

# PEMBRIDGE PARISH COUNCIL

Minutes of the Parish Council Meeting  
Held Wednesday 16<sup>th</sup> January 2008 at 7.30 pm in the Parish Hall  
7.15 pm viewing Planning Applications, 7.30 pm Main Business

## Present:

Cllr. K. Myers – Acting Chairman	Cllr. P. Thomas
Cllr. Mrs. P. Lloyd	Cllr. Mrs. J. Mifflin
Cllr. R. Pierce	Cllr. J. Purslow
Cllr. R. Phillips – Part Time	Cllr. K. Duggan
Cllr. A. Stokes	
Cllr. D. Owens – Part Time	+ 2 Members of the public

- A31. Apologies & Reasons for Absence:** Cllr. G. Evans – Business & Family Matters  
Cllr. Mrs. S. Smith – Taking an examination this evening  
Cllr. B. Morgan

ACTION

- A32. Announcement of any interests from councillors**  
Personal Interests declared by Cllr. P. Thomas regarding a planning application at Weston Court. Clerk recorded this interest.

- A33. Minutes of last meeting/matters arising from them – 21<sup>st</sup> November 2007**

These were signed as a true record.

### Matters Arising:

- 1) Further Suggested Change to Standing Orders: No.56 Estimates and Precepts (to avoid conflicts) Approved by all: S.O. 56 Shall now read:**

- 1) Insert January – The Council shall approve written estimates for the coming financial year at its meeting before the end of the month of January.
- 2) Insert End of November – Any committee/working group desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than end of November.

- 2) Registration of the Village Green through the Land Registry is ongoing at present.
- 3) A monthly inspection of the children's playground equipment is now being carried out by Cllr. A. Stokes, who returns his check-sheets to the Clerk for retention.
- 4) Clerk Vacancy – Agreed it would be advertised on website, and notices to go on boards, and in the Shop.

AS

HH

- A34. Financial Report (Clerk)**

Reconciliation of bank accounts has taken place.  
3<sup>rd</sup> quarter expense-to-date sheet has been mailed out to all councillors.  
Donation requests by Marie Curie – Daffodil appeal & Citizens Advice Bureaux were refused.  
There will be some extra expenditure coming in for additional Christmas tree lights bought.

### Balances at end January 2008:

Current Account at end of December:	<b>£10,912.47</b>
High Interest Account:	<b>£5,775.48</b>
Post Office National Savings Account:	<b>£10,520.11</b>

**Receipts since last meeting:**

1 x Magazine Advertising Fee	£50.00
Parish Magazine Cash Donations	£23.72
1 x Magazine Advertising Fee	£70.00 (£10 overpayment)

**Payments made since last meeting:**

H. Council Freight Bookings 2008 x 3	£116.34
NPower Electricity	£47.07
R. Davies Village Green Mowing 2007	£176.25
Bell Tower Ladder Repair	£527.06
Christmas Trees purchase 2007	£310.00
R. Mifflin toilet renovations	£814.60
Clearview Industrial Supplies – toilets	£13.18
Leo. Journal – Advert for Clerk	£131.60
Land Registry – V. Green	£30.00
(Previous Land Registry cheque cancelled for £30 – date expired)	
H. Times – Advert for Clerk	£307.26
Toilet Cleaner + Bins December	£205.62
Clerk's 3 <sup>rd</sup> Quarter Salary (with annual increment)	£783.19
Clerk's 3 <sup>rd</sup> Quarter Expenses	£131.61
Clerk's payment for use of room as office	£100.00

**Additional Payments Requested:**

Toilet Cleaner + Bins – January	£205.62
4 new Printer cartridges re magazine printing	£747.04
Refund for a magazine advertiser who has overpaid	£10.00
Pembridge CAP – repayment for printer paper purchases	£38.98

**All above transactions were approved.**

**A35. Planning Matters considered this evening:****DCNW2007/3678/F Weston Court Farm, Weston Plot 2**

Retention of unauthorized works Plot 2 (Breaches of planning control)

**Amended Plans**

- Comment: 1) The lean-to is inappropriate with appearance of the plan which was originally approved.
- 2) The NE elevation windows facing externally would be detrimental to the original appearance of the barn.
- 3) The double garage is approved, as it uses existing internal space

**DCNW2007/3865/F Willow House, Woonton**

Proposed replacement front porch

Comment: No Objection

**DCNW2007/3837/N The Leen, Pembridge**

Proposed new slurry lagoon

Comment: No Objection

**DCNW2008/0025/F 2 Noke Cottages, Pembridge**

Proposed two storey extension and internal alterations

Comment: No Objection

**DCNW2007/3729/F Brick House, West Street, Pembridge**

**Amended Plans** Replace conservatory with new garden room extension

A neighbouring objector was allowed to give her views as to why this application was adversely affecting her privacy and light. She produced some photographs and these were passed around the councillors. She was questioned by the councillors and then asked to remain silent whilst the councillors deliberated the application.

Comment: Objection to the size of the proposed garden room extension, and the loss of amenity to the adjacent property, because it would be too close and block light/privacy.

**Applications Recently Withdrawn**

**DCNW2007/3312/L Listed Hazeldene, West Street, Pembridge**  
Proposed conversion of cottage into two dwelling  
Each with a garden area and car parking facility  
Comment: No Objection

**DCNW2007/2211/F Hazeldene, West Street, Pembridge**  
Proposed conversion of cottage into two dwelling  
Each with a garden area and car parking facility  
Comment: No Objection

**Applications recently Refused:**

**DCNW2007/3077/F Roselea House, West Street, Pembridge**  
Construction of new garage and carport.  
**HC Comment: It would have an intrusive impact on the setting of the adjacent Listed building and surrounding Conservation Area.**

**DCNW2007/3053/F Manley Field, Pembridge**  
Proposed polytunnel and storage building for bee-keeping use  
**HC Comment: Considered unacceptable due to its visual impact on the character, appearance and landscape quality of the surrounding Conservation Area.**

**Applications Awaiting Decisions**

- 1) **DCNW2007/3354/F Bearwood Cottage, Lower Bearwood, Pembridge**  
Proposed removal of rear porch and erection of a single storey extension  
Comment: No Objection
- 2) **DCNW2007/3413/F Sunnybank, Bearwood, Leominster**  
Proposed extension to front of existing garage  
Comment: No Objection
- 3) **DCNW2007/3435/F Acorn Cottage, East Street, Pembridge**  
Proposed conservatory, new dormer window and internal Alterations  
Comment: No Objection
- 4) **DCNW2007/3678/F Weston Court Farm, Weston Plot 2**  
Retention of unauthorized works Plot 2 (Breaches of planning control)  
Comment: 1) The lean-to is inappropriate with appearance of the plan which was originally approved.  
2) The NE elevation windows facing externally would be detrimental to the original appearance of the barn.  
3) The double garage is approved, as it uses existing internal space.
- 5) **DCNW2007/3679/L Weston Court Farm, Weston Plot 2**  
Listed Retention of unauthorized works Plot 2 (Breaches of planning control)  
Comment: As above.
- 6) **DCNW2007/3725/F Weston Court Farm, Weston Plot 3**  
Retention of unauthorized works Plot 3 (Breaches of planning control)  
Comment: No objection

- 7) DCNW2007/3726/L  
**Listed**  
Comment: **Weston Court Farm, Weston Plot 3**  
Retention of unauthorized works Plot 3 (Breaches of pl. control)  
No objection
- 8) DCNW2007/3729/F  
**Listed**  
Comment: **Brick House, West Street, Pembridge**  
Replace conservatory with new garden room extension  
As Below
- 9) DCNW2007/3730/L  
**Listed**  
Comment: **Brick House, West Street, Pembridge**  
Replace conservatory with new garden room extension  
Objection to the size of the proposed garden room extension,  
and the loss of amenity to the adjacent property, because it  
would be too close and block light/privacy.
- 10) 2007/3737/L  
**Listed**  
Comment: **3 Glannarow Cottages, Bridge Street, Pembridge**  
Re-statement of lime plaster to internal walls, now oak boarded  
floor covering. Repairs to oak frame, new joists and  
replacement window to N elevation  
No objection
- 11) 2007/3801/F  
**Listed**  
Comment: **Hazeldene, West Street, Pembridge**  
Proposed conversion into two separate dwellings, each with a  
garden area and car parking facilities.  
No objection
- 12) DCNW2007/3802/L  
**Listed**  
Comment: **Hazeldene, West Street, Pembridge**  
Proposed conversion into two separate dwellings, each with a  
garden area and car parking facilities  
No objection
- 13) DCNW2007/3733/F  
**Listed**  
Comment: **Chapel Cottage, Marston, Pembridge**  
Conversion of attached barn to residential and erection of  
detached ancillary building  
No objection

**Meeting Closed for the next item**

**No Parishioners questions.**

**A36. WARD COUNCILLOR'S REPORT – CLLR. R. PHILIPS**

Cllr. Phillips explained that there is to be a review of all the County's Schools in the light of surplus school places due to falling numbers of children. Currently there are apx 2,500 spare school places, and this figure will rise by 2020. Consideration is being made to the merger of various schools to take account of this situation.

With regard to how this may affect our local schools; it has been suggested that Pembridge and Shobdon Primary Schools could merge. If they were to merge, it could mean that a new school may not be a Church school but a new type of school. A robust defence will be given against this happening.

**Pembridge School** is about to be rebuilt, with the first phase due to be completed by July 2008. It currently has 99 children attending, which will go up to 101 shortly. The maximum number of children that could be taken in is 105.

**Shobdon School** currently has 58 pupils. There has recently been an approval for 35 new homes there, plus another 5 near the School, which will mean there will be additional children to intake.

It is recognised that both of these 2 Schools are exceptionally good and vibrant to the community, and both have a local need in their own right.

**Meeting was Reopened**

There followed some concerned debate amongst members at the general lack of information given in advance to them, prior to the matter being made public.

In summary:

- 1) There was concern from members regarding the importance of retaining both Pembridge and Shobdon schools equally, and that one should not be favoured over the other, particularly not because of the fact that Pembridge School is having money spent on it to rebuild it. Falling numbers of pupils is of course a concern, but both of these schools have viable numbers of pupils attending. There is a distinct need for both, with parents moving to rural areas to live and expecting to educate their children in those areas without the right being taken from them.
- 2) It would be a disappointment if any new combined school may lose its Church status.
- 3) It is necessary to hear the pros and cons of decision making if the Parish Council is expected to support the issues – more details are needed from Pembridge School. Clerk requested to write to the Headteacher – Mr. Teale.

**A37. Amenity Trust Report**

Trees overhanging the entrance to the Millennium Meadow need cutting back.  
Fallen leaves in the children's playground need to be swept up.  
It was decided that the Donations money left in the box in the public toilets should be banked by the Amenity Trust.

HH

**A38. Parish Council Website Improvements Update**

**Website address is:** [www.pembridge.org.uk](http://www.pembridge.org.uk)  
The website is being advanced. Minutes of each meeting will be sent for insertion as soon as available after approval and signature.  
The current ISP cannot support the **.gov domain name** and database, therefore a new ISP is to be sought. Cllr. Pierce agreed to source an ISP and report back with details to the next meeting.

GE

**A39. Parish Magazine**

The recent edition of the parish magazine was printed in black and white because the coloured ink cartridges ran out and there was insufficient time to purchase the new cartridges. These have now been purchased, and it is hoped that in future the new cartridges should each provide for 3 editions of the magazine to be printed. A full advertising flyer has been issued with the magazine (8 regular advertisements).

RP

**A40. Millennium Meadow Progress Report**

No further update regarding proposed development of the Meadow following a public meeting called on 22<sup>nd</sup> November, to which no-one attended, which was most disappointing.

There is to be a tidy up of the M. Meadow entrance, and children's playground this weekend, with the damp leaves being swept up. The waste bin at the playground has been removed, therefore there may be a need to purchase a new bin, but this will be discussed at the next meeting.

The 'Private' sign on the entrance gate at the lower end of the meadow, off Parsons Walk, which has been placed there illegally, is to be removed. Cllr. Evans is requested to check that the Amenity Trust definitely has right of access there, and to report back to the next meeting.

HH

**A41. Village Green Report**

GE

A local consultant has been commissioned to present a report on the flora and fauna of the green and how the designated conservation area should be managed and made available for public viewing. The report will be made available to the PC for comment before being presented to the Kingspan Trust by the deadline date of 31st March. The next step is to produce and submit a detailed design to the PC and make it available for parishioners' comments before finalising the design and submitting it with costings to Kingspan Trust by 30th June at the latest.

**ACTION**

Concern was raised about the situation regarding safety of trees on the V. Green with regard to public liability insurance in case a tree should fall and harm someone, and whether anyone is carrying out a survey of the trees for safety. Clerk will check the insurance policy. It was decided that there may possibly be a need for Dan Wenczek and/or Tony Norman to do this, although it was pointed out that the person would need to be a qualified arboriculturalist.

The Environment Agency have been contacted again and have advised that the promised coppicing work to riverside trees should be completed by the end of January 2008.

HH

**A42. Parish Matters Arising/Correspondence for Action**

**a)& b) Schools Signs/Speed Indicator Device (SID)** – Notes from a meeting held between Pembridge School's Headteacher, Mr. Teale, Jill Tookey – HC's Highway's Team Senior Technician, Cllrs. R.J. Phillips, G. Evans & K. Myers were read out to the meeting. Summarising the situation, with updates:-

1. There is no need for a new school sign by the parish hall.
2. As there is insufficient verge space to place a 30mph sign at the parish hall; a 30 mph roundel and red painted area will be placed on the road there.
3. A school sign in Bearwood Lane will be placed on the back of an existing sign on the opposite side of the road to the church.
4. It is hoped that two permanent SID's can be installed, one to the west of the New Inn before the road narrows and the second approximately by "Wheelrights", that would flash at oncoming vehicles (whose speed is over 20 mph) and advise of the hazard to pedestrians.

Cllr. Phillips is to follow up on point 4 with the Highways Section and report back to the next meeting. It is thought that 2 SIDs would work for 5 days at a time, and then there would be a break, and their cost would be £8-10,000.

Volunteer councillors were asked to telephone around to get information from other areas of the county to find out more about the operation of SIDS, in time for the next meeting.

**A43. c) Christmas Trees update** – Cllr. Mrs. Mifflin explained that this year there has been an increase in the number of trees to 28 in total, and that they had been much admired and appreciated by both locals and other people driving out to see them. No vandalism had been experienced, and people were keen for the project to continue in future years.

RJP

**The Chairman and all the councillors thanked Cllr. Mrs. Mifflin and her team for their efforts in getting the trees and lights operational. It has increased community spirit – Congratulations.**

ALL

**A44. d) Christmas Event for 2008** – Cllr. Mrs. Mifflin felt that with plenty of advance planning for next Christmas, more of a social event could be organised for one evening in December, such as: late opening of shops, carol singing, mulled wine and mince pies, Father Christmas – with the focal point being the Market Hall. It was suggested that perhaps the traders could form a Focus Group to organise the event. This will be placed on the Agenda for the next meeting.

HH

- e) **Training Courses for Councillors** – Clerk took the names of councillors who wished to undertake training events, and will book their places:  
**19<sup>th</sup> February – “Leading Lights”**: Cllrs. K. Duggan & G. Evans  
**22<sup>nd</sup> March – “Planning & Community Action”** : Cllrs. K. Myers & K. Duggan
- f) **Update on Review of Parish Plan** – Cllr. Mrs. Lloyd explained that there had not been time for the group of councillors taking up this project to meet and decide a way forward, but that this would be done in time for feedback at the next meeting in February.
- g) **Water Main refurbishment** is to take place near the village green in March
- h). **The 2 new model Standing Orders** stated below, should replace current model Standing Orders 58 and 70 in your booklet. NALC Legal Topic Note L11-07 Certain aspects of these were queried; Clerk to check and report back.

**Model Standing Order 70A**

At all meetings of the council, the Chairman may at his/her discretion, and at a convenient time in the transaction of business, allow any members of the public to address the meeting in relation to the business to be transacted. Such sessions form part of the Council meeting in law and shall be duly minuted. The Code of Conduct which was adopted by the Council on 16<sup>th</sup> May 2007 shall apply to members of the council in respect of the entire meeting. Where, however, members of the council exercise their rights pursuant to SO 70B below, members of the public **shall** be allowed to attend the meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.

**Model Standing Order 70B**

At all meetings of the Council, the Chairman may permit members of the council (including co-opted members as defined by S.49 (7) Local Government Act 2000) who have a prejudicial interest in relation to any item of business to be transacted at that meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted. Such sessions form part of the Council meeting in law and shall be duly minuted. The Code of Conduct which was adopted by the Council on 16<sup>th</sup> May 2007 shall apply to members of the council in respect of the entire meeting.

- i) **Forum meetings**: Kington: Wed. 30<sup>th</sup> Jan – Lady Hawkins Leisure Centre  
 Noted. Leominster: Tue. 5<sup>th</sup> Feb – Green Lane Methodist Church
- j) **Age Concern have produced a DVD on “River Tales”** – in which some older people of Herefordshire are filmed sharing their memories and knowledge of the Wye, the Lugg, the Arrow and the Frome. DVD should be circulated around the councillors.

**A45. Next Meeting Date**

Next Meeting: **Wednesday 13<sup>th</sup> February 2008** at 7.30 pm in the Parish Hall.

Selection meeting for a new Clerk – **Wed. 27<sup>th</sup> February** at 7.30pm in the Parish Hall

**MEETING WAS CLOSED AT 9.30 pm**