

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

Held Wednesday **23rd MAY 2012**, at 7.30 pm in the Parish Hall

**Present:** Cllr. G. Evans Cllr. K. Duggan  
Cllr. P. Thomas Cllr. R. Phillips  
Cllr. A. Pace Cllr. P. Rogers  
Cllr. A. Stokes Cllr. Mrs. J. Mifflin  
Cllr. Mrs. C. Evans

**F054**

### **Election of Officers**

**ACTION**

#### **CHAIRMAN.**

The Clerk asked the meeting whether there were any proposals for the position of Chairman. One written nominations for Cllr. G. Evans for the post of Chairman had been 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 written nomination for Cllr. A. Pace for the post of Vice Chairman had been received. Cllr. Pace was asked whether he would like to become Vice Chairman, and he agreed. There were no other nominations. There was a proposal for **Cllr. A. Pace to be Vice Chairman**, which was voted upon and all were in favour.

#### **Working Groups:**

Shobdon Noise Abatement Group Representative:	<b>Cllr. R. Phillips/Cllr. P. Rogers &amp; Cllr. K. Duggan</b>
Village Hall Management Committee Representative:	<b>Cllr. Mrs. C. Evans</b>
Approval of Almshouses Charity Representative:	<b>Cllr. D. Owens/Cllr. G. Evans</b>
Flood Warden and Tree Warden:	<b>Mr. T. Norman</b>
Footpath's Officer:	<b>Cllr. P. Rogers</b>
Lengthsman Representatives:	<b>Cllr. A. Stokes</b>
Childrens Playground Inspector (monthly):	<b>Cllr. A. Stokes</b>
Finance	<b>All Councillors</b>
Parish Plan Steering Group	<b>Cllr. A. Pace/Cllr. D. Owens/ &amp; Cllr. P. Rogers</b>
(A review of this will be made and a report prepared for the next PC meeting with a view to co-opting 2 new members)	
Kingspan Trust – trustee	To be decided.
(Clerk to write to Kingspan to clarify the situation regarding a parish council representative/trustee)	

**All were in agreement with the elections to all positions.**

**F055**

#### **Apologies:**

Cllr. D. Owens, Cllr. Ms. C. Fothergill

**F056**      **Two Vacancies for Parish Councillors have arisen, following the resignations on 16<sup>th</sup> May 2012 by Cllr. R. Pierce & Cllr. K. Myers**

Clerk advised the meeting that two Statutory Notices of Vacancy have been placed on the Notice Board for display until 13<sup>th</sup> June; following which, if there is not a request for an election by 10 parishioners for one or both vacancies, the Parish Council will be free to co-opt two new members. An advertisement will also be placed in the forthcoming edition of the parish magazine for any responses by the end of June 2012.

Clerk will write to Cllr. Pierce and Myers to thank them for their term of office.

**HH**

**F057**      **Announcement of ant Interests from councillors**  
None

**F058**      **Minutes of the last meeting and Matters Arising – 18th April 2012:**

Three matters arising:

1) Has there been any response from the Post Office following the recent lack of service delivered over a three week period ?

Cllr. Phillips was awaiting a response, and nothing heard back from Bill Wiggin MP – this will be followed up. The Clerk has received a letter explaining that the problem lay with the service vehicle breaking down, and the same occurring to a replacement van.

**RJP**

2) Has there been any follow up regarding the clean-up of the War Memorial ?

Clerk explained that an offer of consideration to the parish for a grant on completion of a form has been received. In readiness to complete and send this off, the Clerk has taken photographs of the War Memorial to submit with the application, and this will be done in the next week or two following her leave.

**HH**

3) A mention was made of the crumbling roadside kerbstones along the whole length of the main thoroughfare, and whether this is being followed up with Highways.

**RJP**

Cllr. Phillips agreed to arrange site visit with a Highways engineer to see what could be done, and he would advise councillors of the date in due course.

4) Has there been any progress with obtaining the plaques for the 5 Jubilee Oak trees? The Chairman has been investigating these and has been advised that a stainless steel plaque to be placed somewhere centrally such as near the information boards in the car park, would be the best option, and a quotation for this will be sought.

**GE**

5) The meeting was asked whether the purchase of a water butt could be considered, to be fixed to the public toilets under a down pipe to catch rainwater, in time for the village inspection by the judges of the 'In Bloom' competition. **All in agreement.**

**AS**

**F059**      **The Report of the Internal Auditor – Mr. Keith Douglas:**

“At the beginning of May 2012 I carried out the internal audit for Pembridge Parish Council for the year April 2011 to March 2012. 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 14<sup>th</sup> May 2012”.

**F060**

**Financial Report (Clerk)**

**The Statement of Accounts was adopted this evening, and the Councillors' Statement of Assurance for 2011/12 was agreed by all, as well as approval of the Section 137 payments.**

**Section 137 payments totalled £3,990.55 for the year. (c£4.93 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 24th July 2012.

In readiness the accounts have been scrutinised by Cllr. G. Evans the Parish Council's representative and our internal auditor Mr. Keith Douglas, and 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.

**HH**

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

The Bank Bond investment choices were looked into by the Clerk, and there were two available – one for a 9 month period, and one for a year, at around 2.6% interest rate. As there was insufficient time to get the Council's agreement to transfer sums into one/either of them, the next opportunity will be considered.

A new 3<sup>rd</sup> cheque signatory is needed, and it was agreed this should be Cllr. P. Rogers. Clerk will arrange forms to get this authorised with the bank.

**HH**

**Balances at end April 2012**

Current Account: (Inclusive of 1 <sup>st</sup> half year Precept)	<b>£21,720.38</b>
Tracker Account:	<b>£5,929.03</b>
Post Office Savings Account:	<b>£11,393.23</b>

**Receipts since last meeting:**

2 <sup>nd</sup> half year 2010/11 VAT reclaim has been received.	£871.04
First half year Precept	£9,000.00

**Payments made since last meeting:**

Fixing of new Seat on Millennium Meadow	£99.70
Mowing of Millennium Meadow – April	£55.04
Purchase of new Seat for Millennium Meadow	£562.95

**Additional payments requested:**

Toilet Cleaner + Bins – May	£223.20
Subscription to Society of Local Council Clerks	£50.00
Subscription to The Institute of Local Council Management	£97.00
Parish Council Annual Insurance Premium	£851.10
Printing of A3 & A4 coloured Jubilee Posters	£40.00
A new Water Butt to be purchased.	£TBA

**All above transactions were approved.**

**Planning:**

No applications received this month.

**F061**      **Parish Footpaths – Cllr. P. Rogers:**  
 A problem with a footpath was mentioned, that concerned accessway through an orchard, and that a walker had mentioned that it was no longer easy to walk the correct pathway that ran diagonally across the orchard, and they had to walk around the perimeter instead. The landowner had been very co-operative and explained that in about 5 years time the trees will be pruned to allow access to walkers from corner to corner. The Parish Council was made aware of this situation.

**F062**      **Revision of Annual Insurance Cover – Clerk:**  
 An e mail of the annual renewal quotation has been sent to all councillors in advance, requesting their comments by this evening. Clerk mentioned that she has added on the asset of the new Seat on the Millennium Meadow, at no change to the premium.  
**All were in agreement that the renewal quotation should be accepted.**

**HH**

**CLOSE OF MEETING FOR NEXT 2 ITEMS**

**F063**      **Parishioners Question Time:**  
 No parishioners present.

**F064**      **Ward Councillor’s Report – Cllr. R. Phillips**  
 Cllr. Phillips’ Report was given out at the recent Annual Parish Open meeting. A May report will follow shortly.  
 There were a few additional points to be made:  
 Herefordshire Diamond Day when the Queen visits Hereford, will be on 11th July 2012. The Olympic Games Torch will be carried through Hereford & Leominster on 24<sup>th</sup> May. Liaison over the contractors at the doctor’s surgery are taking place with Dr. King. There are new European rules governing controls in rivers (phosphate levels) that will be watched closely.

**MEETING WAS REOPENED**

- F065**      **Parish Matters Arising/Correspondence for Action**
- A response letter has been received from Mrs. Joy Boyles concerning the Parish Cllr. & residents’ concerns about the running of the local doctors surgery. This was read by the Chairman and contents noted; Clerk to thank Mrs. Boyles. Clerk also requested to write to the surgery requesting an improvement in service.
  - A letter was received at this meeting from a resident complaining about the standard of workmanship on a recent repair of Luntley Bridge. Clerk requested to write to Highways asking whether there is in fact a need for them to repair the other side of the bridge. Clerk will also respond to the resident.
  - Training Courses : Cllr. A. Pace will attend the 12<sup>th</sup> June course on Roles and Responsibilities and Cllr. Mrs. C. Evans will attend the 28<sup>th</sup> June course on ‘Leading Lights’. Clerk will make these bookings.
  - Hot off the Press .. Clerk has today received a telephone call from an officer at Herefordshire Council stating that Pembridge’s existing Affordable Housing Project may be resurrected, following its ‘moth balling’ due to lack of funds. As this is a ‘Community Led’ project, Pembridge could now be considered for Funding from the Homes and Community Agency; but first some information will be required to be submitted, and the Clerk was told that she will be contacted shortly by someone from the H&CA requesting this information.

**HH**

**HH**

**HH**

**F066**      **Next Meeting**  
 Will be held on Wednesday 20<sup>th</sup> June 2011 at 7.30 pm in the Parish Hall.

Meeting closed at 9.30 pm