

PEMBRIDGE PARISH COUNCIL – ANNUAL MEETING

Minutes Wednesday 11th May 2022, 7.00pm Pembridge Hall.

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

1 members of the public.

No Police representative present.

1/22. 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**.

2/22. Chairperson's Declaration of Acceptance

Cllr Evans signed the declaration of office form.

3/22. Elect a Vice-chairperson.

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

4/22. Councillors' acceptance of office forms.

The Clerk circulated the forms to all councillors which were completed and returned to the clerk to countersigned them.

5/22. Apologies for absence

Apologies were accepted from Cllrs Hancock, Phillips & Mifflin.

6/22. Councillor Areas of responsibility

Councillor areas of responsibility were Cllr M Hancock

Lengthsman & Highway – All

Footpaths - Cllr Hancock

NDP - Cllr Pace

Police liaison - Cllr Evans

Airfield - Cllr Rogers

Parish Hall – Cllr Fothergill

Playground matters - Cllr Bennetto

Accounts & Finance - All Councillors

Village upkeep PIPS - Cllr Rogers

Website - Clerk

Village Green Rep - Cllr Rogers

7/22. 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. Cllr Julie Mifflin requested a dispensation for 6 months whilst she recovers from an injury. Councillors **AGREED** unanimously.

8/22. Approval Minutes of Meeting 20th April 2022.

The minutes of the meeting of 20th April 2022 were **approved** unanimously and signed.

9/22. Open Session

No parishioner comments.

Police report. - No representative in attendance.

10/22. Ward Councillor Report.

- Initial figures of the 20-mph speed limit were reported in May.
- There are concerns about the Panorama and Radio 4 programmes into Herefordshire Council children's services aired on Monday night. There are many issues to address and will be giving a full report in my next June update.
- The recently appointed HC Director of Economy and Environment visited the ward including the Belfry exhibition & the Leen to view the poultry unit, AD plant and dairy complex plus the 20-mph speed limit and various highway matters.
- A meeting was held with 11 local businesses who employ between them over 350 people.

- I have been approached about placing a bench on the green space as you enter Court Meadow in honour of the platinum jubilee potentially funded by residents looking for PC support.

11/22. Planning applications.

Planning Application recently received:

- 220646 – Turnpike Caravan Site, Pembridge, Herefordshire HR6 9JZ - **OBJECT**
Proposed extension of turnpike traveller site.
- 221052 – Townsend Farm, East Street, Pembridge HR6 9HB - **SUPPORT**
Proposed erection of 19dwellings and associated infrastructure.

Recent Planning Applications recently considered awaiting determination:

- 220870 – Land at Bearwood Cross, Bearwood, Pembridge, HR6 9ED- **OBJECT**
Proposed agricultural building for hay and machinery storage
- 220892 – Marysmere, Wooton, Hereford HR3 6QS- **SUPPORT**
Proposed single storey gardening room extension
- 220056 – Luntley Court Farm, Pembridge HR6 9EH. - **SUPPORT**
Conversion of existing barns into holiday accommodation including link structure, treatment plant removal of bays of modern buildings and pumping station and auxiliary works.
- 213249 – Lower green Farm, Pembridge, HR6 9JG -- **SUPPORT**
Amended – proposed siting of 3 holiday accommodation units with landscaping, drainage & parking.
- 213500 – Bearwood Farm House, Bearwood, HR6 9EE -**SUPPORT**
Proposed demolition of existing two storey and replace with single storey.
- 213249 – Lower Green Farm, Pembridge, HR6 9JG -**SUPPORT**
Siting of 3 holiday accommodation units with landscaping, drainage and parking.
- 212917 – Court of Noke, Noke Lane, Pembridge, HR6 9HW. -**SUPPORT**
Erection of eighteenth-century reused porch and insertion of stable door to replace brickwork.
- 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
- 193126 – Fairfield Cottage, 12 Court Meadow, Pembridge HR6 9EW - **SUPPORT**
Fell Silver birch due to damage and falling sap.

Planning Decisions

- 220735 – Townsend Farm house, East Street, Pembridge HR6 9HB- **SUPPORT - APPROVED**
Remove apple tree and replace with apple tree. Remove 2 conifers - too close to house and neighbour property
All at risk following recent storms
- 220107 – The Green, Pembridge, HR6 9HL. – **SUPPORT - APPROVED**
Proposed works to a mature willow tree that recently dropped a trunk over the road is to be coppiced. 5 young willows to be coppiced.

12/22. Clerks report (for information only) and approve financial report and payments.

- The Parish Magazine editor will be retiring in July 2022.
- Grant awarded from Balfour Beatty for drainage works in Marston to be completed by September.
- Signs at Broxwood included in the village safety initiative scheme request with Balfour Beatty.
- Works are due to start on the Memorial Steps w/c 16th May, weather permitting.
- The clerk read an update on the Jubilee events which are running to plan.

Financial Report Year end 31.3.22

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

Parish council spend was lower than income for 2021-22 with a small surplus of £357. The precept was reduced to £24000 following a rise the previous year. Parish Council received a generous £10000 one off donation this year. Extra spend was made on the Market Hall and Bell Tower of £10158. First half precept received for 2022-23. Bank reconciliation for May 2022 complete using VT cashbook.

Financial Report

Bank reconciliation for 31st May 2022 complete using VT cashbook.

Balances at 31st May 2022

Current Account: £ 35135.48

Tracker Account:	£ 16011.27
National Savings Account:	£ 12109.15
Income since last meeting:	
RBL Jubilee apple tree purchases	£ 275.00
1 st half precept	£ 12000.00
VAT reclaim 1.10.21-31.3.22	£ 1099.74

Requests for payment: All APPROVED

Toilet Cleaner, Clerk salary & HMRC for May 2022 as previously agreed by Parish Council

NEST pension contribution as per agreed payment schedule

Welsh Water	Toilet water Oct – Apr 21	£271.87	<i>Paid</i>
One stop Print	Parish magazine printing	£324.00	<i>Paid</i>
Clerks Expenses	May 2022	£32.39	
SLCC	50% annual subscription	£93.00	
West Mercia Energy	Elec toilets Mar 22	£20.15	+ VAT
Pembridge PCC	Donation towards mowing community used grass	£500.00	
Pembridge PCC	Bell Ringer Donation	20.00	
James Ross	Mowing	£675.00	
HALC	Annual Subscription 22-23	£803.12	
Royal British Legion	Falkland 40 th Anniversary wreath	£18.50	
Holy Trinity PCC	Piano Hire for jubilee event	£950.00	
The Convenience Company	Balance of toilet hire for jubilee event	£1656.00	
One- Stop Print	Jubilee concert tickets	£30.00	
One Stop Print	Jubilee promotional signs	£504.00	

13/22. Adopt the accounts and financial statements 2021/22 and complete annual return for the year ended 31st March 2022.

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 2021/22 was completed with all required supporting documentation attached. Cllr Bennetto proposed the accounts for 2021/22 be adopted this was seconded by Cllr Pace and **agreed unanimously**.

13/22a. The clerk read the internal audit report and there were no recommendations.

13/22b. 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.

13/22c. 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 2022.

14/22. 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 Pace and seconded by Cllr Fothergill the following policies be adopted and it was **AGREED unanimously**.

Standing orders and financial regulations.

Complaints procedure.

Information policy.

Volunteer policy

Equality and diversity policy.

Risk Assessment

GDPR policies

15/22 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.

16/22. Financial Risk & Appointment of Internal auditor

Councillors considered financial risk and **Agreed** good controls were already in place and the risk assessments were signed. 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 2022-23.

17/22. Approve assets register

The assets register was circulated to all councillors. The clerk advised there was one additional item listed, the defibrillator in Broxwood phone box. The 2021-22 asset register was **Approved unanimously** and signed.

18/22. Playground Maintenance.

Cllr Bennetto continues to review the equipment for safety. He raised the concerns about the bench seating which is in poor repair. It was **AGREED** to ask the Lengthsman to check and repair the seat, if possible, otherwise it should be removed. PIPS will arrange weed clearance and hedge cutting. Cllr Jones will explore fittings to repair and re-site the springer which was recently removed for safety concerns. *Clerk contact Lengthsman before for the June inspection. Cllr Jones to repair springer.*

19/22. Talk Parish Reference Group.

There were no councillors willing to stand to be a group representative for the Northern Parish Area.

20/22. Allocation of Donated Funds

Following the receipt of £10,000 from a kind donor earlier in the year, Cllr Evans asked Councillors to consider improvements in the parish for the young, old and in need using these funds. It is important the funds are allocated to benefit as many parishioners as possible. Suggestions to be submitted to the clerk by 1st July for collation and discussion at the July meeting.

21/22. Management of the Conservation Area.

PIPs were instrumental in securing grant funding for the conservation project in 2008, however a long-term management plan was not put in place at the time. PIPS have repaired and cleaned the boardwalk and provided varied horticultural service to date, however Cllr Rogers raised concerns over the safety and future management of the conservation area. Some trees are overgrown and the boardwalk appears to be suffering from water damage and rot in places and is in need of repair. Councillors discussed these concerns and **AGREED** to instruct Tree Surgeon, Owen Weatherall to review the trees and provide a report, The clerk will request the Lengthsman investigate any damage to the boardwalk substructure and report. When this information is available Councillors will meet at the Conservation area to review options. *Clerk & Cllr Thomas to organise inspections*

22/22. Correspondence.

- Dementia Matters bus visit on 13th June – **AGREED** to locate in the Car Park – *Clerk to reply and support promotion of the event.*
- Complaints have been received regarding the inconsistency of the mobile Post Office Van – The clerk advised that due to shortages of staff and mechanical issues with the vehicle the service has been unavailable. It is hoped these issues have been rectified and normal services should resume.
- Jubilee tree planting at Broxwood - Parishioners requested to plant a tree by the noticeboard –**AGREED**

23/22. Clerk & Toilet Cleaner Salary increment 2022.

Councillors **AGREED** to increase the clerk's salary to SCP28 to be backed dated to April 22, and **AGREED** to increase the toilet cleaner salary by £1.50/hour from 1st June 2022. *Clerk to arrange.*

24/22. Future Agenda from Councillors and members of the public.

The Market Hall Bell.

25/21. To confirm date of next meeting as

Wednesday 15th June 2021 - Ordinary meeting of the Parish Council the Parish Hall at 7.30pm

Meeting Closed 9.00pm

Clerk/SJ

Clerk/PT

Clerk

Clerk