

## PEMBRIDGE PARISH COUNCIL

Parish Councillors are hereby summoned to attend the meeting of Pembridge Parish Council.


Held on Wednesday 16th May 2018, at 7.00pm at Pembridge Parish Hall.

### AGENDA FOR MEETING OF PARISH COUNCIL

**Wednesday 16th May 2018, 7.00pm.**

- 1/18. To Elect a Chairperson
- 2/18. To receive the Chairperson's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received
- 3/18. To elect a Vice-chairperson.
- 4/18. All Councillors to complete the declaration of office of councillor forms to be returned to clerk.
- 5/18. To accept apologies for absence
- 6/18. To decide on Councillor Areas of responsibility  
Lengthsman, Playground, Footpaths, Accounts & Finance, NDP etc.
- 7/18. To receive declaration of interest and written requests for dispensation for items on the agenda.
- 8/18. Open Session  
Police report.  
Ward Councillor Report.
- 9/18. To consider approval of the Minutes of Meetings 18th April 2018.
- 10/18. To consider Planning applications received.
- 11/18. To receive Clerks report (for information only) and approve financial report & payments.
- 12/18. To confirm eligibility for & re-adopt the General Power of Competence.
- 13/18. To receive & adopt the accounts and financial statements 2017/18 for year ended 31st March 2018.
  - 13/18a. To consider the internal auditor report
  - 13/18b. Sign Section 1 - The Annual Governance
  - 13/18c. Sign Section 2 - The Accounting Statement.
- 14/18. To review and adopt the following policies & procedures  
Standing Orders and Financial Regulations  
The Code of Conduct.  
Complaints procedure  
Information policy  
Volunteer policy  
Equality & diversity policy  
Risk assessment
- 15/18. To review Financial risk and appoint the internal auditor for 2018/19.
- 16/18. To consider and decide on internet banking.
- 17/18. To approve the land & assets register for 2018/19.
- 18/18. To approve SLCC membership 2018/19.
- 19/18. To receive an update on the Neighbourhood Development Planning.
- 20/18. To approve and sign the Balfour Beatty Parish Paths & Lengthsman Contract 2018-19.
- 21/18. To decide on Playground works for pre-inspection.
- 22/18. To discuss and decide on village resurfacing.
- 23/18. To discuss and decide on Village Green matters.
- 24/18. To discuss and decide on school frontage options.
- 25/18. To receive a GDPR update.
- 26/18. To review correspondence.
- 27/18. To note items for Future Agenda from Councillors and members of the public.
- 28/18. To discuss and decide on contractual annual scale point increment for clerk.
- 29/18. To discuss and decide on annual increment for toilet cleaner.
- 30/18. To confirm date of next meeting as

**Wednesday 20th June 2018 meeting of the Parish Council, the Parish Hall at 7.00pm**

Rebecca Bissell, Parish Clerk \_\_\_\_\_  \_\_\_\_\_ Firbanks, Lyonshall HR5 3LN.  
Circulated and displayed on 10th May 2018.

## **Planning Report**

### Planning Application recently received:

None.

### Recent Planning Applications recently considered awaiting determination:

- 181004 – Moor Court Farm, Lyonshall HR5 3JZ. - **SUPPORT**  
Proposed cover for an existing manure yard with a steel framed building.
- 180936 – Home Paddock, Sherriff lane, Lyonshall. HR5 3JD. - **SUPPORT**  
Proposed demolition of existing bungalow and outbuildings and construction of a new two storey dwelling house and detached three bay garage.
- 172365 – Land Opposite Methodist Church, Bearwood, Pembridge – **NO FURTHER COMMENT - PENDING APPEAL**  
Re refusal of planning to build a three-bedroom house.
- 174756 – Barrow Farm, Bearwood, Leominster, HR6 9EQ.  
Proposed extension to an existing free-range egg production unit. - **SUPPORT**
- 173376 – Dev1 Land Adjacent Eastview, Proposed build of 3 dwellings, East Street, Pembridge.  
Application removal of condition 11 152540/F. **SUPPORT**
- 172253 – Land at Townsend farm, East Street, Pembridge. - **SUPPORT**  
Proposed 5 dwellings with garages. Formation of vehicular access.
- 172233 – Land at the rear of the Gables, East Street, Pembridge. - - **SUPPORT**  
Proposed 5 detached dwellings with garages, formation of vehicular access.
- 172242 – Land at the rear of the Gables (Plot 7), East Street, Pembridge- **SUPPORT**  
Proposed erection of 1 self-build dwelling with garage on plot 7 off new vehicular access.
- 172234 – Land rear of the Gables (Plot 1), East Street, Pembridge, - **SUPPORT**  
Proposed 1 self-build dwelling and garage on plot 1.

### Planning Decisions

- 180682 – Sherrington Manor Farm, Broxwood, HR6 9JR. – **SUPPORT – APPROVED WITH CONDITIONS**  
Steel Portal framed agricultural muck store

## **Financial Report**

Year-end accounts have been completed and checked by the internal auditor & Cllr Evans.

Parish council spend was lower than income for 2017/18 with an overspend of £573 including unbudgeted spend on extra mowing, tree works and legal fees.

HMRC no longer receiving cheques for PAYE.

Bank reconciliation for April 2018 complete using VT cashbook.

### Balances at end April 2018:

Current Account:	£33741.73
Tracker Account:	£ 5947.15
National Savings Account:	£11840.11

### Income since last meeting:

Herefordshire Council Precept 1 <sup>st</sup> half year	£ 12000.00
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### Requests for payment: **Approval to be requested**

Toilet Cleaner salary for May 2018 as previously agreed by Parish Council

Clerk's salary for May 2018 as previously agreed by Parish Council

NEST pension contribution as per agreed payment schedule

Clerks Expenses	May 2018	£29.28	+VAT
Clerk	Purchase New PC laptop	£694.82	+VAT
Onestop Print	Parish magazine	£270.00	
SLCC	50% annual subscription	£73.50	
West Mercia Energy	Elec toilets Mar 18	£14.89	+ VAT
Welsh Water	Water toilets Nov 17 – May 18	£147.68	
W S Blatchford	Posts in Village Green	£130.00	
Pembridge PCC	Donation towards mowing community used grass	£500.00	

## **Clerks Report**

- Land registry address changes instigated.
- New Councillor induction completed.
- Turnpike rubbish now cleared, and correspondence received regarding ongoing management.
- Complaint made regarding unauthorised bin housing on High Street.
- Website manager to retire – new website provider to be investigated.
- HMRC no longer take cheque payments for PAYE.