

PEMBRIDGE PARISH COUNCIL

Parish Councillors are hereby summoned to attend the meeting of Pembridge Parish Council.

Held on Wednesday 15th May 2024, at 7.30pm in the Parish Hall

Rebecca Bissell, Parish Clerk R Bissell Firbanks, Lyonshall HR5 3LN. Circulated and displayed on 10th May 2024.

AGENDA FOR MEETING OF PARISH COUNCIL

- 1/24. To Elect a chairperson.
- 2/24. To receive the Chairperson's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received
- 3/24. To elect a Vice-chairperson.
- 4/24. To accept apologies for absence
- 5/24. To decide on Councillor Areas of responsibility
Lengthsman, Playground, Footpaths, Village Green, Accounts & Finance & Parish Hall etc.
- 6/24. To receive declaration of interest and written requests for dispensation for items on the agenda.
- 7/24. To consider approval of the Minutes of Meeting 17th April 2024.
- 8/24. Open Session
Police report.
Ward Councillor Report.
- 9/24. To consider and decided on Planning applications received.
- 10/24. To receive Clerks report (for information only) and approve financial report & payments.
- 11/24. To receive & adopt the accounts and financial statements 2023-24 for year ended 31st March 2024.
 - 11/24a. To consider the internal auditor report
 - 11/24b. Sign Section 1 - The Annual Governance
 - 11/24c. Sign Section 2 - The Accounting Statement.
- 12/24. To review and adopt the following policies & procedures
Standing Orders and Financial Regulations
Complaints procedure
Information policy
Volunteer policy
Equality & diversity policy
Risk assessments
GDPR Policies
- 13/24. To confirm eligibility and adopt the General Power of Competence.
- 14/24. To review financial risk and appoint the internal auditor for 2024/25.
- 15/24. To approve the land & assets register for 2023-24.
- 16/24. To review and decide on Insurance provision for 23rd June 2024.
- 17/24. To discuss and decide on comment for licence variation consultations at Townsend and the Parish Hall.
- 18/24. To confirm new defibrillator details
- 19/24. To decide on Playground works for pre-inspection.
- 20/24. To receive a final update on the Verdun Oak Project
- 21/24. To discuss and decide on War memorial fundraising and a bench for the site.
- 22/24. To review correspondence.
- 23/24. To discuss and decide on pay award for the clerk and toilet cleaner.
- 24/24. To note items for Future Agenda from Councillors and members of the public.
- 25/24. To confirm date of next meeting as

Wednesday 19th June 2024 meeting of the Parish Council, the Parish Hall at 7.30pm

Planning Report

Planning Application recently received:

- 240733 – The Old Rectory, Bridge Street, Pembridge HR6 9EU
Reduction of crown on Yew trees and Thuja

Recent Planning Applications recently considered awaiting determination:

- 240763 – Nutfield Cottage – Bearwood, Pembridge HR6 9EF. - **SUPPORT**
Proposed variation of condition 2 of planning permission 231808 (Proposed replacement dwelling) - Lime Render to Render - A new layout of the oak boarding frame - Change to Airsource heating - Brick plinth rather than stone - 3 Velux in garage - External Staircase to storage over garage/ cart shed.
- 240644 – The Cruck Barn, Weston Court Barns, Weston, Pembridge, HR6 9JE - **SUPPORT**
Proposed installation of wood burner and flue.

- 240640 – The Leen, Pembridge, HR6 9HN. **SUPPORT**
Proposed erection of two covered slurry tanks.
- 240437 – The Leen, Pembridge, HR6 9HN **SUPPORT**
Proposed erection of a roof cover over existing silage clamp.
- 233205 – Crabtree Barn, Broxwood, HR6 9JJ- **SUPPORT**
Proposed addition of porch extension and change of use of land from agricultural to residential.
- 231763 – Marston Grange, Pembridge, HR6 9JA. - **SUPPORT**
Conversion of former school building and attached single storey range to stabling and liveried horses. Proposed hay and manure stores. Continued use of land for grazing and removal of condition 3 of 211861 so that riding arena can be used by liveries.
- 224271 – Pembridge Surgery, East Street, Pembridge HR6 9HA- **SUPPORT**
Proposed change of use from surgery to dwelling to include dormer window on north elevation and proposed new garage.
- 221052 – Townsend Farm, East Street, Pembridge HR6 9HB- **SUPPORT**
Proposed erection of 19 dwellings and associated infrastructure.

Planning Decisions:

- 240540 – 4 Bridge Cottages, Pembridge HR6 9EY. **SUPPORT – TREE WORKS CAN PROCEED**
Ash tree on river bank reduction of 50%.
- 233188 – Pembridge PC, War Memorial, Pembridge Primary School, Pembridge HR6 9EA **SUPPORT – APPROVED**
Installation of bronze plaque stating seven names of missing soldiers.
- 240470 – The Grove, Noke Lane, Pembridge, HR6 9HP **SUPPORT APPROVED WITH CONDITIONS**
Retrospective application for the proposed conversion and change of use existing redundant agricultural buildings to commercial premises for Grove Design.
- 240131 – Land at No1 St James Cottages, Broxwood, Pembridge, HR6 9JH- **SUPPORT APPROVED WITH CONDITIONS**
Proposed erection of a single unit of 1 bedroomed holiday accommodation.

Financial Report

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

Parish council spend was higher than income for 2023-24 with an overspend of £8452. The precept was held at £24000 for 23-24. This year the Parish Council has spent reserves on repairs to the boardwalk in the conservation area, 2 new kissing gates, repairs and painting the toilet block. The First half precept has been received for 2024-25. Lengthsman grant funding was received. The Bank reconciliation for April 2024 has been completed.

Financial Report

Bank reconciliation for 30th April 2024 complete using VT cashbook.

Balances at 30th April 2024

Current Account:	£ 19682.98
Tracker Account:	£ 16244.48
National Savings Account:	£ 12214.20

Income since last meeting:

1 st half precept	£ 18750.00
Pembridge Amenity Trust – Verdun refund	£ 1625.25

Requests for payment: Approval to be requested

Toilet Cleaner, Clerk salary & HMRC for May 2024 as previously agreed by Parish Council

NEST pension contribution as per agreed payment schedule

West Mercia Energy	Elec toilets Mar 24	TBC	+ VAT
Pembridge PCC	Donation towards mowing community used grass	£500.00	
Pembridge PCC	Bell Ringer Donation	20.00	
James Ross	Mowing May24	TBC	
Clean My	Loo roll for toilet block	£68.13	+VAT
Zurich Insurance	Annual PC Insurance 2024-25	£844.31	
Hereford Tree Network	Subscription 2024	£30.00	
A Hemuss	Light repair in toilet block	£23.14	
Ed Elliot	Final Payment on Verdun Sculpture	£2800	+VAT

Clerks Report

- Met with the internal auditor to review the completed year end accounts.
- Prepared paperwork for annual meetings.
- A new defibrillator provided by local donation has been installed in the car park. The Parish Council will record on its fixed asset register and insure going forward. Batteries and pads expire in 2028.
- Attended the unveiling of the Verdun Oak Sculpture.
- Planning application to add a plaque to the war memorial has been approved.

Correspondence

Herefordshire Council – Weekly Balfour Beatty locality updates, Talk Community Information & Covid 19 updates, Village safety initiative request, Local plan options information, road closures, Waste webinar info 25 June, Code of Conduct information, Hereford Council cancelling Balfour Contract in 2026.