

## PEMBRIDGE PARISH COUNCIL – ANNUAL MEETING

### Draft Minutes Wednesday 16th May 2018, 7.00pm in Pembridge Parish Hall

**Councillors Present:** Cllr. G. Evans, Cllr. T. Bennetto, Cllr. C. Fothergill, Cllr A Pace, Cllr P Thomas, Cllr D Owens, Cllr J Purslow, Cllr J Mifflin, Cllr K Duggan, Cllr M Hancock, Cllr P Rogers, Cllr S Jones, Cllr R Phillips and Clerk R Bissell.

2 members of the public.

No Police representative present.

#### 1/18. Elect a Chairperson

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

#### 2/18. Chairperson's Declaration of Acceptance

Cllr Evans signed the declaration of office.

#### 3/18. Elect a Vice-chairperson.

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

#### 4/18. 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.

#### 5/18. Apologies for absence

There were no apologies.

#### 6/18. Councillor Areas of responsibility

Lengthsman & Highway - Cllr Pace

Footpaths - Cllr Hancock

NDP - Cllr Pace

Police liaison - Cllr Evans

Airfield - Cllr Rogers

Parish Hall – Cllr Fothergill

Playground matters - Cllr Duggan

Accounts & Finance - All Councillors

Village upkeep PIPS - Cllr Rogers

Website - Mr B Pierce

Good neighbour Rep - Cllr Fothergill

#### 7/18. 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.

#### 8/18. Open Session

No parishioner comments.

Police report. - No representative in attendance.

Ward Councillor Report –

- Kington recycling centre reported 78% of waste recycled, the highest in Herefordshire. Cllr Rogers suggested signage at the roadside would be helpful and Cllr Hancock requested longer opening hours. *Cllr Phillips to enquire.*
- There has been an increase in fly tipping in the parish.
- Potholes are still a concern and should be reported to Herefordshire Council website. There are still queries regarding Balfour Beatty value for money and organisation of work.
- Enforcement action undertaken where a mobile home permission has expired. Parish Council support.

#### 9/18. Approval Minutes of Meeting 18th April 2018.

The minutes of the meeting of 18th April 2018 were **approved** unanimously and signed.

#### 10/18. Planning applications.

Planning Application recently received:

None.

RP

**Recent Planning Applications recently considered awaiting determination:**

- 181004 – Moor Court Farm, Lyonshall HR5 3JZ. - **SUPPORT**  
Proposed cover for an existing manure yard with a steel framed building.
- 180936 – Home Paddock, Sherriff lane, Lyonshall. HR5 3JD. - **SUPPORT**  
Proposed demolition of existing bungalow and outbuildings and construction of a new two storey dwelling house and detached three bay garage.
- 172365 – Land Opposite Methodist Church, Bearwood, Pembridge – **NO FURTHER COMMENT - PENDING APPEAL**  
Re refusal of planning to build a three-bedroom house.
- 174756 – Barrow Farm, Bearwood, Leominster, HR6 9EQ.  
Proposed extension to an existing free-range egg production unit. - **SUPPORT**
- 173376 – Dev1 Land Adjacent Eastview, Proposed build of 3 dwellings, East Street, Pembridge.  
Application removal of condition 11 152540/F. **SUPPORT**
- 172253 – Land at Townsend farm, East Street, Pembridge. - **SUPPORT**  
Proposed 5 dwellings with garages. Formation of vehicular access.
- 172233 – Land at the rear of the Gables, East Street, Pembridge. -- **SUPPORT**  
Proposed 5 detached dwellings with garages, formation of vehicular access.
- 172242 – Land at the rear of the Gables (Plot 7), East Street, Pembridge- **SUPPORT**  
Proposed erection of 1 self-build dwelling with garage on plot 7 off new vehicular access.
- 172234 – Land rear of the Gables (Plot 1), East Street, Pembridge, - **SUPPORT**  
Proposed 1 self-build dwelling and garage on plot 1.

**Planning Decisions**

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

**11/18. Clerks report (for information only) and approve financial report and payments.**

- Land registry address changes instigated.
- New Councillor induction completed.
- Turnpike rubbish now cleared, and correspondence received regarding ongoing management.
- Complaint made regarding unauthorised bin housing on High Street.
- Website manager to retire – new website provider to be investigated.
- HMRC no longer take cheque payments for PAYE.

Year-end accounts have been completed and checked by the internal auditor & Cllr Evans.

Parish council spend was higher than income for 2017/18 with an overspend of £573 including unbudgeted spend on extra mowing, tree works and legal fees.

HMRC no longer receiving cheques for PAYE.

Bank reconciliation for April 2018 complete using VT cashbook.

**Balances at end April 2018:**

Current Account:	£33741.73
Tracker Account:	£ 5947.15
National Savings Account:	£11840.11

**Income since last meeting:**

Herefordshire Council Precept 1 <sup>st</sup> half year	£ 12000.00
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**Requests for payment: All request for payment were **APPROVED.****

Toilet Cleaner salary for May 2018 as previously agreed by Parish Council

Clerk's salary for May 2018 as previously agreed by Parish Council

NEST pension contribution as per agreed payment schedule

Clerks Expenses	May 2018	£29.28	+VAT
Clerk	Purchase New PC laptop	£694.82	+VAT
Onestop Print	Parish magazine	£270.00	
SLCC	50% annual subscription	£73.50	
West Mercia Energy	Elec toilets Mar 18	£14.89	+ VAT
Welsh Water	Water toilets Nov 17 – May 18	£147.68	
W S Blatchford	Posts in Village Green	£130.00	

Pembridge PCC	Donation towards mowing community used grass	£500.00	
Pembridge Amenity Trust	Insurance 2018/19	1438.15	

### 12/18 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.

### 13/18. Adopt the accounts and financial statements 2017/18 and complete annual return for the year ended 31st March 2018.

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 2017/18 was completed with all required supporting documentation attached. Cllr Pace proposed the accounts for 2017/18 be adopted this was seconded by Cllr Purslow and **agreed unanimously**.

**13/18a.** The clerk read the internal audit report and there were no recommendations.

**13/18b.** 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.

**13/18c.** The Annual Governance and accountability return audit (AGAR) 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 11<sup>th</sup> June 2018.

### 14/18. 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.

Code of conduct.

Complaints procedure.

Information policy.

Volunteer policy - slight wording amendment.

Equality and diversity policy.

Risk Assessment.

### 15/18. Financial Risk & Appointment of Internal auditor

Councillors considered financial risk and **agreed** to introduce signing the bank statement to reconciliation at each meeting going forward as an extra control. All other controls to continue.

Carrie Pierce was thanked for performing her duties efficiently in her last year as internal auditor.

The clerk advised a thankyou card had been presented to Mrs Pierce and two bottles of wine. Mrs Anne Pickup has been interviewed for the role and It was **agreed** she should be asked to review the accounts for 2018/19. *Clerk to write and meet for introduction.*

### 16/18. Internet Banking.

**RESOLVED:** Clerk to review internet banking options and report to Councillors.

### 17/18. Approve assets register

The assets register was circulated to all councillors. The clerk advised on there were no additional items listed and councillors **approved unanimously** to adopt the land and assets register for 2017/18.

### 18/18. SLCC Membership

SLCC membership of £73.50 for the clerk, a joint application with Lyonshall PC was **agreed unanimously**.

### 19/18. Update on the Neighbourhood Development Planning.

Cllr Pace advised Herefordshire Council are preparing the reports to support the plan for the Regulation 15 stage. An expression of interest for extra grant funding has been made for the

Clerk

regulation 15 & 16 costs. Data Orchard are preparing the basic conditions and consultation statements

**20/18. Balfour Beatty Annual Maintenance Plan**

The Balfour Beatty Annual Maintenance Plan contract for 2018-19 was **approved and signed**.

**21/18. Playground Maintenance.**

Cllr Rogers reported moss & weeds clearance has been done in the playground. Jet wash of the ground and equipment will be done towards end of May. All other areas are being dealt with in preparation for the annual inspection in June.

**22/18. Village resurfacing.**

Cllr Phillips advised comments had been taken on board and the planned resurface would be scheduled for September- likely to be a 2 week road closure during the day.

**23/18. Village Green matters.**

Parishioner raised concern regarding Bank Holiday attendance at the riverbank including parking on the Green and all along Bridge Street with a request for possible extra parking facilities. Cllr Evans advised it was against the law to park on the Green and there were no further options for extra parking. No action to be taken.

Cllr Bennetto reported Welsh Water truck causing environmental damage to the bank entrance at Long Meadow. Clerk to contact Welsh water to arrange a meeting with Cllr Hancock and Welsh Water to try to resolve the problem.

**24/18. School Frontage.**

Cllr Phillips confirmed details of tree works on the school frontage. Councillors were asked to consider whether the Parish Council would accept ownership of the frontage land should it become available in the future.

**25/18. General Data Protection Regulation (GDPR) Update.**

The clerk reported the new laptop had been purchased and is being prepared for use to comply with new security measures for GDPR. The clerk asked all councillors to use a private email only for Parish Council. Concerns regarding forwarding of emails were raised and councillors were asked think and delete any personal data before sending. All emails will be sent to group council distribution list as blind copy. Other work continues to ensure compliance; privacy policies and documents are being prepared for approval in June/July.

**26/18. Correspondence.**

- Correspondence from a parishioner was received and the Chairman requested legal advice before making a response.
- Correspondence from a parishioner was received regarding parking in Pembridge – Noted.
- HALC information – update on GDPR

**27/18. Future Agenda from Councillors and members of the public.**

Bags by Verdun Oak.

**28/18. Clerk's Salary Review.**

*The clerk left the room for this item.*

Councillors agreed a 2 point scale rise to SCP 26 for the clerk back dated to April 2018.

**29/18. Toilet Cleaner Salary Review.**

Councillors discussed the value and reliability of the toilet cleaner duties and position and **agreed** by a majority to increase the salary by £0.50/hour from June 1<sup>st</sup> 2018.

**30/18. To confirm date of next meeting as**

**Wednesday 21st June 2017 - Ordinary meeting of the Parish Council the Parish Hall at 7.00pm**

Meeting Closed 9.00pm

Clerk  
/MH

ALL  
Clerk