

PENCOMBE GROUP PARISH COUNCIL

Minutes of the Annual Pencombe Group Parish Council meeting held on 23rd May 2017 at Pencombe & Little Cowarne Village Hall.

14/17 Present:

- a. Councillor Tony Brazier [TB] (Chairman)
- Councillor Tony French [TF] (Vice-Chairman)
- Councillor John Barrett [JB]
- Councillor Chris Hayes [CH]
- Councillor Anthony Legge [AL]
- Rowena Hatfield [RH] (outgoing Parish Clerk)
- Karen Hodges [KH] (incoming Parish Clerk)
- Andrew Mottram [AM]
- Mo Willcocks [MW]
- Carol Jinks [CJ]

15/17 Presentation re Neighbourhood Development Plan:

- a. The meeting welcomed Stephanie Kitto, Neighbourhood Planning Officer at Herefordshire Council who delivered a presentation and answered questions regarding the [neighbourhood development plan](#).

16/17 Election of Chairman:

- a. Mr Tony Brazier was proposed by JB and seconded by TF.

17/17 Election of Vice-Chairman:

- a. Mr Tony French was proposed by CH and seconded by AL.

18/17 Apologies for absence:

- a. Apologies were received from Councillor Phil Hope [PH] and Councillor Bruce Baker [BB]

19/17 Declarations of interest & applications for dispensation:

- a. There were none received.

20/17 Election of other officers:

- a. i. **Responsible Financial Officer (RFO):**
Mrs Karen Hodges was proposed by TB and seconded by TF.
- b. ii. **Planning Committee:**
This position was not appointed.
- c. iii. **Footpath & Tree Officers:**
This position was not appointed.
- d. iv. **Emergency Co-ordinator:**
This position was not appointed.

21/17 Minutes of the previous meeting:

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

22/17 Matters arising & action points:

- a. (Re: 06/17I) It was noted that there was still no sign near to the QE school in

Bromyard.

- b. (Re: 08/17c) The Neighbourhood Planning SLA has been signed and sent.
- c. (Re: 08/17i) KH RSVP'd to the Balfour Beatty briefing event but TB was unable to attend.
- d. (Re: 10/17a) The Lengthsman scheme contract between Herefordshire and Parish Council has been signed and returned, and confirmation of receipt has been received. Herefordshire Council have confirmed that the remaining funds from 2016/17 will be paid to the Parish Council.
- e. (Re: 12/17b) The parish map has been hung in the small committee room of Pencombe & Little Cowarne village hall. AM & MW confirmed that they were happy with the placement of the map.

23/17 District Councillor's report:

- a. Due to BB being absent there was nothing to report.

24/17 Financial report:

- a. i. **Clerk to present end of year accounts for approval:**
This was deferred to the next meeting.
- b. ii. **Council to approve Annual Governance Statement of Audit:**
This was deferred to the next meeting.
- c. iii. **Confirmation of bank balances:**
 - Community a/c (as at 22/03/2017) = £9684.51
 - Business Money Manager a/c (as at 22/03/2017) = £3080.80
- d. The following expenses were agreed for payment:
 - Information Commissioners Office for data registration = £35.00
 - Herefordshire Association of Local Councils (HALC) membership = £414.30
 - Society of Local Council Clerks (SLCC) membership = £48.00
- e. iv. **Confirmation of re-appointment of Internal Auditor:**
It was agreed that Mr Ian Pardoe be asked to serve as Internal Auditor for a further year.
- f. A discussion was held regarding the outstanding funds for the village hall mortgage and the possibility of taking out another loan to meet the need for a kitchen refurbishment. AM and MO confirmed that the village hall committee are looking into this to be able to provide details on costs. It was noted that funds may be available through an Awards For All grant. Information will be provided once available.

25/17 Parish Clerk's report:

- a. RH provided a letter of resignation to terminate her contract of employment as parish clerk. KH will officially take on the post wef 01/06/2017. Thanks were given to RH for the work she has done as parish clerk.
- b. The summary of works carried out locally by Balfour Beatty are:
 - W/c 28/04 Pothole repairs on the C1110 in Pencombe;
 - W/c 05/05 Pothole repairs on the C1112 and C1110 at Risbury, and at Marston

- Stannett;
- W/c 12/05 Pothole repairs on Church lane & C1117 in Little Cowarne; C1110, C1114, C1115 & C1117 at Pencombe; C1110 and Marston Stannett at Risbury;
 - W/c 19/05 Gully cleansing and ditching works on the C1110 at Risbury
- c. Information has been received from HARC (Herefordshire Archive and Records Centre) regarding new courses they are running - Getting Started with Ancestry (Monday 17th July, 1pm) and Getting Started with Find My Past (Monday 24th July, 1pm).
- d. Information has been received on the Hereford City of Culture 2021 summary bid document. Anyone wishing to see a copy should contact KH.
- e. Information has been received from the [Velo Birmingham Cycle Event](#) organisers asking for support in providing local people with information. The event will take place on Sunday 24th September and the B4214 and B4203 in Bromyard will be closed during the day.

2617 Planning applications/decisions:

- a. There were no planning applications received.

27/17 Lengthsman scheme:

- a. There was nothing to report.

28/17 Neighbourhood Development Plan (NDP):

- a. Following the earlier presentation RH confirmed that the next steps would be to put a steering group together. It is intended to advertise this via the parish website once this has been created. It was noted that there will need to be an open day held for parish residents and that there is a grant available for this.

29/17 Any other business:

- a. AM asked whether there was scope to create a parish newsletter, particularly for those residents who do not have internet access. It was agreed that consideration would be given to this once the website has been created so that there is a starting point for the information which needs to be cascaded.

30/17 Date of next meeting:

- a. The next meeting will be held on Tuesday 27th June at 8.00pm

Being no further business the meeting was closed at 9.20pm.

Signed: _____

Dated: _____