

PEMBRIDGE PARISH COUNCIL – ANNUAL MEETING
Minutes Wednesday 5th May 2020, 6.45pm Virtual Meeting.

Councillors Present:, Cllr A Pace, Cllr. T. Bennetto, Cllr. C. Fothergill, Cllr P Thomas, Cllr J. Mifflin, Cllr R Phillips, Cllr W. Powell, Cllr D Owens and Clerk R Bissell.

0 members of the public.

No Police representative present.

1/21. Elect a Chairperson

Cllr Evans was nominated by Cllr Pace and seconded by Cllr Bennetto to be Chairman. There were no other nominations. Councillors **AGREED unanimously**.

2/21. Chairperson's Declaration of Acceptance

Cllr Evans to sign the declaration of office form.

3/21. Elect a Vice-chairperson.

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

4/21. Councillors' acceptance of office forms.

The Clerk circulated the forms to all councillors electronically. The councillor acceptance forms to be completed and returned to the clerk to countersigned them.

5/21. Apologies for absence

Apologies were accepted from Cllrs Rogers, Jones, Duggan, Hancock. Cllr Evans was absent with a dispensation.

6/21. Councillor Areas of responsibility

Councillor areas of responsibility were unchanged.

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	

7/21. 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.

8/21. Open Session

No parishioners present.

Police report. - No representative in attendance.

Ward Councillor Report –

- Update as per Annual Parish meeting.
- Complaints from dog walkers regarding new stiles on PM54 in Broxwood. *Clerk to investigate*

9/21. Approval Minutes of Meeting 21st April 2021.

The minutes of the meeting of 21st April 2021 were **approved** unanimously and signed.

10/21. Planning applications.

Planning Application recently received:

- Tan- y Fron, Bearwood lane, Pembridge HR6 9EA -**SUPPORT**
Fell laburnum tree overhanging pavement.
- 210956 – Land at 1 & 2 St James Cottages, Broxwood, Pembridge- **SUPPORT**
Proposed rear extension to provide additional accommodation
- 210931 – White House, Bearwood, HR6 9ED- **SUPPORT**
Demolition of Porch and conservatory. Various new works including porch garden room and canopy area.
- 2116749 – 3 Sandiford Plock, Pembridge, HR6 9EN- **SUPPORT**
T1 Acer tree, crown lift to 4m. T2 Acer tree crown lift to 4m

- 211160 & 211161 – Lower Bearwood farm, Bearwood, HR6 9ED- **SUPPORT**
Variation on change of use re DCNW20058/2784/F condition 3 & 4 to change opening hours 8am – 7pm daily.

Recent Planning Applications recently considered awaiting determination:

- 210828 & 210829 Luntley Court Farm, Stable End, Pembridge HR6 9EH. - **SUPPORT**
Listed building consent proposed erection of a single storey side extension
- 210944 – Butts Ash, Pembridge, Leominster HR6 9JB- **SUPPORT**
Proposed two storey extension and alterations
- 202402 – Phase 1 Land at Townsend Farm, Pembridge HR6 9HD- **SUPPORT**
Proposed erection of 5 dwellings with garages (self-build)
- 202385 - Phase 4 Land at Townsend Farm, Pembridge HR6 9HD- **SUPPORT**
Proposed 6 open market dwellings, garages and private drives.
- 201102 – Land adjacent to Pembridge Village Hall, Bearwood Lane, HR6 9EB - **SUPPORT**
Fell 3-4 Leylandii trees T4 due to excessive shading to be replaced with mixed hedging
- 194008 - Land at The Old Oak House, East Street, Pembridge, Herefordshire, 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.

11/21. Clerks report (for information only) and approve financial report and payments.

Confirmed extension for licence to access from the car park.

Responded to the call for evidence for remote meetings.

Financial Report

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

Parish council spend was lower than income for 2020/21 with an surplus of £3819. The precept was increased to £34000 to cover expected legal costs. Ring fenced reserves of £4000 S278 funds received from Border Oak has now been spent on the clock tower project.

First half precept received for 2021-22.

Bank reconciliation for April 2021 complete using VT cashbook.

Requests for payment: **ALL APPROVED**

Toilet Cleaner, Clerk salary & HMRC for May 2021 as previously agreed by Parish Council

NEST pension contribution as per agreed payment schedule

Clerks Expenses	May 2021	£25.20	
Welsh Water	Toilet water Oct – Apr 21	£116.41	
One stop Print	Parish magazine printing	£300.00	
SLCC	50% annual subscription	£92.50	
West Mercia Energy	Elec toilets Jan – Mar 21	£57.23	+ VAT
Pembridge PCC	Donation towards mowing community used grass	£500.00	
Pembridge PCC	Bell Ringer Donation	20.00	
James Ross	Mowing	TBC	

12/21 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.

13/21. Adopt the accounts and financial statements 2020/21 and complete annual return for the year ended 31st March 2021.

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 2020/21 was completed with all required supporting documentation attached. Cllr Bennetto proposed the accounts for 2020/21 be adopted this was seconded by Cllr Phillips and **agreed unanimously**.

13/21a. The clerk read the internal audit report and there were no recommendations.

13/21b. The Annual Governance and Accountability Return (AGAR) audit form section 1 was read, reviewed and **agreed unanimously** to be signed by the Chairman and signed by the clerk.

13/21c. The Annual Governance and Accountability Return (AGAR) audit form section 2 - was read, reviewed and **agreed unanimously** to be signed by the Chairman and signed by the RFO.

The AGAR statement to be forward to external auditor, PKF Littlejohn before 1st July 2021.

14/21. Adopt Standing Orders, Financial Regulations and policies.

The Standing Orders, Financial Regulations and other policies were circulated before the meeting. It was proposed by Cllr Bennetto and seconded by Cllr Fothergill the following policies be adopted and **AGREED unanimously**.

Standing orders and Financial regulations.

Complaints procedure.

Information policy.

Volunteer policy

Equality and diversity policy.

Risk Assessment

GDPR policies

15/21. Financial Risk & Appointment of Internal auditor

Councillors considered financial risk and **agreed** good controls were already in place and the risk assessments were signed including a risk assessment for returning to face to face meetings. Anne Pickup was thanked for performing her duties efficiently as internal auditor and has agreed to conduct the internal audit of the accounts again in 2021-22.

16/21. Approve assets register

The assets register was circulated to all councillors. The clerk advised on there were no additional items listed. The 2020-21 asset register was **approved unanimously**.

17/21. Playground Maintenance.

Cllr Bennetto continues to review the equipment for safety. He raised the integrity of chain work on the pirate walking bridge and recommended replacement of the chains if possible. Dependant on the timing of the playground project implementation this item may be obsolete and the works unnecessary as item still serviceable and safe. Clerk to discuss with Cllr Rogers for a second opinion and possible timings and to arrange works if necessary. *Clerk to request hedge trim and tidy by PIPs for the June inspection.*

18/21. Correspondence.

For information - Feral Productions of Hereford will be undertaking filming by the Phone Box on 8th May 2021 – Noted.

19/21 . Clerk Salary increment 2021.

Cllr Pace requested this item be postponed until the June meeting when Councillors meet in person.

20/21. Toilet Cleaner Salary increment 2021.

Councillors discussed the salary award for 2021 and **AGREED** an Increase of £1/per hour from 1st June to apply. *Clerk to write and arrange*

21/21. Future Agenda from Councillors and members of the public.

None.

22/21. To confirm date of next meeting as

Wednesday 16th June 2021 - Ordinary meeting of the Parish Council the Parish Hall at 7.30pm

Meeting Closed 7.15pm

Clerk

Clerk