

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

Held Wednesday **21st MAY 2014**, 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. T. Bennetto

**H070**

### **Election of Officers**

**ACTION**

#### **CHAIRMAN.**

The Clerk asked the meeting whether there were any proposals for the position of Chairman. One written nomination 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.

The Chairman then advised the Council that there has been a resignation received from Cllr. Mrs. Claire Evans, which takes effect immediately.

The Chairman proposed a Vote of Thanks to Cllr. Evans for all the work that she has undertaken whilst a Councillor.

The Clerk will advise the Electoral Registration Office and ask them to prepare a **HH** Notice of Vacancy.

#### **Working Groups:**

Shobdon Noise Abatement Group Representative: **Cllr. P. Rogers**  
Village Hall Management Committee Representative: **Unfilled - Open**  
Flood Warden and Tree Warden: **Mr. T. Norman**  
Footpath's Officer: **Cllr. P. Rogers**  
Lengthsman Representatives: **Cllr. A. Stokes**  
Childrens Playground Inspector : **Cllr. K. Duggan**  
Finance **All Councillors**

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

**H071**

#### **Apologies for Absence:**

Cllr. D. Owens, Cllr. Mrs. J. Mifflin, Cllr. Ms. C. Fothergill, Cllr. M. Ratcliffe.  
Cllr. Mrs. C. Evans

H072

**Announcement of any Interests from Councillors:**

The Clerk wished to remind 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 were requested to advise the Clerk. Nil advised.

H073

**Minutes of the last meeting and Matters Arising – 16th April 2014:**

**Two matters arising:**

**Para H052:** Healthwatch Speaker: There was a question as to whether the Parish Council had received a copy of the report of Mr. A. Lloyd. The Clerk was requested to write and request this.

HH

**Para H058:** Insurance – It was mentioned that the Minute had erroneously stated that the named company through whom it has its insurance policy, as the Insurance company, whereas they are in fact brokers. Corrected.

H074

**Financial Report – Clerk:**

Reconciliation of bank accounts has taken place, and accounts have been prepared for annual external audit, which has been called for 9th June 2014.

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 are invited. It is proposed to continue to maintain the public conveniences as well as undertaking bin emptying, the parish Lengthsman Scheme, and mowing the M. Meadow and maintaining the village green.

H075

**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 9<sup>th</sup> May 2014.”

H076

**The Statement of Accounts will need to be adopted this evening, and the Councillors' Statement of Assurance for 2013/14 to be agreed by all, as well as approval of the Section 137 payments. Section 137 payments totaled £3,645.63 for the year.**

(used = £ 4.50 per elector (810 electors), where £6.98 per elector is allowed for 2013/14)

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.

One Correction from 2013-14 is required: An omission of a receipt - not previously Minuted:

A Western Power wayleave payment of £56.86 was made to the P. Council in October 2013.

**Balances at end April 2014**

Current Account	<b>£35,090.69</b>
Tracker Account:	<b>£5,934.95</b>
Post Office Savings Account:	<b>£11,540.45</b>

**Receipts since last meeting:**

First half year Precept	£9,000.00
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**Additional payments requested:**

Lengthsman Inv. No. 2817	£337.20
Lengthsman Inv. No. 2822	£462.00
Pembridge Magazine Production June/July	£270.00
Public Toilet Cleaner & Bin emptier – May	£194.00
Herefordshire Council – Planning Application Fees : 12 x £4 (September 2013 to March 2014)	£48.00
Toilet Consumables	£129.19 + £27.94
Lengthsman Administrator's 1 <sup>st</sup> half year Salary	£211.50
Pride in Pembridge Group drawdown of budgeted money	£600.00
SLCC Annual Subscription:	£50.00
SLCC Clerk's Annual Subscription for Membership of the Institute of Local Council Managers	£101.00
Electricity for public toilets – March	£6.88
Water supply for public toilets	£52.07
Parish Council Insurance (New 3 year Agreement) 1 <sup>st</sup> year:	£707.37

**All above payments were approved by all.**

**H077 Planning Application for Consideration – Chairman:**

**P140983/N The Leen, Pembridge. HR6 9HN**  
Proposed installation of a slurry separator  
COMMENT: NO OBJECTION

**H078 Revision/Renewal of Annual Insurance cover - Clerk:**

Policy wording for 2 companies had been sent out to all councillors : Hiscox via Came & Co. (current Brokers) and Zurich Municipal, for consideration at this meeting. Following a debate, it was agreed to accept the new 3 year Agreement that was offered by Hiscox (via Came & Co. Brokers). Clerk is to arrange this.

**HH**

**THE MEETING WAS CLOSED FOR THE NEXT TWO ITEMS**

**H079 Parishioners Question Time:**

There were no parishioners present.

**H080 Ward Councillor's Report: Cllr. R. Phillips:**

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

In addition, Cllr. Phillips mentioned that he had recently held a get-together for all his parish Clerks and Chairmen, to facilitate a meeting with the new area Locality Steward, Vince Playdon. This was a most useful meeting, and would be repeated in a few months time.

The possible private arrangement for supply of Speed Indicator Devices for Pembridge was discussed, and may be arranged shortly in conjunction, on a sharing basis, with another parish.

**THE MEETING WAS RE-OPENED**

- H081**      **Notice Boards supply for the Hamlets of the Parish – Cllr. A. Pace:**  
Following discussion there was an agreement to have some of these, and Cllr. Duggan mentioned that he may be able to source some and would advise back to the next meeting.      **KD**  
Clerk advised that the main notice board in the village is the only one that will continue to have parish council information placed on it.
- H082**      **Pride in Pembridge Group – Cllr. A. Stokes:**  
The group continues to carry out regular weekly tasks around the village. The Heart of England Competition day will be on Friday 4<sup>th</sup> July in the village, and a village sweep has been arranged for just beforehand.  
  
There is a tree down across the river, and Cllr. Stokes confirmed that this is too big a removal job for the Group to consider, and perhaps the Tree Warden would advise on the best course of action. Clerk is to follow that up.      **HH**  
  
The new village Welcome Boards are just awaiting to be approved by the Department of Transport, and will be fitted at the east and west ends of the village shortly.  
  
A new grass track has been mown across the village green towards the cleared area of River bank – making that look more attractive.
- H083**      **Flicks in the Sticks – Clerk:**  
Following discussion it was thought that there would not be sufficient take up, and there are films already being shown regularly in Staunton on Arrow on another scheme.
- H084**      **Subsidised Bus Service Review - Clerk**  
This Review has been circulated to all councillors for their consideration. The closing date for responses is 28<sup>th</sup> May. Noted.
- H085**      **Parish Tree Inspection Report – Clerk:**  
A detailed visual report on the Village Green trees has been prepared by a qualified arboriculturalist (this is carried out every 4 years). It highlighted three areas of high priority where trees need attention within 3 months. The Clerk was requested to pass the information to the Tree Warden for his comment and advice, and the matter will then be considered at the next meeting.      **HH**
- H086**      **Herefordshire Local Plan – Core Strategy 2011 – 2031**  
**PRE-SUBMISSION PUBLICATION: 22 MAY – 3 JULY 2014 (Consultation period)**  
Following discussion it was decided not to respond to the consultation.

H087

**Next Meeting**

The next meeting will be Wednesday 18<sup>th</sup> June, 2014 at 7.30 pm in the Parish Hall.

**All Welcome.**

**INFORMATION**

- Herefordshire Council's May Funding Update – circulated to all Councillors.
- Parish Council Members Allowances – circulated to all. Noted.
- Social Investment Business (SIB) Funding details for Community Ownership circulated to all Councillors.
- Water Meter Readings at the public toilets continue to be monitored monthly:

Reading for April is:	883.5
“ March	872.1
“ Feb.	864.5
“ Jan.	861.4
“ Dec. 2013	858.4