

PEMBRIDGE PARISH COUNCIL

Minutes of the Parish Council Meeting
Held Wednesday 24th January 2007 at 7.30 pm in the Village Hall

Present:

Cllr. G. Whiting - Chairman
Cllr. A. Stokes
Cllr. K. Duggan
Cllr. R. Pierce
Cllr. R. Phillips

Cllr. P. Thomas
Cllr. Mrs. J. Mifflin
Cllr. K. Myers
Cllr. D. Morgan
Cllr. Mrs. S. Smith
Cllr. D. Owens

1. Apologies & Reasons for Absence

Cllr. G. Evans – Work commitment
Cllr. Mrs. P. Lloyd - Special family social event to attend

ACTION

2. Announcement of any interests from councillors

None received.

3. Welcome to new Police Officer PC Sharon Wilson & new Community Officer Donna Jones DID NOT ATTEND MEETING

4. Guest Speakers on Affordable Housing Update - Messrs. Dave Palmer and Alex Fury from Marches Housing Association. - DEFERRED START – POSSIBLE LATE ARRIVAL.

5. Minutes of last meeting/matters arising from them – 6th December 2006

2 Matters Arising:

- a) Item 10 - Cllr. Myers requested more information regarding the disabled WC needing repair, and was told that in fact it's an arm rest by the toilet which is broken, and it may be repairable, rather than replaced. This will be looked at, but on Health and Safety grounds the Parish Council must ensure the greatest safety to users, and replace rather than repair if felt necessary.
- b) Item 13 Kingspan's Environmental Project – Cllr. Phillips said that no suggested project had come forward from the Parish Council. Noted, and Clerk stated that a project is currently being considered for a March application.
Minutes were then signed as an accurate record.

6. Financial Report (Clerk)

Precept request of £18,000 for 2007/08 has been submitted.

Thanks have been received from the PCC for the donation of £50 that was made to them.

A handout of Expenditure to the end of December against budget heads has been distributed to all councillors.

A handout explaining increased costs of Parish Council Elections has been distributed to all.

Section 137 Expenditure allowed per resident for 2006/07 is £5.30 and for 2007/08 will be £5.64 per resident.

Reconciliation of bank accounts has taken place.

Current Account at end of December:	c £7,502.19
High Interest Account:	£5,607.55
Post Office National Savings Account:	£10,176.06

Receipts since last meeting:

Nil

Payments made since last meeting:

Clerk's 3 rd quarter salary	£729.00
Clerk's 3 rd quarter expenses	£69.87
Clerk's annual payment for use of a room as an office	£100.00
Donation to the Church (as agreed above) :	£50.00
Mr. D. Morgan for mowing the village green, river bank, car park etc. in 2006:	£300.00
Village Cleaner – December (cash)	£80.00
Toilet Cleaner – December	£182.12
Hall Hire: -	£54.00
New wheel barrow tyre for village cleaner: -	£17.63
P.C. Photos: -	£30.00

All above transactions were approved

7. On-Line Report

The magazine has changed its name from 'Pembridge On-Line' to 'Pembridge Parish News'. Potential advertisers are coming forward for the 8 x ¼ page spaces on a loose-leaf double sided advertising sheet. All advertisers will be charged £10 per edition and must be prepared to advertise for a full 12 month period, to tie in with the production schedules of the magazine.

8. Parish Website

Cllr. Pierce brought the meeting up to date with the current situation. After the last meeting, when the requirements of a new web site including legal requirements were clarified and enlarged upon, these proposals had been presented to our web designer for his consideration and costing. A figure of £1,250 was presented to the council, and then it was decided to obtain yet a further costing from another web designer which could act as a comparison. This comparison came in at £950, but was a 'kit' design, which meant that it would be only part designed for the parish council and then the council would be required to add to it to complete it, and it was felt that no-one would really be prepared to dedicate the amount of time needed to achieve this.

It was thought that the original quotation of £1,250 was probably as reasonable as could be expected for all the work that was required to build a site to the parish council's detailed requirement, and it would be advantageous to keep all the work with one local web designer. It was noted that from the personal experience of some of the councillors, that the actual cost of producing a website would generally be far higher than the parish council has been quoted. It was suggested that one more quotation be obtained to present back to the parish council prior to a final decision being made; in the meantime the 'old' style website would be updated with the new material which had been collected.

Clerk is concerned that the new website is redesigned and up and running at the earliest opportunity, since the matter has been under consideration for some 6-8 months now. As a modern parish council we should be seen to be fulfilling a basic requirement to have a good, legal and user friendly website in operation to keep the residents informed of important information.

9. AFFORDABLE HOUSING UPDATE PRESENTATION – DAVE PALMER

4 Sets of the draft plans were on display, plus 1 sheet of the draft layout was made available for each councillor. The site proposed is off Curl View Crescent, and is initially for four houses and two flats, although the number, variety and style/layout can be varied.

These plans were run through by the Marches Housing Association representative.

Some of the comments which came forward included:-

- a) There is a need for sufficient and higher specification car parking spaces, particularly in a rural area, which would mean that the site would have to be slightly enlarged
- b) Reinforced Grasscrete parking areas were required,
- c) Entrance way as shown may not be accessible by emergency vehicles, and would certainly need to be enlarged,
- d) To avoid unsuitable sized vehicles being parked on the site, such as caravans, there may be a need to make restrictions in any Tenancy Agreements,
- e) Some of the garages currently established in Curl View Crescent were considered too small for use and therefore it was proposed that these could be demolished and new replacement reinforced parking spaces supplied to match, as part of the total project,
- f) Higher specification garages could be incorporated where properties were to be purchased on a shared ownership arrangement and would be reflected in house price,
- g) There was no restriction to using more of the site if required,
- h) Site plan could be altered to place homes differently if required,
- i) Farmers would still have access to their nearby fields,
- j) The number of proposed new properties (6) was arrived at from information gathered in the Housing Needs Survey and in discussion with H. Council's Enabling Team. It may be possible to have a second phase of building possibly in 10 -15 years time,
- k) The question was asked as to whether the homes could be moved to face a different direction, and it was explained yes, but they would not then have the nice views,
- l) A plot of land was deliberately being kept clear, and it was aimed to make this amenity land for children to play on etc. If this use were agreed, then Service Charges would be made to mow this land twice a year,
- m) What would the ownership ratio be? :- 80% rented and 20% shared ownership. This could be varied after public meetings if different requirements were found,
- n) Have any other local sites been looked at? Yes, a site near the almshouses has just been looked at with an architect and feedback will be provided on that shortly.

The Chairman suggested that perhaps 2 councillors could look at becoming Parish Council go-betweens, to enable regular two-way discussion between the Parish Council and Marches Housing Association as this affordable housing project is developed, perhaps on a 6 weekly basis until details are agreed which could go forward to a Final Design. 2 volunteers were sought and Cllrs. Kevin Duggan and Mrs. Julie Mifflin agreed to liaise.

KD/JM

Marches Housing Association were then asked about the proposed timing of the scheme:- MH would put in a bid to Herefordshire Corporation in October 2007, and would expect a reply by March 2008. If all satisfactory, then an application for planning consideration would be made in late summer 2008. It would be anticipated then that building would commence in Spring 2009 and properties would be completed and available for sale in **Spring 2010**.

SATURDAY 10TH FEBRUARY WILL BE THE PUBLIC OPEN DAY ON AFFORDABLE HOUSING PROGRESS, BETWEEN 10 AM AND 4PM IN THE VILLAGE HALL

THERE WERE NO RESIDENTS PRESENT TO ASK QUESTIONS AT QUESTION TIME

10. Millennium Meadow

A list of all the recent incidents of criminal damage will be shown in the next parish magazine, and a copy will also go to the Neighbourhood Watch group. All present felt that it is time this matter was sorted out with the perpetrators, we cannot just allow it to continue. Apart from looking an eyesore, it is also costing the parish council dearly in replacing/renewing damaged items.

The Police will be invited to the next Parish Council meeting to advise on the best way forward.

The missing bench off the village green has been found and will be returned in due course. Four new swing seats have been fitted in the children's playground. Overhead power cable move – at last Central Networks appear to be actioning this through their various departments, and it is hoped that a firm start date will be known fairly soon.

A local resident has kindly offered to pay for two all-weather tennis courts to be built on the M. Meadow, but would not be prepared to pay for their upkeep. This offer was gratefully received, as of course the provision of tennis courts was a need that came out of the Parish Plan. However, the site for tennis courts will probably be at the village hall site, and the Chairman will put the resident in touch with the Village Hall Committee Chairman to enable further discussion on this matter.

GW

There is a need for something to be done with the sapling trees just inside the entrance of the Meadow, and alongside the children's playground as they are looking straggly and creating a potential hazard to the children playing there with branches poking through the fence (picked up in ROSPA Report). After discussion it was agreed that the sum of c£100 would be paid for the trees to be laid into a proper hedge. Clerk will arrange for the work to be carried out before the end of March 2007.

HH**11. Amenity Trust Report**

A new disabled WC arm rest is to be fitted, or repaired if possible, along with a new hand-drier and a new mirror in both toilets. With regard to the disabled WC it was stressed that it may not be possible to repair it, as health and safety issues must be paramount.

JM

With regard to the legal situation regarding the strip of land owned by the parish council along Parsons Walk, and other pockets of land owned by the Parish Council, Cllr. Stokes has purchased a map in readiness.

AS

Cllr. Evans will arrange for the 2 broken rungs on the ladder in the bell tower to be repaired, and for someone to come and assess for treatment of the woodworm damage to the belfry floor etc.

GE

It was noted that the bench on the M. Meadow which backs up to the children's playground fence is no longer attached to the fence and is being moved around. It was agreed that a volunteer is needed to re-attach the bench to the fence. Cllr. A. Stokes volunteered.

AS**12. Village Hall**

With regard to the possibility of the Parish Council selling the collected paper through Herefordshire Council, Cllr. Stokes said that this would not be possible. The scheme no longer exists.

It was agreed that it would be useful to know about the emptying schedule for the recycling banks – Cllr. Stokes agreed to check this.

AS

There is currently a pile of wood chippings left behind the recycling bins which anyone can come along and help themselves to for use as garden mulch. Otherwise it will be dispersed around the hedge base of the car park there.

ALL**13. Village Green - Parking**

With regard to the improvement of the ground allotted to parking, it has been decided that rather than do a temporary fix of the potholes, that perhaps grant funding could be sought to provide a more permanent solution by use of a reinforced base through which grass could be grown. To follow this up, and despite the Clerk having made contact with 3 suitable recommended contractors, to date only one has shown an interest in the work, and he has given a verbal quotation of c£30,000 (£14,600 being solely the cost of the grasscrete material heavy duty).

There may be a possibility to reduce this a little if not all the area were to be reinforced, or a medium duty material were used, but the job should be done properly if the PC is to attempt it.

It was agreed that the Parish Council will follow this up with an application for the maximum £25,000 funding through Kingspan's Environmental Fund, with the balance coming from either 'Welcome to our Future' or a generous local benefactor, or possibly parish reserves.

Planners were approached for their advice and this is what they commented:

RE: IMPROVEMENTS TO VILLAGE GREEN CAR PARKING AREA – *the Planners have confirmed that in this instance the proposed development represents permitted development in accordance with the Town & Country (General Permitted Development) Order 1995, therefore prior planning approval is not required. They go on to say however that this is informal advice at officer level and cannot be binding.*

Cllr. Phillips thought that it would be wise for the Parish Council to put in place a plan of action in case travellers were to come and park on the village green. Clerk will follow this up. **HH**

With regard to a request to reinstate a public bench on the frontage of the redeveloped outhouses attached to Bridge House, this matter has now been investigated:

The situation is that the Parish Council does not own the strip of land as part of the Village Green, it does not appear to be part of the land belonging to Bridge House according to Telford Land Registry Title No. HE17530, and it does appear to be part of the public highway according to a location plan as supplied by HC Highways and Transportation January 2007.

The Parish Council would therefore have no right over this land, to place anything on it, or in any other respect.

14. Parish Matters Arising/Correspondence for action

a) School Travel Plan – Was noted.

b) Parish Council New Logo – one example was produced by the Chairman, being a circle with the wording 'Pembridge Parish Council' around the inside edge, and a green sketch of the bell tower in the centre. Comments for next meeting please. The new logo is required to go on all stationery, the website, the parish magazine, etc. **ALL**

c) List of forthcoming PC meeting dates – copy has been provided to each councillor. Please put the dates in your diary, but note further agreed changes to dates for February and March to Thursday 22nd February and Thursday 22nd March **ALL**

d) 'Discovering Lost Ways Project' update – Cllr. Myers explained situation with there being grants available for local clearing of paths near to the village. He will follow this up. **KM**

e) New Noticeboard – Red Lion owner, Carole, has given permission to place the noticeboard on the side wall of the pub, adjacent to the Church's notice board. Chairman will be fitting the board up very soon. **GW**

f) Traffic Speed Reduction Illuminated Sign – Chairman still awaiting an invitation to a meeting in Kingsland. A copy of a circular letter received from the Traffic Officer about the use of these signs was passed to the Chairman. It would appear that H. Council have now set stringent guidelines about the use/installation of these signs.

g) Extension of roadside pole holding Shobdon pointer sign – the finished height of the planned new pole to make the traffic sign more visible, will be 4 metres above ground and 0.6 metre below ground. There was some concern about the lofty height of this new pole, and Cllr. Stokes agreed to discuss this with the Highways Technician and advise back to the next meeting. **AS**

The vicar has requested that a small 'Church' pointer sign is attached to the new pole to show the way to the church up the steps between the Shop and the Red Lion public house which it was agreed could be fitted.

ACTION

- h) **Parish Council group photograph Dec. 2006** – unfortunately 1 councillor is missing from the line-up, but the 2006 photograph will be framed and hung in the Parish Hall. **GW**
- i) **Envirowise** – Offer to provide the PC with free confidential advice on how to become more resource efficient, reduce environmental impact and save money. It was decided to invite a representative to attend a future meeting. Clerk will enquire about this. **HH**
- j) **New 18th edition Funding Directory** is available if required. See Clerk. **HH**
- k) **Defra publication – Getting to grips with the Clean Neighbourhoods & Environment Act 2005** - a PC guide to environmental enforcement. If interested in this, see Clerk. **ALL**
- l) **Herefordshire Youth Council Elections 2007** – to be held during week 19th – 25th March. **ALL**
- m) **Planters purchase** – should the PC make the centre of the village more attractive with some hanging baskets/planters this summer? There was some discussion and it was decided to incorporate this into a village competition to be organised by Cllr. Mrs. Mifflin. **JM**
- n) **Assistance for Travellers on static site** – There was discussion about whether the PC should have a policy of befriending the new Travellers when they come on site soon, to ensure that they feel included in the parish, and to help overcome any problems. Agreed that the PC would liaise with H. Council's Gypsy Officer regarding this matter. Cllr. Stokes volunteered to be the go-between of all parties, and to advise the PC at the next meeting. **AS**
- o) **Training Courses** – Everyone was asked to advise the Clerk tonight, if they are interested in attending any of the following courses to be held at Brockington:
- Sat. 27th Jan. 9.30 am – 3 pm Roles and Responsibilities of Law + lunch**
Wed. 31st Jan. 7 – 9 pm Footsteps – An overview of Public Rights of Way
Sat. 17th Feb. 9.30 am – 3 pm Procedures and Finance
Mon. 19th Feb. 7 – 9 pm Village Halls (VAT, Trusteeships, Management etc)
Wed. 21st Feb. 7 – 9 pm Climate Change Strategy (F.O.C) - Clerk
Tue. 6th Mar. 7 – 9 pm Effective Chairpersons
Sat. 10th Mar. 9.30 am – 3 pm Planning and Community Action – K. Duggan
Tue. 27th Mar. 7 – 9.30 pm Freedom of Information/Data Protection Act
- p) **The Local Government and Public Involvement in Health Bill (Second Brief)**- Noted.
- q) **P. Council & Amenity Trust Land Ownership** – project being looked into by Cllr. A. Stokes. A map has been purchased in readiness. **AS**
- r) **Parish Litter Pick Up** – Kits are available from H. Council if required to keep permanently.
- s) **Possible change of date of April PC meeting**, from Wed. 18th to Thurs. 19th – agreed.
- t) **Save Rural Post Offices Campaign** – Cllr. Phillips as Leader of Herefordshire Council has written a letter in support of saving rural Post Offices.
- u) **Your Police Service – 2007 and beyond** – Clerk will respond on behalf of the Parish Council. Copy of a leaflet provided to all councillors. **HH**
- v) **New Electoral Register** has been received for 2007/08.
- w) **New Bus & Train timetable** received.
- x) **HALC next N. Herefordshire meeting** – Mon. 29th Jan. 7.30pm Old Council Chamber.
- y) **Community Access Point** project seems to be going ahead in the parish, under the guidance of a new Steering Group & CAP Officer Mike Truelove (including Cllrs. Kevin Duggan and Su Smith) 33 people were present at the meeting on 16th January. The Steering Group has recently met, and are meeting with Rubus next week. The school are also being involved. The Steering Group will advise the parish council of developments as they progress. **KD/SS**
- z) **Vandalism** – Great concern was voiced about all the issues of vandalism which have occurred recently in the village – benches going missing or broken beyond repair, 2 bins broken, playground fence damaged.
- a2) **Purchase of 1 or 2 new Bins** – to replace the broken one by the public toilets that gets used a lot in summer months, and possibly a new one for the playground. Possible grant funding, or purchase agreed. **HH**

ACTION

b2) Purchase of a replacement picnic bench and table for near public toilets – Clerk may look at grant funding for this through the Conservation Foundation.

HH

c2) New Notice Board at Village Hall – Clerk suggests that it could be replaced by something more user friendly. She will look at grant possibilities for this also.

HH

d2) Comments from a parishioner - E. Mail received by Clerk to be read out.

e2) Suggestions received for a Parish Social Event 2007/08: Picnic, Beer & Wine Festival, Wine Baguette & Petanque Festival, Party for New Parishioners to meet representatives of the local organisations, Mobile Cinema, Bonfire Party on the M. Meadow, Flicks in the Sticks. Nothing firm decided this evening – defer.

f2) Registration Process for Village Green through the Land Registry – to ensure P.C. ownership in case of any disputes. First a valuation of the village green land has to be obtained – Clerk can follow this up through John Amos, whose charge would be £100 for the service. Agreed by all.

HH

g2) Museum on the Move – Agreed that the mobile museum showing the History of Slavery in the local area would be hired for a Saturday at the village hall – Sat. 28th April between 10am to 4pm.

h2) Community First – Open Evening Event – Presentations are being made to parishes who have a Parish Plan – on Wed. 21st March. A parish representative should attend – may therefore be a need to change March PC meeting date also.

i2) Worcestershire County Council – are offering home composting bins to the public from £8. Tel: 0845 077 0757, free delivery. Clerk has a leaflet.

j2) Item for next month's Agenda – Cllr. Morgan has been approached by a local resident to ask whether there is any possibility of a zebra crossing with flashing pelican lights being situated near to the bus stop, as it is very difficult for parents with young children to cross over there. Noted. Clerk will put the item on the next meeting's Agenda for discussion.

HH

15. Items for perusal on the table

List of H. Council's forthcoming meeting dates until March.
West Midlands Regional Assembly leaflet 'Speaking Out'.
New Bus and Train timetable has been received.

16. Planning Matters

Applications recently permitted

DCNW2004/3756/F White House, Bearwood, Leominster No Objection
Proposed Cattle Shed

DCNW2006/3352/F Pembridge Methodist Church, High Street No Objection
Alterations to previous approval NW2005/2765/F – to incorporate conservation rooflights, fan light and reinstatement of stove and flue.

DCNW2006/3477/F Weston Court Farm, Weston, Pembridge
Construction of a new single storey carport outbuilding incorporating relocated sewage treatment plant and realign existing site access road

Comments: Pembridge Parish Council has no objections subject to Listed Building consent

DCNW2006/3571/F Rosemary Cottage, East Street, Pembridge
Proposed entrance porch to rear of property

Comments: No objection

Applications currently awaiting decisions:

DCNW2006/3978/F Kingspan Insulation Ltd., Torvale Ind. Estate, Pembridge
steel portal framed production and storage buildings,
lorry park, alterations to internal roadways and new access.

Comments: Pembridge Parish Council has no objection to this application
Provided that:
a) any additional security lighting is angled downwards.
b) That all drivers of HGV traffic entering and leaving the site
are made aware of using the agreed route, and are not to travel
through Pembridge village.

DCNW2006/3850/F Pinecroft, West Street, Pembridge
Replacement dwelling and garage

Comments: Pembridge Parish Council approves this resubmitted
application whilst still having some concerns regarding
the effect the building's mass will have on
the locality, and in this respect would request that sympathetic
planting be incorporated, which would soften the effect on
the proposed dwelling's immediate surroundings.

DCNW2006/3816/F Mobile Home at The Garden, Nutfield Cottage, Bearwood
Retrospective application for change of use for siting
of residential caravan

Comments: Pembridge Parish Council is sympathetic to the personal
circumstances put forward by the applicant's agent in respect of this
change of use application. However, the Council objects to the
application on the following grounds.

1. The residential caravan is not for use by an agricultural worker,
therefore no essential long term need has been proven, and there is
no justification for over riding the established planning considerations
set out in the Town and Country Planning (General Permitted
Development) Order 1995 as far as this relates to the siting of
residential caravans.
2. The area indicated for the continued siting of the residential caravan is
on open rural land that should be protected from such damaging
development that would have a negative impact on the visual amenity
of the locality. There is a need to safeguard the rural landscape.
3. The application does not comply with either of the following emerging
Unitary Development Plan Policies:-

H7 Housing in the countryside outside settlements.
H8 Agricultural and forestry dwellings associated with rural businesses.

The Council requests that under all the circumstances this application be refused.

Application which were discussed this evening

DCNW2007/0072/L Listed	Church House, Bearwood Lane, Pembridge Renovation of timber frame on south elevation.	No objection
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DCNW2007/0066/F Land to the rear of Terracotta Barn, East Street, Pembridge
Proposed construction of a pair of semi-detached cottages.

COMMENTS: The Parish Council objects to this application on the grounds that the site is thought to be within protected open space inside the settlement boundary, also, any infilling would be extremely detrimental to the amenity of the area.

DCNW2007/0157/F Lower Green Cottages, Broxwood, Pembridge No objection
Demolition of cottages and the erection of two replacement cottages.

Tree Work Applications – Passed to Tony Norman

The Oaks, East Street, Pembridge
Work to 4 trees (1 to be felled & 3 to be lopped of branches)

17. Next Meeting Date

The next meeting date will be Thursday 22nd February 2007 at 7.30 pm

MEETING CLOSED

18. Ward Councillor's Report

Pembridge Primary School

We have a good and improving school with some outstanding features according to the recent Ofsted Inspection. Most aspects of the school life were commended and strongly praised, in particular the pupils' personal development and behaviour. The quality of teaching is good throughout and the school is well led and governed.

The Review of Schools in North West Herefordshire makes only one main change to Pembridge and that is to extend its catchment area to include Bearwood and restore the whole parish to the school catchment area.

The Governors are looking at proposals to rebuild the 1970 building at the school.

Children in Care

The Council is a corporate parent to 170 children in the County. It has recently been congratulated by Government for the work it has been doing in caring for its looked-after children, and confirmed as one of the best authorities in the Country. We have involved our children in the response to Government on their green paper "Transforming the lives of Children in Care".

New Livestock Market

Following a call in on the decision to move the Livestock Market all the parties unanimously supported the move to Roman Road site. Following a planning application this will release the existing site for development. It is important that what is built on the old site adds value to the City Centre and improves Hereford's status within the County and sub-region. Hereford desperately needs another department store to compliment Chadds and must retain car park capacity. While the Council, Advantage West Midlands and the Board they have set up will make every effort to acquire properties needed to achieve the 100 acre major development by agreement it has begun the process to obtain Compulsory Purchase Orders.

Sustainable Strategy

The Council has adopted a Sustainable Strategy for 2006-2009. It will support and co-ordinate the Council's activities and ensure that sustainability is embedded into the Council's policies. All the Council's services are now certified to the international environmental management standard ISO 14001.

Churchyard Burial Ground

A small working party set up by the Rector has been looking at the future of burials in the churchyard. I have had meetings with planners regarding out of village sites and requests have been made to neighbouring landowners to the existing site. At this moment there is only 2 years room left for burials and we are looking at cutting down some of the trees and reburial in a section to the east of the Belfry.

Meeting ended at 10.50 pm