

# PEMBRIDGE PARISH COUNCIL

Minutes of the Parish Council Meeting  
Held Thursday 22<sup>nd</sup> February, 2007 at 7.30 pm in the Village Hall

## Present:

Cllr. G. Evans - Acting Chairman  
Cllr. A. Stokes  
Cllr. R. Pierce  
Cllr. Mrs. P. Lloyd

Cllr. P. Thomas  
Cllr. Mrs. J. Mifflin – joined at 9.15pm  
Cllr. K. Duggan  
+ 2 Residents

## 1. Apologies & Reasons for Absence

Cllr. R. Phillips – At a Conference in Leeds  
Cllr. K. Myers – On holiday  
Cllr. G. Whiting – Out of the country  
Cllr. Mrs. S. Smith – On holiday

Cllr. D. Owens  
Cllr. B. Morgan

## ACTION

## 2. Announcement of any interests from councillors

None received.

## 3. Police representatives were not able attend this meeting

## 4. Minutes of last meeting/matters arising from them – 24<sup>th</sup> January 2007

3 matters were raised in advance of the meeting in writing by Cllr. Myers, as he is not able to be present:

1) With regard to the proposal to replace the broken armrest to the disabled WC in the public toilets, Cllr. Myers queried why a repair was considered unacceptable.

*After much debate it was proposed by Cllr. K. Duggan that owing to the relatively low cost of parts and labour, combined with the health and safety aspects, on balance it was considered best to renew the parts. Seconded by Cllr. Stokes.*

*All in agreement, however a second quote would first be sought.*

GE

2) The offer by a parishioner to finance the building of 2 new all weather tennis courts – Cllr. Myers wondered who would be responsible for the agreement of this offer – the Village Hall Committee or the Parish Council.

*It was decided to defer discussion of this topic until the next meeting in March.*

3) Would it be possible to have a full listing of all the items purchased by the £1,000 grant for Christmas Lights and Decorations that the Parish Council had won from Central Networks, as they are parish assets?

*Clerk confirmed that she has a full listing of all the items purchased and their individual costs, and that they are being stored by Cllr. Mrs. Mifflin for future parish use. They will be placed on the list of parish assets for auditing purposes.*

Minutes were then approved and signed.

## 5. Financial Report (Clerk)

Suggested split of a £181 donation offered by Kingspan for assisting them with delivering a leaflet to residents together with the 'Messenger' and our Parish Magazine.

Proposed by Cllr. P. Thomas that £100 would be given to the Church and £81 would be for the Parish Council to offset parish magazine production costs. Seconded by Cllr. Pierce.

Agreed by all.

Suggested payment of £10 to all participating householders to offset cost of their own electricity used on Christmas tree lights for this year only as a good will gesture. Proposed: Cllr. Duggan and Seconded by Cllr. A. Stokes. Agreed by all.

If more residents participate in having lighted trees on their garden frontages next Christmas, perhaps a scheme whereby each household would need to apply to the Parish Council if they wished for a payment to offset their home electricity charges could be put in place.

Reconciliation of bank accounts has taken place.

Current Account at end of January:	c <b>£6,736.59</b>
High Interest Account:	<b>£5,607.55</b>
Post Office National Savings Account:	<b>£10,176.06</b>

**Receipts since last meeting:**

Balance of Christmas Lights & Decorations etc. Grant	£10.27
BT Wayleave	£8.82
Cash Donations for parish magazine Jan/Feb	£27.34

**Payments made since last meeting:**

Playworld Systems for 4 new swing seats to playground	£260.85
Toilet Cleaner – January	£182.12
Village Cleaner – January	£80.00
Village Cleaner – new wheelbarrow tyre	£17.63
Mr. R. Davies – Village Green mowing 2006	£141.00
HALC Training Fees x 2 (K. Duggan + Clerk)	£60.00

**Receipts since last meeting:**

Balance of Christmas Lights grant cash unspent:	£10.27
BT Wayleave	£8.82
Magazine cash donations	£27.34

**Additional payments requested:**

Toilet Cleaner – February	£164.50
Village Cleaner – February (last payment as cleaner has moved)	£80.00
John Amos for Valuing the Village Green ( <b>£28,840:</b> 1.459 hectares in 3 lots) Fee:	£125.02

**All above transactions were approved**

**6. Parish Magazine Report**

The Chairman wished it to be known that after his resignation from the parish council following the April meeting 2007 he will be quite happy to continue with the editing and production of the parish magazine. However, the Chairman says that he would no longer be able to continue with the printing of the magazine after April, and it was decided to defer a decision on who would take over the printing until the March meeting.

**7. Parish Website**

Cllr. Pierce brought the meeting up to date with the current situation. After the last meeting, he had sought a further quotation on a more simplified website requirement from the current website manager, and had endeavoured to obtain two similar quotations for comparison from another village website designer, as previously requested. Both of these requests required the website to fulfil the legal requirements of a gov.uk domain name, which was proving technically rather difficult. The requests had resulted in neither of those 2 people being prepared to take the matter forward for various reasons, therefore the parish council needs to take a decision on the best way forward. The Clerk wished it to be known that there is now a fairly urgent need to get the new website up and running as soon as possible.

After discussion the following two pronged approach was proposed by Cllr. A. Stokes and seconded by Cllr. K. Duggan:

- a) that the current web manager would be asked to update the appearance and navigation of the existing site, with no obligation to meet the accessibility requirements imposed by the use of the gov.uk domain name.
- b) the Cabinet Office would be contacted by Cllr. Pierce to see whether some of the rather stringent management requirements which tended to suit a much bigger parish or town council, could in fact be reduced somewhat to address more closely the needs of a smaller parish council such as Pembridge.

#### **8. Legal Advice re Village Green**

At this point in the meeting part item 12 from the Agenda was brought forward as Mr. Geoff Hardy a solicitor arrived to give advice on the possibility of the Parish Council putting into place a legal policy in the case of moving on travellers or others who may choose to stay on the village green illegally.

Mr. Hardy advised that it is particularly difficult for public authorities, such as parish councils to do this, as there is a higher burden of proof on them, particularly with regard to the domestic possession rights and family rights of those staying illegally. He thought that It may be prudent to consider placing ownership of the Village Green over to the Amenity Trust to overcome this difficulty. Mr. Hardy also advised that signs should be erected on the village green stating that staying-over is unauthorised action, and that court action will be taken against those ignoring this ruling. An injunction would need to be taken out on each occasion there is an infringement.

#### **9. The meeting was closed at 8.25 pm for Residents Question time**

Two residents said that they thought it is very important for the parish council to have in place an informative website, particularly for people who rely on information about the parish, but who do not live locally enough to receive the parish magazine or see noticeboards etc. This was accepted and noted.

#### **The meeting was re-opened at 8.30 pm**

#### **10. Community Access Point (CAP) Project**

Cllr. Duggan stated that the Steering Group's application for funding bid had been submitted on 20<sup>th</sup> February 2007, and that a decision on whether it has been successful is awaited on 1<sup>st</sup> March 2007.

3 operating sites have been selected, which will be used on different days:

- 1) The Parish Hall – which will have internet access
- 2) School classroom 4 – Evening use from 6-9pm, can also use school equipment
- 3) Bearwood Chapel – which will have wireless access

& 4) Possibly the Old Chapel Gallery in the summer – for use of visitors and tourists.

If successful the application bid will bring in £14,000 of funding for 6 laptops, printer, projector, webcams, lots of software etc. It will be possible to hire out equipment for a charge. There will be access at one site or another 3 times per week. It is hoped that all will be set up by 20<sup>th</sup> March 2007.

The Parish Council offered a vote of thanks to the Steering Group for all their hard work.

#### **11. Millennium Meadow**

A hedge just inside the entrance to the Meadow has just been laid and really tidies up that area. Repairs have also been undertaken to the children's playground fence.

A date for the move of the overhead power cables to underground, is now anticipated between 2<sup>nd</sup> and 3<sup>rd</sup> quarter of this year.

The Annual ROSPA inspection of the children's playground takes place w/c 16<sup>th</sup> April 2007.

**12. Amenity Trust Report**

Re: Disabled WC in public toilets - An estimate has been received for a new armrest: £35 + VAT and a new special seat: £80 + VAT. Also it will be necessary to replace the boxing-in around the WC. It was decided to obtain a further quotation, and if it was in the region of the above figures, then permission was granted to go ahead and arrange for the parts, fitting and work to be carried out. It was felt that there is an element of urgency to ensure the work is completed before the end of March, prior to the busy season commencing with visitors and tourists. The hand drier and 2 mirrors also need replacing as previously agreed.

**JM/GE**

**Belfry repairs** – Duncan James was asked to visit and assess the situation in the Belltower, he reports as follows:

There has been a slight loss of sapwood from timber on the underside of the first platform. This is visible from below as pale areas in the near-black surface of the beams. I would suggest that it is loose or weak surface material this is being dislodged possibly by the occasional bird flying in searching for insects. The fact that it is soft material indicates that there is no threat to the structure. The area is dry and well ventilated. I suggest that no further action is necessary other than to monitor the situation.

Concerning the ladder up to the bell chamber; there are two rungs that are cracked and potentially unsafe. The ladder is of late 19<sup>th</sup> century date and should be repaired as sensitively as possible. One other rung near the bottom has been strengthened by the insertion of an iron rod (approx ¼ inch diameter) beneath it. This is neat and traditional and would be a satisfactory way of dealing with the two weak rungs, perhaps using a slightly heavier gauge of iron and recessing it slightly into the lower edge of the rungs. Replacing the rungs would be far more intrusive and difficult as it could mean taking the ladder apart or at the very least boring a larger hole in one of the ladder side rails. Clerk to get 2 quotes.

**HH**

A grant application has been submitted for a new picnic table and benches & a new waste bin to be positioned near to the public toilets to replace the vandalised ones.

**13. Village Hall**

Recycling Bins are on a weekly emptying schedule and kerbside recycling is due to be rolled out to Pembridge in the very near future. Recently a small ornamental tree on this site was vandalised – it was snapped off and pushed down a drain, breaking the drain cover.

**14. Village Green - Parking**

2 quotes have been sought for reinforcing the car parking area with Grasscrete blocks, these are currently being compared vis a vis plastic v concrete blocks. More technical information concerning specifications will be obtained and considered for suitability prior to submitting a grant application to Kingspan's Environmental Trust Fund by the end of March.

Details regarding illegal staying on the village green were covered earlier in this meeting.

The marker posts for the strip of land that will be a designated parking area are shortly to be installed.

Parish Garden Waste Shredding Service has reached the end of its pilot scheme – it has proved uneconomic to continue. The March shredding day will be the last one here.

**15. Affordable Housing Open Day – Held Saturday 10<sup>th</sup> February 2007**

Despite atrocious snowy weather conditions the day went ahead. There was a steady stream of local visitors throughout the day, all of whom had the benefit of the architect (Simon Venables') and Marches Housing's representative Alex Fury's detailed explanations of the draft layout of property styles, orientation, room and garden sizes etc.

and shared ownership purchasing/renting options etc. All properties are being planned in as eco-friendly and cost efficient way to run as is possible. They may have solar panels and under floor heating, but these are just ideas at the moment. Please see the draft layouts produced by the architect which were available this evening. A great deal of consideration will be given to the external appearance to ensure that the properties fit into the village as best as possible.

This initial plot is proposed for 4 houses and 2 flats only – which does fall somewhat short of the figures highlighted in the Housing Needs Survey that was carried out in Pembridge by Herefordshire Council in 2003. A copy of the relevant sheet was distributed to all councillors.

Clerk wished to point out that this planned development goes about half way to meet the confirmed actual requirement, as was highlighted in the Parish Plan 2002 and the Housing Needs Study of 2003. Therefore it may be beneficial and cost effective for a further similar sized development to be considered now, if another half acre sized suitable site can be found, rather than starting again in a few years time. If this is to be followed up, then it is up to the Parish Council in conjunction with the Marches Housing Association to find another suitable building plot.

**ALL**

16. **Parish Matters Arising/Correspondence for action**

**a) Parish Council New Logo** – that shown by the Chairman at the last meeting was proposed to be accepted by Cllr. R. Pierce, and seconded by Cllr. A. Stokes. Agreed by all. To be positioned on the website and on stationery etc.

**b) Christmas Lights & Decorations** Expenditure from the £1,000 grant totalled £989.73 with 45 sets of lights purchased, as well as associated adaptors, trees, etc. Insurance cover was taken out for the individual households involved, which will mean a small increment of £47 in our premium to take effect from renewal date in June 2007. It would be encouraging if more homes could become involved next year in having a decorated tree on their garden frontage. All the equipment is kindly being stored by Cllr. Mrs. Mifflin for parish use in following years. A list of all items purchased is held by the Clerk and will be submitted to the internal auditor for inclusion with the parish council's assets.

**c) Community First – Celebration of parish/town planning** – Wed. 21<sup>st</sup> March. Cllr. P. Lloyd and the Clerk will be attending. A certificate will be presented for completion of our Parish Plan.

**d) 'Discovering Lost Ways Project' update** – Cllr. Myers was following this up.

**e) New Noticeboard** – This has now been positioned on the side wall of the Red Lion and is much more accessible. Thanks to those who fitted it.

**f) Old Notice Board** – Clerk wondered whether this could be used to replace the existing one at the Parish Hall. Village Hall Committee will look at it but agreed in principle.

**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, with 0.6 metre below ground. It has been ascertained that this height is necessary: the bottom of the sign must be a minimum of 2.1 m then the height of the sign itself and room to accommodate the church sign.

**h) Draft Policy Statement for Rivers Wye & Lugg** – comments sought please. See information on website:

<http://consult.Herefordshire.gov.uk/inovem/consult.ti/Environmentwnb/consultationHome>

**i) Envirowise** – Offer to provide the PC with free confidential advice on how to become more resource efficient, reduce environmental impact and save money. Clerk did make contact and they do not think they can help a parish council to make improvements.

**j) Society of Local Council Clerks** – West Midlands Regional Conference – Fri. 30<sup>th</sup> March 10 – 3.45pm Clerk would like to attend. Cost: £47. Proposed Cllr. Pierce, seconded by Cllr. Stokes. All agreed

- k) Review of the Quality Town & Parish Council Scheme** – copy given to all councillors. It would seem that the previously stated requirement of a tougher electoral mandate of **100%** to be elected has now been reduced to **80%** upon reaccreditation.
- l) Herefordshire Youth Council Elections 2007** – to be held during week 19<sup>th</sup> – 25<sup>th</sup> March.
- m) Assistance for Travellers on static site** - the PC will have a policy of befriending the Travellers to ensure that they are included in parish events, and to help overcome any problems – Cllr. A. Stokes will be the PC contact and will first discuss with H. Council's Travellers Liaison Officer.
- n) P. Council & Amenity Trust Land Ownership** – project being looked into by Cllr. A. Stokes.
- o) Your Police Service – 2007 and beyond** – Clerk has responded.
- p) Highway Concerns from local residents:**
- 1) Enquiry as to whether it would be possible to consider introducing a narrowing at the west entrance to the village, same as at the east entrance, in order to slow the traffic down. **This was not thought necessary.**
  - 2) Enquiry regarding concern about insufficient space for two large vehicles travelling in opposite directions near narrow section of West Street to actually pass each other without gridlock and having to mount the narrow pavements each side which is very dangerous; and therefore a request for reinstatement of 'road narrows' visual road signs positioned around 'Brick House' from West and just before Suckley Lane from East.  
**It was decided to pass this information to Cllr. R. Phillips to take up and respond direct to the enquirers on.**
- q) Another Highway Concern from a local resident:**  
Enquiry as to whether it would be possible to have a road crossing installed somewhere near to the Shop to allow mothers with pushchairs and small children walking to the school to be able to cross in safety. It was decided that this could be taken up by the School's Travel Plan that is currently being considered by our school. First the Parish Council would need a request from the school in writing to action.
- r) Northwest Herefordshire Freight Quality Partnership** – has submitted a questionnaire seeking the parish council's views – a copy of it has been distributed to all councillors. Clerk asked for individual comments to enable her to submit a completed questionnaire covering all views, this was done. The Partnership will soon be having a meeting and a parish council representative is sought to attend and give feedback. It was suggested that Cllr. Myers might like to attend. Clerk will follow this up with Cllr. Myers shortly.
- s) 1<sup>st</sup> Draft layout plans** of the proposed 6 units of Affordable Housing for Pembridge were available to view on the table. Clerk will then return them to Marches Housing Assn.
- t) Annual ROSPA playground inspection** will be during w/c 16<sup>th</sup> April 2007.
- u) Parish Council and Herefordshire Council Election Day Thursday 3<sup>rd</sup> May 2007**
- v) Plans for Managing Schools into the future** – copy of information for all – please respond by deadline.
- w) Promoting Energy Efficiency** – 10 Simple energy saving measures – see hand out.
- x) Possible Reintroduction of the Cowslip Fair and the Woodcock Fair** as social events for the parish. Both of these events happened in Pembridge since their instigation in the early 15th century up until the 1940's. They were primarily held as occasions for 'hirings' - when workers gathered to be hired for work by local farmers etc.

HH/RJP

JM

HH/KM

The Cowslip Fair was on 13th May and the Woodcock Fair was on 15<sup>th</sup> November. Obviously we would have to work to a nearest suitable Saturday, say Saturday 12th May and Saturday 10th November between say 10 am and 4 pm. Maybe it would be good to run them both as glorified Farmers Markets, but perhaps on a food only theme, and use both the Market Hall and the School site.

The School site could be used to put on morning coffee and lunches, and children dancing Maypole at the Cowslip Fair and Morris Men dancing at the Woodcock Fair. It was decided that the Cowslip fair in May was realistically too near to arrange for this year, and it was agreed to commence with the Woodcock Fair in November.

This will need to be promoted in the parish magazine, and Clerk will check that there is not a clash of event dates with the School. **HH**

**y) Forthcoming visit to Pembridge by the Museum on the Move (in a bus):**

The next visit by the Museum is provisionally booked for Saturday 28<sup>th</sup> April between 10am and 4pm at the Parish Hall for which entry is free. (A donation of £15 is required from the p. council). This interesting Anti Slavery Museum will be touring the county with its exciting new exhibition to commemorate the 200<sup>th</sup> anniversary of the abolition of slavery. Herefordshire was connected to the man responsible for establishing England's slave trade route from Plymouth to the west coast of Africa and then to the Americas or the "New World". Sir John Hawkins came to Herefordshire to marry his Kington wife, Margaret Vaughan (Lady Hawkins), in the 16<sup>th</sup> century (they were possibly married in Eardisley Castle). He undertook three slave-raiding voyages to Africa where he traded goods for slaves, then shipped the slaves to the Americas where they were traded for goods. Agreed to go ahead with April date. Clerk to confirm. **HH**

**z) Central Networks** – example household sample pack containing useful items in case of a power cut. These packs are not on offer to individuals to purchase. Passed to Cllr. Duggan.

**17. Planning Matters**

**Applications recently permitted:**

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.

**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.

DCNW2007/0072/L **Church House, Bearwood Lane, Pembridge** **No objection**  
Listed Renovation of timber frame on south elevation.

**APPLICATION TO BE WITHDRAWN FOR A BIO-DIVERSITY REPORT - WILDLIFE**  
DCNW2007/0157/F **Lower Green Cottages, Broxwood, Pembridge** **No objection**  
Demolition of cottages and the erection of two replacement cottages.

**Application Refused:**

**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.

**Application Deferred for more information from the applicant:**

**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.

**Planning Application which were considered this evening**

**DCNW2007/0496/C Pinecroft, West Street, Pembridge**  
Conservation Demolition of dwelling

**COMMENTS:** No Objection

**DCNW2007/0221/F Land to the rear of Walcote Bungalow, High Street, Pembridge**  
Proposed variation to planning permission DCNW2006/1458/F  
To allow the provision of single storey annexes.

**COMMENTS:** No Objection

**18. Next Meeting Date**

The next meeting date will be Thursday 22<sup>nd</sup> March 2007 at 7.30 pm

**Parish Open Meeting: Wed. 9<sup>th</sup> May & P.Council Annual Meeting: Wed. 16<sup>th</sup> May**



**MEETING CLOSED****19. Ward Councillor's Report****KERBSIDE****RECYCLING**

Kerbside recycling collections will commence in Pembridge week commencing 5th March. Starter packs will be delivered next week. The pack will include a purple sack for paper and textiles, a clear sack for cans and plastic bottles, information about what can and can't be recycled and a calendar that details which sack will be collected on. The recycling sacks will be collected by a totally separate vehicle to the domestic refuse. There will be no change to the black sack collections. This kerbside recycling service has proved to be very successful in the areas we extended to last Autumn, with an average participation rate of approximately 70%.

**2007/08 BUDGETS**

The Council will meet on the 9th March to set it's budget for the next financial year. It is proposing a non schools revenue budget for 2007/08 of 122.371 million pounds of which 74 million will be raised from Council Tax meaning a 3.8% rise. This means an increase in a Band D Council Tax from £1,043 to £1,083. The Police Authority have increased their budget by 4.9%. Included in the budget are 4 million pounds worth of savings with over 3 million of that saving being diverted to the Adult Care Budget which due to increasing pressures of numbers and needs is increasing substantially. No significant frontline services are proposed to be cut.

Included in the Capital Programme for next year are new Library and Info Centres similar to Kington for Ross and Ledbury.

The Audit Commission has recorded Herefordshire Council as a three Star Authority improving adequately. Given the fact we receive a Government grant 20% below the National average and our Schools are the third poorest funded per pupil in the Country it is not surprising they consider we give good value for money.

**PLANNING APPLICATIONS**

The application for housing behind Terracotta Barn has been refused.

The application at Pinecroft has been approved.

The Agricultural Workers dwelling at Nutfield has been deferred by the committee to allow the applicant to come up with evidence of need. If this is not established then the refusal will stand.

**SCHOOLS UPDATE**

Following the successful Ofsted that Pembridge school had in December the Church Authorities are doing their inspection of the School this week.

Lady Hawkins school has received a Specialist Status in Humanities.

**Meeting ended at 10.50 pm**

