
PENCOMBE GROUP PARISH COUNCIL
Draft Minutes of the Ordinary Meeting of Pencombe Group Council held on
Tuesday 22nd September 2020
Video meeting 7.30pm

Councillors Present;

Cllr. T. Brazier (Chairman)

Cllr. P. Hope

Cllr. C. Hadley

Cllr. D. Legge

In Attendance: Ward Councillor John Harrington, Allan Drew (Parish Clerk)

Members of the Public: Susan Drew (Treasurer, Parish Hall), Frank Nicholson, resident.

38/20 Apologies for absence

Apologies had been received from Cllr. Hayes and Cllr. Barrett

39/20 Declarations of interest and written requests for dispensation

None were received

40/20 Draft minutes of the previous meeting on 25th August 2020

Councillor Legge proposed that the minutes be signed as a true record of the meeting and Councillor Hadley seconded. The Chairman signed the draft minutes as a true record of the meeting

41/20 Action Tracker.

Weight limit through the village. Item is for discussion at this meeting. Cllr. Harrington will provide an update during his session. Action point closed

Damage to the churchyard wall. The clerk had contacted the insurers and the wall is not currently insured. To have the wall insured would require a survey and a valuation. The clerk undertook to find out how much this might cost and report to the next meeting.

Action Clerk

Lengthsman and ditch near Little Cowarne church. The Chairman asked Cllr. Legge to check with the owners of Upper House to establish how the fence currently holding back a sizeable amount of debris should be dealt with.

Action: Cllr. Legge

Delegated authority for planning applications. The clerk explained that he now believed the proposed delegated authority was not actually lawful since planning applications should be considered at a meeting which is open to the public. Whilst meetings were not held during lockdown such a requirement could not be met, but now that Council was equipped to hold video meetings then a public meeting was again possible. The clerk recommended and Council agreed that delegated authority was not now necessary and the action point was closed.

Funding of Lengthsman scheme for current year. The clerk reported that, on the advice of Cllr. Harrington, he would register the current year's maintenance scheme with Balfour Beatty. Potentially if there were any funds left over in this year's Herefordshire budget then some funding might be available to the Parish for work carried out this year. Action point to remain open pending submission by the clerk of the maintenance plan.

Unpaid invoice for ditching work at Sparrington Farm. The Chairman stated he had not yet been able to contact Mr. Thomas to resolve the matter. The clerk gave the Chairman a copy of the invoice. Action remains open.

The clerk reported that he had publicised, on the notice board, website and the email list, the possibility of allotments being provided within the Parish. So far he had received 2 expressions of interest. In law the Council had to discuss the provision of allotments if 6 or more residents expressed an interest. It was felt that this coverage was sufficient and there was no need to use the Parish Hall newsletter. Action closed.

Road deterioration at Hollybush Lane and at the A465/C1117 junction. Using the online reporting tool the clerk has reported both areas as in need of attention.

Remaining open action points were covered by an agenda item on the Neighbourhood Development Plan.

42/20 Open session:

42.1/20 Cllr. Harington had joined the meeting but was having trouble maintaining a working connection. At this point in the meeting he was not available and in fact was absent for the remainder of the meeting.

42.2/20 No issues were raised by residents.

43/20 Parish Hall update

The Parish Hall Treasurer provided an update on the arrangements for re-opening the Hall during the COVID outbreak. It seemed likely the Hall could continue to hold events so long as there was compliance with distancing rules. However, the rules were in a permanent state of change and a close watch was being kept on Government information sources.

44/20 Finance – to receive an update.

44.1/20 HSBC bank balances & spend against budget

Members were informed that the bank balances on 22/9/2020 were as follows:-

- Community Account: £7615
- Business Money Manager Account: £13169

Spending and income were both running to budget-

Income Budget £17458; Received to date £10585; Forecast outturn £18873. The variance from budget is mostly accounted for by a donation of £1200 from the Parish Hall as a contribution towards roofing work.

Expenditure Budget £16010; Spend to date £10008; Forecast outturn £16987. Again the variance from budget is explained by the extra spending on the Parish Hall for which the donation received.

The net position shows a forecast surplus of £438 by year end. We have budget provisions against likely risks such as winter weather problems.

44.2/20 To note income received/due.

21/9/2020	Herefordshire Council Precept (second payment)	£6875
24/8/2020	Parish Hall donation	£1200
24/8/2020	Parish Hall loan repayment	£62.50

44.3/20 To consider and authorise payments due and note payments made since last meeting;

Payments due for authorisation

No.	Name	Amount £	Details
1	A M Drew		Clerk's salary for September 2020
2	A M Drew	£58.19	Re-imburse clerk for purchase of printer toner cartridge

All payments were authorised by Council. Proposed by Cllr. Legge and seconded by Cllr. Hope

Payments made since last meeting-

Cemetery rates payment to Herefordshire Council. £52.00

Receipts due but not yet received

26/5/20 Mr G Thomas, Sparrington Farm (Ditching) £135.00

45/20 Planning applications/decisions

45.1/20 Planning applications received.
No new applications had been received

45.2/20 Planning permissions granted
No new permissions had been granted

45.3/20 Planning refusals
Application 202168 (Replacement dwelling at Grendon Court) which Council had commented on at last meeting had been refused. The reasons for refusal were-
Proposed building was too large for the area and surrounding buildings
Not sufficiently sympathetic with a listed barn close to the sites

46/20 Lengthsman scheme/Grass cutting

46.1/20 Grass cutting. Nothing to report. It is expected that Adrian will invoice for a September cut and an October cut.

The Chairman raised concerns about the state of the Causeway footpath which has deteriorated and is in danger of washing out when water levels rise. It would be a small job for the Lengthsman to correct in the current condition of the footpath but should water damage occur the work could be much more expensive. To allow the work to progress Council resolved that expenditure up to a limit would be agreed. The Chairman estimated

that £300 should be sufficient to remedy the problem. Expenditure up to £300 was proposed by Cllr. Legge and seconded by Cllr. Hope.

46.2/20 To consider payment of invoices

There are no outstanding invoices awaiting payment

47/20 Launching the NDP

The Clerk summarised for the meeting progress since 2016 when the NDP process started. The Neighbourhood Area had been defined and agreed with Herefordshire Council. A service level agreement had been signed in 2017 and a planning officer allocated to support our NDP creation. In 2018 a steering group was formed but at that point the process stalled and the Clerk had been unable to find any further records around steering group meetings.

The key to re-starting the NDP is grant funding and currently the grant is conditional on being spent during just one financial year. That is why most NDP grants start in April so the full year is available for spending. Pencombe Group would have likely applied for the grant in April 2020 but COVID-19 had stopped that activity. However, in discussion with HALC it seemed possible that the grant giving body (Locality) might be prepared to make a grant which would run for 12 months irrespective of the nearness of April. The Clerk undertook to check with Locality to see if the grant could be received now but with revised timing. The meeting then discussed the sites available, all of which were in Pencombe, and several Councillors thought there were disadvantages with the sites particularly around run off and drainage. It was agreed that Councillors would reflect on the best way forward for the NDP and come to a decision at the next meeting.

48/20 Certificate in Local Council Administration (CiLCA) clerk's training program.

The Clerk reminded Council that his job description required him to achieve the CiLCA qualification for which the full cost of training and registration is £1050. Also now that he was taking over clerk duties at Humber, Ford & Stoke Prior Group PC that Council had the same requirement. The opportunity arises for both Councils to share the cost and at their meeting on 16 September HFSP had already agreed to such an arrangement. It was resolved that Pencombe Group PC would also pay half the cost, that being £525 for each Council.

49/20 Matters for discussion at next meeting

Footpath through the school grounds to the Parish Hall.
Road safety in Pencombe

The date of next meeting is Tuesday 27 October 2020, at 7.30pm

The meeting closed at 8.45pm.

Signed..... Chairman of the Parish Council

Dated