

## **MINUTES OF ANNUAL MEETING OF PEMBRIDGE PARISH COUNCIL**

Held Wednesday **19th MAY 2010**, at 7.30 pm in the Parish Hall

**Present:** Cllr. G. Evans  
Cllr. P. Thomas  
Cllr. R. Pierce  
Cllr. A. Stokes  
Cllr. J. Purslow  
Cllr. D. Owens  
Cllr. K. Myers  
Cllr. Mrs. P. Lloyd  
Cllr. K. Duggan  
Cllr. Mrs. J. Mifflin  
Cllr. Philip Rogers  
+ 5 members of the public

**D062**

### **Election of Officers**

**ACTION**

#### **CHAIRMAN.**

The Clerk asked the meeting whether there were any proposals for the position of Chairman. One nomination for Cllr. G. Evans to continue in post as Chairman had been received in writing. Cllr. Evans was asked whether he was willing to stay on as Chairman, and he agreed.

There was a proposal for Cllr. G. Evans to be Chairman, which was voted upon and all were in favour.

#### **VICE CHAIRMAN.**

The Clerk asked the meeting whether there were any proposals for the position of Vice Chairman. One nomination for Cllr. K. Myers to continue in post as Vice Chairman, had been received in writing. Cllr. Myers was asked whether he was willing to stay on as Vice Chairman, and he agreed.

There was a proposal for Cllr. K. Myers to be Vice Chairman, which was voted upon and all were in favour.

#### **Working Groups:**

Shobdon Noise Abatement Group Representative: **Cllr. R. Phillips/Cllr. Purslow**

Village Hall Management Committee Representative: **Cllr. K. Duggan**

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. P. Rogers**

All were in agreement with the elections to all positions

**D063**

### **Apologies & Reasons for Absence:**

Cllr. Mrs. S. Smith At another meeting

Cllr. R. Phillips At another meeting

**D064**

### **Minutes of an Extraordinary meeting held Fri. 16<sup>th</sup> April 2010 – Market Square**

8 councillors were present at the meeting to discuss additional street lighting in Bearwood Lane. The minutes were read out, then approved and signed.

**ACTION**

D065

**Minutes of the last meeting and Matters Arising – 21st April 2010:**

- 1) There was a query as to whether there was any progress in obtaining funding from the Post Office to enlarge the hatched area for the van to park, within the car park. It was explained that the Post Office did not have funding available for this, and that the Parish Council would need to fund this. To be followed up.
- 2) Shobdon Noise Abatement Group meeting – Cllr Purslow explained that he had run the meeting owing to various problems and that there had been 2 complaints received to consider. However, it was noted that the airport staff have no powers, and that the difficulty lies with visiting pilots approaching from the wrong direction. The East-West approach route needs to be changed to avoid noise over the village.
- 3) Parish Plan Review – The group had a meeting recently, and a grant from Hereford Community Pride will be applied for, to cover costs of reprinting the Parish Plan. A public meeting would also then be needed. Matte to be discussed further at the next meeting.

KM

PL

D066

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

“At the beginning of May 2010 I carried out the internal audit for Pembridge Parish Council for the year April 2009 to March 2010. 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 9<sup>th</sup> May 2010.”

D067

**Financial Report (Clerk)**

**The Statement of Accounts will need to be adopted this evening, and the Councillors’ Statement of Assurance for 2009/10 to be agreed by all, as well as approval of the Section 137 payments.**

**Section 137 payments totalled £3,911.79 for the year.** (c£4.55 per elector)

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

D068

**Financial Report (Clerk)**

Reconciliation of bank accounts has taken place, and accounts have been prepared for annual external audit, which has been called for 29<sup>th</sup> July 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, and any comments or questions are invited.

**It is proposed to continue to maintain the public conveniences as well as undertaking bin emptying, and mowing the M. Meadow. A parish Lengthsman Scheme has been introduced.**

1<sup>st</sup> Half-Year Precept has been received: £9,000.00

A Risk Assessment of Financial and Other matters has been provided, and approved.

It was suggested that the Parish Council should register the strip of land it owns that runs down the side of the Millennium Meadow to Parsons Walk. Clerk to follow this up.

Clerk was also requested to check the terms of public liability insurance cover that the Parish Council has with regard to positioning of the Christmas Trees near residents' homes.

Fixed Assets – some of the assets are depreciating in value (Christmas lights, office equipment, picnic table and benches whilst others e.g. Property, are not). The Internal Auditor has asked whether the Parish Council should consider putting some of the surplus aside (a sinking fund) to cover replacement.

After some discussion it was proposed that a Sinking Fund of £10,000 be kept secure within the Parish Council's fund accounts to cover the replacement of smaller fixed assets when this needs to be done.

**Balances at end April 2010**

Current Account: (Inclusive of 1 <sup>st</sup> half year Precept)	<b>£23,964.41</b>
Tracker Account:	<b>£5,923.11</b>
Post Office Savings Account:	<b>£11,347.79</b>

**Receipts since last meeting:**

2 <sup>nd</sup> half year VAT reclaim for £466.09 has been received.	
First half year Precept	£9,000.00

**Payments made since last meeting:**

Millennium Meadow Mowing	£49.47
Toilet Consumables	£117.63

**Additional payments requested:**

Toilet Cleaner + Bins – May	£254.21
Subscription to Local Council Review	£13.50
Subscription to Society of Local Council Clerks	£50.00
Subscription to The Institute of Local Council Management	£82.00
HALC subscription for 2010/11	£241.20
Magazine printing – June/July	£260.00
Parish Plan Review – typing 7 pages	£20.00
Lengthsman – April work (payment to be held back a while)	£2,712.78

**All above transactions were approved.**

**New Applications that were considered this evening:**

**DMNC/100884/L Hedgehog Barn, 6 Weston Court, Pembridge. HR6 9JE**  
Proposed installation of solar panels on the SW facing roof.

**COMMENT: NO OBJECTIONS**

**DMNW/100872/FH Clematis Cottage, Broxwood, Pembridge. HR6 9JH**  
Proposed single storey side extension and rear first floor extension and the erection of single car garage.

**COMMENT: NO OBJECTIONS**

**CLOSE OF MEETING FOR NEXT 2 ITEMS**

D070

**Parishioners Question Time:**

A resident wished to raise the fact that on Monday evening's – generally, when the Auction is held in the Parish Hall, many of those attending are parking inconsiderately and are blocking the road. This is extremely inconvenient to both other traffic wishing to access Bearwood Lane, but would also block access for any emergency vehicles such as fire engines. The difficulty also arises during the day when parents park to collect their children from school, instead of using the nearby Hall car park. A bus also parks there, and patrons of the New Inn do not use it's car park, and those, as well as nearby residents, are contributing to the blockage of the road at the lower end of Bearwood Lane.

This would be discussed further at the next meeting.

D071

**Ward Councillor's Report:**

Please accept my apologies for tonight as I have to be in Kington.

**General Election**

Of the 800 potential voters in the parish 553 people voted which was a turnout of 74.23% which is slightly above average.

**Medical Centre**

As reported in the press the planning committee approved the new medical centre on the A4111 outside Kington subject to signing off conditions with the local members.

I have spoken to Dr King who continues to give his support to the Pembridge Surgery. It is to be hoped that with the opportunity for new services extra doctors and staff can be employed and therefore our own surgery in the village will have more opening hours.

**Marches Housing**

I can confirm that the position regarding the new development is as I reported. An offer has been made to the landowner's agent some time ago and as yet they have not given a positive reply. The plans are ready to go should that agreement come.

Marches Housing team visited their tenants today in Curl View and Curl Crescent. I was with them and visited some of the tenants to hear of some of their concerns first hand. The new development and parking were two recurring items.

On parking, the Marches are looking at removing the set of garages in Curl view crescent in order to make some additional space and should the development go ahead then some potential for access to the back of some existing properties might be possible.

**MEETING WAS REOPENED**

**D072**

**Parish Matters Arising/Correspondence for Action**

- a) Lengthsman's work in hand, has now been carried out to utilise first year's grant funding.
- b) Cost to Parish Council of additional street lighting to Bearwood Lane is still to be determined.
- c) Affordable Housing – ongoing. As progress with Marches Housing Association seems uncertain, the Clerk was requested to obtain information on other Housing Associations that may be interested in developing in Pembridge. **HH**
- d) Allotments – search for suitable land for lease within parish is ongoing and an advertisement was recently placed in the Parish News Magazine. Nothing further has been heard on this matter from The Arrowvale Group. There is also the possibility that Pembridge Charities may have some land that they could lease to the Parish Council and this will be discussed between Cllrs. D. Owens and J. Purslow, for feedback at the next meeting. **DO**  
**JP** **HH**
- e) New street lighting in village, is almost completed with just a little 'tidying up' to be dealt with shortly. Generally the project has been received well.
- f) Heart of England in Bloom – village entry will require a tidy up of the route the judges will walk in the summer, in readiness. The weeding will be carried out by the Lengthsman, the nettles just inside the entrance to the Millennium Meadow will be removed. A 'Trash Bash' to clean up the litter will be held, and the goal post on the M. Meadow will be painted. We will arrange for the road sweeper during w/c 16th July, and the village green area will be checked over. So, hopefully all will look tidy. **ALL**  
**JM**  
In addition, it was agreed that the Parish Council will sponsor some prizes for the best resident's garden frontage, and hanging baskets, to £60 in total (2 at £15, 2 at £10 and 2 at £5). **JM**
- g) The suggestion that there should be an e mail circulation list of interested parishioners to circulate details of forthcoming PC events (say special meetings), agenda and minutes in an effort to involve more members of our community was agreed, and Cllr B. Pierce will follow this up with the Editor of the Parish Magazine. **BP**
- h) S.I.D. - This is booked for one more fitting – in August, beyond which it will be necessary to rebook. It was agreed to rebook for 4 more fittings during 2011. **HH**  
**PR**
- i) Completion of a form of Footpath Officer contact details for H. Council was passed to Cllr. P. Rogers to send off.
- J) Enquiry received re the Village Green in relation to the village's Heart of England in bloom entry - Who is responsible for cleaning/replacing the signs, managing the waste baskets, Tables etc? Cllr. Myers will discuss this with Tony Norman. **KM**

**D073**

**Next Meeting**

Will be held on Wednesday 16<sup>h</sup> June 2010 at 7.30 pm in the Parish Hall.