

# PENCOMBE GROUP PARISH COUNCIL

**Minutes of the Annual Pencombe Group Parish Council meeting held on 27<sup>th</sup> June 2017 at Pencombe & Little Cowarne Village Hall.**

**31/17 Present:**

- a. Councillor Tony Brazier [TB] (Chairman)
- Councillor Tony French [TF] (Vice-Chairman)
- Councillor John Barrett [JB]
- Councillor Phil Hope [PH]
- Councillor Bruce Baker [BB]
- Karen Hodges [KH] (Parish Clerk)
- Ian Pardoe [IP] (Internal Auditor)

**32/17 Apologies for absence:**

- a. Apologies were received from Councillor Chris Hayes [CH] and Councillor Anthony Legge [AL].

**33/17 Declarations of interest & applications for dispensation:**

- a. There were none received.

**34/17 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.

**35/17 Matters arising & action points:**

- a. There were no matters arising or action points.

**36/17 District Councillor's report:**

- a. BB reported that a lot of time had been taken up carrying out health & safety checks on council premises and private housing association properties following the Grenfell fire disaster. To date there were no buildings with aluminium cladding or high rise properties which needed attention.
- b. The Police and Crime Commissioner, John Campion, is proposing a change to the governance arrangements for the local police and fire services in Worcestershire, Herefordshire, Shropshire and Telford & Wrekin to deliver more effective, efficient services to the community. He is proposing to take on the roles of the two local Fire Authorities, in order to significantly improve local police and fire services and save the taxpayer £4m a year without significantly impacting frontline services. [The consultation is currently open and closes on 11 September 2017.](#)
- c. Following the publication of the Report of the Herefordshire Independent Remuneration Panel making recommendations on Councillors allowances, the basic annual allowance has been increased.
- d. Work is continuing on the [Herefordshire Nutrient Management Plan](#) to reduce phosphates in water courses, particularly the Rivers Lugg & Wye). It was noted that there was considerable work to be done in Powys near to the source of the rivers.
- e. Work on the [Hereford bypass](#) has been given high stakes in the Infrastructure Forum.
- f. The Hereford bid for the [City/County of Culture in 2021](#) is on-going. The shortlist will

be announced next month. It was noted that any costs will be covered by private enterprise.

- g. The Duke of Gloucester has opened the [Energy Waste Plant](#) in Hartlebury. The plant will handle 43,500 tonnes of domestic waste per year and this will be turned into energy, which will be enough to power all the homes in Hereford city.
- h. The refurbishment of [Ledbury swimming pool](#) is now complete and has been officially opened.
- i. The [Hereford Council smallholdings disposal](#) is progressing as planned. The closing date for offers is 5 July 2017. There have been over 500 viewings to date.
- j. The [Fastershire](#) project is progressing under Gigaclear. Pencombe is due to be completed in the next roll out due for completion by the end of 2018. Connection will be via fibre lines, so there will be no need for any copper telephone lines.
- k. Jesse Norman MP has been [appointed as the Parliamentary Under Secretary of State for the Department for Transport](#).
- l. It was noted that pot holes on the parish roads are bad again. BB confirmed that any potholes must be reported to Hereford Council for them to be recorded and repaired. This can be done via telephone 01432 261800 or via the [website](#). Details of all pothole reports and progress can be found on the website. It was also noted that [claims can be made](#) at any stage for vehicle damage caused by potholes.
- m. The Locality Steward for the area is still being recruited. Matt Healey and James Howells are sharing responsibility at present and Linzy Outtrim remains a good contact.
- n. Arrangements for the Birmingham Velo event are still being discussed following consultation. The outcome will be announced shortly.

### 37/17 Financial report:

- a. i. **Clerk to present end of year accounts for approval:**  
KH presented the end of year accounts (as per attached) for approval.
  - b. ii. **Council to approve Annual Governance Statement of Audit:**  
All the relevant sections of the Annual Governance Statement were approved and the Audit form was signed by TB & KH.
  - c. The exercise of public rights dates were agreed as 30/06/2017 – 10/08/2017.  
KH will display the relevant documents of the notice board.
- Action: KH**
- d. iii. **HSBC bank balances & budget to date:**
    - Community a/c (as at 22/03/2017) = £9684.51
    - Business Money Manager a/c (as at 22/03/2017) = £3080.80
  - e. iv. **Income received/due:**  
The following income has been received:
    - Herefordshire Council = £452.00 for the outstanding amount from the Lengthsman Scheme.

**f. v. Payments made/due:**

The following expenses were agreed for payment:

- Aon insurance = £244.58 for annual Local Council insurance renewal
- Ian Pardoe = £30.00 for thank-you payment for the internal audit of accounts

- g.** There is an outstanding amount of £720.00 due to Parallel Lines for April and May groundwork's. The April invoice had been paid but the cheque had been stopped due to incorrect signatories (see 37/17i). It was noted that the causeway had not been cut due to their being an issue with dog fouling. It was agreed that KH would contact Parallel Lines to enquire about what adjustment would be made to the invoices as the quoted work had not been completed in full. KH would contact the Councillors via email to agree payment once a response had been received. It was noted that Derek Chilman has cut the grass and cleaned up the dog mess and thanks were given to him.

**Action: KH**

- h.** A VAT reclaim for 2016-2017 is still to be completed. KH will do this online. It is anticipated that there will be a reclaim of £1,015.59.

**Action: KH**

- i.** Following the return of cheque no 100526 due to the signature not being on the mandate, Rowena Hatfield [RH] (who remains as the contact point for the bank accounts) had contacted HSBC who advised that the previous mandate change request was still in the Leominster branch and had not been actioned. RH had contacted Parallel Lines to apologise and confirm that the matter would be resolved shortly. KH has identified that a mandate change request can now be done online using electronic signature verification and it was agreed that this route should be tried to resolve the situation. Signatories were agreed as:

- Councillor Tony Brazier (existing)
- Councillor John Barrett (existing)
- Councillor Phil Hope (existing)
- Councillor Tony French (new)
- Councillor Chris Hayes (new)
- Councillor Anthony Legge (new)

- j.** KH advised that she had spoken to HSBC and they had recommended that a letter be written to the Leominster branch to advise of the change in Parish Clerk and ask for the contact details to be updated accordingly. KH had prepared the letter and it was signed by TB, JB and PH as existing signatories.

- k.** A discussion was held around the use of internet banking and it was agreed that this could be investigated further as it would make transactions much easier. A daily limit for online banking payments should be set at £500.00. KH to explore this with HSBC due to the need for there being two signatories on a cheque.

**Action: KH**

**38/17 Parish Clerk's report:**

- a.** TB signed an acceptance of resignation letter for RH and an appointment letter for KH. The contract of employment was also signed but it was noted that this may need some updating following a discussion with HALC on current employment legislation.
- b.** KH presented a number of logos for the consideration. It was agreed that the logo

with the hands forming a tree would be used. KH will create some bespoke stationary and will use logo wherever possible to provide some identity.

**Action: KH**

- c. The summary of works carried out locally by Balfour Beatty are:
- [Grass cutting](#) (North East Villages) will take place w/c 27/04, 01/05, 22/05, 29/05, 19/06, 26/06, 24/07, 31/07, 21/08, 28/08, 25/09, 02/10
  - w/c 26/05/2017 Pothole repairs on Gasbage, C1115, C1110 & C1114 in Pencombe, Church Lane, C1117 & Rams Corner in Little Cowarne
  - w/c 16/06/2017 Pothole repairs on C1110 at Risbury
  - w/c 23/06/2017 Pothole repairs on C1114 in Pencombe
- d. A letter has been received advising that on 22 May 2017 Herefordshire Council adopted a revised Code of Conduct. The letter asked if the Parish Council would also be adopting the code and whether any training would be required. It was agreed that KH should explore this and identify if the code should be adopted and if training is required.
- Action: KH**
- e. Information has been received from the Herefordshire Archive & Records Centre regarding some forthcoming events:
- Echoes in the Wood (an exhibition showcasing natural history of woodpeckers and their habitat) – 6 June-14 July, Tuesday-Friday and second Saturday, 9am-5pm, free
  - Rotherwas Munitions in Colour (an opportunity to see the WW1 munitions processes in colour) – 29 June, 2pm, free
- f. A Broadband event was held on 19 June providing an update on the Fastershire project. See 36/17j.
- g. Information has been received regarding the [Public Spaces Protection Order Consultation: Dog Control](#), which takes place between 23 May and 5July. It was agreed that KH should look into this following the issues identified with dog fouling on the Causeway.
- Action: KH**
- h. Parish councilors have been invited to a Herefordshire Council budget priorities briefing for 2018/19 to be held at Hereford Town Hall on 4 July at 6.30pm. There was no availability to attend.
- i. On 21 July members of Hereford Council have been invited to a workshop to consider the planning service as a whole, to consider what it does well and where it could be improved. The information will be used to guide managers of how the service could be redesigned. It was agreed that there should be much more planning at a local level specifically regarding location and design. KH agreed to feedback to BB for him to take forward.
- Action: KH**
- j. Parking charges are to be introduced at Community hospitals for staff, patients and visitors from 10 July – 1hr-£1, 2hrs-£1.50, 3hrs-£2, 4hrs-£2.50, up to 24hrs-£5.
- k. Confirmation has been received from the Information Commissioners Office (ICO) of the change to register of data controllers and provision of security number for KH.

- I. The [Rural Area Site Allocation Development Plan Document issues and options consultation](#) is running from 12 June to 28 July. The document is seeking to provide a policy framework and growth proposals to support the delivery of the Herefordshire Core Strategy for those market towns or parishes which are not included within a neighbourhood development plan (NDP). TF attended a consultation exhibition on 14 June and advised that there is still scope for the Pencombe group to pursue affordable housing options, either via the Parish Council raising funds for housing and acting as the landlord or to contact housing associations directly to progress. It was agreed that this should be considered as part of the NDP work and that JB would discuss with Simon Wells to identify if Clive Richards previous interest in affordable housing was still valid.

**Action: JB**

**39/17 Planning applications/decisions:**

- a. There were no planning applications received.

**40/17 Lengthsman scheme:**

- a. There was nothing to report.

**41/17 Neighbourhood Development Plan (NDP):**

- a. There was nothing to report.

**42/17 Any other business:**

- a. The [planned water pipe replacements works](#) are due for completion on 18<sup>th</sup> August 2017. They are to continue towards Pencombe Hall and past the Wheelwrights Inn to Marsh Court.

**43/17 Date of next meeting:**

- a. The next meeting will be held on Tuesday 25<sup>th</sup> July at 8.00pm.

Being no further business the meeting was closed at 9.50pm.

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

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