

PEMBRIDGE PARISH COUNCIL

Minutes of the Parish Council Meeting
Held Wednesday 18th July 2012 in the Parish Hall

Present: Cllr. G. Evans (Chair), Cllr. D. Owens, Cllr. A. Stokes, Cllr. Mrs. C. Evans
Cllr. Ms. C. Fothergill, Cllr. A. Pace, Cllr. P. Thomas, Cllr. R. Phillips, Cllr. K. Duggan
Cllr. M. Ratcliffe, Cllr. T. Bennetto + 5 members of the public.

- F090** **Apologies:** **ACTION**
Cllr. P. Rogers, Cllr. Mrs. J. Mifflin
- F091** **Vacancy for 2 new Parish Councillors – Closing date for applications was 30th June 2012**
Two residents had applied : Mr. Tom Bennetto & Mr. Mark Ratcliffe, both of whom were present. The Chairman proposed that both applicants be co-opted as parish councillors at this meeting to fill the two vacancies, and then asked for a show of hands of those in favour. There was a unanimous decision for both applicants to join the Council. The Clerk then provided Mr. Bennetto and Mr. Ratcliffe with their 'Declaration of Acceptance of Office of Councillor' forms to complete. Once this was achieved the two new councillors joined in the meeting.
- F092** **Announcement of any interests from councillors :**
None. Chairman reminded all councillors of their duty to state any interests they may have in matters on the agenda, preferably at the beginning of meetings; and that all personal interests must be recorded in a book held by the Clerk.
- F093** **Police Report**
No Police attendance at this meeting.
- F094** **Minutes of last meeting/matters arising from them – 20th June 2012**
Three points were raised:-
1) Concern was raised regarding the entrance near to Kingspan, and whether it could be improved? It was explained that it may be possible for this to be included as a possible S106 planning arrangement when Kingspan next submits a planning application; but that it would also be included in the next Amey/Parish Council joint village walk around.
2) It was pointed out that regarding the report on the 'In Bloom' competition, there were two errors : the date should read 10th July not 11th July, and the councillor who reported should have been Cllr. Rogers and not Cllr. Stokes. These amendments were agreed and made.
3) A question was asked as to whether anything had been heard back concerning the funding to have the War Memorial cleaned up. Clerk agreed to chase up the War Memorials Trust regarding this.
- The Minutes were then signed as a true record.
- F095** **Parish News Magazine – Mr. R. Pierce**
As the magazine will now be printed externally by a commercial printer, the cost will have to be increased by £9 to £269.00 total. In addition, a collating fee of £20.00 will be charged by the printer, which saves considerable work for a councillor. Mr.. Pierce sought the parish council's approval for these increases.
The Chairman made the proposal that the slight increase in cost (£29.00) – should be approved, and all were in agreement.

Mr. Pierce also said that as the new editor, he wished to make a few changes in style to the magazine articles, and to advise the residents about more of what the parish council is planning to do. To this end he advised that he and his wife will be selecting a summary of items from copies of Minutes that have been approved, but that nothing would be printed which could be taken out of context. It was also agreed that final decisions made by Herefordshire Council on parish planning applications could also be listed in the magazine, and these would be provided by the Clerk.

F096 Adoption of a new Code of Conduct–Version HALC/H. COUNCIL June 2012-Chairman

Everyone had been sent a copy of the Model Code of Conduct by e mail by the Clerk.

After some discussion, the Chairman proposed that this version of the new Code of Conduct should be Adopted at this meeting, with a view to ‘fine tuning’ it at a later date in the Autumn, along with a revision of the Standing Orders. All were in favour of this.

F097 Proposed Refurbishment of Pavement Edges/Steps – Cllr. R. Phillips

Following a recent ‘walkabout’ between parish council representatives and Amey, to look at highway issues; Cllr. Phillips had sent out six letters to residents who live close to the raised pavement and sets of steps leading down from it into the main road.

It was acknowledged that previous repair work carried out by Amey to roadside edges had been of poor quality.

Four residents had responded to their letters. Cllr. Phillips wanted to stress that he had merely sought the residents’ views, and that no prior decision or outcome had been made or arrived at.

Cllr. Phillips said that he hoped the raised pavement, by the very narrow section could be repaired this year, as it is dangerous for people passing there; particularly mothers with pushchairs.

It was mentioned that of the three sets of steps, those to the eastern end, were still being used as a road crossing point; however it was acknowledged that the raised pavement at that point was very narrow and dangerous.

Following discuss the Chairman put three suggestions to Council with regard to the steps:-

1) Nothing is done, 2) That the three sets of steps should be filled in, 3) That one set of steps should be filled in.

Cllr. Pace proposed that Amey should be requested to consider filling in one set of steps – that to the eastern end of the New Inn, by Bank House, in a sympathetic manner to the surroundings.

On a show of hands the majority were in favour of this. Clerk to action the request.

Regarding repairs to lengths of kerbing throughout the village, Cllr. Phillips stressed that during the recent walkabout with Amey representatives, that it had been their suggestion to replace some lengths of paving, and not the Parish Council’s. It was noted that the cost of using ‘Heritage’ kerbing stones was approximately twice the price of the basic kerbing stones. Before any consideration would be given to use of the ‘Heritage’ stone, an approximate length of paving needing repair would have to be determined from Amey, in order to calculate the difference in cost between the two types of stone, and whether the Parish Council might consider paying for the upgrade to ‘Heritage’ stone if appropriate.

Cllr. Phillips would follow up this matter.

The Chairman stated that, however, the raised pavement issue would be prioritised.

The meeting was closed for the next two items

F098 Parishioners' Questions

Following recent heavy rain there have been flooding problems at two properties. Cllr. Phillips mentioned that he had visited the residents concerned, and was pleased to report that the Lengthsman had been quick to assist in resolving a drainage problem by a field gateway that was the cause of the problem.

Amev had been rather slow in responding, and it was felt that there should be better co-operation between Amev, our Lengthsman, and landowners, in dealing with any such future issues.

There are ditches that need clearing close to School House at Broxwood, and Waggoners House, Weston.

Cllr. Stokes agreed to ask the Lengthsman to clear more ditches.

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F099 Ward Councillor's Report – Cllr. R. Phillips

Cllr. Phillips has e mailed around his July Report to all councillors in advance of this meeting.

Additional matters of interest included:

The 2011 census results indicate that the top three counties showing the highest increase in numbers of population were: a) Bedfordshire b) Lincolnshire c) Herefordshire

There had recently been a local meeting between representatives of Lyonshall, Shobdon & Pembridge parish councils and members of the Neighbourhood Planning Team from Herefordshire Council, to discuss Neighbourhood Plans and the best way forward.

Pembridge has now officially applied to have a Neighbourhood Plan Area designated, which will retain the existing parish boundary, and official notices have been placed around the parish by Herefordshire Council to advise residents of this.

Cllr. Phillips mentioned that Herefordshire Council's Emerging Plan shows a total of 5,300 new homes of all types planned for rural areas of the county over a 20 year period – which is a very low quantity.

Cllr. Phillips had recently attended a 'Get It' group of foreign based companies (from USA & Ukraine) who were very interested in promoting their business in Herefordshire in the next 3-4 years; particularly a firm that is to make component parts for light aircraft in Rotherwas and Ross-on-Wye. Firstly they will need to build a skills base of employees, and to this end will be visiting schools to encourage students to study the right courses that will assist them in getting jobs with these companies.

The meeting was then re-opened.

F100 Financial Report - Clerk

Reconciliation of bank accounts for June has taken place, and a handout of the first quarter year expenditure against budget has been sent to all councillors with the agenda.

Cllr. P. Rogers is now a cheque signatory.

The Statement of Accounts has been sent to the external auditor.

No information is available currently from Barclays Bank regarding possible investment funds for Community Accounts.

Balances at end June 2012

Current Account:	£17,953.69
Tracker Account:	£5,929.79
National Savings Account:	£11,393.23

Receipts since last meeting:

VAT Refund (On Clerk's expenses)	£39.52
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Payments made since last meeting:

Lengthsman Administrator's half year salary 2012/13	£211.50
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Requests for payment:

Toilet cleaner & Bins : July	£223.20
Hall Hire	£56.50
Speed Indicator Device in May – deployment	£120.00
Toilet Consumables	£95.26
Millennium Meadow mowing – June	£55.04

All above payments approved**F101 Planning Application for consideration at this meeting :**

N121735/F	West End House, West Street, Pembridge. HR6 9DY Conversion of outbuilding to self contained ancillary accommodation.
COMMENT:	NO OBJECTION

Planning Applications recently considered at a separate Planning meeting:

N121195/F	The Leen, Pembridge. HR6 9HN To increase caravan site from 5 touring caravans to 15 touring caravans
COMMENT:	NO OBJECTION

N121388/F	Yeld Farm, Yeld Lane, Lyonshall. HR5 3LY Agricultural building to house biomass boiler, associated woodchip storage for agricultural purposes
COMMENT:	NO OBJECTION but some highway concerns because the entrance to the site is close to a dangerous bend/corner.

The Clerk had circulated to all councillors a copy of HALC's guidance sheet on how to handle planning applications that have to be considered outside of a full parish council meeting because of the time when they are received.

These Guide recommendations were read through, then the Chairman proposed that it would be preferred if the parish council continues to consider these planning applications in the same way as it has in the past, by calling an additional meeting of all councillors to purely discuss urgent planning applications received between scheduled meetings.

This was agreed by all.

On another point, the matter of site visits being made to planning application sites by councillors was discussed, and it was agreed that councillors should still be able to attend an application site visit, provided that they have previously arranged this with the agent or the applicant for a convenient time and date, and that it was made clear that such visits were merely for fact finding, and not for giving any opinion or for making any sort of decision on the application on their own behalf. Those facts would then be brought before the councillors to make a joint comment on behalf of the whole council.

It was agreed that Cllr. Thomas would make arrangements for site visits and advise the Clerk of these, to enable the Clerk to then circulate the information to all councillors to enable them to be present if they wished to.

F102 Affordable Housing update – Cllr. R. Phillips

Following discussions it has been decided that the terms of the grant funding that was originally proposed by the Homes and Community Agency, is not suitable for the Parish Council. We are still awaiting further information on Marches Housing Association's proposed link-up with another north Herefordshire parish, to reduce costs of their original affordable housing plan for Pembridge. It is acknowledged that the Homes and Community Agency has recently had their available funding for new projects slashed.

F103 Pembridge 'In Bloom' Competition; – Cllr. A. Stokes

On 10th July the judges arrived and were taken to Ye Old Steppes Shop for some refreshment and then taken by car to the western boundary of the village. Onward then to the village green, and a walk along the riverside boardwalk and wet woodland. Then a visit took place at the School to see the Childrens' garden, through the Churchyard and back to the Square. The next stop was at the public toilets to see the planter and water butt, then into the children's playground and a look at the Millennium Meadow, and finally ending up again in Ye Old Steppes Shop.

Lots of comments were received on how attractive the village looked.

The judging decisions and award ceremony will be held on 13th September.

The Chairman congratulated Cllr. Stokes and his 'In Bloom' team on behalf of everyone, for all the dedication and hard work that had been given in order to make the village look so attractive.

F104 Purchase of a Plaque acknowledging donated trees to the parish – Chairman

A map of the parish has been supplied, which will first have to be marked in pencil, of where All the trees have been planted around the parish. Once this has been done, then a mock-up of a plaque can be produced, and given to the stonemason for costing.

The Chairman will arrange for the plan to be brought to the next meeting, in order that it can be marked up, with the help of the councillors.

F105 Boundary Commission – Proposed changes to Ward Boundaries – Cllr. R. Phillips

The first stage of consultation is under way, to reduce Herefordshire Ward Councillors in number, from the current 57 to a proposed 54. The final nationwide boundary changes will announced in 2015. Responses deadline is 28th August 2012.

F106 Village Hall Committee Constitution – Cllr. Mrs. C. Evans

The Constitution is considered to be out of date, and is thought to need revising. The Parish Council, as Custodian Trustee, was requested to advise the Village Hall Committee on this topic. It was explained that several of the original trustee groups are no longer represented, thus the concern of the VHC to modernise it's Constitution.

The Chairman of the Council explained that the Parish Council, as Custodian Trustee, only holds the title Deeds, and fulfils no other role on the VHC. The Chairman then gave advice on how to rewrite, approve and send a revised constitution to the Charity Commission for their approval. No input is needed from the Parish Council.

F107 Parish Plan Steering Group (PPSG) – Cllr. A. Pace

It was reported that the group has not had a recent meeting.

F108 Neighbourhood Plan – Cllr. A. Pace

There had been a recent joint meeting between Pembridge, Lyonshall and Shobdon parish councils, in conjunction with Neighbourhood Planning representatives from Herefordshire Council to enable a learning process to begin on how to produce the best Neighbourhood Plans, and Cllr. Pace's notes of the meeting have been approved by Herefordshire Council and circulated to all Pembridge councillors prior to this meeting.

With regard to the number of representatives on the Neighbourhood Planning/Housing section of the PPSG, this will need to be fairly balanced between the number of parish council representatives, and the number of non-councillor representatives. The situation will be assessed shortly, and any shortages in each sector of representatives will then be appropriately addressed.

Cllr. Pace suggested that he should place a feature in the forthcoming edition of the parish magazine, as there will be a requirement for as many residents in the wider community as possible to get involved and give their opinions as the Neighbourhood Plan takes shape, at Open Public Meetings, and eventually when the Plan is nearing completion a referendum of local residents will be held. It was acknowledged that Herefordshire Council's Neighbourhood Planning team are on hand to provide advice right through to completion.

A Public Meeting will be advertised, together with a leaflet, in the Parish Magazine later in the year. Cllr. Pace is to advise the Clerk of the date of the Public Meeting.

Cllr. Pace circulated a sample of a written Neighbourhood Plan that had been produced by Dawlish Council, and he suggested that all councillors should look at Dawlish Council's website, to read the examiner's report on that Plan, which is most enlightening.

The Clerk has submitted, as the first stage, an agreed "Designated Neighbourhood Area" to Herefordshire Council, acknowledging that this and the existing parish boundary are exactly the same area. Legal Notices advertising this Neighbourhood Area Plan have been placed at strategic positions around the parish to keep the community informed, and to invite residents' comments on the proposal.

F109 LEADER Grant Funding – Cllr. A. Pace

It was acknowledged that this funding is available for a short period, for specific parish uses, and would be 70% funded on total costs.

There was no immediate suggestion as to what use the fund could be put to within the parish to match the qualifying criteria.

F110 Information Items

* Complaint of Overhanging branches in Bridge Street. A request to the householder for this to be attended to has been made.

* Poor standard of repair work on Luntley Bridge. The bridge Manager at Amey will be considering as to whether the original capping stones, which have been retained, are suitable to be reinstated onto the repaired side of the bridge. Feedback will be given over the next few weeks.

* Repainting of the faded white lining in the road in the village will be carried out by Amey in due course – they have logged the job in to be completed.

* A 'Housing Allocations Policy' consultation and questionnaire is available to the public, and the Clerk will place details of the website link relating to it in the Parish Magazine.

Closing date for responses is 1st October 2012.

F111 Next Meeting:

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

Next full Parish Council meeting will be held on Wednesday 19th September, 2012.

At 7.30 pm in the Parish Hall.

Meeting Closed at 9.45 pm

