

PEMBRIDGE PARISH COUNCIL

Minutes Wednesday 17th May 2017, 7.00pm in Pembridge Parish Hall

Councillors Present: Cllr. G. Evans, Cllr. T. Bennetto, Cllr. C. Fothergill, Cllr A Pace, Cllr P Thomas, Cllr D Owens, Cllr J Purslow, Cllr Mifflin and Clerk R Bissell.

2 members of the public.

No Police representative present.

Minutes of the Annual meeting of Pembridge Parish Council

18/17. Elect a Chairperson

Cllr Evans was nominated by Cllr Pace and seconded by Cllr Purslow to be Chairman. There were no other nominations, Cllr Evans thanked Councillors and accepted the role, it was **agreed unanimously**.

19/17. Chairperson's Declaration of Acceptance

Cllr Evans signed the declaration of office.

20/17. Elect a Vice-chairperson.

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

21/16. Councillors' acceptance of office and registrable declarations of interest forms.

The Clerk circulated the forms to all councillors present. The councillor acceptance forms were completed and returned to the clerk who countersigned them. The clerk reminded that the registrable interest should be returned in a timely manner to be received by Herefordshire Council monitoring office within 28 days.

22/17. Apologies for absence

Apologies were accepted from Cllr Duggan, Stokes, Hancock, Rogers and Phillips.

23/17. Councillor Areas of responsibility

Lengthsman & Highway - Cllr Stokes	Playground matters - Cllr Duggan
Footpaths - Cllr Hancock	Accounts & Finance - All Councillors
NDP - Cllr Pace	Village upkeep PIPS - Cllr Stokes/ Cllr Rogers
Police liaison - Cllr Evans	Website - Mr B Pierce
Airfield - Cllr Rogers	Good neighbour Rep - Cllr Stokes

24/17. 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.

25/17. Open Session

Police report. - No representative in attendance.

Ward Councillor Report – No report received.

26/17. Approval Minutes of Meeting 19th April 2017.

The minutes of the meeting of 19th April 2017 were **approved** unanimously and signed.

27/16. Planning applications.

Planning Application recently received:

- 171495 – St Mary's Church, Pembridge, HR6 9EA - **SUPPORT**
Remove 2 box

Recent Planning Applications considered, comments and decisions:

- 171239 – Kingspan Factory, Pembridge, HR6 9LA- **SUPPORT**
Removal of condition 7 of 153402/F regarding SUDS system
- 171203 – The Old Post Office – East Street, Pembridge, HR6 9HA- **SUPPORT**
Proposed double garage with storage over.
- 171106 – 2 East Street, Pembridge HR6 9HA- **SUPPORT**
Proposed replacement of night storage heaters with gas central heating including external flue.

- 171335 – Land adjacent The Old Stores, The Square, Pembridge HR6 9EA- **SUPPORT**
Erection of dwelling

Planning Decisions

- 171256 – Victoria Place, East Street HR6 9HB- **SUPPORT - GRANTED**
Tree works to mulberry, apple, group of hazels, group mixed natives now overgrown.
- 163736 – Lower Green Farm, Gorsty, Pembridge. HR6 9JG – **SUPPORT – APPROVED WITH CONDITIONS** Proposed roofing of cattle yard, Including installation of gutters & downpipes 155m.

28/17. Clerks report (for information only) and approve financial report and payments.

- Attended NDP workshop at HARC to help understand regulation 16 procedures.
- Completed year end accounts, internal audit and external annual governance statements.
- Chased the car park transfer, Herefordshire council awaiting replacement office for Tony Featherstone. Mr Husband due to start in June.
- Preparing evidence base documentation for NDP.

Year-end accounts have been completed and checked by the internal auditor & Cllr Evans
Parish council spend was lower than income for 2016/17 with an underspend of £2648. Extra funds budgeted for planned asset expenditure did not occur in 2016/17.

Bank reconciliation for April 2017 complete using VT cashbook.

Balances at end April 2017:

Current Account:	£35794.67
Tracker Account:	£ 5937.91
National Savings Account:	£11627.00

Income since last meeting:

Herefordshire Council Precept 1 st half year	£ 12000.00
NDP grant 2017	£ 2496.00

Requests for payment: Approval to be requested

Toilet Cleaner salary for May 2017 as previously agreed by Parish Council

Clerk's salary for May 2017 as previously agreed by Parish Council

NEST pension contribution as per agreed payment schedule

HALC – Grassroots training (Paid) £ 30.00 + VAT

Clerks Expenses May 2017 £ 21.93

SLCC - Membership 2017/18 £ 69.50

One Stop print shop £ 270.00

St Mary's Church - Mowing Grant £ 500.00

WME – Elec toilets Mar 17 £ 14.01 + VAT

Welsh Water – Toilets supply – Oct 16 – Apr 17 £ 152.13

W S Blatchford - Verdun Oak tree works £ 175.00

A Pace – NDP expenses £ 19.15 + VAT

Richard Mills – Mowing April 17 £ 206.00 + VAT

The Map Centre – Arial photos £ 60.00 + VAT

All request for payment were **APPROVED**

29/17 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 adopt the General Powers of Competence.

30/17. Adopt the accounts and financial statements 2016-17 and complete annual return for the year ended 31st March 2017.

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 2016/17 was completed with all required supporting documentation attached. Cllr Pace proposed the accounts be adopted this was seconded by Cllr Purslow and **agreed unanimously**.

30/17A. The Annual financial return audit form section 1 - the annual governance statement for 2016/17 was read, reviewed and **agreed unanimously** and signed by the Chairman and signed by the clerk.

ACTION

30/17B. The Annual financial return audit form section 2 - the annual governance statement for 2016/17 was read, reviewed and **agreed unanimously** and signed by the Chairman and signed by the RFO.

Clerk.

The financial statement to be forward to external auditor, Grant Thornton before 3rd June 2017.

31/17. Adopt Standing Orders, Financial Regulations and policies.

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

Standing orders and financial regulations.

Code of conduct.

Complaints procedure.

Information policy.

Volunteer policy - slight wording amendment.

Equality and diversity policy.

Risk Assessment.

Clerk

32/17. Annual insurance cover.

The insurance renewal information had been circulated before the meeting. This is the second year of a three-year contract at a 5% discount. Cllr Pace proposed to accept the continued contract and try for a further discount. **All approved.** Payment for annual insurance cover from 16th June 2017 of £678.08 unless a further discount can be arranged which should be taken.

33/17. Internal auditor

Carrie Pierce was thanked for performing her duties efficiently. It was agreed she should be asked to continue her services for 2017/18. Mrs Pierce has advised this will be her last year auditing the accounts as she has moved out of the parish. Councillors were asked to consider a replacement in a timely manner.

All

34/17. Approve assets register

The assets register was circulated to all councillors. The clerk advised on there were no additional items listed and councillors **approved unanimously** to adopt the land and assets register for 2016/17.

Clerk

35/17. SLCC Membership

SLCC membership of £69.50 for the clerk, a joint application with Lyonshall PC was **agreed unanimously**.

36/17. Update on the Neighbourhood Development Planning.

Cllr Pace advised a successful grant application for £2496. The draft has been forwarded to Steph Kitto at Herefordshire Council, who are preparing the reports. The evidence base has been prepared and is being uploaded to the website. Next meeting to be confirmed to agree dates for regulation 14 6-week consultation.

Clerk

37/16. Parking by the Old Bike Shop.

Signs have been erected the on the owner's wall outside The Old Bike Shop requesting parking for their residence, to allow free movement through the access gate. Discussions concluded this is not against the law and parking is permitted along the highway to all users. No action required.

38/17. Update on Turnpike Travellers Site.

The clerk reported clearance of all the recent rubbish accumulated on the site. Councillors still have concerns over the long-term management and agreed to review the situation next month.

Clerk

39/17. Correspondence.

- Correspondence from a parishioner concerned that the east side of the village green should be retained as a wildlife area. There were differing thoughts on how the area should be managed and it was agreed to discuss the matter at the next meeting with Pips representatives.
- Recent correspondence received from David Campion updating information on the contract details for the car park transfer. Full discussion required at the next meeting.

40/17. Future Agenda from Councillors and members of the public.

Wildflower garden management

Footpaths project in Eardisland.

41/17. To confirm date of next meeting as

Wednesday 21st June 2017 - Ordinary meeting of the Parish Council the Parish Hall at 7.00pm

Meeting Closed 8.15pm