

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

Held Wednesday 22<sup>nd</sup> MAY 2013, at 7.30 pm in the Parish Hall

**Present:** Cllr. G. Evans - Chair                      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                              Cllr. Ms. C. Fothergill  
Cllr. M. Ratcliffe                                 Cllr. T. Bennetto  
+ 1 Member of the public

**G065**

### **Election of Officers**

**ACTION**

#### **CHAIRMAN.**

The Clerk asked the meeting whether there were any proposals for the position of Chairman. Two 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 was willing to stay on as 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: **Cllr. R. Phillips/Cllr. P. Rogers & Cllr. K. Duggan**

Village Hall Management Committee Representative: **Cllr. Mrs. C. Evans**

Flood Warden and Tree Warden: **Mr. T. Norman**

Footpath's Officer: **Cllr. P. Rogers**

Lengthsman Representatives: **Cllr. A. Stokes**

Childrens Playground Inspector : **Cllr. A. Stokes**

Finance **All Councillors**

Parish Plan Steering Group **Cllr. A. Pace/Cllr. D. Owens/  
Cllr. P. Rogers,**

**Geoff Hardy, Stephen Jacques, Steve Jones, Sue Tong, Pip Norman,  
Tricia Lloyd, Terry Baker, David Owens, Merry Albright & Heather Harding**

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

**G066**

**Apologies:** Cllr. D. Owens

**G067**

#### **Announcement of any Interests from councillors**

None.

The Clerk reminded all councillors that they should have regard to any additional financial interests they may have, over and above those previously recorded, and that this includes the purchase of any land. If there are any changes to their Interests, they should advise the Clerk.

**G068** **Minutes of the last meeting and Matters Arising – 22nd April 2013:**

Three matters arising:

a) GO53 – Has there been a response to the parish council's request to join the P3 Footpath Scheme ?  
Clerk explained that she had followed this up and was awaiting confirmation from H. Council.

b) GO58 Para 2 – Village Green restitution work – grass seeding has been done, but Welsh Water have not fenced off the area as discussed, so vehicles are still driving over it. Clerk will follow this up.

HH

c) GO58 Para 4 – Decaying stone edges to pavements in the village – although Amey have visited and inspected, there does not appear to be any follow up action. Of particular concern is the area behind The New Inn by the steps. Clerk was requested to write to Amey and request urgent action.

HH

**G069** **Financial Report : Clerk**

Reconciliation of bank accounts has taken place for April, and accounts have been prepared for annual external audit, which has been called for Monday 17<sup>th</sup> June 2013. 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 has been sent out with the Agenda, and any comments or questions were invited. It is proposed to continue to maintain the Public Conveniences as well as undertaking bin emptying, the parish Lengthsman Scheme, mowing the M. Meadow and maintaining the Village green.

There was a proposal for the Assets of the Council to be revalued this year. Agreed.

HH

**The report of the Internal Auditor - Mr. Keith Douglas**

"At the beginning of May 2013 I carried out the internal audit for Pembridge Parish Council for the year April 2012 to March 2013. I carried out the audit in line with the Audit Commission Guidelines using information and records supplied by the Clerk to the Council.

All the 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 5<sup>th</sup> May 2013."

**G070** **The Statement of Accounts was agreed to be adopted, and the Councillors' Statement of Assurance for 2012/13 to be agreed by all, as well as approval of the Section 137 payments. Section 137 payments totalled £5,029.08 for the year. (= £ 6.20 per elector (810 electors), where £6.80 per elector is allowed for 2012/13) This expenditure is for items where the PC has no specific power to spend, but which are allowable by this method as the expenditure has been of benefit to many of the local residents.**

**Balances at end April 2013**

Current Account	£23,420.76
Tracker Account:	£5,931.99
Post Office Savings Account:	£11,454.54

**Receipts since last meeting:**

Vat reclaim.for first half year Precept	£9,000.00
2 <sup>nd</sup> half year VAT reclaimed	£709.38

**Additional payments requested:**

Lengthsman Inv. No. 2724 (last for 2012/13)	£1,221.90
Electricity – public toilets March	£6.78
Water – public toilets Jan – April	£527.23
SLCC Membership Subscription	£50.00
SLCC Clerk's Membership Subscription to ILCM	£100.00
Public Toilet Cleaner & Bin emptier – May	£223.20

**3 Payments previously approved and authorised, but which were not Minuted :**

HMRC 3 <sup>rd</sup> quarter payment for staff salary deductions	£211.60	Dec. 2012
Electricity for public toilets	£18.62	Mar. 2013
Lengthsman Inv. No. 2709	£761.40	Mar. 2013

**All above transactions were approved.**

**G071**

**Planning Application for Consideration – Chairman:**

130913/FH The Clovers, Bearwood, Pembridge. HR6 9EF  
Proposed to storey extension

COMMENT: No Objections.

130478/F Kigspan Insulation Ltd., Torvale Ind. Est, Pembridge. HR6 9LA  
Proposed new office block to house I.T. staff & equipment

COMMENT: Pembridge Parish Council is supportive of this application in local investment

130879/FH Eastview, East Street, Pembridge. HR6 9HA  
Proposed two storey and single storey extensions

COMMENT: Pembridge Parish Council is supportive of this application, which aligns the property to be more in keeping with its neighbouring properties.

**G072**

**Offer of some old local photographs to the Parish – Cllr. G. Evans:**

This offer was discussed, and it was agreed that the old photos would be of great interest to residents, and once mounted properly, could be displayed next year and then retained in the local Church archives. Cllr. Evans will follow this up and report back when he has further information on sizes, costings etc.

**GE**

**G073**

**Revision/Renewal of Annual Insurance cover - Clerk:**

As it has now been clarified that our insurers 'Aviva' will cover any claims that may be made, even if there are any inadvertent breaches of policy matters, it was agreed that for this year we would renew and remain with the existing insurers. Next year the Parish Council will consider one or two other insurers as a comparison.

**HH**

## CLOSE OF MEETING FOR THE NEXT TWO ITEMS

### **G074**      **Parishioners Question Time:**

A resident thought it would be a good idea for the draft Minutes to be placed on the website, to engage with residents.

The Black and White trail might be recommenced as it would increase tourism, and show off the heritage of Pembridge, as there is lots of interest in it here.

### **G075**      **Ward Councillor's Report: Cllr. R. Phillips:**

The May report has been circulated to all councillors by e mail in advance.

Cllr. Phillips will be attending a meeting on 4<sup>th</sup> June with the Deputy Police Commissioner and will bring up the matter of whether photographs of overweight vehicles using Bridge Street may be used in evidence in prosecution cases.

Cllr. Phillips recently had the honour of accompanying The Princess Royal on her Visit to Kingspan to see their recent £15 new building investment.

H. Council will be discussing their Budget in a few days time, and a further £3.8m Savings have to be found.

\* It is proposed that the running of public toilets should be passed to town and city councils.

\* Libraries & Museums will stay open in all the market towns, but with reduced hours of opening. In Leominster the Information Office in Corn Square will be closed, with its services moving into Leominster Library to save costs.

Delivery of books to the housebound may have to be delivered another way, rather than mobile library. This may be a service which the Good Neighbour scheme could consider running, or to post books.

Museums may have their valuable items put into trust.

## MEETING RE-OPENED

### **G076**      **Review of the Council's Risk Assessment – Clerk:**

A draft proposed Risk Assessment has been sent to all councillors for discussion, and it was approved and adopted for 2013-14.

### **G077**      **Request for Draft Minutes to be placed on the website – Cllr. G. Evans:**

Following discussion it was decided that this would not be necessary, and there was no real requirement for it. The Minutes are always placed on the website once they have been formally approved by councillors at the following month's meeting.

### **G078**      **New Furniture Requirement for Village Green – Clerk:**

This was suggested by a resident at the recent Annual Parish Open Meeting.

It was proposed that 2 or 3 picnic benches, and some new waste bins be obtained from a local supplier – this was agreed. The Pride in Pembridge Group would organise this purchase.

**AS/PR**

### **G079**      **Next Meeting**

The next meeting will be Wednesday 12<sup>th</sup> June, 2013 at 7.30 pm in the Parish Hall.

**All Welcome.**