

## PEMBRIDGE PARISH COUNCIL

Minutes of the Parish Council Meeting  
Held Wednesday 20<sup>th</sup> June 2012 in the Parish Hall

**Present:** Cllr. G. Evans (Chair), Cllr. P. Rogers, Cllr. D. Owens,  
Cllr. Ms. C. Fothergill, Cllr. A. Pace, Cllr. P. Thomas,  
Cllr. R. Phillips, Cllr. Mrs. J. Mifflin + 3 members of the public.

- F067** **Apologies:** **ACTION**  
Cllr. A. Stokes, Cllr. Mrs. C. Evans, Cllr. K. Duggan
- F068** **Announcement of any interests from councillors :**  
None.
- F069** **Police Report**  
No Police visit at this meeting.  
A short e mailed report indicated that use of the speed gun would recommence in the village shortly. Recent speed enforcement by the bridge has taken place and monitoring of lorries, but that few had been seen.
- F070** **Minutes of last meeting/matters arising from them – 23<sup>rd</sup> May 2012**  
The Minutes were signed as a true record and signed.  
A question was asked as to whether anything further had been heard from the Post Office about the recent poor service. Cllr. Phillips said he had heard no more.
- F071** **Vacancy for 2 new Parish Councillors – Closing date for applications is 30<sup>th</sup> June 2012**  
The legal Notices advertising the vacancies had now expired, and confirmation has just been received from the Electoral Registration Department that no election had been called and that the Parish Council is therefore now free to co-opt two new members.  
The Clerk had placed an advertisement in the current Parish News Magazine regarding the vacancies, and the closing date for any applications is the 30<sup>th</sup> June 2012.
- F072** **Financial Report - Clerk**  
Reconciliation of bank accounts for May has taken place.  
New Bank Mandate Forms were completed to allow Cllr. P. Rogers to become a signatory in place of Mr. K. Myers who has left the council.  
The Clerk will follow up bank investment opportunities as they become available. **HH**
- Balances at end May 2012**
- |                           |                   |
|---------------------------|-------------------|
| Current Account:          | <b>£21,644.04</b> |
| Tracker Account:          | <b>£5,929.03</b>  |
| National Savings Account: | <b>£11,393.23</b> |
- Receipts since last meeting:**
- |                  |           |
|------------------|-----------|
| Lengthsman grant | £2,322.25 |
|------------------|-----------|
- Payments made since last meeting:**
- |  |         |
|--|---------|
| Marquee Hire for Jubilee Event                         | £200.00 |
| Bouncy Castle + Gladiators Hire etc. for Jubilee Event | £155.00 |
| Band Hire for Jubilee Event                            | £350.00 |
| Jubilee Exhibit – snakes, lizards etc.                 | £60.00  |
| Toilets & Generator Hire for Jubilee Event             | £150.00 |
| Face Painting, Bunting etc. for Jubilee Event          | £214.61 |

**Requests for payment:**

HALC Training fees x 2 @ £25	£50.00
Free place for Clerk's update training 3 <sup>rd</sup> July	
Welsh Water for public toilets	£259.65
Toilet Cleaner & Bins May	£217.00
Clerks 1 <sup>st</sup> Quarter salary and expenses due at end June	£846.48 + £192.94
Parish Magazine Printing : June/July	£289.00
Water Butt purchase	£48.98
HMRC employee salary deductions: Apr – June '12	£211.40
Electricity for public toilets – May	£12.21
Millennium Meadow Mowing – May	£55.04
Lengthsman Invoice No. 2640	£455.54

**All above payments approved**

**F073**

**Planning**

**ACTION**

There were no current applications for consideration.

Suggested introduction of planning site visits for all applications was discussed, and will be placed on the July meeting agenda. Electronic management of planning applications was also discussed, which the Clerk is following up.

Following the Clerk's telephone discussion with a Planning Officer, the Clerk was requested by the Council to write to the Planning Officer reconfirming the Council's wish to continue to receive paper copies of planning applications after the already advised deadline of December 2012 for their cessation.

**HH**

Clerk will also write to HALC to enquire as to the legality of Herefordshire Council's decision to cease supplying parish councils with paper copies of planning applications from December, in favour of electronic means of communicating the information to them.

**HH**

**F074**

**Amey recent site visit to this parish: – Cllr. R. Phillips**

During the village walk around – along the A44 various stretches of kerbing were noted to require repair/replacement, as well as areas where the previous repair work was of a poor standard. Measurements were taken for costing the repair work with modern kerbing, although it was unlikely that such work could be carried out until the next financial year, as work has to be programmed in. Some councillors considered that modern kerbing would look out of place, and wanted Heritage kerb stones of a more traditional style to be costed as well; but it was noted that the Parish Council may well have to consider paying the difference in cost.

Repairs to the raised area behind The New Inn were seen as a particular priority, where there are two lots of steps. One set by a very narrow part of pavement was considered hazardous, and it was proposed that this set of steps should be completely filled in to remove the hazard to pedestrians, as it was noted that there has been quite an increase in the number of children walking through the village over the last few years. The Clerk was requested to carry out an informal survey of the nearby residents to ask their opinion on this proposal by a letter drop.

**HH**

**F075**

**Affordable Housing Project: - Cllr. R. Phillips**

Cllr. Phillips and the Chairman had recently met with Marches Housing Association, the chosen developer of the parish's Affordable Housing project to discuss the Community Led Funding Opportunity being offered by the Homes & Communities Agency, and their questionnaire. It was noted that the Homes & Communities Agency were seeking information from the Parish Council which it did not know all the answers to, including details of the land proposed for development and the level of funding needed for the project.

Marches H.A. is now proposing to link Pembridge's project with that of another parish in order to streamline costs, and move the project forward. Cllr. Phillips is following up all these issues to see whether the parish meets the criteria asked of it by the Homes & Communities Agency, and is awaiting a response, hopefully in time for the July meeting.

**F076 Suggested purchase of a new Grit Bin: Clerk**

Following the recent magazine article requesting to know whether there were any further requirements for the siting of grit bins throughout the parish, one was requested at the junction of Manley Lane and the A44.

Another was requested for Brickyard Bank.

Purchase of these two new grit bins in September was proposed, and all agreed.

Clerk will arrange this though Amey later in the year when they are back in stock.

**HH****F077 HALC Executive – Volunteers for Nominations if interested: - Clerk**

There was no interest from any councillor in taking up this opportunity.

**F078 Pride in Herefordshire Awards: - Chairman**

This was discussed and the closing date of 11<sup>th</sup> July was noted.

**F079 Pembridge in Bloom: – Cllr. Rogers:**

Judging day is to be 10<sup>th</sup> July – when the inspectors tour the village.

In readiness a group of between 6 to 10 people have been meeting regularly on Thursday mornings to litter pick, weed and plant up the planters. The Old Garage forecourt has been weeded etc. and it is proposed to place the village scarecrows left over from the Jubilee competition on there for judging day. Lots of effort has gone on behind the scenes with various people preparing plants in their greenhouses. The W.I. ladies have kindly filled the new planter near to the public toilets, and the new Water butt has been situated nearby and filled up in readiness.

**The meeting was closed for the next two items****F080 Parishioners Questions:**

A suggestion was made that the Herefordshire Council's Conservation Officer should be invited to give an opinion on the kerbstones, and which type may best suit the village, as well as obtaining some samples to view.

Another resident did not consider that by simply updating the kerbing would be sufficient to stop the problem of vehicles constantly striking the pavement edges and driving perilously close to homes and pedestrians. It was felt that something more is needed, to stop lorries from mounting the pavements, such as the fixing of vertical bollards to give the impression of road narrowing.

It was also noted that the white lining at the Bridge Street junction needs reinstating.

It was queried as to whether the Affordable Housing project may be better delayed until it has been fully considered by the Planning and Housing working group as to whether it may become part of any Neighbourhood Plan.

These matters to be considered at the next meeting in July.

**F081 Ward Councillor's Report: Cllr. R. Phillips**

A copy of the June report has been circulated in advance, and a hard copy will be circulated, attached to these Minutes. In addition Cllr. Phillips mentioned that within the new financial year, that provision of Adult Social Care was already overspent on budget, as there is such a high ageing population, with many elderly people in hospital. Significant changes will be introduced to the service of care for the elderly, including an increase in charges to this group.

**The meeting was then re-opened.**

**F082 Parish Plan Steering Group: Cllr. A. Pace – Lead Officer on Housing/Planning issues**

**ACTION**

Cllr. Pace thought that the PPSG members should continue to review the sub-group headings to see what action is needed with regard to updating the Plan.

**F083 Neighbourhood Plan: - Cllr. A. Pace – Lead Officer on Housing/Planning issues**

The following notes were made by Cllr. Pace at a recent training event he attended on the topic, and are included below by way of explanation to all councillors:

In Herefordshire, as a fully "Parished" County, only Parish Councils can instigate Neighbourhood Plans. Neighbourhood Plans are not compulsory. However, not to have a Neighbourhood Plan leaves a community exposed to the risk that development could be approved that does not comply with the wishes of that community against which there is little prospect of a successful appeal. There are alternatives to Neighbourhood Plans which are:-

- a) Parish Plan with planning element.
- b) Parish Plan.
- c) Local Plan policy only.
- d) Village Design Statement.

However, my understanding is that none of these will have significant standing in planning terms and certainly not that of a Neighbourhood Plan.

A Neighbourhood Plan allows the community to shape the place they live in; develop a plan for their area; decide the location for new homes and business; get involved in creation of policy and grant planning permission for certain types of development.

A Neighbourhood Plan can include (but is not limited to) the following:-

- a) Allocation of sites for housing/employment.
- b) Allocation of community uses.
- c) Design.
- d) Protection and/or creation of open space/play areas/green areas
- e) Provision of cycleways and greenways
- f) Protection of locally important buildings
- g) Settlement boundaries.
- h) Promoting renewable energy.

A Neighbourhood Plan has to comply or "mesh" with HCC's Core Strategy. Unfortunately HCC has not got one yet as it is still "emerging"!! Whilst it might appear difficult to move forward without knowing exactly what the framework is in which we are supposed to operate I got the impression from talking to those from the planning department that the following would be relevant to Pembridge Parish in the Core Strategy (Please note these "hints" are on a non binding basis)

- a) The present policy for open spaces, i.e. that part of the Parish outside of the settlement boundary, would remain allowing only development of existing structures. However it is open to us to present an alternative view as long as it does not push the envelope too far.
- b) It is up to us to decide if the existing settlement boundary should remain or be amended or even abolished.
- c) If we keep a settlement boundary it is up to us to decide what happens within it.

In order to move forward with a Neighbourhood Plan we were told that the following needed to be done/considered:-

- a) Establish a Team ( in our case already done with housing/planning sub committee which will need some additions)
- b) Define the Neighbourhood Area and agree with HCC ( this should probably be the whole Parish)
- c) Develop a Vision
- d) Develop a project program or bar chart.
- e) Review evidence base and information (HCC will assist with access to their data)
- f) Consider Core Strategy ( when it exists!!)
- g) Develop a communication strategy with the Parish Community.

As I understand it very roughly the process for getting a Neighbourhood Plan on the books, with the force of Law behind it, is as follows:-

- a) Put together the plan (in consultation with HCC who will allocate resource)
- b) Get HCC's approval that it complies with Core Strategy
- c) Get approval from an independent adjudicator
- d) submit plan to a local referendum. (cost of which to be borne by the Parish Council)

If we go ahead with a Neighbourhood Plan we must produce something that has the support of the community. It will be important to involve and obtain support from people from the start, which will require Leadership from the Council.

There was then general discussion on the topic, and there was a proposal by Cllr. R. Phillips that :-

**Pembridge Parish Council applies to Herefordshire Council to formulate a Neighbourhood Plan, and to retain the existing Parish Boundary.**

This was unanimously approved.

Mrs. Patricia Lloyd has been invited to join the Housing/Planning Group, and it was noted that two further representatives are needed to join. These people should have good local knowledge and be really interested in talking to residents and getting them interested in the Neighbourhood Plan. It was suggested that this decision be delayed until the two vacant places on the Parish Council are filled, so that the new members can also be considered if they wished.

Cllr. R. Phillips said that he would very much like Pembridge to join with Lyonshall and Shobdon parish councils to discuss what needs to be done with each Neighbourhood Plan, and how best to develop them. It would be beneficial for local parishes to work over ideas together. A date will be proposed shortly when such a meeting could take place.

**F084 .Recent HALC Northern Area Meeting Report: - Cllr. Ms. C. Fothergill**

This meeting of the county's northern parishes was a rather informal meeting. There was a speaker on Affordable Housing, about which most parishes are now aware. There seemed to be general discussion on matters of concern within parishes, but some doubt about whether these points would be passed back to HALC for consideration.

**F085 Training Courses for Councillors: - Clerk**

Two training courses have been booked: for Cllrs. Mrs. C. Evans, & the Chairman. Regrettably the course which Cllr. Pace had hoped to attend: 'Roles & Responsibilities' was cancelled at very short notice. If anyone else is interested in undertaking some training, please ask the Clerk.

**F086 Plaque for Jubilee Oak Trees update: - Chairman**

A Stone plaque was suggested, rather than a stainless steel or wooden one. Costings would be sought in time for the July meeting, which would be determined by the amount of wording required on it. The most likely site to place the plaque would be on the side of the public toilets or near the Information board.

**GE**

**F087 New Code of Conduct for Councillors under Localism Act 2011: - Chairman**

Information has been sent to all councillors by e mail. All HALC member parishes are awaiting the joint Herefordshire Council/HALC Model version to be introduced sometime shortly in July. It is suggested that parishes may well wish to use the Model as the foundation for their own new Code of Conduct. The Council must adopt a new Code of Conduct as soon as possible, and it is hoped that this can be achieved at the next meeting, in July, if the Model has become available beforehand.

The Chairman explained that completion and submission of the new 'Notice of Registerable Interests' forms was compulsory under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. There has been a change in the information now required from councillors, to include the interests of any "relevant person" other than themselves as referred to in section 30(3)(b) of the Localism Act 2011, namely:

- Their spouse of civil partner
- Any person with whom they are living as husband and wife, or
- Any person with whom they are living as if they were civil partners

In all instances where they are aware that that other person has the interest.

These forms should be received by 1<sup>st</sup> July 2012 at Herefordshire Council's Electoral Registration Department. There may be a 28 day grace period if anyone really needs longer to consider, and complete the forms.

If the forms are not completed and submitted thereafter, then individuals would cease to be councillors automatically. The Electoral Registration Department will advise Clerks when their councillors have submitted the forms.

There will be a requirement for all parish councils to advertise the councillors' completed Interest forms on their website.

**F088 Information Items**

- \* Complaint of Overhanging branches in Bridge Street. Clerk to follow up by visiting.
- \* Complaint about the speed camera traffic sign by Eastern entrance to village causing visual hazard to a resident. Speed sign has now been repositioned. HH
- \* Letter from Kingspan concerning expansion of Trust – copy sent out to all councillors.
- \* Kingspan Trust – letter sent to Kingspan requesting clarification as to the parish council's trustee. and reply has been received stating that Mr.Kenneth Myers will continue as the local area representative – noted.
- \* Poor standard of repair work on Luntley Bridge has been followed up with the Bridge Engineer at Herefordshire Council. He was requested not to carry out any remedial work to the other side of the bridge, and that if there is a possibility for the original capping stones to be replaced on the newly built side of the bridge, then that is what is requested. It will be investigated and the Clerk and a local resident (who originally raised a concern) will be advised in due course.
- \* Clerk has Written to the War Memorials Trust with a completed 'Expression of Interest' form to get grant funding for cleaning of the memorial, and is awaiting a response. HH
- \* The Parish Annual Report for 2011-12 has been circulated by e mail & is now on the website.

Meeting Closed at 10.00 pm

**F089 Next Meeting:**

Wednesday 18<sup>th</sup> July 2012.

**THERE WILL BE NO MEETING IN AUGUST, UNLESS A SPECIAL MEETING HAS TO BE CALLED FOR MATTERS THAT CANNOT BE HELD OVER TO SEPTEMBER.**

All meetings take place at 7.30 pm in the Parish Hall

