PEMBRIDGE PARISH COUNCIL – ANNUAL MEETING
Minutes Wednesday 20th May 2025, 7.30pm Pembridge Hall.

ACTION

Councillors Present: Cllr G Evans, Cllr D Owens, Cllr. M. Fothergill, Cllr W Powell, Cllr K Duggan, Cllr R Phillips, Cllr S Zagni and Clerk R Bissell.
4 members of the public.
No Police representative present.

1/26. Elect a Chairperson.
Cllr Evans was nominated by Cllr Phillips and seconded by Cllr Owens to be Chairman. There were no other nominations. Councillors **AGREED unanimously**. He welcomed the Council to another year.

2/26. Chairperson's Declaration of Acceptance.
Cllr Evans signed the declaration of office form.

3/26.Elect a Vice-chairperson.
Cllr Owens was nominated by Cllr Phillips and seconded by Cllr Duggan to be Vice-Chairman. There were no other nominations, Cllr Owens accepted the role, it was **agreed unanimously.**

4/26 Apologies for absence
Apologies were accepted from Cllrs Jones, Hancock, Williams, Clegg, Mallett, and Jenkins.

5/26. 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.

6/26. Approval Minutes of Meeting 15th April 2026.
The minutes of the meeting of 15th April 2026 were **approved** unanimously and signed.

7/26. General Power 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 CILCA qualifications. It was **agreed unanimously** to re- adopt the General Powers of Competence.

8/26. Confirm Bank Signatories and Outside Bodies
Barclays Bank signatories are confirmed as: Cllrs Evans, Fothergill, Hancock, and Powell
NSI signatories: Cllr Evans, Owens, Fothergill, Hancock, and Powell.
No representatives on outside bodies.

9/26. Committees, memberships, and terms of reference.
There are currently no sub committees of the Parish Council. The Parish Council continue as members of HALC. Cllr Fothergill represents PC on the Church and Parish Hall committees, Cllr Evans, Owens and Phillips are members of the Pembridge Amenity Trust.

10/26. Councillor Areas of responsibility
Councillor areas of responsibility were:

Lengthsman & Highway – All
Footpaths - Cllrs Hancock & Zagni
NDP – All at present
Police liaison - Cllr Evans
Village Green Rep - Cllr Clegg
Parish Hall – Cllr Fothergill
Playground matters - Cllr Clegg
Accounts & Finance - All Councillors
Village upkeep PIPS – Clerk & Councillors
Website - Clerk

11/26. Open Session
No Police report
Parishioner Comments:

- Thanks for Christmas tree donation
- Queries over the Millennium meadow use for sports only.
- Deteriorating kerbs along West Street – RJP to follow up with Herefordshire Council — RJP
- Overgrown brambles at the end of Curl View along Bridge Street – clerk to arrange clearance — Clerk
- Bridge Street gutter – full of debris – cleared under Lengthsman contract.

Monthly Ward Councillor report – Cllr Phillips

- The monthly update has been circulated to subscribing parishioners.
- Boundary Commission- Arrow Ward is unchanged.
- Herefordshire Council have appointed a new Chief Executive starting in June – Paul Satoor.
- Balfour Beatty public realm contract with Herefordshire Council ends on 31st May. The new contractor is with M Group Ltd.

12/26. 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 Evans and seconded by Cllr Zagni 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
Code of Conduct

13/26. Approve Risk Assessment Schedules 2026-27

The current risk assessments schedules for the Parish Council, Village Green, Volunteer and Toilets were **AGREED** unanimously.

14/26. Approve assets register 2026

The assets register was circulated to all councillors. The clerk advised that a new a new office laptop was an additional item listed. The 2025-26 asset register was **Approved unanimously** and signed.

15/26. Adopt the accounts and financial statements 2025-26 and complete annual return for the year ended 31st March 2026.

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 2025/26 was completed with all required supporting documentation attached. Cllr Evans proposed the accounts for 2025/26 be adopted this was seconded by Cllr Owens and **agreed unanimously**.

15/26a. The clerk read the internal audit report and there were no recommendations.

15/26b. 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.

15/26c. 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 2026.

16/26. Planning applications.

Planning Application recently received, reviewed and decisions made:

- 260966 – Land at Monies Corner, Pembridge, Herefordshire - **SUPPORT**.
  Erection of self-build agricultural workers dwelling

Recent Planning Applications recently considered awaiting determination:

- 260916 – Agricultural building, Pitfield Farm Pembridge, HR6 9HY
  Prior approval for change of use to two dwelling houses
- 252905 – Corner House, East Street, Pembridge HR6 9HA**- SUPPORT**
  Conversion of existing building from 2 to 3 self-contained apartments with storage.
- 221052 – Townsend Farm, East Street, Pembridge, HR6 9HB. **- SUPPORT**
  Amended plans and reports on erection of 19 dwellings and infrastructure.
- 241285 – Barn at Lowe Farm, Pembridge, HR6 9JD. **- SUPPORT**
  Conversion of redundant farm building into a dwelling
- 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.

ACTION

Clerk

ACTION

Planning Decisions:

- 233205 – Crabtree Barn, Broxwood, HR6 9JJ- **SUPPORT -APPROVED WITH CONDITIONS**
  Proposed addition of porch extension and change of use of land from agricultural to residential.

17/26. Clerks report (for information only) and approve financial report and payments.

- Met with the internal auditor to review the completed year end accounts.
- Prepared paperwork for annual meetings and attended annual parish meeting.
- Responded to the Police merger consultation
- Chased BT Phone box contract, village green works and annual insurance.
- Investigating and waiting fencing & repair quotes for playground – purchased new clamps for swing to install
- Responded to parishioners regarding parking on pavements
- Responded to parishioner regarding the playground
- Responded in Support of the PM22 footpath diversion.
- Met with Lara Edwards Balfour Locality Steward who is joining Herefordshire Council as ward PROW officer.
- Met with Parish Footpath Office (PFO) to review works for 2026-27 PROW Footpath works claim
- Investigating gent's toilet repair.
- Traveller with cart and horses stayed several nights on the Village Green– now moved on.
- Councillor investigated large item in river by the Bridge – confirmed wood not stone.
- Chased Insurance claim for replacement SID.

Financial Report

Year-end accounts have been completed and checked by the internal auditor.
The precept was increased from £37500 to £39000 for 25-26. £7500 is ringfenced each year for a four-year period to cover car park resurfacing costs. Parish council spend was lower in 2025-26 with a surplus of £8910 included ringfenced funds. This year the Parish Council has received grant funding from Herefordshire Council for Lengthsman works, drainage and footpath work totalling £ 9811. The First half precept has been received for 2026-27. The Bank reconciliation for April 2026 has been completed.

Financial Report

Bank reconciliation for 30th April 2026 complete using VT cashbook.

Balances at 30th April 2026

Current Account:	£ 21601.28
Tracker Account:	£ 23990.51
National Savings Account:	£ 12336.68 (including £122.48 Interest)

Income since last meeting:

1st half precept	£ 21500.00

Requests for payment: Approval to be requested

Toilet Cleaner, Clerk salary & HMRC for May 2026 as previously agreed by Parish Council
NEST pension contribution as per agreed payment schedule

Clerks Exp	Apr/May 26	£62.85	+VAT
West Mercia Energy	Elec toilets Mar26	£39.97	+ VAT
Pembridge PCC	Donation towards mowing (community used grass & Bell restoration fund donation	£520.00	
James Ross	Mowing Apr/May26	£956.00	
HALC	Subscription 2026	£927.07	+VAT
SLCC	Subscription 2026	£126.50	
PIPS	Annual donation	£700.00	
Welsh Water	Water Toilets 23.10.25-28.4.26	£371.74	DD
Zen	Email services 25.3.26-24.3.27 - DDR payment	£77.88	+VAT
Zurich Insurance	Insurance Cover 2026-27	£874.48	
Liquitech	Car park pothole repairs	£98.58	+VAT

18/26. 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 2026-27.

ACTION

19/26. Annual Insurance Provision 2025.

The Parish Council are in the second year of a three-year long-term agreement. Premium **AGREED** at £874.48 – Clerk to organise — Clerk

20/26. Membership HALC & SLCC.

It was **AGREED** for the Parish Council to be a member of HALC for 2026 and the clerk to be a member of SLCC shared with Lyonshall PC.

21/26. Meeting Date 2026-27. — Clerk

Parish Council will continue to meet on the third Wednesday of the moth in the Parish Hall at 7.30pm

22/26. New signage on the C1032 Bridge Street

PIPS are looking to install new improved village signage on the C1032 entrance on Bridge Street. Parish Councill **AGREED** to support further investigation and await inclusion of the findings for approval.

23/26. Correspondence.

- None

24/26. Clerk & Toilet Cleaner Salary increment 2026.

Councillors **AGREED** to increase the clerk's salary to SCP37 and **AGREED** to increase the toilet cleaner salary by £0.50 per hour from 1st June 2026. *Clerk to arrange.* — Clerk

25/26. Future Agenda from Councillors and members of the public.

None. — Clerk

26/26. To confirm date of next meeting as

Wednesday 17th June 2026 meeting of the Parish Council, the Parish Hall at 7.30pm

Meeting Closed 8.37pm