

MINUTES OF ANNUAL MEETING OF PEMBRIDGE PARISH

Held Wednesday 16th May 2007, at 7.30 pm in the Village Hall

Present:

Cllr. G. Evans – Acting Chairman
Cllr. B. Morgan
Cllr. R. Pierce
Cllr. Mrs. S. Smith
Cllr. K. Duggan
Cllr. R. Phillips Ward Cllr.

Cllr. D. Owens
Cllr. Mrs. J. Mifflin
Cllr. P. Thomas
Cllr. A. Stokes
Cllr. K. Myers
Mr. J. Purslow
Mrs. P. Lloyd

+ 2 Members of the Public

The Acting Chairman welcomed everyone to the meeting.

1. **Apologies and Reasons for Absence** - None
2. **Announcement of any interests from councillors** - None
3. **Welcome was given to Mr. John Purslow who joined as a councillor this evening** **ACTION**
4. **Co-option to final vacancy on the Parish Council – Mrs. P. Lloyd nominated**
There were no other interested parties. All were in agreement for Mrs. Lloyd to be co-opted.
5. **Outgoing Chairman's Report – Cllr. G. Whiting (Retired)**

It gives me great pleasure to bring you an annual report showing a very active and productive year. First let me thank all members of the Council for their support and willingness to take on various tasks throughout the year, all of which have helped to make 2007 a success.

The parish magazine has continued to be a success and the move to colour has been very well received in the parish. We have made a move to paid advertising which will help to offset the cost of production.

The Parish Council web site is undergoing a complete rebuild to bring it in line with the requirements of a Quality Council and to give it a fresh and modern look. We expect it to be operating by June.

Affordable housing, which has been a major issue in the community, is now being addressed in the form of a Marches Housing Association proposal to build to the rear of Curl View. This is a major project for the Council and will require a lot of ongoing effort but the planning and design is well underway.

The village green has received new picnic tables, bins and the parking designation has been re-defined with timber posts. Later this year we plan to install a special surface to enhance the parking area.

The shredding service was well supported and we will look at getting it again in the future.

The freighter service at the village hall continues to be popular and will continue.

Kingspan have created a Community Trust with an annual fund of up to £50,000. The parish has an opportunity twice a year to apply to the trust for funding for various projects that comply with the trust's mandate. This will give the parish plenty of chances to enhance the environment, particularly in the area of children and young people.

We have a new community police officer and this should help to curb the increase in vandalism that we have experienced this year.

The children's play area continues to provide a haven for young children and we are keeping it maintained to a high standard.

We received very positive feedback to the clerk's Christmas lights initiative and it was great to win a £1,000 grant towards it. We propose to expand it for next Christmas.

I'm pleased to report we achieved a very productive year all with a small increase in our precept from Herefordshire Council.

Thanks are due to Rodney Jackson who for many years has been active in keeping the village looking so tidy, but who has recently moved away from the area. We are indebted to Tony Norman for continuing in his duties as parish Flood Warden and maintaining the supply of sand bags for residents use whenever necessary, and we have relied on his expertise and advice in his role as parish Tree Warden.

I would like to make a special mention of our Clerk, Heather Harding who has worked tirelessly on our behalf this year. This parish is lucky to have such a knowledgeable and dedicated clerk and she has been a big help to me as Chairman over the past 12 months.

I will be standing down from the Council as of May 1st due to my overseas commitments but I have enjoyed my time with the Council and I hope I have brought a positive approach to the chair.

There will be very challenging times ahead for the parish so I would like to take this opportunity to wish you all well for the coming year and the years ahead.

6. Election of Officers

THE CHAIRMAN. No nominations for post of Chairman had been received, and Cllr. G. Evans was asked whether he was willing to become Chairman, and he agreed, on the understanding that he would remain in post for one year only. Cllr. G. Evans was proposed by Cllr. R. Pierce and seconded by Cllr. Mrs. J. Mifflin. All were in agreement.

THE VICE CHAIRMAN. No nominations for post of Vice Chairman had been received, and Cllr. K. Myers was asked whether he was willing to become Vice Chairman, and he agreed. Cllr. K. Myers was proposed by Cllr. D. Owens and seconded by Cllr. A. Stokes. All were in agreement.

All were in agreement with the election to both positions, by a show of hands.

Working Groups:

Shobdon Noise Abatement Group Representative
Kington Rural Regeneration Company Representative
Village Hall Management Committee Representative
Almshouses Charity Representative
Flood Warden and Tree Warden
Finance Working Group Representatives (4)

Footpath Officer

Cllr. R. Phillips
Cllr. Mrs. P. Lloyd
Cllr. D. Owens
Cllr. D. Owens
Mr. T. Norman
Cllr. G. Evans, Cllr. K. Myers,
Cllr. K. Duggan, Cllr. Mrs. J. Mifflin
Cllr. K. Myers

The new Chairman then thanked the outgoing Chairman Cllr. G. Whiting for all his work for the Parish Council during his year's tenure. All present also wished to add their thanks.

7. **MOST COUNCILLORS THEN SIGNED THEIR CODE OF CONDUCT FORM AND INTERESTS FORM – 2 Outstanding councillors would pass forms to the Clerk soon**

8. **It was agreed that a Resolution be passed to include Paragraph 12(2) of the New Code of Conduct, we reads as follows:**

“Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.”

9. **Minutes of last Meeting & Matters Arising – 18th April 2007**

Agreed and signed as a true record.

10. **Financial Report (Clerk)**

Reconciliation of bank accounts has taken place, and accounts have been prepared for annual external audit, which has been called for 29th June 2007.

In readiness the accounts have been scrutinised by our internal auditor Mr. Keith Douglas, and Cllr. G. Evans the Parish Council’s representative. A handout of the year-end close down figures with the Statement of Audit was sent out with the Agenda, and any comments or questions were invited.

Section 137 payments for the year (the free resource) to be agreed – totalling £2,433.92 for 2006/07. This expenditure is for items where the PC has no specific power to spend, but which are allowable by this method as they are of benefit to many of the local residents. A list of these items was provided. It was agreed to accept these.

It is proposed to continue to pay two casual workers to strim the M. Meadow, and to maintain the public conveniences as well as undertaking bin emptying.

One new signatory for both the bank account and the post office savings account will need to be put in place shortly. Cllr. K. Myers’ name will replace that of Cllr. G. Whiting. Agreed by all.

New NALC Financial Regulations will need to be adopted shortly.

The Standing Orders will need to be updated shortly.

Invoices will be sent to the parish magazine advertisers shortly.

1st Half-Year Precept has been received: £9,000.00

Balances at end April 2007

Current Account:	£13,296.88
Tracker Account:	£5,644.54
Post Office Savings Account:	£10,520.11

Receipts since last meeting:

VAT reclaim for £381.46 has been received.

Payments made since last meeting:

Casual worker – fixing of new picnic table near M. Meadow	£77.00
Toilet Cleaner :- April + bin emptying	£199.75
G. Whiting – Parish Magazine May/June + 1 st Advertising flyer	£100.00

Additional payments requested:

Annual Subscription to NALC & HALC combined	£193.49
Annual Subscription to SLCC	£65.00
M. Meadow Mowing x 2 April	£94.00
Payment for the V. Green car park marker poles purchase	£128.31
Clearview -Public Toilet sundry supplies	£109.32
Toilet Cleaner :- May + bin emptying	£205.62
Hall Hire	£114.00
Casual worker – fixing of base for the new picnic table (V. Green)	£286.00
Casual worker – repair old picnic table on V. Green & strimming	£81.21
Custom Grafix – amendments to signs on Village Green x 2	£58.75
NPower electricity for the Public Toilets	£43.26

All above transactions were agreed by all.

11. The report of the Internal Auditor - Mr. Keith Douglas was then read out:

“At the end of April 2007 I carried out the internal audit for Pembridge Parish Council for the year April 2006 to March 2007. I carried out the audit in line with the Audit Commission Guidelines using information and records supplied by the Clerk to the Council.

All the points listed in A to J of Section 4 of the Annual Return were reviewed with regard to the internal controls in place and accuracy of accounting information. The internal controls were satisfactory and no material errors in the accounting records were found. It was not necessary to amend or qualify the report in any way.

In view of the above I signed off the internal audit section of the Annual Return on 30th April 2007.”

12. The Statement of Accounts was adopted this evening, and the Councillors' Statement of Assurance for 2006/07 was agreed by all, as well as approval of the Section 137 payments.**13. Amenity Trust Report**

Two estimates for the improvements to the public toilets have been received It was agreed to accept the lower one (£790 + VAT), and the work will be commenced shortly.

A request has been received for the W.I. to use the Market Hall for one of their events. It was requested that the W.I. write with their proposal that will then be considered.

14. Affordable Housing Update received from Marches Housing Association

We have spoken with the Architects and the latest update is that they are consulting with the planners on design etc. having taken into consideration comments from the Open Day.

Whilst we appreciate that this sounds simple and that it isn't a lot to tell Council members it is a critical part of progressing toward an application. As soon as the Planners have given some firm ideas on how they see the scheme progressing then the Architects will provide amended drawings.

There was some concern voiced about the need to ensure that the parish needs of local people are given a priority in the way the properties are eventually distributed, and that to maintain this wish a Section 106 Agreement should be made a compulsory part of any planning application made by the Housing Association. Also it was felt that more information regarding timescales is needed, particularly to know when planning permission will be applied for, and when construction work is due to commence. Clerk will write and enquire.

HH

15. Parish Council Website Improvements

Situation regarding development of the website is currently at a standstill, but it is anticipated that by June the website will have been improved and tested.

RP

Some information for insertion has been made available to assist in this development.

16. Parish Magazine Report

A new source for the printing of the magazine will have to be resolved for all future editions as the Editor is no longer able to provide this service. Consideration has been given to getting quotations from commercial printers, but to date the rates are higher than the Council can justify. As an alternative it was suggested that the Council investigates the possibility of purchasing it's own printer which can carry A3 size paper, which would be a cheaper alternative. Research on this topic will be undertaken in time for the next meeting.

RP

17. CLOSE OF MEETING FOR RESIDENTS QUESTIONS

Just one comment was made about the high cost of ink cartridges for printers. Noted.

MEETING WAS THEN RE-OPENED

18. Millennium Meadow Report

The latest information regarding the planned move of the overhead power cable is that the work should commence in the next 2-3 weeks.

19. Village Green Report

The Clerk advised that a reply from the Kingspan Community Trust regarding the Council's application for grant funding has just been received. The Parish Council is offered the sum of £5,000 towards the planned improvement work to the car parking area, which is a shortfall of £8,500 on what was requested. This naturally leaves the Parish Council with a dilemma as to how the additional funding could be raised, without any other suitable sources of funding for such a project known, and further debate followed as to whether it might be more advantageous under the circumstances to carry out a cheaper repair job on the entrance area only, using just rolled stone instead of the previously planned more permanent grasscrete system. A £1,000 donation has been kindly offered by a local resident.

A proposal was then made by Cllr. R. Phillips that the cheaper method is used, with only the £1,000 to be spent, which was seconded by Cllr. D. Owens. The majority were in favour.

The Clerk will write and thank Kingspan for their offer and explain the circumstances.

HH

The agreed wording amendments have been made to the 2 signs relating to no overnight staying anywhere on the V. Green.

Clerk has written to Mr. Davies of New Mills Farm thanking him for his assistance with installing the car park marker poles.

The new picnic table has now been permanently fixed onto its base by the riverside. The old picnic table has now been repaired.

20. Parish Matters Arising/Correspondence for Action

- a) **The Chance to Change (C2C)** project funded by Defra - Kington Climate Communicator sought. To advertise ways of spreading the messages locally about climate change.
- b) **Kington Community Forum** – Tuesday 5th June – Lady Hawkins Leisure Centre.
- c) **2 Road closures** during bridge strengthening:
BB0819 Marston Culvert on the U91418 just north of Marston village- commencing 9th July for up to 6 weeks – access confirmed for properties either side of the bridge.
BB0821 Lower Green Culvert on the U93203 over Tippet's Brook, Broxwood commencing 29th May for up to 6 weeks – access confirmed for properties either side of the bridge.
- d) **nPower advise of a new tax on gas and electricity** supplies being applied by the government from 1st April 2007 called the Climate Change Levy.
- e) **Heightened Road Marker Pole** now positioned by Shop/PO – no further feedback.
- f) **Proposed Tennis Courts and Parish Social Event** – It was decided to hold an Open Parish Meeting to discuss both of these projects, on Wed. 18th July at 7.30 pm
- g) **Filling-in of the pavement step** into the road opposite the New Inn – outstanding for some time - Clerk has chased this work up with Highways Team.
- h) **Rural Shops Alliance** – Re: Future of Rural Post Offices – copy sent to all.
- i) **Hereford & Worcester Best Value Performance Summary for 2007/08** copy held.
- j) **Review of the Insurance Policy** prior to premium renewal in mid June. Clerk read out contents of the policy, and it was felt that everything necessary is in place, however it was pointed out that there may be a need to increase the cover on any additional households who participate in the lighting of a Christmas Tree on their garden frontages in future.
- k) **Bus Services 493 – 496 Leominster – Kington / Presteigne** New tender specifications have been issued for a slightly reduced service to commence in September 2007.
- l) **Neighbourhood Watch** – next meeting will be held on 26th June at 7.30 pm @ The New Inn.
- m) **Party in the Park** – Licensing Section of H. Council are inviting PC representations on this local village event at Townsend to raise funds for the Air Ambulance.

...21. Planning Matters

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.**

DCNW2006/3978/F Kingspan Insulations Ltd., Torvale Ind. Estate, Pembridge
Steel portal framed; production and storage buildings, lorry
park, alterations to internal roadways and new access.
Revised access arrangements. No further comments made

Planning Application Withdrawn:

DCNW2007/0853/F Bartbety Barn, Pembridge
Conversion of barn into dwelling

Comments: The Parish Council has no objections to this application

Planning Application Refused:

DCNW2007/0932/F New House Farm, Cabal, Lyonshall, Kington
Proposed two storey rear extension

Comments: The Parish Council has no objection to this application, however It would like to make the comment that it is considered that the style of the extension and the materials proposed would appear to be a little incongruous with the main residence.

New Applications considered this evening:

DCNW2007/1114/F Lower Bearwood Farm, Bearwood
Proposed single storey extension

Comments: No Objection

DCNW2007/1237/F 1 Broxwood Court Cottages, Broxwood
Proposed two storey and single storey extensions

Comments: No Objection

DCNW2007/1277/F Dunelm, West Street, Pembridge
Proposed first floor extension, new front porch & alterations

Comments: **No Objection, however some concerns about the Large scale of the proposed extension**

DCNW2007/1279/F The Oaks, Marston, Pembridge
Proposed area for the display of decorative garden products

Comments: No Objection

DCNW2007/1321/F The Leen, Pembridge
Erection of new farm building for livestock

Comments: No Objection

DCNW2007/1359/L Hazeldene, West Street, Pembridge
Listed Conversion of cottage into two dwellings, rear conservatory and car space for each

Comments: **No Objection**

DCNW2007/1358/F Hazeldene, West Street, Pembridge
Conversion of cottage into two dwellings, rear conservatory and a car space for each

Comments: **No Objection**

22. Next Meeting Date: Wednesday 20th June 2007 at 7.30 pm in the Parish Hall.

CLOSE OF MEETING

23. Ward Councillor's Report – Cllr. R.J. Phillips

Cllr. Phillips requested that a letter of thanks be sent to Mr. Tom Davies the area Highways Officer who is retiring shortly, for all his hard work for this parish.

Meeting ended at 9.55 pm

