

PEMBRIDGE PARISH COUNCIL

Minutes for the Meeting

Wednesday 20th May 2020, 8.00pm - Virtual

Councillors Present: Cllrs Garfield Evans, Andrew Pace (Vice Chairman), Tom Bennetto, Catherine Fothergill, Wendy Powell, Philip Rogers, Roger Phillips, Steve Jones, Kevin Duggan & Clerk R Bissell.

No Police representative present.

0 Members of the public.

1/20. Apologies for absence.

Apologies were received and accepted from, Cllrs Julie Mifflin, Michael Hancock, Philip Thomas and David Owens who were able to attend, but could not due to technical issues.

2/20. 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.

3/20. Approval of the minutes.

The minutes of the meeting of 26th February 2020 were approved unanimously to be signed.

4/20. Open session.

The Ward Councillor provided a written report previously circulated to councillors covering:

- Regular supplementary reports have been distributed.
- Concern that people still need to be vigilant on the ongoing impact of Covid 19
- Continues to follow up requests to reopen Kington Recycling centre to the public.
- Updates on the preparations for school reopening and the recovery programme.
- Balfour Beatty continue work on maintenance programme – Golden Cross, Rhyse lane recently.
- Discussions ongoing with residents regarding the problem of speeding on Rhyse Lane.
- Update on the phosphates issue in the county.

5/20. Planning applications for comment.

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

Planning Report

Planning Application recently received:

- 200450 – 1 St James Cottages – Broxwood, HR6 9JH. – **SUPPORT with Conditions**
Proposed rear extension to include demolition of outbuilding.
- 201338 – Soudley, Bearwood Lane HR6 9EA. - **SUPPORT**
Fell cypress/fir tree T1 low amenity value and too close to the building.
- 201255 – Moor Court Barn, Lyonshall, Kington HR5 3LA. - **SUPPORT**
Proposed new drive.
- 201425 – The Old Rectory, Bridge Street, Pembridge HR6 9EU. - **SUPPORT**
Lawson Spruce take 20ft from top due to getting too big for garden.
- 201485 – The Oak House, West Street, Pembridge HR6 9HA. - **SUPPORT**
Fell yew trees causing problem with drains and pipes to replant 2 trees further in garden.

Recent Planning Applications recently considered awaiting determination:

- 201055 – 8 Parsons Walk, Pembridge HR6 9EP - **SUPPORT**
Proposed increase in the size of covered walkway and construction of a porch to the front doorway.
- 200578 – Land to West of Sandiford Plock - **SUPPORT**
Variation 7b) planning app 163651. Re-enforce existing hedge.
- 201102 – Land adjacent to Pembridge Village Hall, Bearwood Lane, HR6 9EB - **SUPPORT**
Fell 3-4 Leylandi trees T4 due to excessive shading to be replaced with mixed hedging

- 200422/3 – Duppa Almshouses, Bridge Street, Pembridge - **SUPPORT**
Repair and refurbishment of the building and conversion from four dwellings to two.
- 194380 – Clearbrook Farm, Pembridge HR6 9HL- **SUPPORT**
Internal refurbishment for house including loft conversion, replacement windows, installation of bathrooms and repairs to timber frame.
- 194275 – Lower Green Farm, Pembridge HR6 9JG. - **SUPPORT**
Proposed siting of shepherd’s hut for use as holiday accommodation
- 193863 – Threshing Barn at Luntley Court, Pembridge HR6 9EH **SUPPORT**
Conversion of agricultural threshing barn to domestic use with accommodation on 2 floors and construction of detached car port and store.
- 194008 - Land at The Old Oak House, East Street, Pembridge, HR6 9HA **SUPPORT**
The erection of three self-build dwellings and associated works including the demolition of the former doctor’s surgery and access improvements.
- 193126 – Fairfield Cottage, 12 Court Meadow, Pembridge HR6 9EW - **SUPPORT**
Fell Silver birch due to damage and falling sap.
- 191863 – 3 Glan Arrow Cottages, Bridge Street, Pembridge HR6 9EX - **SUPPORT**
Proposal to replace 8 existing window casements with like for like replacements.
- 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

Planning Decisions.

- 200828 – Bramble Cottage, Bridge Street, Pembridge – **SUPPORT -APPROVED**
Fell 5 Silver Birch and 1 Willow tree.
- 200334 – Pembridge School HR6 9EA – **SUPPORT - APPROVED**
Conifer Tree to fell excessive shading to neighbours property.
- 200302 – 6 Ruby Drive, Pembridge HR6 9FE – OBJECT not owner - **WITHDRAWN**
Remove diseased & rotten wood from overgrown alder tree & replace with native species.
- 200218 – Church House, Market Square, Pembridge HR6 9DZ- **SUPPORT -APPROVED**
Proposed pollard ash tree interfering with main power line.
- 200245 – Eastview, East Street, Pembridge HR6 9HA. – **SUPPORT -APPROVED**
Proposed tree works – various
- 200036 – Melvin House, Bearwood Lane, Pembridge HR6 9DZ- **SUPPORT -APPROVED**
Proposed garden room.
- 183871 – The Grove, Noke Lane, Pembridge HR6 9HP. -**SUPPORT – WITHDRAWN**
Installation of a waterwheel and channel adjacent to the existing weir.

6/20. Clerks report.

The Pembridge Good Neighbour Scheme has lead the volunteer support in Pembridge providing a quick response to the Covid 19 situation. A report to councillors highlighted that the response from people in the parish either via word of mouth or from the Council website was excellent, with 42 volunteers offering support. As of Monday 18th May, the team has successfully completed 235 different requests. The main requests being prescriptions and shopping with only couple of requests for befriending, they have also supported Townsend Farm's deliveries to isolated people within the village. Cllr Evans expressed the Parish Councils thanks for the good work the PGNS are doing in the community.

Clerk Update:

- Completed all year-end financial statements.
- Organised year end internal audit and completed
- Updated councillors on Coronavirus situation
- Followed up several footpath issues.
- Arranged video conferencing.

7/20. Finance Report and approve payments.

Bank reconciliation for 30th April 2020 complete using VT cashbook.

Balances at 30th April 2020 :

Current Account:	£ 36088.94
Tracker Account:	£ 15981.77
National Savings Account:	£ 12021.39

Income since last meeting:

Kingspan – Parish magazine advertising 2020	£ 500.00
1st Half Precept 2020	£ 17000.00
VAT refund Qtr 4 Sep19 – Mar20	£ 388.98

Requests for payment: All APPROVED

Toilet Cleaner, Clerk salary & HMRC for April & May 2020 as previously agreed by Parish Council
NEST pension contribution as per agreed payment schedule

Zen Internet	Cp pane bronze internet charge (Paid)	£59.88	Pd March
One Stop Print	Magazine Printing Apr/May (Paid)	£300.00	Pd March
CleanMY	Soap & Cleaning products (Paid)	£73.28	Pd March
Y/E Fund transfer	To business premium account (Paid)	£5.00	Pd March
James Ross	Mowing March 20	£190.00	Pd April
Walker Ladd	Surveyor report	£1815.00	Pd April
Clerks Exp	Mar/Apr	£90.35	Pd April
West Mercia Energy	Elec toilets – Feb	£17.70	Pd April
Viking	Stationery covid mailing	£501.15	Pd April
HALC	2020 Subscription	£636.19	Pd April
Pembridge Hall	Meetings Jan & Feb 20	£36.00	Pd April
SLCC	Annual subscription shared with LPC	£90.00	
Pembridge PCC	Annual mowing contribution	£500.00	
Welsh Water	Water Toilets Oct 19- Apr20	£212.50	
West Mercia Energy	Elec Toilets Mar 20	£18.41	+VAT
Came & Co	Insurance 2020-21	£896.48	
Amenity Trust	Car Park & Toilets insurance 2020	TBC	
James Ross	Mowing April 20	£575.00	

Adopt Annual Accounts 2019-20.

7/20a. The clerk read the internal audit report, there were no recommendations and it was **APPROVED**. The end of year accounts were presented. It was noted reserves were now equivalent to the precept.
RESOLVED: The accounts for 2019/20 were approved unanimously to be signed by the Chairman and clerk.

7/20b. The annual financial return and audit form Section 1 - **The Annual Governance Statement for 2019/20** was read, reviewed, and **agreed unanimously** to be signed by the chairman and the clerk.

7/20c. The annual financial return and audit form Section 2 – **The Accounting Statements for 2019/20** were reviewed and **agreed unanimously** to be signed by the chairman and the responsible finance officer.

The completed return to be forwarded to external auditor by 1st July 2020. *Clerk to arrange.*

8/20. Review Internal Controls and Appoint the internal auditor or 2020-21.

Councillors considered financial risk and agreed that controls were adequate at present.

Mrs Anne Pickup was thanked for performing the duties of internal auditor efficiently. Councillors **AGREED unanimously** to appoint Mrs Pickup to perform the 2020-21 internal audit – *Clerk to arrange.*

9/20. Approve Land & Assets Register.

The Clerk advised there are no new assets on the register. The Chair proposed the register as accurate, Cllr Pace seconded, and it was agreed unanimously to adopt the land and assets register.

10/20 Adoption of the Risk Assessment.

Councillors considered the Risk Assessment schedule, reviewed it for control and risk to the Parish Council, The policy was then APPROVED unanimously.

11/20. Insurance Provision from June 2020.

The RFO confirmed details of renewal options provided by brokers Came & Co. It was agreed unanimously to renew with Hiscox for the second year of a 3-year Long term agreement at £896.48
Clerk to raise cheque and forward also chase reply from Came & Co on Hiscox regarding their current financial standing.

12/20 Correspondence.

- West Mercia energy new capped 12 month electricity price at 14.10 p/kWh for April 20- Mar 21
- Various Herefordshire Council updates on funding and Covid-19 information – Noted
- HALC Information corners – Forwarded to Councillors for information.

13/20. Village Green Matters.

- Councillors discussed the track access rights to the Sewerage Treatment Works and will continue to follow legal advice.
- Further legal advice will be sought regarding action on the Village Green encroachment following receipt of surveyors report.

14/20. Future Agenda from Councillors and members of the public.

None

15/20. To confirm date of next meeting as

Date: Wednesday 17th June 2020 – Parish Council Meeting – Virtual at 8.00pm.

Meeting Closed 8.37pm.