

MINUTES OF ANNUAL MEETING OF PEMBRIDGE PARISH COUNCIL

Held Wednesday **18th MAY 2011**, at 7.30 pm in the Parish Hall

Present: Cllr. G. Evans Cllr. K. Myers
Cllr. P. Thomas Cllr. D. Owens
Cllr. R. Pierce Cllr. P. Rogers
Cllr. A. Stokes Cllr. Mrs. J. Mifflin
+ 2 members of the public

E056

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 for the post of Chairman was received. Cllr. Evans was asked whether he was willing to stay on as Chairman, and he agreed. There were no other nominations.

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 for the post of Vice Chairman was received. Cllr. Myers was asked whether he was willing to stay on as Vice Chairman, and he agreed. There were no other nominations.

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. R. Pierce**
Village Hall Management Committee Representative: **Cllr. K. Myers**
Approval of Almshouses Charity Representative: **Cllr. D. Owens**
Flood Warden and Tree Warden: **Mr. T. Norman**
Footpath's Officer: **Cllr. P. Rogers**
Lengthsman Representatives: **Cllrs. K. Myers & Cllr. A. Stokes**
Childrens Playground Inspector (monthly): **Cllr. A. Stokes**

There will no longer be a Finance Working Group, as it was decided that a separate meeting would be arranged at which all councillors should attend.

All were in agreement with the elections to all positions

E057

Apologies and reasons for absence:

Cllr. R. Phillips – had another commitment.

E058

Announcement of ant Interests from councillors

None

E059

Minutes of the last meeting and Matters Arising – 20th April 2011:

Item E48 – should have read '3 months' not 3 issues. Amendment was made by the Chairman and the Minutes were then signed.

Two matters arising:

- * The question was asked as to whether the recent Rospa playground inspection report had been received. This is still awaited.
- * The Pembridge 'In Bloom' entry application is to be withdrawn, due to lack of interest in the parish for this to go ahead.

The previously amended Minutes of 14th April meeting were signed by the Chairman.

E060

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

“At the beginning of May 2011 I carried out the internal audit for Pembridge Parish Council for the year April 2010 to March 2011. 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 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 15th May 2011.

However, I feel I should point out that in both the Statement of Assets and the Annual Return the assets are shown at insurance replacement cost valuation. This valuation is in line with Local Councils Governance and Accountability guidelines. However, this takes no account of depreciation and amortisation and, in the case of some of the assets, will be considerably greater than 'net realisable value'.”

E061

Financial Report (Clerk)

The Statement of Accounts was adopted this evening, and the Councillors' Statement of Assurance for 2010/11 was agreed by all, as well as approval of the Section 137 payments.

Section 137 payments totalled £3,795.13 for the year. (c£4.69 per elector (810))

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

Reconciliation of bank accounts has taken place, and accounts have been prepared for annual external audit, which has been called for 4th July 2011.

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 and questions were invited.

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

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

Satisfaction with current banking arrangements was agreed.

After some discussion it was agreed in light of the Internal Auditors comments regarding the status of the parish council's assets, that the current arrangements for insurance of the assets should remain.

Balances at end Apr3/11 2011

Current Account: (Inclusive of 1 st half year Precept)	£25,988.62
Tracker Account:	£5,926.07
Post Office Savings Account:	£11,370.49

Receipts since last meeting:

2 nd half year 2010/11 VAT reclaim has been received.	£540.84
First half year Precept	£9,000.00

Payments made since last meeting:

None.

Additional payments requested:

Toilet Cleaner + Bins – May (Chairman currently reviewing for new Cleaner)	£178.60
WMS Electricity 1/3/11 – 30/3/11	£16.38
Millennium Meadow mowing – April	£53.10
Subscription to Society of Local Council Clerks	£50.00
Subscription to The Institute of Local Council Management	£95.00
Pembridge Amenity Trust Annual Charge: April '10 to Mar. '11	£1,565.14
Printing of Parish Magazine – June/July	£260.00
Lengthsman Inv.2526	£1,676.76

All above transactions were approved.

Planning Permissions recently granted:

Brickyard Boarding Kennels – retrospective
Bryncurl, proposed two-storey extension

Revision of Annual Insurance cover - Clerk

A quotation from a new insurance company is awaited for comparison with Zurich's. When this arrives, it will be considered by the Chairman and Vice Chairman, and reported to the next meeting.

GE/KM

CLOSE OF MEETING FOR NEXT 2 ITEMS

E062

Parishioners Question Time:

* It was noted that dog fouling on the village pavements is becoming a problem again, and that this is occurring early in the morning when owners are taking large dogs for walks. Owners should be more responsible and clean up the mess.

Clerk will place a feature about this problem in the parish magazine.

HH

ACTION

- * The surfaces of the information boards on the Conservation Area of the village green are soiled and need to be cleaned.
A Councillor volunteered to clean them up.

E063

Ward Councillor's Report – Cllr. R. Phillips

The apologies of the Ward Councillor had been received as he had to be elsewhere. His Annual Report has been submitted, and will be included in the Pembridge Annual Report which will be available on the website shortly.

RP

MEETING WAS REOPENED

E064

Parish Matters Arising/Correspondence for Action

- a) Pay and Working terms for the new Toilet Cleaner and were discussed and an hourly rate of £6.20 was approved, and £30 p. month for bin emptying. A contract for holiday/sickness pay is being considered. A PAYE system is being arranged by the Council. **GE**
- b) Arrowvale Group has requested a donation of £1,500 towards the set-up costs of the Allotments. This was discussed at some length and the Council felt that it would initially decline the request, as insufficient information was available. Clerk was requested to write and confirm this to the Group. **HH**
- c) A resident has written to H. Council requesting that something is done to improve the surface of the A44 through the village because of the number of dips having resulted from previous repairs after utilities have had to dig trenches. It has been confirmed that some improvements will be carried out later this year.
- d) The problems with the glass recycling bins at the village hall, leaving a mess of fine glass around the site after they are emptied, is being taken up with H. Council by a Village Hall committee member.
- e) A letter requesting speed signage at both ends of Marston Lane was discussed. It was decided that the Clerk should write to the resident to indicate that the PC are supportive of additional signage funded by Kingspan and would be grateful if the resident would liaise with Kingspan. If further action was required, the PC could consider taking up the matter with highways and requesting a restriction on HGVs using the road unless for access.
- f) Request from someone who was seeking details of a long lost relative, who may have been local to Pembridge, has been passed to the vicar so that baptism and burial records could be checked.
- g) The Parish Council group photograph has been deferred until more councillors have been co-opted, to make the full complement of 13.
- h) There are several training opportunities available to councillors; details of which were made available. The Chairman encouraged councillors to take advantage of these informative courses, particularly new members.
- i) Children's playground equipment needs to be checked on a monthly basis to fulfil insurance requirements. A councillor agreed to undertake this. **AS**
- j) H. Council is offering councils the opportunity to order 3 Herefordshire apple trees which must be planted on publicly accessible land. It was agreed to do this. **HH**
- k) Vacancy for 4 parish councillors – it was decided that although there is a need to fill these places as soon as possible, that the vacancies would be advertised in the next parish magazine to extend the opportunity to as many people as possible, with a deadline for responses by 14th June; in time for 15th June PC meeting.

E065

Next Meeting

Will be held on Wednesday 15th June 2011 at 7.30 pm in the Parish Hall.

