

---

**Minutes of the Pencombe Group Parish Council meeting held on 25<sup>th</sup> July 2017 at Pencombe & Little Cowarne Village Hall, commencing at 8.00pm.**

**44/17 To receive and consider apologies for absence:**

- a. Apologies were received from Councillor Tony Brazier [TB] (Chairman), Councillor John Barrett [JB] and Councillor Anthony Legge [AL].
- b. Those present were:  
Councillor Tony French [TF] (Vice-Chairman)  
Councillor Chris Hayes [CH]  
Councillor Phil Hope [PH]  
Councillor Bruce Baker [BB]  
Karen Hodges [KH] (Parish Clerk)  
Mo Willcocks [MW] (Member of the public)

**45/17 To receive Declarations of interest & written requests for dispensation:**

- a. There were none received.

**46/17 Open session:**

**46.1/17 To receive a verbal update from the Ward Councillor:**

- a. BB confirmed that Herefordshire has not been shortlisted for the City/County of Culture 2021.
- b. BB attended a Planning workshop on 21<sup>st</sup> July to help make the planning process more efficient. Comments from the Parish Council had been sent via email. There are currently approximately 4000 applications received per year, with each Case Officer looking after 80-100 applications, which is too many. Suggestions were made to have a dedicated phone number for queries, rather than contact being made directly with each Case Officer. It was noted there could be an improvement in applications made, particularly via Agents, to avoid unnecessary queries having to be made.
- c. BB highlighted the [Herefordshire LEADER programme](#) to support rural businesses in the county. This is a rolling programme for applications.

**46.2/17 To receive queries or concerns by local residents on parish matters:**

- a. There were none received.

**47/17 To adopt the minutes of the previous meeting – 27<sup>th</sup> June 2017:**

- a. The minutes of the last meeting were agreed and signed as being an accurate record of what took place.

**48/17 To receive an update on the action points of the previous meeting:**

- a. Re: 37/17c – Complete. KH has displayed the Annual Governance Statement on the parish notice board to meet the exercise of public rights dates.
- b. Re: 37/17g – Complete. KH contacted David Mann at Parallel Lines regarding the cutting of the causeway. David confirmed that the causeway was cut in April for the dog fouling to be highlighted, but not in May or June. The invoice was reduced by £20 per month for this. The outstanding invoices were paid on 17<sup>th</sup> July via email agreement from CH & TF and verbal agreement from PH & TB. It was also noted that the grass cutting in Little Cowarne and

Pencombe churchyards has not completed to a particularly good standard. KH to contact Parallel Lines to provide this feedback

**Action: KH**

c. Re: 37/17h – Outstanding. KH is still to complete the VAT reclaim.

**Action: KH**

d. Re: 37/17k – Complete. Internet banking has been discussed with HSBC - see 48.5/17.

e. Re: 38/17b – Complete. Bespoke stationery has been created using the logo agreed.

f. Re: 38/17d – Complete. The revised code of conduct has not been adopted - see 50/17.

g. Re: 38/17g – Outstanding. KH is still to explore the Public Spaces Protection Order: Dog Control in relation to the causeway.

**Action: KH**

h. Re: 38/17i – Complete. KH emailed comments to BB regarding the planning workshop – see 46.1/17b.

i. Re: 38/17l – Complete. Simon Wells has been approached regarding affordable housing – see 54/17.

#### **49/17 Finance:**

##### **49.1/17 HSBC bank balances & spend against budget:**

- a.
  - Community a/c (as at 22/06/2017) = £13821.78
  - Business Money Manager a/c (as at 22/06/2017) = £3081.11

b. KH presented the actual spend against budget to date (as per attached).

##### **49.2/17 To note income received/due:**

- a. There was no income received or due since the previous meeting.

##### **49.3/17 To consider payments due:**

- a.
  - Jon Eastham Antique Furniture Repairs & Restoration = £20.00 for fixing the parish map in the small committee room of Pencombe & Little Cowarne Village Hall.
  - K Hodges = £21.87 for stationery and stamps.
  - Parallel Lines = £338.00 for the July groundwork's.

b. *RESOLVED*: It was agreed for all payments to be made.

##### **49.4/17 To sign the mandate change request form:**

- a. This was signed by those present. KH would get signatures from those who had sent apologies and would send to HSBC for action.

**Action: KH**

##### **49.5/17 To sign the internet banking form:**

- a. HSBC confirmed that internet banking could be used provided the original request form was signed by two signatories, clearly stating the KH was considered to be the 'Primary User' and

could spend up to a set daily limit. This was signed by PH and KH would get signatures from TN and JB and would return to HSBC for action.

**Action: KH**

**49.6/17 To consider proposal for printing costs:**

- a. It was noted that Rowena Hatfield continued to hold the printer in preparation for work on the Neighbourhood Development Plan. KH confirmed that she would prefer not to have an additional printer and proposed using her own printer, which follows an on-going monthly payment plan, under the following terms:
  - A charge of £1.50 per month for 50 pages (£18.00 per year) plus an additional £10 per year for wear and tear = £28.00 per year.
  - Any additional pages per month will be charged at £1.00 per 20.
  - An invoice would be issued to the Parish Council at the end of the financial year.
- b. Comparable ink prices for the printer are HP301 (B&W) £13.49 for 190 pages and HP302 (colour) £16.19 for 165 pages so this proposal is cost saving.
- c. *RESOLVED:* The proposal was agreed.

**50/17 To receive an update following the Parish Clerk meeting with Herefordshire Association of Local Councils [HALC]:**

- a. Hours – The current contract of employment states that the clerk is required to work 2¼ hours per week but HALC advises it is a minimum 7 hours to do the job efficiently.
- b. Salary – The salary scale needs to be looked at in relation to the number of hours worked to determine the on-going salary. It was noted that this will be rising in April 2018. The 2016-2018 salary scale is to be implemented from 1 April 2017. The current salary does not meet the requirement for the provision of a workplace pension.
- c. Annual allowance – There should be an annual sum to take into account the use of space, lighting, heating and electricity due to working from home. This is usually £100 per annum.
- d. Expenses – Any mileage incurred in the performance of Council business can be claimed at 45p per mile.
- e. Official documents – It is a legal requirement to have these documents (Standing Orders, Code of Conduct, Financial Regulations and Complaints Procedure). Copies have been found but they are not signed. These should be reviewed annually so they require updating and resigning and will need to be placed on the new website.
- f. PAYE – It is a legal requirement for salaries to be paid this way and HMRC are fining PCs that aren't using it. Pencombe Group Parish Council is registered under PAYE so KH needs to contact HMRC to make the necessary adjustments.
- g. Delegated responsibility – It is recommended that this is created to ascertain the Clerk's role on behalf of the Council, particularly between meetings, i.e. payment requests and giving orders to the Lengthsman etc. It is also recommended that this is created for any working groups, e.g. NDP.

- h. Neighbourhood Development Plan [NDP] – It was recommended that a working group be set up for this with the lead being a ‘Co-ordinator’. A Councillor must be part of the working group and must report back to Council meetings regularly. It is only the Clerk who should apply for grants and it was confirmed that nothing should be paid retrospectively. Any decisions must be clearly minuted.
- i. Health and safety – It was recommended that the Clerk’s place of work was checked for health and safety purposes. TF has checked KHs office and confirms it is acceptable health and safety wise.
- j. Certificate in Local Council Administration [CiLCA] qualification – This is the official qualification for Clerks. It is all done online by providing evidence of what is required. The task is to demonstrate you have the core knowledge and skills for working with a local council. Most of HALCs training courses are aimed specifically for meeting this qualification. It is £250 to register and then 1 year is given to complete. The main advantage of gaining qualification is that it allows the Parish Council to work under ‘power of competence’ which allows anything to be done as long as it is lawful. At present any decision the Council makes must be covered by an Act for it to be lawful. Being qualified would require a rise in salary of between 1 – 4 points.
- k. Register of interests – These should be placed on the new website for transparency.
- l. Lengthsman Scheme – The Lengthsman must only do what is minuted and any instructions given must be provided in writing. It was noted that any insurance will be void without this evidence.

## 51/17 Website:

### 51.1/17 To consider proposals for parish website:

- a. KH presented a number of proposals (as per attached) for discussion.
- b. *RESOLVED*: It was agreed that the domain name ‘pencombegrouppc.org.uk’ be chosen.

### 51.2/17 To agree necessary actions:

- a. KH will contact Eyelid Productions, the company recommended by HALC, to progress the creation of the website.

**Action: KH**

## 52/17 Planning applications/decisions:

### 52.1/17 To comment on planning applications to be determined by Herefordshire Council:

- a. There were no planning applications received.

### 52.2/17 To note planning permissions by Herefordshire Council:

- a. Approved (25/05/2017) – [P171890/XA2](#); Mr D A Cave; Hollybush Cottage, Pencombe; Discharge of condition 3 attached to planning permission [162976](#); *N.B Comments not accepted*.
- b. Prior Approval Not Required (23/06/2017) - [P172058/PA7](#); Mr C Harris; Grendon Court, Winslow; Proposed building; *N.B Comments not accepted*.

**52.3/17 To note planning refusals by Herefordshire Council:**

- a. There were no planning refusals issued.

**53/17 Lengthsman scheme:**

**53.1/17 To consider work to be undertaken:**

- a. There is no work to be undertaken.

**53.2/17 To consider payment of invoices:**

- a. • Underbuster Ltd = £452.00 for work on the parking area at Little Cowarne church.
- b. *RESOLVED*: It was agreed for the payment to be made.

**54/17 Affordable housing:**

**54.1/17 To receive an update on proposals for affordable housing:**

- a. Following attendance at a recent Rural Area Site Allocation Development Plan Document consultation exhibition TF has been exploring what options are available for progressing this. Simon Wells has been spoken to regarding involvement by Clive Richards and it was agreed to fully explore all options before making any formal proposals.
- b. It is noted that there are grants available for this and there should be an up to date assessment of local housing needs completed.

**54.2/17 To consider any necessary actions:**

- a. Tina Wood, Housing Development Officer at Herefordshire Council has volunteered to come and speak to the Parish Council to help develop the project. It was considered that the September or October meeting would be suitable for this.

**55/17 Matters raised for discussion at the next meeting:**

- a. There were no items raised for discussion at the next meeting.

**56/17 Date of next meeting:**

- a. The next meeting will be held on Tuesday 22<sup>nd</sup> August at 8.00pm.

Being no further business the meeting was closed at 9.25pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Pencombe Group Parish Council:  
Accounts 2017-2018

	Budget	Actual	Difference
<b>Income (including VAT)</b>			
• Precept	£10,000.00	£5,500.00	£4,500.00
• Cemetary Receipts	Unknown	£110.00	£110.00
• Field Rent	£40.00	£0.00	£40.00
• VAT Claim	Unknown	£0.00	£0.00
• Wayleave	£13.17	£0.00	£13.17
	<b>£10,053.17</b>	<b>£5,500.00</b>	<b>£4,553.17</b>
<b>Expenditure (including VAT)</b>			
• Cemetary rates	£170.00	£181.43	-£11.43
• Election expenses	£100.00	£0.00	£100.00
• External Auditor fee	£120.00	£0.00	£120.00
• HALC membership	£392.00	£414.30	-£22.30
• ICO Data renewal fee	£35.00	£35.00	£0.00
• Insurance	£240.00	£244.58	-£4.58
• Internal Auditor fee	£30.00	£30.00	£0.00
• Loan repayments	£2,622.00	£0.00	£2,622.00
• Maintenance works & grass cutting	£1,750.00	£1,326.00	£424.00
• Sundry expenses	£0.00	£20.00	-£20.00
• Parish Clerk salary	£1,000.00	£1,000.00	£0.00
• Rememberance Sunday wreath	£20.00	£0.00	£20.00
	<b>£6,479.00</b>	<b>£3,251.31</b>	<b>£3,227.69</b>
	<b><u>£3,574.17</u></b>	<b><u>£2,248.69</u></b>	<b><u>£1,325.48</u></b>

1. The Lengthsman Scheme is not included in the figures
2. The Business Money Maker account balance is not included in these

## Website Proposals

<ul style="list-style-type: none"> <li>a. Pencombegpc.org</li> <li>b. Pencombegpc.org.uk</li> <li>c. Pencombegroupparishcouncil.org.uk</li> <li>d. Pencombegroupparishcouncil.org</li> <li>e. <i>Pencombegrouppc.org.uk</i></li> </ul>	<ul style="list-style-type: none"> <li>a. Pencombegpc.gov.uk</li> </ul>
Domain name = £10 per year (purchased through HALC)	Domain name = £130 for first year, £65 thereafter (need to purchase ourselves)
Hosting cost = £20 per year (purchased through HALC) and includes one email address, e.g. clerk@pencombegpc.org	Hosting cost = £50 per year
Site building cost = £500 (including 2 hours training on updating site)	
Optional support package = £100 per year (includes all technical updates, a monthly backup of website and database, security updates, access to a 24/7 video training website, and telephone support – first 10 months is free for HALC members)	

<b>Start-up cost = £530</b>	<b>Start-up cost = £680</b>
<b>On-going cost = £30 per year (or £130 with support package)</b>	<b>On-going cost = £115 per year (or £215 with support package)</b>