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**PENCOMBE GROUP PARISH COUNCIL**  
**Approved Minutes of the Ordinary Meeting of Pencombe Group Council held on**  
**Tuesday 24<sup>th</sup> September 2019**  
**Pencombe & Little Cowarne Parish Hall, 7.30pm**

**Councillors Present;**

Cllr. T. Brazier (Chairman)  
Cllr. C Hayes  
Cllr. P. Hope  
Cllr. C. Hadley  
Cllr. David Legge  
Cllr. J. Barrett

**In Attendance:** Allan Drew (Parish Clerk)

**Members of the Public:** Andrew Mottram (Chairman of Trustees, Parish Hall)  
Susan Drew (Treasurer, Parish Hall)

**286/19 Apologies for absence**  
None - all members present

**287/19 Declarations of interest and written requests for dispensation**  
No declarations of interest and written requests for dispensation were received.

**288/19 Draft minutes of the previous meeting on 27<sup>th</sup> August 2019**  
The Chairman signed the draft minutes as a true record of the meeting

**289/19 Action Tracker.**  
Andrew Mottram reported that John Rees had quoted for repair to the Parish Hall external post and rail fencing. The quote was £1220 and the hall trustees were happy to accept this quotation. With the hall budget not fully committed for the year Mr. Mottram asked Council to consider paying for the repairs, in line with the MoU between Council and hall trustees. Cllr. Legge proposed and Cllr. Hayes seconded that Council would meet the cost of the repairs. The Chairman reminded the meeting that the VAT for the purchase of materials could be reclaimed if the Parish Council purchased the materials for the work. Mr. Mottram undertook to inform John Rees of the decision and the VAT reclaim process. **Action: Trustees Chairman**

**290/19 Open session:**

279.1/19 Cllr. Harrington was not present to provide an update. Council was concerned about two issues relating to Balfour Beatty work carried out in the last month-

There was concern that the verge cutting carried out had missed the area around the Little Cowarne/ Ullingswick junction. This omission further increased traffic risks due to poor visibility.

Several residents had written to Council reporting that the new salt box in Little Cowarne had been irreparably damaged by the verge trimming operation.

The Clerk undertook to write to Cllr. Harrington asking that these issues be resolved by the contractor.  
**Action: Clerk**

Cllr. Legge raised an issue with a pothole which the Clerk will report.

**Action: Clerk**

The Chairman was concerned that overhanging branches from properties adjacent to the Causeway were a hazard to footpath users. There was a view that residents were now too elderly to take the necessary steps to trim the branches particularly given the steep slopes in some areas. Council agreed that the grass cutting contractor should be paid a nominal sum to trim the branches. The Chairman undertook to mention this requirement to the contractor.

**Action: Chairman**

### **291/19 Parish Hall update**

Andrew Mottram, Chairman of the Parish Hall Trustees gave an update on the Parish Hall- The new kitchen was almost completely finished with only the new electric meter outstanding. An estimate of the voluntary work carried out on the project by a number of residents was around 42 mandays. With the new kitchen as a centrepiece, and strenuous efforts by the trustees committee, Mr. Mottram was able to report that hall bookings are increasing and this year's income outturn is forecast to be around 30% higher than 2018-19.

The Trustees' Chairman informed Council that a newsletter publicising hall activities would be produced quarterly and for the convenience of residents would be in both digital and printed form. Council welcomed this initiative and undertook to help where possible with ensuring that the newsletter received the widest possible distribution.

The hall Treasurer reported that with the upturn in bookings and the fundraising activities it was likely the hall would be able to pay for day to day running costs. However, the question of upcoming refurbishment would likely remain an issue. The Treasurer took the opportunity to advise Council that in her opinion the next few years would require financial support from Council of £3,500 per annum. Council noted the point and advised that discussion of the annual precept was underway. The financial position of the hall would be one of the topics discussed when arriving at an agreed precept request.

Finally the Treasurer advised Council that there were some final purchases required to complete the kitchen and requested a loan from Council of £1500. After some discussion the loan of £1500 was proposed by Cllr. Barrett and seconded by Cllr. Legge. The Clerk would agree the details of the loan with the hall trustees

**Action: Clerk**

### **292/19 Finance – to receive an update.**

#### **292.1/19 HSBC bank balances**

Members were informed that the bank balances on 22/09/2019 were as follows:-

- Community Account: £2375
- Business Money Manager Account: £18,067.50

#### **292.2/19 To note income received/due.**

The second half of the annual precept had been received from Hereford Council. This was £6250 and resulted in the balance in the Community account rising to £7695.07 after some outstanding payments have been accounted for.

**292.3/19 To consider and authorise payments due and note payments made since last meeting;**

Payments due

No.	Name	Amount £	Details
1	Community Heartbeat Trust	£1875	For purchase of Sparrington defibrillator
	Community Heartbeat Trust	£162	Annual support cost for Sparrington defibrillator
2	Clerk's salary		For September 2019

Council signed cheques for all the above payments

Payments made since last meeting

None

**293/19 Planning applications/decisions**

No planning matters had been brought to the clerk's attention since the previous meeting

**294/19 Lengthsman scheme**

There had been no activity under the Lengthsman scheme since the previous meeting

**295/19 Approval of Accounts for 2018-19 and Annual Governance and Accountability (AGAR)**

Council noted that our internal auditor, Mr. Ian Pardoe had audited the accounts and was satisfied with the validity of the statements.

The Clerk stated he had received the first correspondence from Herefordshire Council regarding the precept for 2020-21. The precept request has to be lodged with Herefordshire by 31<sup>st</sup> December 2019. Members had a brief discussion on the broad financial position and it was agreed that they would consider suitable projects for discussion at the next meeting.

**296/19 Matters raised for next meeting.**

Council will progress the discussion on setting the precept for 2020-21

The date of next meeting is Tuesday 29<sup>th</sup> October, at 7.30pm

The meeting closed at 9.06pm.

Signed.......... Chairman of the Parish Council

Dated .....