

## PEMBRIDGE PARISH COUNCIL – ANNUAL MEETING

### Minutes Wednesday 15th May 2019, 7.00pm in Pembridge Parish Hall

**Councillors Present:** Cllr. G. Evans, Cllr. T. Bennetto, Cllr. C. Fothergill, Cllr A Pace, Cllr P Thomas, Cllr K Duggan, Cllr P Rogers, Cllr S Jones, Cllr R Phillips and Clerk R Bissell.

0 members of the public.

No Police representative present.

#### 1/19. Elect a Chairperson

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

#### 2/19. Chairperson's Declaration of Acceptance

Cllr Evans signed the declaration of office.

#### 3/19. Elect a Vice-chairperson.

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

#### 4/19. Councillors' acceptance of office forms.

The Clerk circulated the forms to all councillors present. The councillor acceptance forms were completed and returned to the clerk who countersigned them.

#### 5/19. Apologies for absence

Apologies were accepted from Cllrs Mifflin, Hancock & Owens .

#### 6/19. Councillor Areas of responsibility

Lengthsman & Highway – All	Playground matters - Cllr Bennetto
Footpaths - Cllr Hancock	Accounts & Finance - All Councillors
NDP - Cllr Pace	Village upkeep PIPS - Cllr Rogers
Police liaison - Cllr Evans	Website - Clerk
Airfield - Cllr Rogers	Good neighbour Rep - Cllr Fothergill
Parish Hall – Cllr Fothergill	

#### 7/19. Declaration of interest and written requests for dispensation for items on the agenda.

The register of interest was available to sign and no declarations were made.

#### 8/19. Open Session

No parishioner comments.

Police report. - No representative in attendance.

Ward Councillor Report –

- Meeting planned with ward clerks, Balfour Beatty, Planning and Police representatives on Thursday 23<sup>rd</sup> May 2019.

#### 9/19. Approval Minutes of Meeting 17th April 2019.

The minutes of the meeting of 17th April 2019 were **approved** unanimously and signed.

#### 10/19. Planning applications.

Planning Application recently received:

None.

Recent Planning Applications recently considered awaiting determination:

- 190794 – Field View, Lower Green Farm, Gorsty, Pembridge, HR6 9JG. - **OBJECT**  
Removal of Condition 6 following grant of planning permission to remove agricultural occupancy.
- 190388 – Land at Home Paddock, Sherriff Lane, HR5 3JD. - **SUPPORT**  
Variation condition 2 of application 180936. Various changes to approved plans.
- 182726 – Land forming part of Green Farm, Lyonshall, Kington – **NO COMMENT**  
Hybrid planning – proposed erection of new poultry site with solar panels, biomass boilers, associated buildings and development to A480. Outline planning for a poultry managers' dwelling
- 183871 – The Grove, Noke Lane, Pembridge HR6 9HP. -**SUPPORT**  
Installation of a waterwheel and channel adjacent to the existing weir.

- 182652 – Land to the rear of the Gables, East Street, Pembridge HR6 9HD - **OBJECT**  
Proposed erection of 9 dwellings  
(note replace applications 172233 – 5 dwellings, 172242 1 x self build & 172234 1 x self build – all withdrawn).
- 172253 – Land at Townsend farm, East Street, Pembridge. - **SUPPORT**  
Proposed 5 dwellings with garages. Formation of vehicular access.

#### Planning Decisions.

- 191111 – Pembridge School, West Street, Pembridge, HR6 9EA. – **SUPPORT - APPROVED**  
Works to lime tree -pollarding to re-grow. Sycamore felling and replant with cherry.
- 190642 – Star Cottage, East Street, HR6 9HB – **SUPPORT - APPROVED**  
Propose to form opening internally to accommodate new staircase for easy bedroom access. In addition providing stairlift.
- 190084 – Bartbety Barn Bearwood, HR6 9EQ. – **SUPPORT - APPROVED**  
Conversion of attached garage/store into additional living accommodation.
- 182073 – Shobdon Airfield, Airfield road, Shobdon, Herefordshire. – **NO OBJECTION.**  
Retrospective for free fall parachuting, the operation for tandem and solo jumps.

#### Planning Decisions

- 180682 – Sherrington Manor Farm, Broxwood, HR6 9JR. – **SUPPORT – APPROVED WITH CONDITIONS**  
Steel Portal framed agricultural muck store

#### **11/19. Clerks report (for information only) and approve financial report and payments.**

- New Councillor induction completed.
- Clock repair/grant funding investigations continue.
- BBLP annual maintenance plan prepared
- Co-option poster published closing date June 14<sup>th</sup>

Year-end accounts have been completed and checked by the internal auditor & Cllr Evans.  
Parish council spend was lower than income for 2018/19 with an underspend of £6750, this includes ring fenced £4000 S278 funds received from Border Oak. Unbudgeted spend includes new laptop.  
Bank reconciliation for April 2019 complete using VT cashbook.

#### Balances at end April 2019:

Current Account:	£ 31708.88
Tracker Account:	£15959.03
National Savings Account:	£ 11925.98

#### Income since last meeting:

Herefordshire Council Precept 1 <sup>st</sup> half year	£ 12000.00
HMRC VAT reclaim to 30.4.19.	£ 746.48

#### Requests for payment: **Approval Agreed**

Toilet Cleaner, Clerk salary & HMRC for May 2019 as previously agreed by Parish Council

- NEST pension contribution as per agreed payment schedule

Welsh Water	Water toilets Oct18- Apr19 (Paid)	£165.32	
Clerks Expenses	May 2019	£85.90	+VAT
Onestop Print	Parish magazine	£300.00	
SLCC	50% annual subscription	£87.50	
West Mercia Energy	Elec toilets Mar 19	£16.87	+ VAT
Pembridge PCC	Donation towards mowing community used grass	£500.00	
PIP Printing	NDP documents	£236.94	
Viking	Inks	£92.99	+VAT
James Ross	Mowing	£220.00	

#### **12/19 General Powers of Competence.**

The Parish Council continues to fulfil the required eligibility criteria for the General Power of Competence with more than two thirds elected councillors and a clerk with the necessary qualifications. It was **agreed unanimously** to re- adopt the General Powers of Competence.

**13/19. Adopt the accounts and financial statements 2018/19 and complete annual return for the year ended 31st March 2019.**

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 2018/19 was completed with all required supporting documentation attached. Cllr Bennetto proposed the accounts for 2018/19 be adopted this was seconded by Cllr Pace and **agreed unanimously**.

**13/19a.** The clerk read the internal audit report and there were no recommendations.

**13/19b.** The Annual Governance and Accountability Return (AGAR) audit form section 1 was read, reviewed and **agreed unanimously** and signed by the Chairman and signed by the clerk.

**13/19c.** The Annual Governance and Accountability Return (AGAR) audit form section 2 - was read, reviewed and **agreed unanimously** and signed by the Chairman and signed by the RFO.

The AGAR statement to be forward to external auditor, PKF Littlejohn before 1<sup>st</sup> July 2019.

**14/19. 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 Bennetto the following policies be adopted and **agreed unanimously**.

Standing orders and Financial regulations.

Complaints procedure.

Information policy.

Equality and diversity policy.

GDPR policy.

Councillors agreed to review the volunteer policy. *Cllr Rogers to review.*

**15/19. Financial Risk & Appointment of Internal auditor**

Councillors considered financial risk and **agreed** good control were already in place and risk Assessments were signed. Anne Pickup was thanked for performing her duties efficiently as internal auditor.

**16/19. Approve assets register**

The assets register was circulated to all councillors. The clerk advised on there were no additional items listed. Councillors wished to add the war memorial and Broxwood telephone box. The updated 2018/19 register was then **approved unanimously**.

**17/19. SLCC Membership**

SLCC membership of £87.50 for the clerk, a joint application with Lyonshall PC was **agreed unanimously**.

**18/19. Balfour Beatty Annual Maintenance Plan**

The Balfour Beatty Annual Maintenance Plan contract for 2019-20 was **approved and signed**.

**19/19. Repair Works to Clock Tower.**

The report of repair works had been circulated to all Councillors. After meeting at the clock tower, Cllr Rogers proposed rather than undergoing these repair works, Parish Council should investigate an automated winding system as part of a general improvement of the area for tourism benefits. All councillors **AGREED**. A small working group of councillors, amenity trust and possibly church representatives to form and investigate options. *Clerk to write to all parties*

**20/19. Comment on Travellers site DPD.**

No further comment.

**21/19. Playground Maintenance.**

Cllr Rogers reported clearance work had been done in the playground and all other areas are being dealt with in preparation for the annual inspection in June.

**22/18. Village Green matters.**

The clerk reported that repair works to the track along the riverside were slow but hoped work should be underway by the end of May.

Clerk

Cllr Rogers reported Mr Norman is helping to produce explanation signage along the conservation area.

**23/19. Correspondence.**

Police commissioner - "We don't buy crime campaign" for smart water kits at reduced cost – no action taken.

**26/19. Future Agenda from Councillors and members of the public.**

None.

Reminders-

The Parish Council are hosting the Coffee Morning on June 16<sup>th</sup> in the Parish Hall, 10.00am.

Parish map Cèilidh event on Monday 27<sup>th</sup> May 2019.

**27/19. To confirm date of next meeting as**

**Wednesday 20th June 2019 - Ordinary meeting of the Parish Council the Parish Hall at 7.00pm**

Meeting Closed 8.15pm