest PWLB Bank statement was noted.</p> <p>f) Members noted the amendments made to the Joint Panel on Accountability and Governance Practitioner's Guide 2024. This guide is kept under Shared Councillors folder for easy access.</p>
7.	<p>Council & Community Matters:</p> <p>Members noted:</p> <p>a) The police report.</p> <p>b) County Cllr Adams has arranged a meeting with Severn Trent Water to discuss issues on School Rd & Friday St.</p> <p>c) a meeting has been arranged with Ian McLeod, Planning Director and Cllrs Weller, Pearson, Cranage & the Clerk to attend along with District Councillor Robson & County Cllr Adams.</p> <p>d) Clerk met with County Highways regarding the hedge on Broad Marston Rd. The officer did not see a problem with this, the hedge has been cut to within its boundary line and is in very good condition. He also stated there is a large enough access at the area concerned for visibility to not be an issue.</p> <p>e) Members considered the response from Traffic & Safety, Warwickshire for the speed limit to be decreased from 50mph to 40mph at Meon Vale. It was resolved for the clerk to contact Quinton Parish Council.</p> <p>f) Members noted the wall that has collapsed into the garden on Front Street has been confirmed as listed. The owner of the wall has been in contact with the Senior Conservation Officer regarding repairs.</p> <p>g) Atlas Tower Group is a group exploring mobile infrastructure and investment in Worcestershire. A meeting to be arranged shortly.</p>
8.	<p>Neighbourhood Development Plan</p> <p>Cllr Pearson proposed that the quote received from Brodie Planning is deferred until the June meeting, following the meeting with Director of Planning.</p>
9.	<p>The Close & Recreation Field</p> <p>a) The ditch clearance works at The Close are due to take place tomorrow</p> <p>b) Members noted there has been some small fire damage to an area at the Recreation Field – this is to be monitored to see if it requires remedial works.</p> <p>c) Members noted two dials are missing from a piece of equipment on The Close. Clerk has ordered replacement parts.</p> <p>d) Clerk to obtain a quote from Limebridge Rural Services for a shockwave treatment at The Recreation Field.</p> <p>e) An email has been received regarding dogs being exercised on The Recreation Field – it was decided to put messages via social media reiterating that no dogs are allowed on this area. Cllr Cotton to check whether a no dog sign is in situ at the entrance by the allotments.</p>
10.	<p>Cemetery:</p> <p>Members noted an interment took place on 26th April 2024.</p>
11.	<p>Highway Matters:</p> <p>a) Members noted the works for the blocked drain on Back Lane has been cleared.</p> <p>b) An inspection of Dorsington Road has taken place further to queries raised by residents. He has concluded there are no safety defects, cracking or potholes to the carriageway. He noted some damage to the verge edges which may self recover. There are some larger areas of damage opposite some farm gates which he suspects are caused by large, difficult to manoeuvre machinery. He will continue to monitor the verges for any developing safety issues.</p>
12.	<p>Lengthsman/Handyman Matters:</p> <p>Works undertaken this month:</p> <ul style="list-style-type: none"> - Spray Footway on Middlesex Road, Friday Street and Honeybourne Road Junction. - Put up Tennis net. - Empty bin by MUGA - Fit cap to post on play equipment. - Steve Baker to carry out grip works by the end of May <p>Future Tasks:</p> <p>None at present.</p> <p>The VAS data was noted and is appended to minutes under Appendix C.</p>
13.	<p>Policies:</p> <p>Biodiversity Policy – Cllr Shiers advised this will be available for the September meeting.</p>
14.	<p>Matters Raised by Members: The following matters were raised by Council Members for consideration for future agendas:</p>

	- None
15.	Date of Next Meeting: Council confirmed the date of the next Ordinary Parish Council Meeting on Monday 3 rd June 2024 at 7.00pm in the Village Hall, Pebworth.
16.	Closure of Meeting: The Chairman closed the meeting at 20:20 hrs

Chairman: _____ Date: _____

FINANCE

Verified & Confirmed Account Balances as at 10th April 2024

Treasurers Account	5,955.84
Business Bank Instant	37,548.21
Total	43,504.05

APPENDIX A – PAYMENTS

PAYMENT	PAYEE	DETAILS	TOTAL	VAT	NET
BACS	HMRC	Clerk & P C Tax & NIC	145.60		145.60
BACS	Mrs D Bowles	Clerk's Salary & Expenses	590.66		590.66
BACS	Limebridge	Mowing	492.00	82.00	410.00
BACS	CALC	Subscription Fee	792.12	120.49	671.63
BACS	John Hyde	Lman Works	105.10		105.10
BACS	DKE Audit Services	Annual Audit Report	223.50	0.00	223.50
BACS	Maurice Parkinson	Burial Ground Mowing	396.00	66.00	330.00
DD	Nest	Clerk's Pension	87.45		87.45
DD	Ionos	Email	7.20	1.20	6.00
DD	O2	Mobile Phone	9.24	1.54	7.70
DD	Yu Energy	Streetlight Energy	205.52	9.79	195.73
DD	Yu Energy	Streetlight Energy	45.32	2.16	43.16
			3099.71	283.18	2816.53

APPENDIX B – COUNTY COUNCILLOR REPORT

County Councillor Report – Pebworth

Month: May

Prepared by Alastair Adams

Littletons Division, Worcestershire County Council covering Pebworth (including Meon Way Gardens), Honeybourne, Badsey, Bretforton, Offenham, Cleeve Prior, South Littleton, North & Middle Littleton, Ullington, Bickmarsh and Broad Marston)

Following the new Zebra Crossing in Honeybourne last year, I have organised for another to be installed in Bretforton – see below design – to help children cross this busy road to get to the school. It should also slow traffic.



Improving Mobile Phone Coverage - Atlas Towers Introduction

Stephen Ashton of WCC is visiting local villages to introduce Atlas Towers who have identified locations of possible masts to improve mobile phone signal. Stephen is contacting all parish councils in my Division.

Flood alleviation work – Friday Street & Broad Marston

The Parish Council has agreed to pay for the ditch opposite Cotswold View in Broad Marston to be dug out and a bund built in the field to stop water run off from the field onto the road. They have also agreed to pay for a in Sam Rainbow's field at the end of Friday Street to stop flood water from the field going onto the road and down into Friday Street. Quotes have been supplied to the Parish Council. Awaiting installation date.

Highways:

Please check <https://one.network/> to see all the temporary road closures and temporary traffic lights on a regular basis. It is the start of the annual road maintenance and surface dressing to keep our roads in Worcestershire as some of the best in the country. The roads with potholes around here are mostly in Warwickshire or Gloucestershire! So please do check the <https://one.network/> regularly

- **Sunken road opposite the entrance to Pebworth Nursery.** WCC dug up the road on 15th Feb and confirmed it is a gullys issue. A new pipe has to be installed, which hopefully will occur later this year. Installation planned for 22nd to 26th July 2024
- **Dropped kerbs requested opposite 2, and 3, Chapel Road for mobility scooter.** Installation due 12-14 June
- **At last, I had a meeting with Andy Baylis of Severn Trent on 15th May** and he put a camera down the foul sewer along School Lane – no restrictions found. He will consider fitting sealed manhole cover. We then looked at the issue in Friday St outside Matius's house, and Severn Trent will look at moving the manhole further away from the house, and install another non-return valve. We also looked at the sink hole in the field which looks like contaminated water from the raising main which will be investigated ASAP. The overflow into the brook was discussed, and Severn Trent will consider if there are any way to improve the effectiveness.

Finally I also asked him to look at the water quality in Meon View Gardens

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.

Planning appeal:W/22/02306/OUT at Paddock Off Dorsington Road

The closing date for comments to the Planning Inspector has been extended until 23rd May

I am discussing new entrance signage on all roads into Pebworth to show the village has been a Gold winner in Britain in Bloom

How about something like.....



Stratford upon Avon has a more elaborate sign



County Council Divisional Fund

Applications for the 2024/25 Divisional Fund are invited from local community organisations that are manned by volunteers and require a little help to buy equipment or services. To apply, please contact me on adams.pebworth@gmail.com

The following grants have been requested, and some have already been approved :-

1. Pebworth School – Grant for some more books
2. Honeybourne Hawks Football Club – new line marker

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

APPENDIX C – VAS DATA

VAS Information

For Project: Middlesex from Pebworth
 Project Notes: east of Middlesex
 Location/Name: Incoming
 Report Generated: 30/04/2024 14:28:18
 Speed Intervals: 5 MPH
 Time Intervals: Instant
 Traffic Report From: 02/04/2024 13:00:00 through 29/04/2024 10:59:59
 85th Percentile Speed: 35.9 MPH
 85th Percentile Vehicles: 9047
 Max Speed: 60 MPH on 17/04/2024 21:00:00
 Total Vehicles: 10644
 AADT: 395

Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	404	379
AM Peak	43	34
PM Peak	40	36

Speed

Speed Limit: 30
 85th Percentile Speed: 35.9
 50th Percentile Speed: 29.7
 5 MPH Pace Interval: 25.0 MPH to 30.0 MPH
 Average Speed: 29.57

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	691	746	873	826	887	600	513
% over limit	49.2	52.2	50.5	48.0	49.1	44.9	42.2
Avg Speeder	34.9	34.7	34.8	34.7	34.6	34.8	34.7
Avg Speed	21.8	22.0	21.9	21.4	21.7	23.5	22.9