

MINUTES OF ANNUAL MEETING OF PEMBRIDGE PARISH COUNCIL

Held Wednesday **20th MAY 2009**, at 7.30 pm in the Parish Hall

Present: Cllr. G. Evans
Cllr. P. Thomas
Cllr. R. Pierce
Cllr. A. Stokes
Cllr. K. Myers
Cllr. Mrs. S. Smith
Cllr. K. Duggan
Cllr.Mrs. J. Mifflin (Part time)

+ 2 members of the public

C.58 Election of Officers

ACTION

CHAIRMAN.

Two nominations for Cllr. G. Evans to continue in post as Chairman were received. Cllr. G. Evans was proposed by Cllr. K. Duggan and seconded by Cllr. Mrs. J. Mifflin. No other nominations were received. Cllr. Evans was asked whether he was willing to stay on as Chairman, and he agreed. There was a unanimous vote in favour.

VICE CHAIRMAN. Cllr. R. Pierce proposed that Cllr. K. Myers remain in post as Vice Chairman, this was seconded by Cllr. Stokes. There were no other nominations received. Cllr. K. Myers accepted the post of Vice Chairman. There was a unanimous vote in favour.

Working Groups:

Shobdon Noise Abatement Group Representative: **Cllr. R. Phillips/Cllr. Purslow**
Village Hall Management Committee Representative: **Cllr. K. Duggan** was proposed and he accepted.

Almshouses Charity Representative:

Cllr. D. Owens

Flood Warden and Tree Warden:

Mr. T. Norman

Finance Working Group Representatives (4):

**Cllr. G. Evans, Cllr. K. Myers,
Cllr. K. Duggan, Cllr. Mrs. J. Mifflin**

(Any other councillors are most welcome to attend this group meeting in November)

Footpath Officer:

Cllr. K. Myers

All were in agreement with the elections to all positions

C.59 Apologies & Reasons for Absence:

Cllr. D. Owens	-	No reason given
Cllr. B. Morgan	-	No reason given
Cllr. Mrs. P. Lloyd	-	Preparing for Flower Festival
Cllr. R. Phillips	-	Other business
Cllr. J. Purslow	-	Abroad

C.60 Minutes of the last meeting and Matters Arising – 15th April 2009:

- 1) A request was made as to whether the parish council has heard back yet from Marches Housing regarding the Affordable Housing Project. Clerk will follow this up.

HH

ACTION

- 2) Remedial work to the Millennium Meadow following the last bonfire party was queried. The site should have been cleared by now and the grass is already growing, but this will be rechecked in a week or two.
- 3) Playground equipment repairs have not yet been completed. In addition, a nut has been removed on the slide, as well as there being some slight graffiti. All will be followed up.

JM

AS

C.61 The Report of the Internal Auditor – Mr. Keith Douglas:

“At the beginning of May 2009 I carried out the internal audit for Pembridge Parish Council for the year April 2008 to March 2009. I carried out the audit in line with the Audit Commission Guidelines using information and records supplied by the Clerk to the Council.

All 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 qualify the report in any way.

In view of the above I signed off the internal audit section of the Annual Return on 17th May 2009.”

C.62 Financial Report (Clerk)

The Statement of Accounts was adopted this evening, and the Councillors’ Statement of Assurance for 2008/09 having been read out by the Chairman, was agreed by all, as well as approval of the Section 137 payments.

Section 137 payments totalled £2,972.95 for the year, for around 820 residents.

This expenditure is for items where the Parish Council 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 has added the Children’s Playground to the Assets Register at a nominal value of £2, as this land cannot be developed.

Reconciliation of bank accounts has taken place, and accounts have been prepared for annual external audit, which has been called for 17th August 2009.

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 to all councillors, and any comments or questions were invited.

It was proposed to continue to maintain the public conveniences as well as undertaking bin emptying, and mowing the Millennium Meadow. It is hoped to introduce a Lengthsman Scheme this year.

1st half year Precept has been received: £9,000.

Clerk has applied for a new edition of ‘Local Council Administration’ – when available.

A Financial Risk Assessment was handed out to all councillors, and agreed.

Balances at the end of April 2009

Current Account:	£18,865.47 (Inc. Precept)
Tracker Account:	£5,920.06
Post Office Savings Account:	£11,315.01

ACTION

Receipts since last meeting:

2nd half year VAT reclaim for £466.09 has been received.

Kingspan repayment re v. green project has been received. (Supply and delivery of c500 mixed species of trees and guards)	£580.00
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Payments made since last meeting:

Printing of May/June Parish News Magazine	£260.00
NALC charge re Clerk's Quality Status portfolio return	£8.96
Parish Hall Hire	£50.50
M. Meadow strim and weed spray	£55.00

Further Village Green Project Costs Paid:-

Contractor A) Materials for V. Green boardwalk & path construction	£913.00
Contractor A) Labour charge re " " " " "	£420.00
Contractor B) Scalpings " " " "	£410.37
Contractor B) Scalpings/labour " " " "	£257.81
Contractor C) To construct boardwalk and gravel pathways on V. Green	£1,450.00
Expenses of working group member as above – travelling to sites	£46.26

(Please note that all the V. Green project costs listed will be reclaimed through Kingspan Ltd., who are providing grant money for this project).

Additional payments requested:

Toilet Cleaner + Bins – May	£252.77
HALC/NALC Membership Subscription for 2009/10 (Affiliation Fee £100, NALC Fee per 819 electors @ 5.14p & HALC Fee per 819 electors @ 11.5p)	£236.29
M. Meadow mowing for April	£46.00
Kington Building Supplies – V.Green project : timber, sand, screws etc	£2,292.13
Arrow Tool Hire Ltd – V. Green project	£131.44
Further Arrow Tool Hire invoice awaited for V. Green project	TBA
Pembridge Amenity Trust annual maintenance charge (Insurance premium for Market Hall & Bell Tower + 2 water bills for public toilets)	£3,459.92
Clerk's annual subscription to Society of Local Council Clerks	£82.00
Clerk's Membership fee for Institute of Local Council Management	£50.00

All above transactions were approved.

C.63 Councillors Reminder of Purdah Rules re pre Election Period - Extract

The Pre Pre-Election Period is 25 working days before polling day i.e. the period from the day the election is formally called. The Pre-Election Period for the European Elections started on 28th April 2009. As this date approaches greater care and sensitivity is needed. Anything that could reasonably be regarded as giving a political candidate or their supporters/party an advantage in the election is not politically neutral. The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the elections. However, it is acceptable for the authority to respond in appropriate circumstances to events and legitimate service enquiries provided that their answers are factual and not party political. Members holding key political or civic positions should be able to comment in an emergency or where there is a genuine need for a member level response to an important event outside the authority's control. The use of the Council's resources for the purposes of a candidate's election, as well as being unlawful in itself, may also amount to an unlawful donation which must be repaid. Councillors are reminded of their Code of Conduct obligations.

Alan McLaughlin – Assistant Chief Executive (Legal & Democratic) H. Council

New Applications that were considered this evening:

- DCNW2009/0711/F Tank House, Weston, Pembridge**
Proposed glazed link and single storey extension
Comment: No Objection
- DCNW2009/0751/F The Leen, Pembridge, Leominster**
Alterations and two-storey extension
Comment: **CANCEL** –This is a duplication of the one below +
- DCNW2009/0779/F Leenfields, Pembridge, Leominster**
Proposed two-storey extension and alterations to dwelling
Comment: No Objection
- DCNW2009/0798/F Moor Court Farm, Lyonshall, Kington**
Proposed temporary rain covers over cherry orchard
Comment: No Objection
- DCNW2009/0781/F Knock Hundred, Bearwood, Leominster**
Proposed two-storey extension and detached garage
Comment: No Objection

CLOSE OF MEETING FOR NEXT 2 ITEMS

C.65 Parishioners Question Time:

None

C.66 Ward Councillor's Report:

None – Full report given last week at the parish open meeting, that will be published in the Annual Parish Report, which will be available on the website in June.

MEETING WAS REOPENED

C.67 Proposed Traffic Speed Indicators for Village – Chairman:

Traffic speed data has been undertaken and received from the Highways Department. This has highlighted that there is only a need for one Speed Indicator device in the village – to be positioned at the western entry to advise traffic travelling eastward.

The costing and proposed position of the SID were questioned, and it was decided to gain more information about this and then discuss the matter again at the June meeting, so that all councillors would be aware of these details prior to the project going ahead.

Clerk will advise the Highways Department accordingly.

HH

C.68 Village Street Lighting – Clerk:

The trial luminaries are due to be delivered in the next week and also the special bracket. Once all equipment has been checked, Russell Pryce will liaise with Energy Services to confirm electrical connections needed (out of our direct control). Once the final selection has been made by the Parish, delivery of equipment can be around 6 weeks from receipt of an order – plus electrical connections waiting time.

It was agreed that there would be no requirement for formal consultation with the public.

ACTION

C.69 Introduction to Sustainable Communities Act (Power of Wellbeing) – Clerk

An explanation of this was given, together with some notes which were read out. These notes will be sent to all councillors to enable them to read more about it prior to the next meeting. The possibility of in-house training for councillors can be supplied by HALC at a cost of £100 per council (80% of councillors would need to attend). Clerk will circulate details about the Power of Wellbeing to all councillors by e mail and mail, as well as making a request that all councillors to familiarise themselves with the details of this New Act by looking at the website: www.communities.gov.uk prior to the next meeting.

HH

C.70 Parish Matters Arising/Correspondence for Action

a) A request from a resident was discussed regarding the erosion of soil from her rear garden boundary hedge, which borders the village green. Permission was agreed for her to have a quantity of soil delivered onto the v. green, which would then be barrowed into the garden; as long as the job is completed prior to the Village Show taking place at the end of July, and provided the trackway is not blocked at any time.

b) Request by same resident for consideration of a problem experienced at the Mobile Post Office with electronic transactions not being possible on windy days due to lack of a signal. Concern also about possible hold ups, with the money held there.

After discussion it was suggested that an article should be placed in the next edition of the Parish News Magazine inviting comments from residents regarding any problems encountered. Clerk to advise resident re items a) & b) above.

HH
HH

c) Parish Emergency Co-Ordinator sought by Herefordshire Council. This will also be advertised in the next magazine.

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d) Parish Freighter service may be continued, and councillors wished to hire the service for a visit at the end of September or early October. Clerk will arrange.

HH

e) Open Spaces Society are offering a half day's training in June on 'Open Space Protection' in conjunction with HALC – noted, but no uptake.

ALL

f) HALC Conference & AGM – If any councillors would like to attend on Saturday 10th October, it would be helpful to support Herefordshire Assn. of Local Councils.

ALL
JM

g) Noted: HALC Office is moving on 1st June to Berrows House in Hereford (opposite the Police Station).

h) nPower has requested that the electricity meter for the public toilets is read. This will be arranged.

JM

C.71 Next Meeting

Will be held on Wednesday 17th June 2009 at 7.30 pm in the Parish Hall.