

# PEMBRIDGE PARISH COUNCIL

Minutes of the Parish Council Meeting  
Held Wednesday 18<sup>th</sup> January 2012 in the Parish Hall

**Present:** Cllr. G. Evans (Chair), Cllr. R. Pierce, Cllr. Mrs. J. Mifflin, Cllr. D. Owens,  
Cllr. K. Myers, Cllr. Ms. C. Fothergill, Cllr. A. Pace, Cllr. P. Thomas, Cllr. P. Rogers,  
Cllr. A. Stokes, Cllr. R. Phillips, Cllr. K. Duggan + 1 member of the public

**F001 Apologies and Reasons for Absence :** **ACTION**  
The Chairman announced that Cllr. A. Mizrahi had handed in his written resignation from the Council, as he is moving away from the area. It was agreed that the legal process for advertising the vacancy would commence immediately. **HH**

**F002 Announcement of any interests from councillors :**  
None.

**F003 Minutes of last meeting/matters arising from them – 14<sup>th</sup> December 2011**  
The Minutes were signed as a true record and there were no matters arising.

**F004 Police Report**  
None at this meeting

**F005 Financial Report - Clerk**  
Reconciliation of bank accounts for December has taken place.  
Budget/Precept has been set for £18,000 for 2012/13 and this has been submitted to H. Council.  
Confirmation needed that Mr. Keith Douglas should be requested to act as the Council's Internal Auditor for 2011-12. **Proposed and Unanimously Agreed.** **HH**

**Balances at end December 2011:**

<b>Current Account:</b>	<b>£19,508.37</b>
<b>Tracker Account:</b>	<b>£5,928.29</b>
<b>Post Office Savings Account:</b>	<b>£11,347.79</b>

**Receipts since last meeting:**

Magazine advertiser's fee for 2011/12 x 1 @ £50	£50.00
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**Payments made since last meeting:**

HMRC Tax for employees for Oct-Dec quarter	£323.20
Clerk's 3 <sup>rd</sup> Quarter Salary	£846.48
Clerk's 3 <sup>rd</sup> Quarter Expenses	£322.96
Clerk's annual grant for use of a room as office	£150.00
Lengthsman Inv. 2588	£963.60

**Requests for Payment:**

Toilet Cleaner & Bins – January	£223.20
Sign for public toilet	£14.75
Parish Hall Hire	£113.00
Lengthsman Inv. 2596	£730.80
Grant to Pembridge Good Neighbour Scheme	£100.00
Grant to Pride in Pembridge Group	£300.00

**All above payments approved**

**F006 Planning**

The necessary discs for wiping the hard drive of the old CAP laptop are now with the Parish Council, and this task will be completed shortly.

There is the possibility of electronic despatch of planning applications to parish councils being made available very soon, and the Clerk and Cllr. Pierce will liaise on the introduction of this means of circulating and viewing planning applications.

**HH/RP**

**Application considered this evening:**

**DMN/113302/FH      Hays Head, Luntley, Pembridge. HR6 9ED**  
Extension to provide additional living accommodation

**COMMENT:            No Objections**

**F007 Queen's Royal Jubilee Outdoor Social Event - Cllr Mrs. Mifflin: (Moved up on Agenda)**

The date for the parish event would most likely be on Saturday 2<sup>nd</sup> June, as some families would be going away for the long weekend break, and the Queen will be at the Races that day so parishioners would not miss any of the special royal events being televised other days.

There will be an open meeting to discuss management of the event, and to listen to other ideas that may be forthcoming, on 8<sup>th</sup> February at 7.30 pm in the parish hall. Volunteer helpers will definitely be needed.

After discussion it was **Proposed** that initially a **grant of £1,000** would be made available for this event; and this sum to be reviewed at a later date, when more detail is known about likely expenditure. **Agreed Unanimously.**

**HH/JM**

**F008 Promotion of the activities of the Parish Council – Cllr. K. Myers:**

The Chairman has completed his initial three entries in the parish magazine, and other councillor volunteers were requested to complete the future entries. Cllr. A. Pace agreed that he would undertake this, and it was agreed that others would take their turn thereafter.

There was a suggestion that the content of the Clerk's magazine entry may need to be enlarged for the future to encompass more of the work of the Council, and it was agreed that the draft entry would be placed on the agenda of each meeting of the Council for consideration.

**AP**

**HH**

**Meeting was Closed for the next two items**

**F009 Parishioners Questions**

One question was raised concerning the draft Local Development Forum and any proposed links between Pembridge and Eardisland parishes in relation to Locality working. It was explained that according to the draft Local Development Forum for Rural Areas Pembridge is still very much considered a main settlement but will be termed 'Rural Service Centre' as opposed to 'Main Settlement'. Some of the current 'Main Settlements' (such as Eardisland) have been slightly reclassified as 'Hubs' and the idea is that the Hub and RSC will have some shared facilities in common rather than forcing a relationship or either being compromised. The Ward Councillor mentioned that the Hubs principal is not now being supported, and that more Information on this would follow later.

It was acknowledged that the Clerk had written a letter to Planners requesting clarification of the situation, and was still awaiting a response, and the resident requested a copy of the response letter when received.

**F010 Ward Councillor's Report (Cllr. R. Phillips)**

Please see Cllr. Phillips' January Report attached to the Minutes.

**Meeting was Reopened**

**F011 HALC Constitution – Cllr. G. Evans:**

The Chairman opened this topic for general discussion amongst councillors. There was concern about the Locality grouping, and that Pembridge was amongst 9 parishes linked, with Kington being the main parish (as shown under para 17). Questions were asked as to who had formulated this arrangement, whether it was HALC or Herefordshire Council. There was concern that from the HALC Schedule A of its revised Constitution, it appeared that Kington would have only one voice/vote, based on one representative per seven parish councils within a Locality, and that under Schedule B there would be Chairmen and Vice Chairmen of the Localities elected, as well as two members from the whole locality grouping to serve on the HALC Executive Committee. There was concern that local opinions would not be heard. The Ward Councillor thought that the local Ward Members should make decisions for Herefordshire Council, rather than involving parishes.

There was a **Proposal** that renewal of membership of HALC should not take place until such time as this could be reviewed at a future meeting between the parish council and a representative of HALC, in Pembridge.

**This was unanimously Agreed**

Clerk will write to HALC outlining the Parish Council's position..

**HH**

**F012 Pembridge Parish Steering Group – Neighbourhood Planning update – Cllr. R. Pierce:**

PPSG Report of Housing/Planning Sub Group meeting - 19 December 2011

The group's first task is to recommend whether or not to develop a Neighbourhood Plan. Although there is insufficient information available at present to make an informed decision on this, all indications are that a Neighbourhood Plan will be in the interest of the Parish. The group therefore recommends that we take the first step in the process. This entails having Herefordshire Council recognise Pembridge Parish Council as the appropriate Neighbourhood Forum. Kevin Singleton - Team Leader Strategic Planning HCC - said that HCC had not yet established a procedure for this as regulations were not yet available. An email has been sent to Mike Willmont - Head of Neighbourhood Planning HCC - registering our interest and requesting to be notified once the procedure has been established.

**Proposal:** That the Housing/Planning sub group establishes Pembridge Parish Council with HCC as the appropriate Neighbourhood Forum for the development of a Neighbourhood Plan.

The group's second task was to review the existing Action Plan items under the heading of Housing. The first calls for the development of a Neighbourhood Plan and is therefore carried forward as an action item. The second item suggests continued encouragement of an affordable housing development. It was agreed that this be carried forward as an action item, while recognising that current conditions made immediate progress unlikely.

The remaining items - an inventory of potential conversion sites, sheltered housing, farm workers and car parking at the edge of the village - appeared in the original Parish Plan 2002 but have not been actioned since then. The group proposes that these items can not continue as legitimate action items for the PC unless they are supported by a new public consultation process. It was suggested that the topic of sheltered housing might be considered by the Welfare sub group.

**Proposal:** That the only Action Items carried forward by the Housing/Planning Sub Group will be the development of a Neighbourhood Plan and the encouragement of an Affordable Housing development. **Agreed Unanimously.**

A date for the next meeting of the Group will be set after a HALC organised talk on Neighbourhood Plans by James Derounian on 8 Feb 2012.

**F013 Parish Matters Arising/Correspondence for Action**

- a) Michael Boyce – a resident and sole trader in Carpentry and Property Services, is offering these services to the Parish Council :- Lawn Mowing, Grass Cutting, Strimming, Hedge Cutting, Chain Sawing, Clearing and Extraction, Wood Chipping, Fencing and Estate Maintenance.
- b) Training Course – Neighbourhood Planning – 8<sup>th</sup> February, 7pm Brockington. Cllrs. A. Pace & R. Pierce to attend (as well as Cllr. Myers if a third place becomes available).
- c) Written confirmation is required regarding the old CAP IT equipment, stating that it has been first cleaned of any CAP information prior to being given to the Clerk to keep on behalf of the Parish Council. The appropriate discs have now been provided to enable the laptop to be wiped clean, and this will be carried out shortly.
- d) Hereford & Worcester Fire & Rescue service wish to carry out a training exercise in their crews using boats, on the River Arrow in Pembridge. The training involves wading and swimming in the water with crews suitable dressed and kitted out with drysuits and floatation equipment. No damage would be done to the river banks or river bed itself. ). No objection.  
Tony Norman has agreed to discuss matters regarding ecology and safety of livestock and the riverbed with HWF&R and will report back to the parish council.
- e) Highway cleansing in the village centre. This has been arranged and a thorough clean up of the village centre will take place on Monday 30<sup>th</sup> January, with pre-leafleting taking place on Monday 23<sup>rd</sup> January to warn residents to move their cars away. List of areas to be cleaned is attached.
- f) Vacancy for a parish councillor will be attended to by the Clerk – the legal Notice which has to be displayed for 10 days in the parish will be requested from the Electoral Registration office at H. Council. The vacancy will also be advertised in the next parish magazine.
- g) Pembridge Good Neighbour Scheme is holding a coffee morning this Saturday, 21<sup>st</sup> January at 10.30 am to promote the scheme – all welcome to attend.
- h) It was confirmed that the HGV traffic sign for Marston will be supplied by Kingspan and positioned shortly.
- i) Planned speed enforcement in Pembridge will be carried out sometime in the Spring, and the Road Safety staff at H. Council did not consider it necessary for the parish council to cancel any of its planned Speed Indicator Device deployment dates for the parish, as it was felt that the Safer Roads Partnership could avoid those months.

RP

HH

**F014 Next Meetings:**

Wednesday 15<sup>th</sup> February, 2012 at 7.15 pm in the Parish Hall. Meeting Closed at 9.15 pm