

MINUTES OF ANNUAL MEETING OF PEMBRIDGE PARISH COUNCIL

Held Wednesday 21st May 2008, at 7.30 pm in the Village Hall

Present:

Cllr. G. Evans – Chairman
Cllr. B. Morgan – Part Time
Cllr. R. Pierce
Cllr. Mrs. S. Smith
Cllr. K. Duggan

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

+ 2 Members of the Public

- B15. Apologies and Reasons for Absence** - Cllr. P. Thomas, Cllr. Mrs. J. Mifflin (Family matters)
Cllr. R. Phillips (London)
- B16. Announcement of any interests from councillors** - None

B17. Election of Officers

ACTION

THE CHAIRMAN. One nomination for Cllr. G. Evans to continue in post as Chairman was received in writing this evening. No other nominations were received. Cllr. Evans was asked whether he was willing to stay on as Chairman, and he agreed. Cllr. G. Evans was proposed by Cllr. Mrs. J. Mifflin (by letter in her absence) and seconded by Cllr. A. Stokes.

THE VICE CHAIRMAN. No nominations for post of Vice Chairman had been received, and the Chairman proposed that Cllr. K. Myers remain as Vice Chairman. Cllr. K. Myers was in agreement. This was seconded by Cllr. J. Purslow.

All were in agreement with the elections to both positions.

Working Groups:

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

Cllr. R. Phillips/Cllr. Purslow
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

Footpath Officer

B18. Guest Speaker – John Stagg – Proposed Boundary Changes to Conservation Area

John gave an overhead presentation on this topic. He explained that there was a government requirement to carry out these boundary changes, however only 15 parishes are currently under review, and there is no more funding available to undertake any further parishes. The existing parish Conservation boundary was first designated in 1974 by Leominster District Council. John went through the various plans, explaining where the proposed changes may take place. The timescales for this project are:- The Parish Council first has 8 weeks in which to respond to the proposals, then after further negotiations on the joint proposals and agreement being reached on these, then full consultation is required by means of a local Public Meeting by Christmas 2008. Thereafter the Council's management plans will be published by April 2009.

Date of 25th June 2008 was fixed for a special meeting of the PC to discuss this topic.

HH

B19. Minutes of last Meeting & Matters Arising – 16th April, 2008

1 matter arising – the sale of the printer was previously agreed on the understanding that it would not have lost significant value since purchase. It has now come to light that this is not the case, and that it may in fact only realise approximately half its original cost: c£500-£600. Under the circumstances this is a material change, and reconsideration as to the sale of the printer will be given at the next meeting on 18th June 2008.

Clerk read out a letter of response received regarding the situation at the Turnpike traveller's site.

"As no doubt you are aware this site has recently been refurbished and is open for use.

As there is a recognised shortfall of this type of accommodation within Herefordshire it is our intention to use the site for traveller accommodation for the foreseeable future.

Presently all plots are under offer and it is hoped that the site will shortly be fully occupied."

The Minutes were then agreed and signed as a true record.

B20. The Report of the Internal Auditor – Keith Douglas

"At the beginning of May 2008 I carried out the internal audit for Pembridge Parish Council for the year April 2007 to March 2008. 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 on A to J of Section 4 of the Annual Return were reviewed with regard to the internal controls in place and the 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 11th May 2008."

B21. The Statement of Accounts was adopted this evening, and the Councillors' Statement of Assurance for 2007/08 having been read out by the Chairman, was agreed by all, as well as approval of the Section 137 payments.

Section 137 payments totalled £2,728.92 for the year (= to £3.25 per adult resident: c840)

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

The Clerk was requested to add to the Assets Register a strip of land/access lane on the Millennium Meadow down to Parsons Walk, Pembridge. Also, the recently purchased bench and 2 picnic tables will also be included next year on the Assets Register, once they have been included on the insurance policy from June 2008.

HH

B22 Financial Report (Clerk)

Reconciliation of bank accounts has taken place, and accounts have been prepared for annual external audit, which has been called for 31st July 2008.

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.

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

1st Half-Year Precept has been received:

£9,500.00

Balances at end April 2008

Current Account:	£16,667.44 (Inc. Precept)
Tracker Account:	£5,817.80
Post Office Savings Account:	£10,949.04

Receipts since last meeting:

2nd half year VAT reclaim for £748.96 has been received.

Payments made since last meeting:

Toilet Cleaner + Bins – April	£199.75
Advertiser's fee for 1 more flyer advert	£10.00
Advertiser's fee for 3 more flyer adverts	£30.00

Additional payments requested:

HALC Annual Subscription	£237.03
SLCC Subscription	£80.00
Materials and labour for new V. Green Car Park surface	£647.43
Amenity Trust Management Charge 2007/08	£3,268.07
Toilet Cleaner + Bins – May	£205.62
Herefordshire Council – fitting a post & bin in Bridge Street:	86.95
Repairs to bins and fix new bins	£195.00
Replace stolen fence palings around playground	£76.00
Screw on fencing palings around playground	£45.00
Spray Meadow	£25.00
Strim Meadow	£40.00
Repair seat on Meadow	£36.00
NPower Electricity for toilets	£96.90
Community First Subscription renewal	£38.00
Tarmac Western – Delivery of stone for V.Green car park area	£372.24

All above transactions were agreed by all.

CLOSE OF MEETING**B23. Parishioners Questions**

No parishioners present.

B24. Ward Councillor's Report (Read in Cllr. Phillips' absence)**Conservation Area**

This is a very detailed report and needs local scrutiny by the Parish Council. Please note the revised and reduced Conservation Area, also study the individual listed houses, I spotted several mistakes. There is a need to strike the right balance in this document.

Middlebrook Farm

Will be sold at the Left Bank by auction at the beginning of July in 3 lots with the bulk of the land being merged to Clearwood Farm.

Travellers Site

Remains empty. It will need some work on it before it can reopen. I have received some complaints from parishioners that it should be closed for good. While I understand that, the Council is under a legal duty to provide sites otherwise we would have bigger problems.

Speeding

The installation of any traffic device will need to be done in partnership with the Council, who can not only do the initial work, but he the ongoing maintenance as well. The Council has £25,000 for small schemes in my villages and Eardisley, so PC funds could be topped up.

Police Survey

West Mercia have done a satisfaction survey on what people think of their services. I am not sure of the method of how this was done but Pembridge residents replied that there was a poor presence on Police and satisfaction with their services. We were one of the 3 lowest in the County. While I can see no particular reasons for this I have raised it with them indicating poor enforcement of speeding as perhaps one of the causes.

I have reported the dislodged drain head at Milton crossroads.

MEETING REOPENED

B25. Planning Matters

New Applications to be considered this evening:

DCNW2008/0991/F Bargates, East Street, Pembridge
Proposed two storey extension
Comment: NO OBJECTION

DCNW2008/0985/F Lower Green Cottages, Pembridge
Proposed replacement cottages with garages
and vehicular access
Comment: NO OBJECTION

DCNW2008/1204/L Upper Broxwood Farm, Broxwood
Listed Addition of solar water heating collectors
Comment: NO OBJECTION

Treeworks Application: **Passed to Tony Norman – Tree Warden**
DCNW2008/1186/K Rectory Cottage, Bridge Street, Pembridge
Fell 1 Fir tree, Prune 1 Copper Beech and 1 Yew tree.
Prune and reduce crown by 30% on a further Yew tree.

There will be a further Planning Extraordinary meeting held on Thursday 29th May at 6.30 pm in the Parish Hall to discuss 2 additional applications, which to date had not been advertised.

B26. Parish Magazine Report

The Editor will be able to print the next two editions of the magazine, which will negate the need to use a commercial printer.

The Annual Report – it was decided that this will not be printed off as it is 7 x A4 sheets long. Instead, only about 30 copies will be printed, and a feature will be placed in the next magazine to say that the Annual Report can be read on the PC website.

Kingspan has agreed to pay £500 for half a page feature in 6 copies of the Parish News Magazine.

Cost to the 8 current advertisers for the next year needs to be determined soon, for introduction by Nov/Dec edition. Previously £60 each per annum.

Now printing just in black and white. A further 4 advertisers are waiting in the wings, which equates to one side of a second A4 flyer sheet. A decision will also need to be made as to whether to print a 2nd flyer sheet of advertisements.

An Editorial Board as previously suggested will be set up, to include Glyn Whiting, Ken Myers, Julie Mifflin and Alan Stokes. This Board will need to discuss the above points.

B27. Millennium Meadow Report

The MM Group is organising a public meeting to gain more members for the group on 10th June, at 7.30 pm at the Parish Hall. The aim of the group will be to develop the land, and suggestions are needed from the parishioners as to how best to do this, and just what is wanted by all ages.

B28. Village Green Update

Kingspan Trust has made a decision on the Parish Council's recent new application for funding to improve the car parking area on the village green in a more permanent way. They have agreed to make a partial grant to that which was applied for, in the sum of £3,500. Kingspan suggest that the project is commenced on a phased basis with this money on the premise that the Parish Council may well be able to raise further monies through them at a future date in order to complete the project, and the Parish Council will agree to erect a sign in a prominent place on the green – which will be funded by the Trust.

This will be discussed more fully at the next meeting in June.

B29. Parish Matters Arising/Correspondence for action

- a) Proposed reintroduction of Parish Woodcock Fair – as discussed several months ago. Apparently there has been no interest shown in this by parishioners.
- b) Proposed Christmas Fair to incorporate switching on of the Christmas Lights will be discussed at the next meeting, to arrange in time for Christmas 2008.
- c) A new Housing Needs Survey has been scheduled for Pembridge.
- d) Calor Village of the Year Competition 2008. It was decided to try and enter this next year to coincide with the Flower Festival.
- e) French commune seeking a Herefordshire rural parish to Twin with. No interest.
- f) Parish Highways Initiative – Pembridge scheduled for July and October work. In partnership with Amey Wye Valley Ltd. and HALC, the Highways and Transportation Department is starting the Parish Initiative throughout the whole county, to provide a fair and consistent service to deal with reported minor highway defects. 2 pot-holed areas were mentioned for inclusion in this scheme: 1) Lane from Luntley to Bearwood 2) Byway in Bearwood DW23. To be arranged via the Clerk.
- g) Advice on how more local Walking/Cycling/Riding routes could be created. Noted.
- h) Request by a parishioner for the PC to approach the Highways Authority to determine their intentions for the regular maintenance of roadway DW 23. (See f)
- i) 2 Speed Activated Devices for reducing road speed are being considered and it is hoped that a specialist Highways Engineer will come to the next meeting on 18th June to discuss all aspects, hopefully with an introduction date of September this year.
- j) Clerk has invited the new contact at Marches Housing (Jonathan Brookes) to attend the 16th July meeting to give an update on this parish's project.
- k) Clerk has requested remedial work to unblock a drain in the car park and replace it's missing cover.
- l) NPower – Have request that the Electricity Meter in the Public Convenience is read.
- m) Sand Bags stock for 2008/09 - reordering has taken place, and stock will be held at The Leen Farm for use by all residents if flooding should occur.

ALL

HH

JM

ACTION

KM

- n) Problem with a footpath leading from Manley Lane was reported, and this is being reviewed by the Footpaths Officer and H. Council's Rights of Way Officer. Also, There is one outstanding item of footpath work for the Herefordshire Council to do which is to replace a sign on PM62 and this work is in hand.
- o) Core Strategy – Local Development Framework – Consultation to take place between 16th June & 8th August 2008. See website for Options Document: www.herefordshire.gov.uk. Clerk will have a copy.
- p) Grant Funding/Advice for Parish Plan Actions – details were passed to Parish Plan Review Team.
- q) At the recent Open Meeting the suggestion was put forward, regarding dogs owned by visitors to the Townsend Caravan Park, that perhaps Townsend Farm could supply their own poop scoop bags to their visitors.
It was explained that this is already being done.

The next meeting is scheduled for **Wednesday 18th June 2008**, at 7.30 pm in the Parish Hall – There will be a guest speaker attending to talk about Speed Activated Traffic Signs for the Village.

Meeting ended at 10.15 pm