PEMBRIDGE PARISH COUNCIL
Draft Minutes for the Meeting
Thursday 17th September 2026 7.30pm – Pembridge Parish Hall

Councillors Present: Cllrs Garfield Evans, (Chairman), Kevin Duggan, Steve Jones, Wendy Powell, Roger Phillips, John Mallett, David Owens, Safi Zagni, Jo Williams and Clerk R Bissell.
1 member of the public.

61/26. Apologies for absence.
Apologies were received from Cllrs Fothergill, Clegg, Hancock and Jenkins.

62/26. Declaration of interest and written requests for dispensation on agenda items.
There were no declarations of interest made on agenda items. The Declaration of Interest book was available to sign.

63/26. Approval of the minutes.
The minutes of the meeting of 15th July 2026 were **Approved** unanimously and signed by the Chairman.

64/26. Open session.

Ward Councillor report: Cllr Phillips reported:

- New Herefordshire Council Locality Steward, Rory Edwards has started in the ward. He has been provided with a priorities list and Cllr Phillips has asked him to liaise with parish clerks and Lengthsman and he will be meeting with him soon.
- An update was received on the Townsend application, including updates on drainage and ongoing maintenance responsibilities. Affordable housing elements and Section 106 funding considerations.
- Herefordshire Council children's services are no longer in special measures.
- Herefordshire Fire and Rescue services have had a very busy summer dealing with many wildfires, some of which are concerningly being investigated as arson.
- Cllr Phillips is in discussions with the highways team regarding to the long-term blocked highway along Barrow Leasowe.

Members of the Public: Parishioner thanked Parish Council for village green signage.

Police Report: There was no police report.
Remember to call 999 in an emergency or 101 to pass information on. If you require a visit to discuss security concerns, contact Felix Rawlinson: 07971051480.

65/26. Planning applications for comment.

Planning Application recently received, reviewed and decisions made:

- 262316 – Garage House, East Street, Pembridge HR6 9HA- **SUPPORT**
  Change of use of existing workshop to artisan blacksmith workshop

Recent Planning Applications recently considered awaiting determination:

- 262109 – Yew Tree House, Pembridge, HR6 9JA**- SUPPORT**
  Install feather board panels to northeast gable end of the first floor of the property
- 262032 – The Grove, Noke Lane, Pembridge, HR6 9HP**- SUPPORT**
  Conversion of former agricultural barn into commercial office for use by Grove Design.
- 261698 – Luntley Court Farm holiday Lets, Pembridge, HR6 9EH**- SUPPORT**
  Convert part shed (5 bays) into padel court for leisure use by existing holiday lets
- 260966 – Land at Monies Corner, Pembridge, Herefordshire. **- SUPPORT**
  Erection of self-build agricultural workers dwelling
- 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.

Planning Decisions:

None

66/26. Clerks report

- Compiled, printed and delivered newsletters.
- VAT claim made and payment received
- Working with Lengthsman on PROW application and footpath works.
- The Market Hall works have been completed following recommendations in the quinquennial report.
- The Notice board in the Car Park has been repaired.
- The Lengthsman has strimmed the grass island area in the River Arrow as agreed with the EA
- The EA undertook a fish survey in the River Arrow on 25.8.26
- New signs have been installed in the village green carparking area, including no BBQ, parking at own risk and requests to take litter home.
- Active Garden has been instructed to undertake repair works and installation of new play panels in the playground.
- Mark Jones fencing has completed installation of the new fencing around the play area.
- Damaged Kerbs alongside the A44 by Walcot Bungalow have been reported - HC Response - An engineer will scope out a scheme for remedial works on the footway edge and programme a repair when budget is available.
- The loose bin on the bridge by the Village Green has been repaired.
- Recent planning application responses uploaded.
- Discuss SID options for a protective cover with Stock signs – No product available and they suggested no glass or perspex cover would be appropriate.
- Kingspan planet passionate grant funding received for play panels.
- New Herefordshire Council Locality Steward has started – Rory Edwards
- Attended wildfire ready Herefordshire team meeting on 7.9.26

All other items are being dealt with and are ongoing.

67/26. Finance Report and Approve Payments.

PKF Littlejohn has completed the external AGAR audit and returned no areas of concern. The new design form was incorrectly completed on section 2 box 11 – trust transactions – answered no but should be a yes.

The clerk advised that Parish Council spending is higher than normal due to unplanned works on the village green and playground. Extra funds will need to be withdrawn from reserves, which may slow saving for the car park resurfacing project.

Bank reconciliation for end of July and August 2026 completed using VT cashbook.

Balances 31st August 2026.

Current Account:	£ 10834.41
Tracker Account:	£ 24336.67
National Savings Account:	£ 12336.68

Income since last meeting

HMRC VAT reclaim	£ 851.58
PIPS – Plants refund	£ 164.10
Openreach – Wayleave	£ 26.32

Requests for payment: APPROVED

Toilet Cleaner, Clerk salary & HMRC for September 2026 as previously agreed by Parish Council

NEST pension contribution as per agreed payment schedule

West Mercia Energy	*Electricity Toilets June 2026*	*£41.01*	*+VAT*	*Paid Aug*
Lyonshall Nurseries	*PIPs planting*	*£164.43*	*+VAT*	*Paid Aug*
Barrington Print	*Newsletter Aug/Sep*	*£115.00*		*Paid Aug*
Pembridge Parish Hall	*Meetings Nov 25 -July 26*	*£82.00*		*Paid Aug*
ICO	*Data Protection*	*£52.00*		*Paid Aug*
Giles Smith	*Market Hall repairs*	*£575.00*		*Paid Aug*

ACTION

Kington Building Supplies	*Materials to fix notice board*	*£27.72*	*+VAT*	*Paid Aug*
Central Construction Ltd	*6 x Boulders for VG Car pak*	*£1944.00*	*+VAT*	*Paid Aug*
Pontrilas Timber	*Footpath Materials*	*£90.59*	*+VAT*	*Paid Aug*
MJH Contracting	*Lengthsman works*	*£205.00*		*Paid Aug*
West Mercia Energy	Electricity Toilets July 2026	£55.03	+VAT	
Pembridge Amenity Trust	Annual Insurance	£1283.13		
PKF Littlejohn	External Audit 2026	£315.00	+VAT	
Barrington Print	Village Green Signs	£225.00	+VAT	
CleanMy Ltd	Loo roll for toilets	£48.14	+VAT	

68/26. National Emergency Film Showing

A local parishioner requested the Parish Council support a showing of the national emergency film recently released highlighting the emergency of climate change. Several local villages have already shown the film during July and August. Councillors discussed the film and **AGREED** not to organise a showing of the film at this time and that anyone wishing to organise it may do so. *Clerk to contact parishioner.* Clerk

69/26. Police Commissioner Annual Survey

Councillors reviewed the survey and **AGREED** the clerk would complete on behalf of the Parish Council.

70/26. Bridge Street Phone Box. Clerk

The clerk confirmed the contract to transfer the red telephone box on Bridge Street had now been completed and signed accordingly. It was suggested it could be an info hub, but Councillors **AGREED** there was no immediate rush decide on its use and to canvass the community for suggestions over the coming months so funding can be budgeted for 2027-28. *Clerk to arrange.* Clerk

71/26. Clock Repairs

Cumbria Clock company has provided a quote to undertake essential repairs to the pulley on the clock winding system at £884 + VAT. Councillors discussed the works and **AGREED** to have the repairs undertaken at the time-of-service next year. *Clerk to instruct.* Clerk

72/26. Wildfire Ready Herefordshire

The clerk had previously forwarded information received from Herefordshire Council regarding the risks of wildfires and updating their resilience planning. Herefordshire Council will be engaging with the NFU and farmers, but there were several other areas that may be a fire risk endangering property in the parish, including the village green, conservation area and garden land along the burgage plots. *Clerk to ensure fire risk is included in the village green risk assessment and advise Herefordshire council of parish vulnerable areas.* Clerk

73/26. Village Green Matters.

- **Works update**
  Boulders have been installed in the village green car park. A barrier will be ordered when funding is available later this this month. The clerk confirmed there had been a problem with obtaining the free telegraph posts, but the contractor is hopeful that there will be supply in the next two months. Councillors discussed the delay and **AGREED** to wait to install the posts.

74/26. Correspondence.

Local Nature Recovery Strategy questionnaire – Cllr Zagni to complete.
Parish Summit – 13th October 2026 – Noted attendees to be confirmed. SZ
Parishioner correspondence - Pavement damage – Noted and Cllr Phillips to follow up. Clerk

75/26. Future Agenda from Councillors and members of the public.

None. RJP

75/26. National Joint Council Scale Point Increase

Councillors **AGREED** the National Joint Council pay scale increase of 3.3% on all pay points from April 2026.

77/26. To confirm date of next meeting:

Parish Council Meeting: Wednesday 7th October 2026 in the Parish Hall at 7.30pm

Meeting Closed at 8.36pm.