

PEMBRIDGE PARISH COUNCIL

Minutes for the Meeting

Wednesday 20th June 2018, 7.00pm in Pembridge Parish Hall

Councillors Present: Cllr Andrew Pace (Vice Chair), Cllr Kevin Duggan, Cllr Julie Mifflin, Cllr Philip Thomas, Cllr Catherine Fothergill, Cllr John Purslow, Cllr David Owen, Cllr Michael Hancock, Cllr Steve Jones and Clerk R Bissell.

No Police representative present.

4 Members of the public.

31/18. Apologies for absence.

Apologies were received and accepted from Cllr Garfield Evans (Chairman), Cllr Tom Bennetto, Cllr Philip Rogers & Cllr Roger Phillips.

32/18. Declaration of interest and written requests for dispensation on agenda items.

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

33/18. Approval of the Minutes.

The minutes of the meeting of 16th May 2018 were **approved** unanimously and signed.

34/18. Open session.

There was no Ward Councillor report.

An enquiry as to the ownership of the Parish Hall and a request for possible grant funding for structural repairs. *Clerk to confirm ownership and parishioner to provide details of intended works for next meeting.*

35/18. PiPs Queens Voluntary Award.

Cllr Pace moved this agenda item to the start of the meeting, to celebrate this good news and congratulate the Pride in Pembridge group (PiPs) for their achievement of the Queens Voluntary Award. PiPs, the vision of Alan Stokes, work tirelessly to keep Pembridge looking tidy. Cllr Rogers forwarded a written note of thanks to Cllr Roger Phillips, Cllr Garfield Evans and the Parish Council for nominating and supporting the group for the award.

36/18. Neighbourhood Development Planning.

Cllr Pace reported Herefordshire Council have prepared reports, Data Orchard are still preparing the basic conditions and consultation statements before the plan can move to the final regulation 16 stage. Grant funding has been approved to cover consultant fees for Regulation 16.

37/18. Shobdon Regulation 14 comment.

Parish Council have no comment.

38/17. Planning Applications for comment.

It was **RESOLVED** to submit the following observations to Herefordshire Council regarding the following planning applications.

Planning Application recently received:

- 182054 – 4 Leen Cottages, Pembridge, Leominster HR6 9HN.
Proposed erection of single storey side extension. - **SUPPORT**
- 181221 – Mere Court, East Street, Pembridge HR6 9HA.
Proposed installation of ground based solar power system. -**SUPPORT**
- 181954 – The Market House, Bearwood Lane, Pembridge. HR6 9EA.
Proposed new gas services and refurbishments. **SUPPORT**
- 181925 – Sherrington Manor Farm, Sherrington Road, Broxwood, HR6 9JR. -**SUPPORT**
Proposed erection of poultry managers dwelling, together with garage/storage building and package treatment plant.

Recent Planning Applications recently considered awaiting determination:

- 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.

Clerk

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- 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

- 181004 – Moor Court Farm, Lyonshall HR5 3JZ. – **SUPPORT – APPROVED WITH CONDITIONS**
Proposed cover for an existing manure yard with a steel framed building.
- 180936 – Home Paddock, Sherriff lane, Lyonshall. HR5 3JD. – **SUPPORT - APPROVED WITH CONDITIONS**
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 - APPEAL DISMISSED**
Re refusal of planning to build a three-bedroom house. **REFUSAL UPHELD**

39/18. Finances.

Financial Report & Payments.

Public rights notices displayed 4th June 2018.

Bank reconciliations completed using VT cashbook for May 2018.

Balances at end May 2018:

Current Account:	£31529.77
Tracker Account:	£ 5947.15
National Savings Account:	£11840.11

Income since last meeting:

HMRC VAT refund Qtr4 2017/18	£ 705.51
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Requests for payment: Approval to be requested

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

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

NEST pension contribution as per agreed payment schedule

HMRC	PAYE Qtr 1 2018/19	43.40	
R Mills	Lengthsman clear ditch Broxwood	125.00	+ VAT
Herefordshire Council	Blue Bags	£65.50	
James Ross	Mowing Contract April /May2018	£297.00	
Came & Co.	2018/19 Insurance coverage	£908.58	
Clr John Purslow	Weed killer	£15.00	
West Mercia Energy	Electricity Apr 2018 & May 2018	33.21	+VAT
Shaun Price	Pavement clearance Manley Crescent	30.00	

40/18. Clerks report.

- Herefordshire Council confirmation that PC do not want wheelie bins stored on highway alongside telephone box.
- Wheelie Big Cycle Ride travels through Pembridge on 15th July – PIPS have kindly volunteered to support St Michaels Hospice offering marshals for the event.
- Further investigation are being made as regarding insurance on bell tower and war memorial.
- Information is being gathered on internet banking options.
- PC laptop set up complete.
- New Clerks email address now in use. clerk@pembridgeparishcouncil.gov.uk.
- Barclays Bank in Hay on Wye closing down 28th September 2018.
- Budget consultation briefing at Herefordshire Council Wednesday 4th July 6.30pm at Shire Hall.

All other items are being dealt with and are ongoing.

41/18. Annual Insurance Provision.

The insurance renewal information had been circulated before the meeting. This is the third and final year of a three-year contract at a 5% discount. Payment for annual insurance cover to include the toilet buildings from 16th June 2018 of £908.53 was **APPROVED** unanimously.

42/18. GDPR Polices and Procedures.

The Clerk reported an action plan and details on policies and procedures for GDPR. The clerk is the data protection compliance officer, there is currently no Data Protection Officer in place.

GDPR Polices: Privacy Policy, Subject Access Policy, Personal Data Management and Audit Policy **ADOPTED** and **SIGNED**.

General Privacy Notice, Privacy Notice for staff, councillors and role holders **NOTED**.

GDPR documents – Action Plan, Consent Form, Checklist for implementing Subject Access Request (SAR) policy, templates for replying to SAR partly or in full **NOTED**.

43/18. School Entrance Road Lining.

This item was deferred to be discussed at the next Parish Council meeting with the Ward Councillor.

44/18. New Website.

The website administrator is retiring in October 2018. Quotes for a new website design and hosting were presented. It was **AGREED** to instruct Upper Bridge Enterprises to develop the new website. *Clerk to arrange*

45/18. PiPs Queens Award.

Moved to beginning of agenda.

46/18. Bell Tower Clock Maintenance contract.

AGREED a three year contract with Smiths of Derby to service the clock in the bell tower at a reduced rate £649 plus VAT.

47/18. Parish Mowing.

Councillors discussed correspondence received from the current mowing contractor suggesting options for mowing the Millennium Meadow. **RESOLVED** – no change in the mowing arrangements. *Clerk to write and inform contractor.*

48/18. Village Green Matters.**Embankment erosion by Welsh Water trucks.**

Cllr Hancock met with Welsh water representative at the site by the Long Meadow. Welsh Water considered the problems. Several suggestions were discussed and considered and it was agreed to meet again with clarification on legal ownerships and licences of use before a resolution could be confirmed.

49/18. Correspondence.

- Fly the Red Ensign Flag for Merchant Navy day 3rd September – No action
- Kington Medical Patient Participation group newsletter - Noted

50/18. Future Agenda from Councillors and members of the public.

Parish Hall repairs.

51/18. To confirm date of next meeting as

Date : Wednesday 18th July 2018 – Parish Council Meeting - Parish Hall at 7.00pm

Meeting Closed 8.05pm.

Clerk

Clerk

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