

PEMBRIDGE PARISH COUNCIL

Wednesday 18th May 2016, 7.40pm in Pembridge School Hall

Councillors Present: Cllr. G. Evans, Cllr. T. Bennetto, Cllr. C. Fothergill, Cllr A Pace, Cllr P Thomas, Cllr K Duggan, Cllr D Owens, Cllr A Stokes, Cllr J Purslow and Clerk R Bissell.

No members of the public.

No Police representative present.

Minutes of the Annual meeting of Pembridge Parish Council

24/16. Elect a Chairperson

Cllr Evans was nominated by Cllr Duggan and seconded by Cllr Pace to be Chairman. There were no other nominations, Cllr Evans accepted the role and it was **agreed unanimously**.

25/16. Chairperson's Declaration of Acceptance

Cllr Evans signed the declaration of office.

26/16. Elect a Vice-chairperson.

Cllr Pace was nominated by Cllr Duggan and seconded by Cllr Bennetto to be Vice-Chairman. There were no other nominations, Cllr Pace accepted the role and it was **agreed unanimously**

27/16. Councillors' acceptance of office and registrable declarations of interest forms.

The Clerk circulated the forms to all councillors present. The councillor acceptance forms were completed and returned to the clerk who countersigned them. The clerk reminded that the registrable interest should be returned in a timely manner to be received by Herefordshire Council monitoring office within 28 days.

28/16. Apologies for absence

Apologies were accepted from Cllr J Mifflin, Hancock, Rogers and Phillips.

29/16. Declaration of interest and written requests for dispensation for items on the agenda.

The register of interest was available to sign and declarations were made.

Item 45/16 declaration made by Cllr Bennetto

Item 43/16 declarations made by Cllrs Evans and Owens

30/16. Open Session

Police report. - No representative in attendance.

Ward Councillor Report - Cllr Phillips's report had previously been circulated.

31/16. Approval Minutes of Meeting 20th April 2016 & 4th May 2016.

The minutes of the meeting of 20th April 2016 were **approved** unanimously and signed.

The minutes of the meeting of 4th May 2016 were **approved** unanimously and signed

32/16. Planning applications.

None received

33/16. Clerks report (for information only) and approve financial report and payments.

- Alasdair MacDonald has taken over as Contract Director for our Public Realm contract. This follows the promotion of Andy Williams to regional director for the company.
- Specialist clean-up of Cabal layby completed,
- Judith Rogers will be publishing the next Pembridge Parish News.
- Final Q4 Lengthsman grant invoice forwarded to BBLP for 2015/16
- New toddler swing seats fitted in Playground- arranging new shackles & gate repair
- Internal audit completed and Annual statement finalised.
- Grass cutting for amenity land in Pembridge starts in April & Verge cuts will be in May and August - can report visibility cuts at any time through website
- Bearwood crossroads letter acknowledged and forwarded to Mark Tansley.
- Playground inspection due 27th May 2016.

All

- Councillors to receive agenda summons via email to save on postage. Any councillor wishing to have printed copies of minutes and agenda available for the meeting to contact the clerk.

Year-end accounts have been completed and checked by the internal auditor
 Parish council spend exceeded income for 2015/16 with an overspend of £3129 taken from reserves
 NS&I interest change on Investment Account from 0.75% to lower rate from 1st July 0.45%
 Bank reconciliation for April complete using VT cashbook.

Balances at end April 2016:

Current Account:	£33488.95
Tracker Account:	£ 5937.91
National Savings Account:	£11627.00

Income since last meeting:

Herefordshire Council Precept	£ 10500.00
PIPs - Contribution to Sign	£ 250.00

Requests for payment:

Toilet Cleaner salary for April 2016 as previously agreed by Parish Council	
Clerk's salary for April 2016 as previously agreed by Parish Council	
Clerks Expenses May 2016	£ 21.93
M Hancock Expenses - travel	£ 30.69
SLCC - Membership 2016/17	£ 51.50
One Stop print shop	£ 270.00
St Mary's Church - Mowing Grant	£ 500.00

All request for payment were **APPROVED**

34/16 General Powers of Competence.

The Parish Council now fulfils the required eligibility criteria with more than two thirds elected councillors and a clerk with the necessary qualifications. It was **agreed unanimously** to adopt the General Powers of Competence.

35/16. Adopt the accounts and financial statements 2015-16 and complete annual return for the year ended 31st March 2015.

Information for the Year end Accounts had been circulated to all Councillors for viewing prior to the meeting. There were no questions. The Annual statement of Accounts for 2015-16 was completed with all required supporting documentation attached. Cllr Pace proposed the accounts be adopted this was seconded by Cllr Bennetto and **agreed unanimously**.

The Annual financial return audit form section 1 - the annual governance statement for 2015-16 was read, reviewed and **agreed unanimously** and signed by the Chairman and signed by the clerk.

The Annual financial return audit form section 2 - the annual governance statement for 2015-16 was read, reviewed and **agreed unanimously** and signed by the Chairman and signed by the RFO.

36/16. Adopt Standing Orders, Financial Regulations and policies.

The Standing Orders, Financial Regulations and policies were circulated before the meeting. It was proposed by Cllr Pace and seconded by Cllr Stokes the following policies be adopted and **agreed unanimously**.

Standing orders and financial regulations.

Code of conduct.

Complaints procedure.

Information policy.

Volunteer policy - slight wording amendment.

Equality and diversity policy.

Risk Assessment.

37/16. Annual insurance cover.

The insurance renewal information had been circulated before the meeting. Councillors received a choice for renewal from Came & Co. A final year of a three year contract at £722.16 or to start a new three year contract at a 5% discounted rate being £686.06. Councillors were happy that Hiscox are a

good insurer. Cllr Pace proposed to accept the new three year contract and try for 10% discount. **All approved.** Payment for annual insurance cover from 16th June 2016 of £686.06 unless a 10% discounted can be arranged which should be taken.

38/16. Internal auditor

Carrie Pierce was thanked for performing her duties efficiently. It was agreed she should be asked to continue her services for 2016-17.

39/16. Approve Assets register

The assets register was circulated to all councillors. The clerk advised on the new items listed and councillors **approved unanimously** to adopt the land and assets register.

40/16. SLCC Membership

SLCC membership of £51.50 for the clerk, a joint application with Lyonshall PC was **agreed unanimously.**

41/16. Councillor Areas of responsibility

Lengthsman & Highway - Cllr Stokes	Playground matters - Cllr Duggan
Footpaths - Cllr Hancock	Accounts & Finance - All Councillors
NDP - Cllr Pace	Village upkeep PIPS - Cllr Stokes/ Cllr Rogers
Police liaison - Cllr Evans	Website - Mr B Pierce
Village Hall - Cllr Fothergill	Airfield - Cllr Rogers
Good neighbour Rep - Cllr Stokes	

42/16. Update on the Neighbourhood Development Planning.

Cllr Pace advised a successful grant application for £5010. The draft objectives and policies had been forwarded to Data Orchard for formatting. Next meeting 7th June 2016.

43/16. Car Park land transfer.

The Clerk provided approximate costs involved for the legal fees and other considerations. Councillor discussed the transfer and approved a resolution to commence the transfer of the land known as the car park and toilets. *Clerk to advise Herefordshire Council and request copy of contract.*

44/16. Mowing Contract 2016/17.

Quotations had now been received from two contractors after a request from a possible four. Councillors confirmed a wish to appoint a single contractor to complete all areas, Cllr Pace proposed appointing Richard Mills for the mowing contract, seconded by Cllr Stokes and **agreed by all.** *Clerk to award contract and arrange mowing schedule.*

45/16. Encroachment and access onto Village Green.

Cllr Bennetto left the room.

Cllr Evans advised details of encroachment and accesses along the village green towards long meadow. He explained the legal position for the Parish Council as the owner of the village green and offered several solutions suggested by Herefordshire Council. Councillors discussed these options and agreed unanimously to take action necessary for removal of the encroachments (steps & garden) and also request the gate accesses be blocked by their owners. *Clerk to check access on both sides and write to all owners who have made access and encroachment.*

46/16. Correspondence.

- A thank you from Pembridge primary school for the funds in support of the trim trail with an invitation to the grand opening on 10th June 2016.
- Balfour Beatty will no longer be providing materials for the P3 footpaths scheme and any materials should be claimed through the PROW grant available.

47/16. Future Agenda from Councillors and members of the public.

Lengthsman ditch work at Weston.

48/16. To confirm date of next meeting as

Wednesday 15th June 2015 - meeting of the Parish Council the Parish Hall at 7.30pm

Meeting Closed 8.30pm